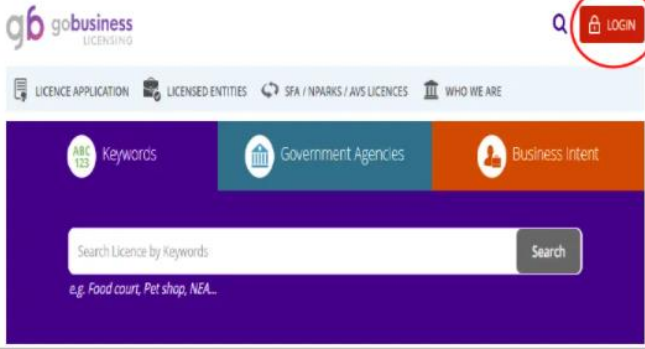
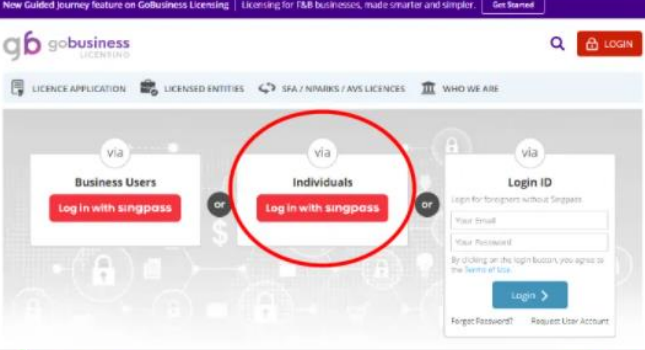
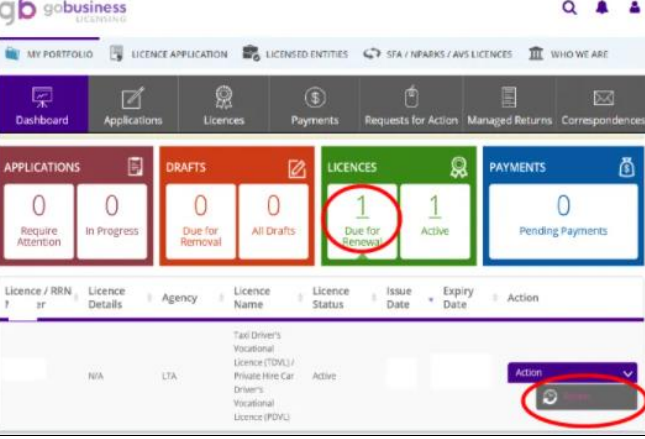
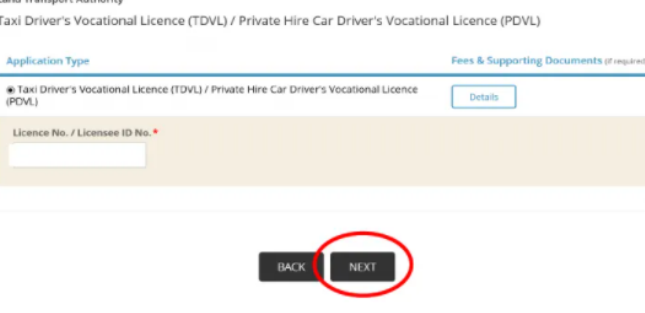
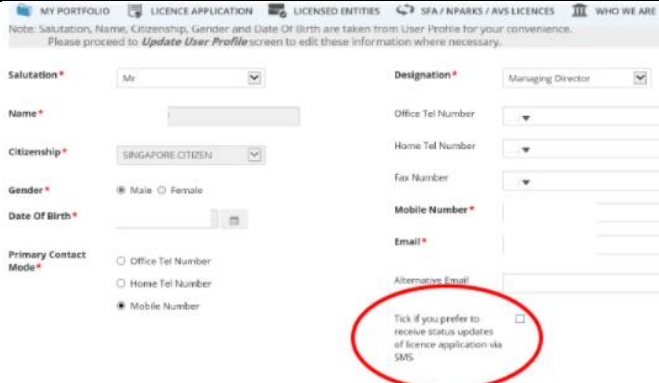
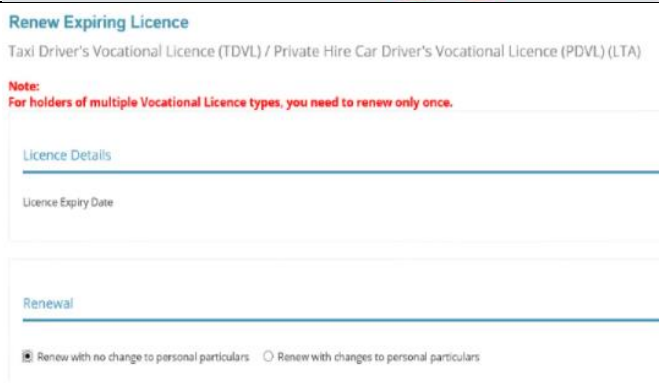

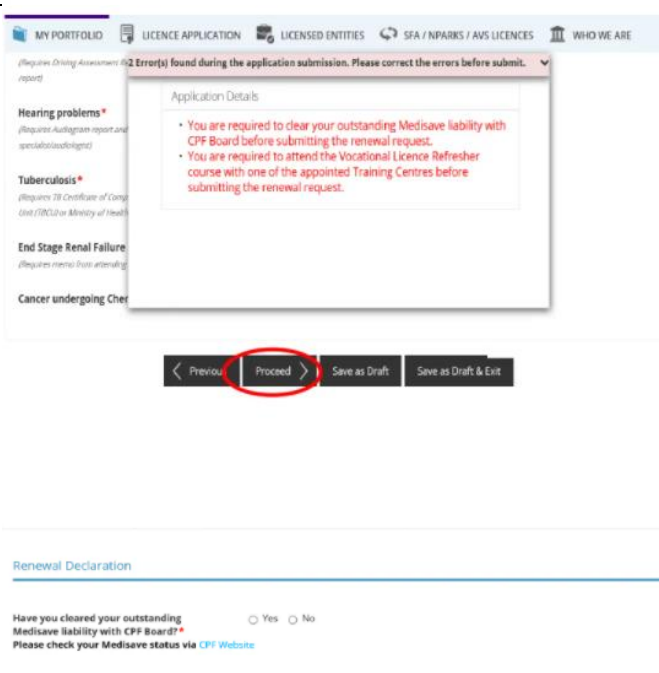

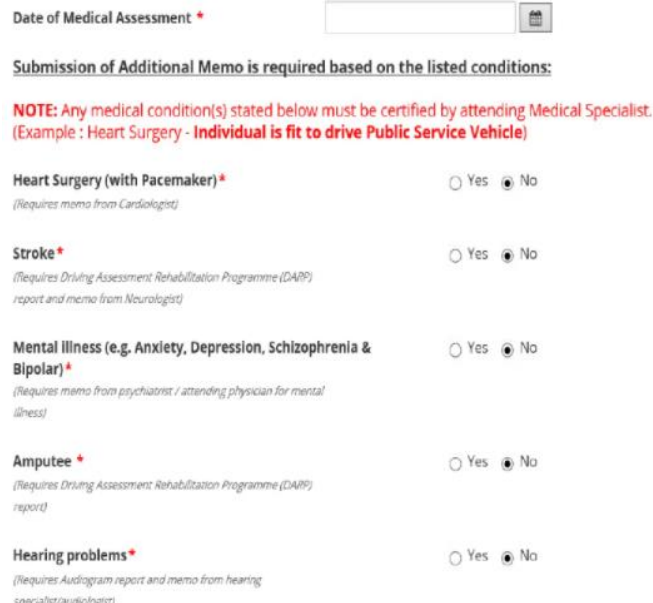
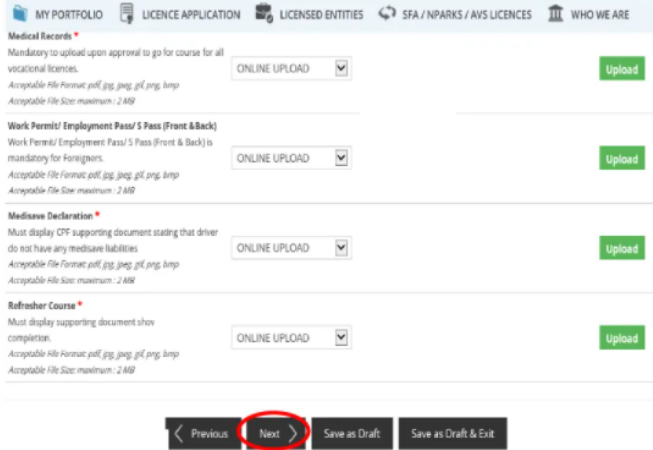
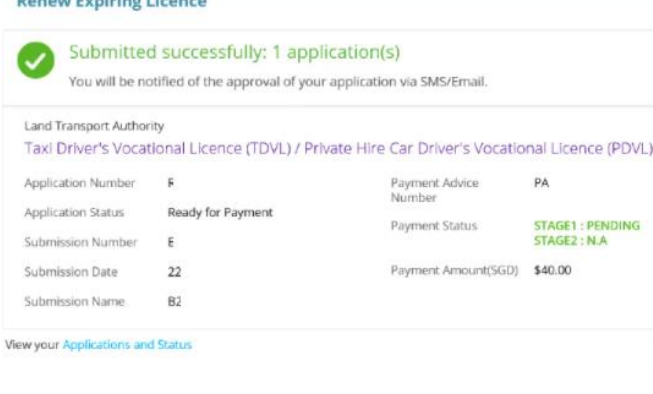


Renewing your licence via GoBusiness Licensing Portal (for licences which have not expired or licences which have expired for less than 6 months)

Steps	Illustration
<p>1. Visit https://licence1.business.gov.sg/feportal/web/frontier/home</p>	
<p>2. Click on Login button</p>	
<p>3. Login with your Singpass for individuals user.</p>	
<p>4. If the vocational licence is due for renewal, there will be a prompt at the dash board interface under "Licences". Click on it and select "Renew"</p>	
<p>5. Select the appropriate licence type to renew and key in the NRIC accordingly. Do note that for multiple licence holders, they will be required to renew only once > Click on Next</p>	

Steps	Illustration
<p>6. Verify your details and click on the box, to receive status updates on your Renewal via SMS > Click on Next</p>	
<p>7. If there are any changes to the licence holder's particulars for example address or contact number, he/she may wish to select the option "Renew with changes to personal particulars". Otherwise, please select the other option "Renew with no changes to personal particulars"</p>	
<p>8. Declaration for Medisave Liabilities and Refresher Course</p>	
<p>9. If the option for both MediSave Liabilities and Refresher course have been selected as "No" and yet they are required to fulfil both requirements. System will auto prompt an error notification. For MediSave Liabilities, licence holders may now check for their MediSave liabilities directly through the CPF website. For Refresher Course, licence holders are required to undergo the refresher course first prior to licence renewal.</p> <p>Declaration for MediSave Liabilities will only be available if the licence holder is required to fulfil it prior to licence renewal.</p>	

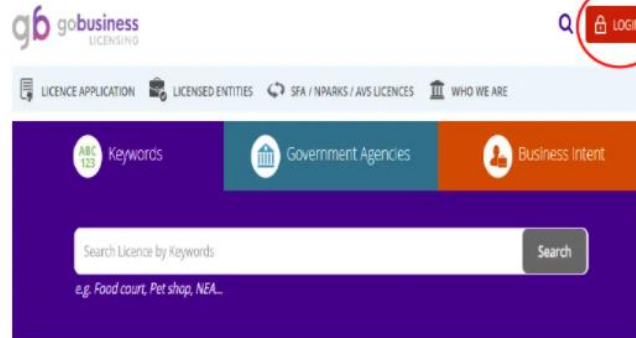
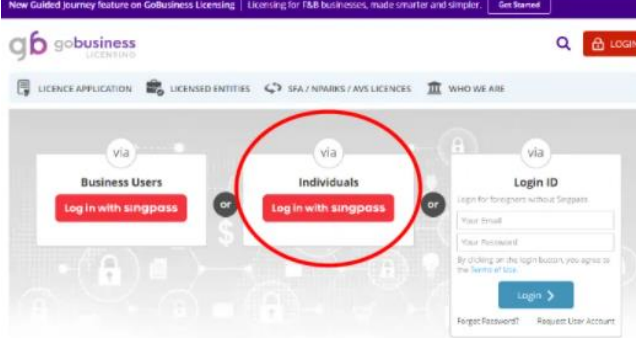
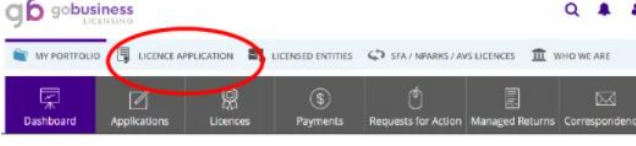


Steps	Illustration
<p>Declaration for Refresher Course will only be available if the licence holder is required to fulfil it prior to licence renewal</p>	
<p>10.If licence holder is required to undergo a medical examination, the medical examination declaration will appear as per the screenshot below Note: Select the option Yes or No for each type of medical condition as indicated within the actual medical form before clicking Proceed.</p>	
<p>11.Upload supporting documents</p> <p>Note 1: Medical memo will be required if there is any selection in Yes option at Step 11</p> <p>Note 2: Ensure that the uploaded image is clear and of visible quality and file size must not be > 2MB.</p> <p>Click on Next to proceed to pay.</p>	
<p>12.Make payment of \$40 (non-refundable) and the renewal application will be submitted.</p>	

Steps	Illustration
<p>13. You will receive a SMS notification once your Vocational Licence renewal application has been approved. (if you had ticked the box under step 7) Your Vocational Licence status will be updated on OneMotoring by the next working day after it has been approved</p>	

Renewing your licence via GoBusiness Licensing Portal (for licences which have expired for more than 6 months but less than 3 years)

Steps
<p>1. Make an appointment to submit a late renewal application at LTA Customer Service Centre, 10 Sin Ming Drive S575701. Select “Public Service Vehicle” > “Vocational Licence” > “Late Renewal” when making your appointment. Bring along the following documents:</p> <ul style="list-style-type: none"> • NRIC • Valid Singapore driving licence • Vocational licence card (if you misplaced the vocational licence card, please bring a copy of police report stating the loss of vocational licence) • Completed the late renewal application form for vocational licence • \$25 payable via Nets/FlashPay/CashCard
<p>2. LTA will assess if your licence can be renewed. If your late renewal application is successful, a letter will be sent to inform you of the requirements to fulfil. If you misplaced the approval letter or did not receive it after 14 working days, please LTA.</p>
<p>3. After meeting all the requirements stated in the late renewal approval letter, make an appointment at the LTA Customer Service Centre, 10 Sin Ming Drive. Select “Public Service Vehicle” > “Vocational Licence” > “Renewal” when making your appointment. Bring along the following documents:</p> <ul style="list-style-type: none"> • NRIC • Valid Singapore driving licence • Vocational licence card • Late renewal approval letter • To meet any outstanding requirements stated in the late renewal approval letter: <ul style="list-style-type: none"> i. Completed medical reports ii. Original proof of refresher course registration iii. Documents to show no outstanding MediSave contributions • \$40 renewal fee via Nets/FlashPay/CashCard

Uploading your medical examination report

Steps	Illustration																		
1. Visit https://licence1.business.gov.sg/feportal/web/frontier/home																			
2. Click on Login button																			
3. Login with your Singpass for individuals user.																			
4. Click on Licence Application																			
5. Click on Amend Existing Licence to amend licence or, Click under Licenses > Active																			
6. Select your licence type Note : Please select only one licence for multiple vocational licence holders	 <table border="1" data-bbox="815 1861 1453 1951"> <thead> <tr> <th>Licence Number</th> <th>Agency</th> <th>Licence Name</th> <th>Licence Status</th> <th>Issued Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>ETA</td> <td></td> <td>Bus Driver's Vocational Licence (BIVL) / Bus Assistant Vocational Licence (BAVL)</td> <td>Active</td> <td></td> <td></td> </tr> <tr> <td>ETA</td> <td></td> <td>Taxi Driver's Vocational Licence (TIVL) / Private Hire Car Driver's Vocational Licence (PDVL)</td> <td>Active</td> <td></td> <td></td> </tr> </tbody> </table>	Licence Number	Agency	Licence Name	Licence Status	Issued Date	Expiry Date	ETA		Bus Driver's Vocational Licence (BIVL) / Bus Assistant Vocational Licence (BAVL)	Active			ETA		Taxi Driver's Vocational Licence (TIVL) / Private Hire Car Driver's Vocational Licence (PDVL)	Active		
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ETA		Taxi Driver's Vocational Licence (TIVL) / Private Hire Car Driver's Vocational Licence (PDVL)	Active																

Steps

7. Select Submission of Medical Records and key in Licence No. /Licensee ID No. > Click on Next

Illustration

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

Amend Licence

1 SELECT Licensee 2 **AMENDMENT Profile** 3 ADD General Information 4 FINISH Application Details 5 UPLOAD Supporting Documents 6 REVIEW & SUBMIT Application (Payment if Applicable) 7 ACKNOWLEDGEMENT

Land Transport Authority
Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)

Type of Amendment Fees & Supporting Documents (if any)

- Change of Personal Particulars Details
- Replacement of Vocational Licence Details
- Submission of Medical Records** Details

Licence No. / Licensee ID No. *

BACK NEXT

8. Ensure all particulars are correct, and click on the box, to receive status updates on Renewal via SMS > Click on Next

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

Amend Existing Licence

1 SELECT Licensee 2 AMENDMENT Profile 3 **ADD General Information** 4 FINISH Application Details 5 UPLOAD Supporting Documents 6 REVIEW & SUBMIT Application (Payment if Applicable) 7 ACKNOWLEDGEMENT

Terms of Use

1. Agreement
Access to this services is governed by the terms and conditions as stated below ("Terms of Use"). By accessing and using the Website, you shall be deemed to have accepted and agreed to be legally bound by these Terms of Use. If you do not accept any of these Terms of Use, please leave the website.
2. In these Terms of Use, the words "we", "our" and "us" refer to the Government of Singapore and all Statutory Boards. "Statutory Board" means any body corporate established by or under written law from time to time to perform or discharge any public function.
3. These Terms of Use may be changed from time to time. Changes will be posted on this page. Your use of the Website after changes have been posted on the website will constitute your agreement to the modified terms of use and all of the changes.
4. We may modify or discontinue any information or features that form part of the Website at any time, with or without notice to you, and without liability.

2. Access to the Website
The accessibility and operation of the Website relies on technologies which are not under our control. We do not guarantee continuous accessibility or uninterrupted operation of the Website.

By clicking on the checkbox, I agree to be bound by the Terms of Use.

MyInfo

Use MyInfo
Please click [here](#) for MyInfo details

Driver's Particulars

Note: Salutations, Name, Nationality, Gender and Date Of Birth are taken from user profile for your convenience. Please proceed to ignore user profile screen to edit these information where necessary.

Salutation* Mr Designation Managing Director

Name* Office Tel Number

Nationality* SINGAPORE CITIZEN Home Tel Number

Gender* Male Female Fax Number

Date Of Birth* Mobile Number*

Primary Contact Mode*
 Office Tel Number
 Home Tel Number
 Mobile Number
Email
Alternative Email

Tick if you prefer to receive status updates of licence applications via SMS

Next > Save as Draft Save as Draft & Exit

Steps

9. Self declaration (Medical Condition) Page

Note: Select the option **Yes** or **No** for each type of medical condition as indicated within the actual medical form before clicking **Proceed**.

Illustration

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

1 SELECT Licence(s) 2 NEXT STEP Profile 3 ADD General Information 4 **PROVIDE Application Details** 5 UPLOAD Supporting Documents 6 REVIEW & SUBMIT Application (Payment if applicable) 7 ACKNOWLEDGE

Amend Existing Licence

Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)

Submission of Medical Records

Licensee Name

Licensee ID Number

Medical Conditions

Submission of Additional Supporting Documents are required based on the listed conditions:

NOTE: Memo MUST indicate that driver is "FIT TO DRIVE A PUBLIC SERVICE VEHICLE". LTA do not accept memo with remarks "Fit to Drive". This is to ensure that certification of memo with "Fit to Drive" remarks will only be applicable to Class 3 Driving Licence to drive a private motorcar/bus, and NOT for purpose of driving a PUBLIC SERVICE VEHICLE.

Heart Surgery (e.g. bypass) - Surgery is < 1 year* Yes No
(Requires memo from Cardiology)

Eye Surgery (e.g. Cataract) - surgery is < 6 months* Yes No
(Requires memo from Eye Consultant)

Stroke* Yes No
(Requires Driving Assessment/Reclassification Programme (DARPP) memo and memo from Neurologist)

Mental Illness (e.g. Anxiety, Nervous Breakdown, Schizophrenia)* Yes No
(Requires memo from Institute of Mental Health (IMH))

Diabetes* Yes No
(Requires memo from Institute of Mental Health (IMH))

Amputee* Yes No
(Requires Driving Assessment/Reclassification Programme (DARPP) memo)

Hearing problems* Yes No
(Requires Audio test report and memo from doctor)

AIDS* Yes No
(Requires memo from doctor)

Tuberculosis (TB)* Yes No
(Requires TB certificate from Tuberculosis Control Unit (TBCU) or memo from Health Authority)

Renal Failure* Yes No

Cancer (if still under follow-up treatment)* Yes No

< Previous **Proceed** > Save as Draft Save as Draft & Exit

Renewal Declaration

Have you cleared your outstanding Medisave liability with CPF Board?* Yes No
Please check your Medisave status via [CPF Website](#)

Renewal Declaration

Have you attended the Taxi Driver/Private Hire Car Driver's Vocational Licence Refresher Course as advised in your Renewal Notice?* Yes No

10. Uploading of medical report or medical memo supporting documents

Note 1: Medical memo will be required if there is any selection in Yes option at Step 11

Note 2: Ensure that the uploaded image is clear and of visible quality and file size must not be >2MB.

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

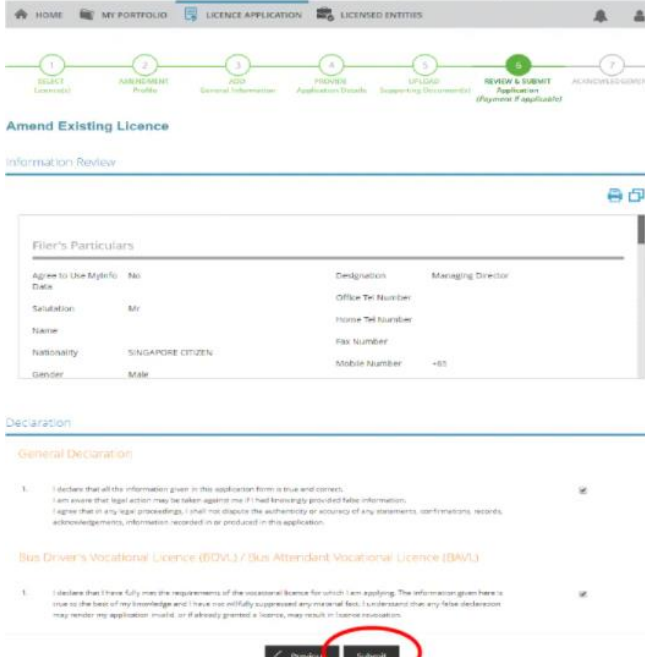
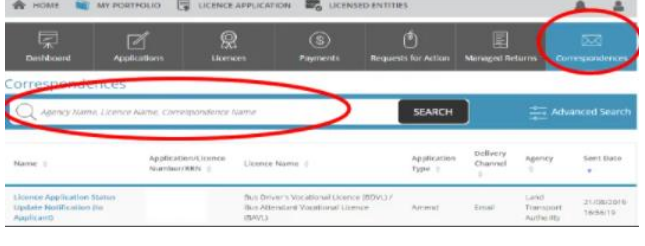
1 SELECT Licence(s) 2 AMENDMENT Profile 3 ADD General Information 4 PROVIDE Application Details 5 **UPLOAD Supporting Documents** 6 REVIEW & SUBMIT Application (Payment if applicable) 7 ACKNOWLEDGE

Amend Existing Licence

Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)

Document Name	Type	Attachment	Action
Medical Records*			
Acceptable File Format: pdf, jpg, jpeg, png, xmg, emsp	ONLINE UPLOAD	400 x 514.jpg	Upload
Acceptable File Size: maximum - 2 MB			
Medical Memo*			
Memo MUST indicate whether driver is FIT TO DRIVE A PUBLIC SERVICE VEHICLE	ONLINE UPLOAD	400 x 514.jpg	Upload
Acceptable File Format: pdf, jpg, jpeg, png, emsp			
Acceptable File Size: maximum - 2 MB			

< Previous **Next** > Save as Draft Save as Draft & Exit

Steps	Illustration
<p>11. General declaration and submission page</p> <p>Review the information and click on the boxes under Declaration section before clicking on Submit</p> <p>Note: At any point of time, the licence holder can make changes to the application by clicking on Previous button</p>	 <p>The screenshot shows the 'Amend Existing Licence' page. At the top, there is a progress bar with 7 steps. Step 5, 'REVIEW & SUBMIT Application (If Applicable)', is highlighted in green. Below the progress bar, the page title is 'Amend Existing Licence'. Under 'Information Review', there is a section for 'Filer's Particulars' with fields for Date, Designation (Managing Director), Office Tel Number, Home Tel Number, Fax Number, and Mobile Number. Below this is the 'Declaration' section, which includes two checkboxes: 'General Declaration' and 'Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)'. Both checkboxes are checked. At the bottom right, the 'Submit' button is circled in red.</p>
<p>12. You will receive email notification when your medical submission is processed. Under Correspondences module, licence holder can search for the notification by keying in the application no</p>	 <p>The screenshot shows the 'Correspondences' search page. At the top, there is a navigation bar with icons for Dashboard, Applications, Licences, Payments, Requests for Action, Manager's Returns, and Correspondences. The 'Correspondences' icon is circled in red. Below the navigation bar, there is a search bar with the placeholder text 'Agency Name, Licence Name, Correspondence Number'. The search bar is circled in red. Below the search bar, there is a table with columns: Name, Application's Licence Number (REF), Licence Name, Application Type, Delivery Channel, Agency, and Sent Date. The table contains one row of data: 'Licence Application Status Update Notification (to Applicants)', 'Bus Driver's Vocational Licence (BDVL) / Bus Attendant Vocational Licence (BAVL)', 'Amend', 'Email', 'Land Transport Authority', and '21/08/2019 16:56:19'.</p>
<p>13. You will receive a SMS notification once the Medical Submission has been approved (if you had ticked the box under step 7).</p>	