

Liquor Licence

Eligibility

All applicants, except for applicants representing a society or applicants for a Class 2B licence, are required to first register the company/business with the Accounting and Corporate Regulatory Authority (ACRA), formerly known as the Registry of Companies and Businesses (RGB). The applicant must be a Singapore Citizen, a Singapore Permanent Resident or possess a FIN issued by Immigration and Checkpoints Authority (ICA).

In the case of a Class 2B licence, only the holder of a valid hawkler licence, issued by National Environment Agency (NEA), may apply.

For societies registered with the Registry of Societies (ROS), the applicant must be (at least) a committee member.

Unless approved by the LO, the Licensee of a Class 1A/1B Licence, Class 2A/2B Licence, Class 3A/3B Licence or Class 4 Licence must be the following business stakeholders as registered with the Accounting and Corporate Regulatory Authority (ACRA):

- a. Companies;
- b. Partnerships, Limited Partnerships (LP) and Limited Liability Partnerships (LLP);
- c. Sole Proprietorships

Applicant must be a director of the company, a partner of the partnership or the sole proprietor of the sole proprietorship.

A Licensee must be fit and proper to hold a liquor licence.

Transfer of Licence

No transfer of Licence.

Change of business/company name or Change of licensee name

When a business/company changes its ACRA registered name, an applicant for change of company name is required to be submitted. Once approved, the updated business/company name will be effected across all liquor licences bearing the same ACRA registration number.

Change of address of licensed premise

An application for a change of licensed premises may occur due to:

- The expansion of the business outlet. For example, an amendment from unit 51 to 51-53.
- The reduction of the business outlet.

- A renumbering of the current licensed premises level or unit number.

Update of contact details

The contact person's contact details such as telephone numbers, email and mailing address can be updated online.

All applications for licence update are to be submitted through electronic filing (e-filing) via the Online Business Licensing Service (OBLS) at <https://licences.business.gov.sg>

Submission of Application

All applications for liquor licence are to be submitted through electronic filing via the Online Business Licensing Service (OBLS)

The extension hour liquor licence application module at Online Business Licensing Service (OBLS) allows the applicant to either apply for regular or ad-hoc extension hours (or both).

Regular Extension Hours

Regular extension hours refer to extension hours issued on a ongoing basis. Each application will require input in 3 aspects:

- i. The commencement date of the regular extension hours licence, expressed as a date,
- ii. The duration of the regular extension hours licence, expressed as the number of months,
- iii. The day and timing of the required extension. For example, Sunday and 3am.

Once a new regular extension liquor licence is effected (ie. payment received), it will result in any existing regular extension hours (within the same period as the new extension hours liquor licence) being replaced.

Ad-hoc Extension Hours

Ad-hoc extension hours refer to extension hours issued on a one-off basis. Each application will require input in the following aspect:

- i. Date and Timing of the required extension. For example, 25/12/2005 and 4am.

Any existing ad-hoc extension hours will be recalculated as amendments to the regular extension hours (if any) may impact the fees.

Submission of Supporting Documents

Applicants under the following categories are required to submit the following supporting documents:

- i. For societies, a copy of the Registry of Societies (ROS) certificate;
- ii. For hawkers applying for an Outdoor Beer Stall, a copy of the hawkers licence issued by NEA.

If during the course of our application processing, additional information is required, applicants may be required to submit a copy of the following, as supporting documents:

- i. Accounting and Corporate Regulatory Authority (ACRA) certificate;
- ii. NRIC or Foreign 1C (for non-Singaporeans with work permit) of the applicants;
- iii. Approval from the relevant authorities;
- iv. Planning permission on the land use of the premise from URA.

The filer/applicant will be contacted should there be a need to submit these documents.

The supporting documents can be submitted as a softcopy attachment together with the online application. You can also post the documents to Police Licensing & Regulatory Department or fax the documents to us at 6223 8425

Processing Time

The normal processing time for an application is 12 working days from the receipt of the application and the necessary supporting documents, if required. Processing time starts from the date of application is received to the date of approval or rejection. Any incomplete or incorrect submission will be rejected.

The applicant will be notified of the outcome via SMS or email, and post.