

LICENCEONE GUIDE

Step by step application guide
for regulated dealers

Updated on 7 May 2019

Important Notice

Please log in with CorpPass to ensure that the Certificate of Registration will be correctly granted to your **business entity** that is registered with ACRA or a relevant UEN Issuance Agency, whether you are a sole proprietorship, partnership, company, corporation, limited liability partnership and limited partnership. CorpPass is now the only login method for online corporate transactions with government digital services. To apply for your CorpPass account, please visit <https://www.corppass.gov.sg>.

There should be only **one application per business entity** (i.e. one application per UEN.)

Do NOT log in with SingPass/ LicenceOne ID unless you are exempted from registration with ACRA, and are registering in your personal capacity as an individual dealer.

You may refer to the table below for the log in methods.

Nationality or Country of Registration and/or Incorporation	How to apply for registration
Singapore	Log in to LicenceOne using your CorpPass Account ¹
<p>Not Singapore</p> <p>Note: Foreign dealers with not more than 90 days a year in Singapore, need NOT register</p>	<p>Log in to LicenceOne using your CorpPass Account¹</p> <p>Business entities not registered in Singapore require a Unique Entity Number (UEN) to transact. An entity may obtain a UEN by registering itself with an appropriate UEN Issuance Agency listed in www.uen.gov.sg under the link "Who will issue UEN to me?". The entity may then apply for a CorpPass account.</p>

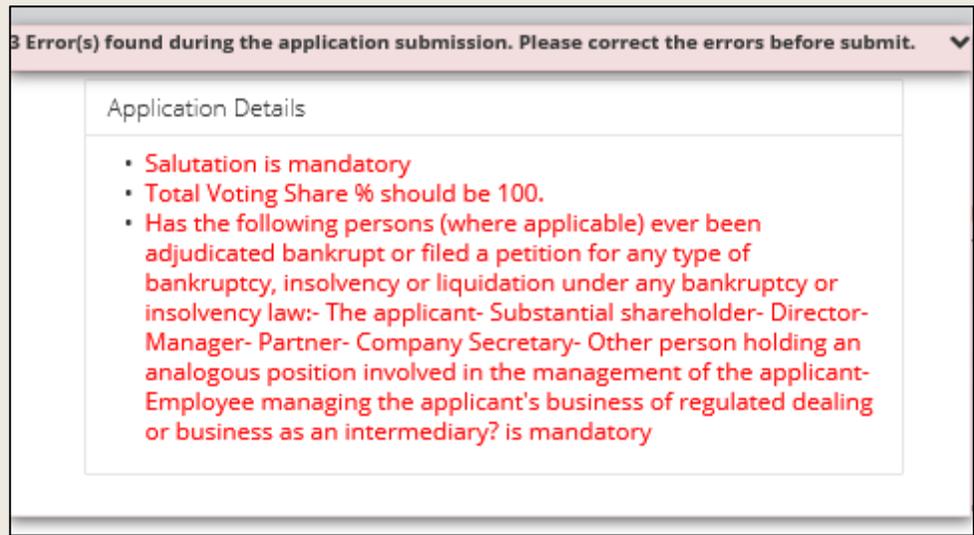
¹Your CorpPass Administrator should also create CorpPass User accounts for your LicenceOne users and select the entity's e-Services "Ministry of Trade's LicenceOne" during account creation.

Useful Tips

- If there are incomplete/error entries in your submission, an error message will appear at the top of the screen.



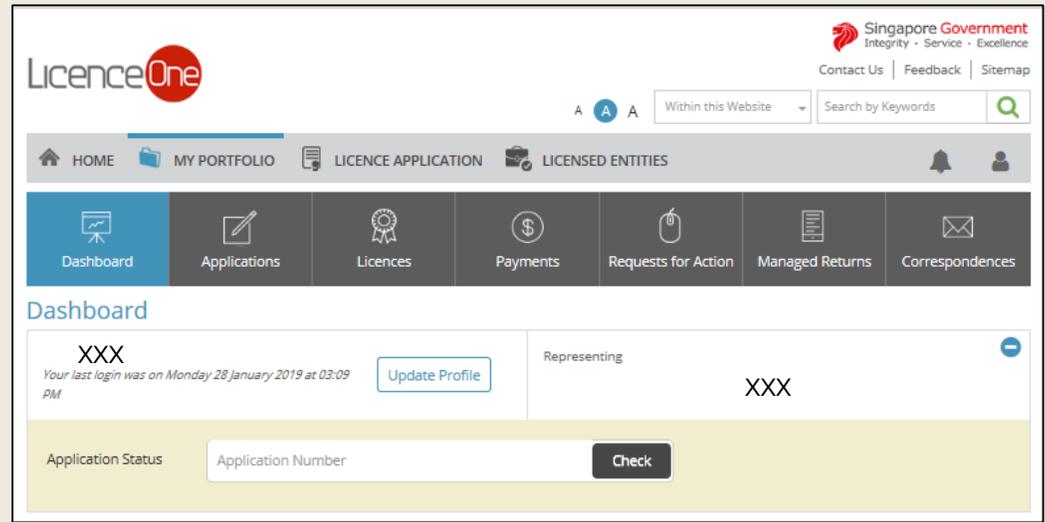
- You can mouse over to view details of the error fields.



- It takes less than 30 minutes to complete the registration application. In case you are unable to complete the application in one go, you may save as draft and continue later.

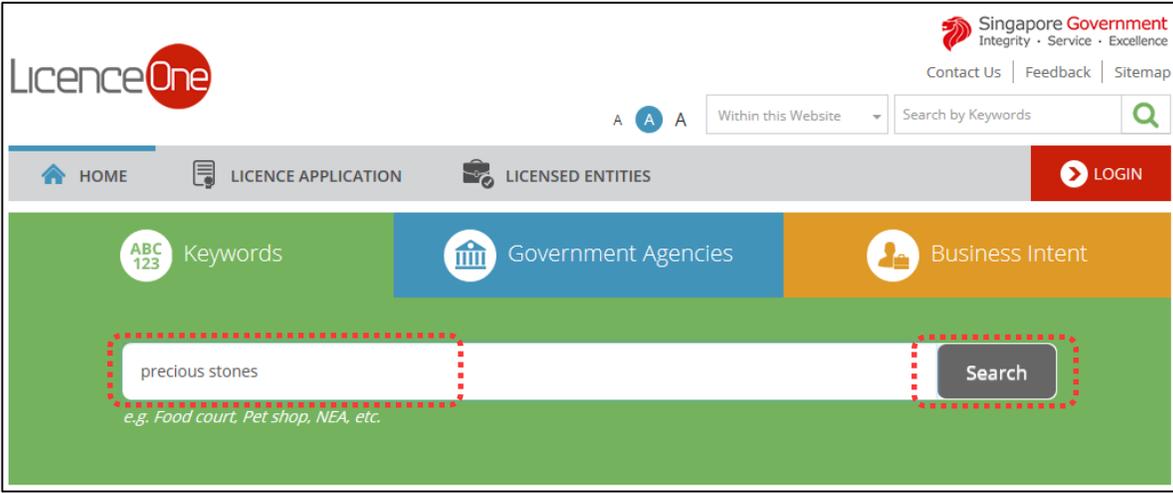


- Upon submission, an Application Number will be generated. You can use this Application Number to check on its status using <Application Status> function.

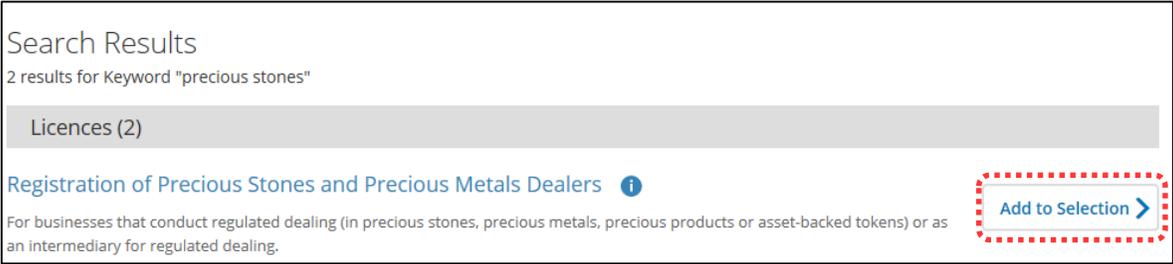


Step 1: SELECT licence

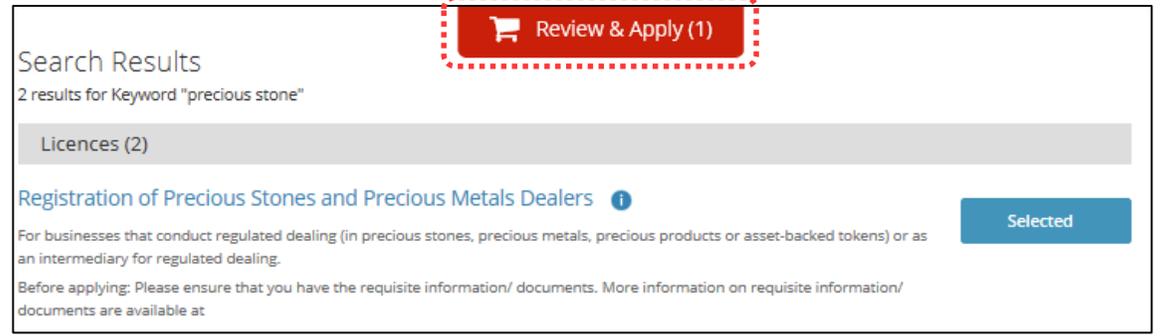
- Go to <https://licence1.business.gov.sg/>
- Type in 'precious stones' in the Keywords search box.
- Click <Search>.



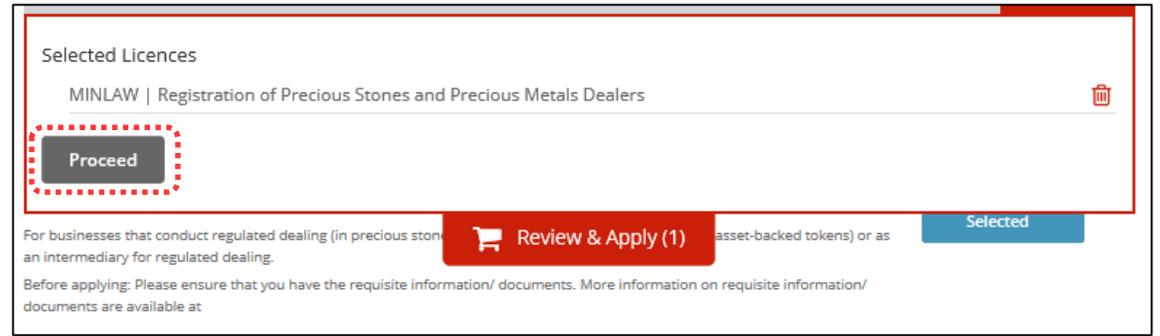
- Click <Add to Selection>.



- Click <Review & Apply (1)>.



- Click <Proceed>.



- Click <APPLY>.

The screenshot shows a six-step process flow: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. Below the flow, the user is prompted to 'Apply for New Licence' and informed that they may need licences for their business. There are two sections: 'To be applied at LicenceOne' and 'To be applied at External Agency'. The 'LicenceOne' section lists a selected licence: 'MINLAW | Registration of Precious Stones and Precious Metals Dealers' with a 30-minute time to fill and a 3 to 6 month processing time. The 'External Agency' section lists 'SPF | Secondhand Goods and Dealers Licence'. At the bottom, there are three buttons: '< Previous', 'Email Me', and 'APPLY'. The 'APPLY' button is highlighted with a red dashed border.

- Select <Login via CorpPass>.

The screenshot shows three login options: 'via Singapore Corporate Access CorpPass', 'via Singapore Personal Access SingPass', and 'via LicenceOne ID'. The 'Login via CorpPass' button is highlighted with a red dashed border. The 'LicenceOne ID' section includes fields for 'Your Email' and 'Your Password', a 'Login' button, and links for 'Forgot Password?' and 'Request User Account'.

- Enter CorpPass log in details.
- Click <Login>.

The screenshot shows the 'Log in with CorpPass' form. It has three input fields: 'UEN/ENTITY ID', 'CORPPASS ID', and 'Password', all highlighted with a red dashed border. There is a 'Remember Entity ID' checkbox and a 'Forgot Entity / CorpPass ID or Password' link. At the bottom, there are 'Cancel' and 'Login' buttons, with the 'Login' button highlighted by a red dashed border. A link at the very bottom says 'Don't have a CorpPass Account? Get Started', also highlighted with a red dashed border.

- If you do not have a CorpPass account, click <Get Started> to apply for one.

Step 2: ADD General Information

- Read and tick the checkbox for agreement to be bound by the Terms of Use.

Apply for New Licence

Terms of Use

I. Agreement

1. Access 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.

II. Access To the Website

1. 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.

- Select if you are applying as an Applicant, or on behalf of Applicant.
- Enter Applicant's Particulars.

Profile

I am applying as an Applicant on behalf of Applicant

Applicant's Particulars

Note: Salutation, Name, Nationality, Gender and Date Of Birth are taken from User Profile for your convenience. Please proceed to **Update User Profile** screen to edit these information where necessary.

Salutation * XXX

Designation * XXX

Name * XXX

Office Tel Number XXX

ID Type * NRIC FIN Passport

Home Tel Number XXX

ID Number * XXX

Fax Number XXX

Citizenship * SINGAPORE CITIZEN

Mobile Number * +65 XXX

Gender * Male Female

Email * XXX

Date Of Birth * XXX

Alternative Email

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

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

- Enter Applicant's Address. You may enter the Postal Code, then click <Retrieve Address>. Repeat for similar address fields.
- Enter Organisation Details.

The applicant here refers to the **business entity**. Enter as per ACRA records.

Applicant's Address

Address Type* Local Foreign

Type of Premises* XXX

Postal Code* XXX **Retrieve Address**

Block / House Number* XXX

Street Name* XXX

Level XXX

Unit Number XXX

Building Name XXX

Organisation Details

Organisation Name XXX

UEN XXX

Organisation Type XXX

UEN of Former Company

- Enter Organisation Registered Address.
- Enter Organisation Operating Address.

Organisation Registered Address

Type of Premises XXX

Postal Code XXX **Retrieve Address**

Block / House Number* XXX

Street Name XXX

Level XXX

Unit Number XXX

Building Name XXX

Organisation Operating Address

Type of Premises XXX

Postal Code XXX **Retrieve Address**

Block / House Number XXX

Street Name XXX

Level XXX

Unit Number XXX

Building Name XXX

Enter as per ACRA records.

Enter address where business activities take place. If there are multiple outlets, to enter the **main outlet's** address.

- Enter Organisation Contact Details.
- Enter Mailing Address. You may click <Copy> for the address entered earlier to be copied here.
- Click <Next>.

Organisation Contact Details

Tel Number*

Fax Number

Business Email*

Mailing Address

Organisation Operating Address

Organisation Registered Address

Address Type* Local Foreign

Type of Premises*

Postal Code*

Please enter your postal code and click "Retrieve Address".

Block / House Number

Street Name*

Level

Unit Number

Building Name

Step 3: PROVIDE Application Details

- Enter Directors/ Managing Directors/ Partner/ Company Secretary/ Owner/ Manager information.
- For Company Secretary, if the person is involved in any other precious stones and precious metals business, to indicate 'Yes' with details as 'Person is a 3rd party company service provider.'

1 SELECT Licence(s) 2 ADD General Information 3 **PROVIDE Application Details** 4 UPLOAD Supporting Document(s) 5 REVIEW & SUBMIT Application (Payment if applicable) 6 ACKNOWLEDGEMENT

Apply for New Licence

Registration of Precious Stones and Precious Metals Dealers

Directors/ Managing Directors/ Partner/ Company Secretary / Owner / Manager

1

Salutation*

Date of Birth*

Name

Whether proposed person is involved in any other Precious Stones and Precious Metals business in Singapore (provide details such as business name if 'Yes')* Yes No

NRIC/ Passport/ FIN No

Designation

If Yes. Provide details

2

Salutation*

Date of Birth*

Name

Whether proposed person is involved in any other Precious Stones and Precious Metals business in Singapore (provide details such as business name if 'Yes')* Yes No

NRIC/ Passport/ FIN No

Designation

If Yes. Provide details

- Enter Compliance Officer Details.
- Click <Add>.

Compliance Officer Details

Salutation* Name*

Date of Birth* NRIC/ Passport/ FIN No*

- Enter Substantial Shareholding Details (5% or more). The total voting share % should be 100.

Substantial Shareholding Details (5% or more)

Is Voting Share applicable for this company?*

Substantial Shareholder Name	Substantial Shareholder NRIC/ Passport/ FIN No/ UEN No	No. of Ordinary Shares	Ordinary Share %	Voting Share %
XXX	XXX	XXX	<input type="text" value="XXX"/>	<input type="text" value="XXX"/>
Total:		XXX	XXX	<input type="text" value="XXX"/>

- Declare if there is any PSMD licence obtained overseas.
- Declare for Other Information (8 questions in total).

Approved Precious Stones and Precious Metals Dealers licence(s), or equivalent, obtained overseas

Do you have a Precious Stones and Precious Metals Dealers licence(s), or equivalent, obtained overseas* Yes No

Other Information

Do you have a bank account in Singapore for the purpose of your business of regulated dealing?* Yes No

Do you have credit card/ charge card payment facilities for the purpose of your business of regulated dealing?* Yes No

Has the following persons (where applicable) ever been investigated, currently under investigations or convicted in Singapore, or elsewhere for any offence (excluding parking offences): Yes No

- The applicant
- Substantial shareholder
- Director
- Manager
- Partner
- Company Secretary
- Other person holding an analogous position involved in the management of the applicant
- Employee managing the applicant's business of regulated dealing or business as an intermediary?*

If yes, please state particulars

Has the following persons (where applicable) ever been investigated, currently under investigations or convicted of any money laundering or terrorism financing (ML/TF) offences as defined under section 2 of the Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act: Yes No

- The applicant
- Substantial shareholder
- Director
- Manager
- Partner
- Company Secretary
- Other person holding an analogous position involved in the management of the applicant
- Employee managing the applicant's business of regulated dealing or business as an intermediary?*

If yes, please state particulars

The applicant here refers to the business entity.

- [continued] Declare for Other Information (8 questions in total).

Has the following persons (where applicable) ever been a party to a lawsuit, as a plaintiff, defendant, arbitrator, or claimant? Lawsuits include but are not limited to the following: negligence matters, contract matters, debt matters and bankruptcies. Please include ongoing lawsuits at the point of registration application. Yes No

- The applicant
- Substantial shareholder
- Director
- Manager
- Partner
- Company Secretary
- Other person holding an analogous position involved in the management of the applicant
- Employee managing the applicant's business of regulated dealing or business as an intermediary?*

If yes, please state particulars

Has the following persons (where applicable) ever been adjudicated bankrupt or filed a petition for any type of bankruptcy, insolvency or liquidation under any bankruptcy or insolvency law: Yes No

- The applicant
- Substantial shareholder
- Director
- Manager
- Partner
- Company Secretary
- Other person holding an analogous position involved in the management of the applicant
- Employee managing the applicant's business of regulated dealing or business as an intermediary?*

If yes, please state particulars

- [continued] Declare for Other Information (8 questions in total).
- Enter details if there are any relevant permits or licences obtained.

Has the following persons (where applicable) ever been refused the right, or restricted in its or his right, to carry on any trade, business or profession for which a specific licence, registration or other authorisation is required by law in any jurisdiction on grounds of ML/TF risk or past breaches or anti-money laundering and countering the financing of terrorism (AML/CFT) requirements: Yes No

- The applicant
- Substantial shareholder
- Director
- Manager
- Partner
- Company Secretary
- Other person holding an analogous position involved in the management of the applicant
- Employee managing the applicant's business of regulated dealing or business as an intermediary?*

If yes, please state particulars

Do you have any other persons holding an analogous position involved in the management of the applicant, who is not in the list of directors and shareholders? e.g. commonly used positions may include the Chairman and CEO. Yes No Not Applicable

If yes, please state particulars

Please state all the relevant permits or licences that are relevant to the business, that you have obtained. Examples or relevant licences include Secondhand Goods Dealer Licence, Kimberley Process Licence, Remittance Licence.

The permits or licences here refer to those relating to anti-money laundering/ countering the financing of terrorism regulations and precious stones and precious metals activities.

- Enter Place of Business.
- Click <Add>.
- Add on only if you have more than 1 place of business.
- Select Class of Registration.
 - Class 3 – 3 Years
 - Class 2 – 2 Years
 - Class 1 – 1 Year

- Read and tick Authorisation.
- Select option whether you will conduct cash transaction exceeding S\$20,000.
- Click <Proceed>.

Step 4: UPLOAD Supporting Documents

- Upload copy of NRIC and/or other supporting documents.
- Click <Next>.

Apply for New Licence

Registration of Precious Stones and Precious Metals Dealers

Document Name	Type	Attachment	Action
1. Please provide the NRIC/FIN/Passport of the person holding an analogous position involved in the management of the applicant and the outlet manager/ person in-charge of the outlet (if applicable)			
2. For foreigners / foreign business entities, please provide the FIN/Passport of the following persons: - The applicant - Substantial shareholder - Director - Manager - Partner - Company Secretary - Other person holding an analogous position involved in the management of the applicant - Employee managing the applicant's business of regulated dealing or business as an intermediary.	ONLINE UPLOAD		Upload
Please name your file in the following manner: NRIC/FIN/PASSPORT NUMBER.pdf Acceptable File Format: pdf, jpg, png Acceptable File Size: maximum: 2 MB			
Foreign Business Registry Records Only applicable for foreign business entities Acceptable File Format: pdf, xls, xlsx, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD		Upload
Others Any other documents Acceptable File Format: pdf, xls, xlsx, doc, docx Acceptable File Size: maximum: 2 MB	ONLINE UPLOAD		Upload

Step 5: REVIEW & SUBMIT Application

- Review all information entered.
- Read and tick General Declaration.

Apply for New Licence

Information Review

Applicant's Particulars

Salutation	XXX	Designation	XXX
Name	XXX	Office Tel Number	XXX
ID Type	XXX	Home Tel Number	XXX
ID Number	XXX	Fax Number	XXX
Citizenship	XXX	Mobile Number	XXX

Declaration

General Declaration

1. I declare that all the information given in this application form is true and correct.
I am aware that legal action may be taken against me if I had knowingly provided false information.
I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

- Read and tick Registration of Precious Stones and Precious Metals Dealers.
- Click <Submit>.

Registration of Precious Stones and Precious Metals Dealers

1. I declare that I have the authority to represent the applicant.
 I declare that all the information given in this application form is true and correct
 I am aware that legal action may be taken against me / the applicant if I had knowingly provided false information.
 All information given in this application form are correct and true. I understand that if the information given are found to be false or misleading, the registration granted may be cancelled or suspended. I also understand that the \$140 application fee and \$300 registration fee is non-refundable.
 I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

< Previous
Submit

- Click <PROCEED WITH PAYMENT> to make payment for Application Fee.

Make Payment

Description	Fee Type	Fee	GST	Sub Total
PA1910272603				
MINLAW - Registration of Precious Stones and Precious Metals Dealers	Processing Fee	\$140.00	Not applicable	\$140.00
C1920109735				
Grand Total				\$140.00

PROCEED WITH PAYMENT

Step 6: ACKNOWLEDGEMENT

- Check that STAGE1 has been PAID. This refers to the Application Fee.
- Click VIEW RECEIPT to save and/or print application fee receipt.
- Click PRINT to print application submission.

1 SELECT Licence(S)
 2 ADD General Information
 3 PROVIDE Application Details
 4 UPLOAD Supporting Document(S)
 5 REVIEW & SUBMIT Application (Payment If Applicable)
 6 ACKNOWLEDGEMENT

Apply for New Licence

✔ Submitted successfully: 1 application(s)

You will be notified of the approval of your application via SMS/Email.

Ministry of Law			
Registration of Precious Stones and Precious Metals Dealers			
Application Number	C1920109735	Payment Advice Number	PA1910272603
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1920250915	Payment Amount(SGD)	\$140.00
Submission Date	10 Apr 2019 17:04:31	Estimated Processing Time	Between 3 to 6 months
Submission Name	B1920250915		

View your [Applications and Status](#)

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.

VIEW RECEIPT
PRINT
CLOSE

- Upon notification of in-principle approval (takes around 3 months or more), you may log in to LicenceOne to make payment for STAGE2, which is the Registration Fee.

CorpPass

Tel: 6643 0577

Mon – Fri: 8am – 8pm

Sat: 8am – 2pm

Email: support@corppass.gov.sg

Website:

<https://www.corppass.gov.sg>

For enquiries relating to **CorpPass** matters, e.g.:

- *register and set up CorpPass account*
- *activate CorpPass account*
- *forgot/retrieve CorpPass ID*
- *forgot/reset CorpPass password*
- *register CorpPass Admin*
- *create users*
- *assign digital services*

LicenceOne

Tel: 6774 1430

Mon – Fri: 8am – 8pm

Sat: 8am – 2pm

Email: licences-helpdesk@crimsonlogic.com

Website:

<https://licence1.business.gov.sg>

For enquiries relating to **LicenceOne** matters, e.g.:

- *LicenceOne Login ID*
- *forgot/reset LicenceOne password*
- *apply for new licence*
- *view notifications*
- *check application status*
- *check application payment advice*
- *foreigners apply for LicenceOne ID*

Ministry of Law Services Centre

Counter Operating Hours:

Mon – Fri: 8.30am – 5.00pm
(Closed on Weekends & Public Holidays)

Enquiry Line Operating Hours:

Tel: 1800–CALL–LAW
(1800 2255 529)

Mon – Fri: 8.30am – 5.30pm
(Closed on Weekends & Public Holidays)

Online Enquiry Form:

www.mlaw.gov.sg/eservices/enquiry

For enquiries relating to **Precious Stones and Precious Metals (Prevention of Money Laundering and Terrorism Financing) Act 2019**, e.g.:

- *Regulatory requirements*
- *Registration requirements*