



Step by Step guide - Security Officer's application submission for New, Amend, Renew and Cancel

Version: 1.0
29 Apr 2019

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About this Quick Reference Guide

Purpose & Objective

This quick reference explains step-by-step guide to apply for NEW, AMEND, RENEW and CANCEL application for Security Officer's Licence in **LicenceOne** system.

Audience

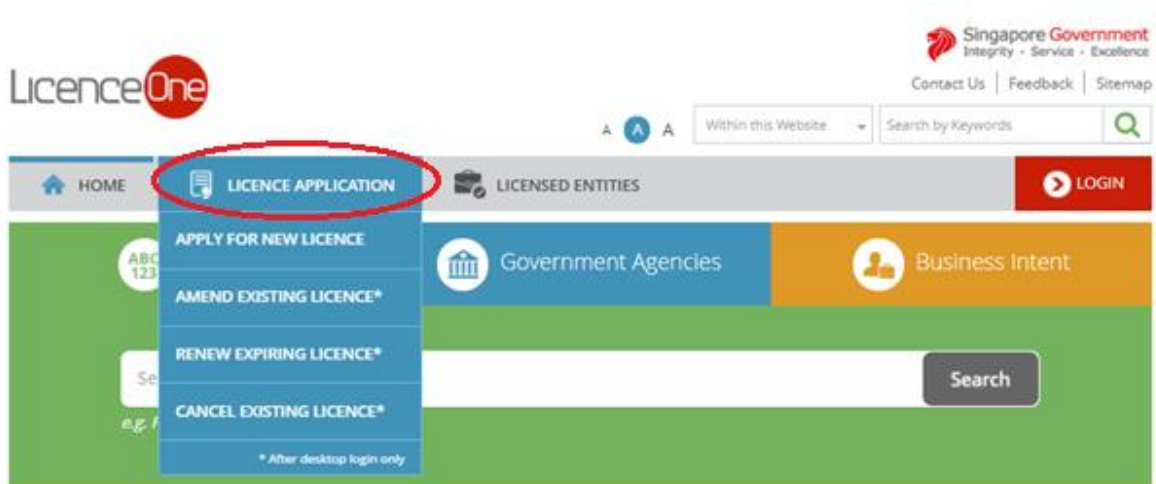
- Security Officer's (SO)

Pre-Requisite

- Security Officer's will login LicenceOne using their SingPass Credentials.
- Security Officer's to have valid Licences for submitting Amend, Renew and Cancel Application.
- User can [click here](#) to find LicenceOne online guide on the general usage of LicenceOne System.

Quick Ref 1: Apply for New SO Licence

- **Step 1:** Click on the [link](#) to access LicenceOne website.
- **Step 2:** Click on 'LICENCE APPLICATION'



- **Step 3:** Select 'APPLY FOR NEW LICENCE'



➤ **Step 4:** Select 'SPF' from Government Agencies List

ABC 123 Keywords Government Agencies Business Intent

Search Government Agencies by Keywords
e.g. SPF, NEA, Manpower...

ACRA Accounting & Corporate Regulatory Authority	AVA Agri-Food and Veterinary Authority	BOA Board of Architects
BCA Building and Construction Authority	CAAS Civil Aviation Authority of Singapore	CEA Council for Estate Agencies
ECDA Early Childhood Development Agency	EDB Economic Development Board	EMA Energy Market Authority
Enterprise Singapore Enterprise Singapore	HSA Health Sciences Authority	HLB Hotels Licensing Board
HDB Housing & Development Board	IMDA Info-communications Media Development Authority	IRAS Inland Revenue Authority of Singapore
IPOS Intellectual Property Office of Singapore	LTA Land Transport Authority	MUIS Majlis Ugama Islam Singapura
MPA Maritime and Port Authority of Singapore	MOE Ministry of Education	MOH Ministry of Health
MHA Ministry of Home Affairs	MINLAW Ministry of Law	MOM Ministry of Manpower
MSF Ministry of Social and Family Development	MAS Monetary Authority of Singapore	NEA National Environment Agency
PEB Professional Engineers Board	PUB Public Utilities Board	SCDF Singapore Civil Defence Force
SLA Singapore Land Authority	SPF Singapore Police Force	STB Singapore Tourism Board
SSG SkillsFuture Singapore Agency	URA Urban Redevelopment Authority	

- **Step 5:** To select Security Officer's Licence (SO) licence, click 'Add to Selection'

Private Security Industry

Security Officer's Licence (SO) ⓘ

A "security officer" means any individual who, for reward, carries out any of the following functions:

a) patrolling or guarding another person's property (including cash in transit) by a

Add to Selection >

Security Service Provider Licence ⓘ

Only Companies with Security Service Provider (SSP) licence can provide security services or equipment.

The types of security services are defined in Section 18 of the Private Security Industr

Add to Selection >

Private Investigation Agency Licence ⓘ

Companies are required to have a Private Investigation Agency (PIA) Licence if they are providing private investigation services and taking on assignments as defined in Section 5 of the Private Secu

Add to Selection >

Private Investigator's Licence ⓘ

A "private investigator" means any individual who, for reward, carries out any of the following functions:

(a) obtaining and giving information about any person;

(b) searching for m

Add to Selection >

Registration for In-House Employer ⓘ

An "in-house Employer" means any individual authorised by his/her company in employing a licensed security officer to perform the job functions of a security officer at their own premises.

Add to Selection >


Security Agency Licence ⓘ

Companies are required to have Security Agency (SA) Licence if they are providing security officers to their clients as defined in Section 13 of the Private Security Industry Act Cap 250A. Only Companies with Security Agency (SA) licence can accept assignments from clients.

Add to Selection >

- **Step 6:** After selecting the SO licence, click on PROCEED button.

Selected Licences

SPF | Security Officer's Licence (SO) 

Proceed

 Review & Apply (1)

- **Step 7:** Licence details page is displayed. Click on Apply button.

Apply for New Licence

You may need the following licence(s) for your business

To be applied at **LicenceOne**

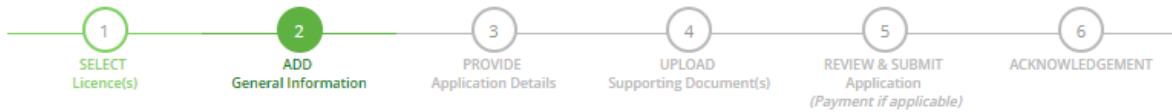
<input checked="" type="checkbox"/> Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
Selected Licence(s)			
<input checked="" type="checkbox"/> SPF Security Officer's Licence (SO) ⓘ	10 mins	Details	At least 14 working days

[< Previous](#) [Email Me >](#) **APPLY**

- **Step 8:** System will prompt you to login. Login using your SingPass

The screenshot displays the LicenceOne login interface. At the top, there is the LicenceOne logo and the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Navigation links include 'Contact Us', 'Feedback', and 'Sitemap'. A search bar is present with the text 'Within this Website' and 'Search by Keywords'. The main navigation bar contains 'HOME', 'LICENCE APPLICATION', 'LICENSED ENTITIES', and a 'LOGIN' button. The login area is divided into three sections: 'via CorpPass', 'via SingPass', and 'via LicenceOne ID'. The 'Login via SingPass' button is circled in red. The 'via LicenceOne ID' section includes a form for 'Your Email' and 'Your Password', a 'Login' button, and links for 'Forgot Password?' and 'Request User Account'.

➤ **Step 9:** Fill the General Information Page and click NEXT.



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.

Profile

I am applying as an Applicant

Use MyInfo

Please click [here](#) for MyInfo details

Applicant's Particulars

Note: Name, Nationality, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from MyInfo for your convenience.

Salutation *	<input type="text" value="Dr"/>	Designation	<input type="text" value="Managing Director"/>
Name *	<input type="text" value="xxx"/>	Office Tel Number	<input type="text" value="+6569874523"/>
ID Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	<input type="text" value="+6500000000"/>
ID Number *	<input type="text" value="S1141213J"/>	Fax Number	<input type="text" value="+6569874523"/>
Nationality *	<input type="text" value="SINGAPORE CITIZEN"/>	Mobile Number *	<input type="text" value="+6500000000"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email *	<input type="text"/>
Date Of Birth *	<input type="text" value="04/12/0002"/> <input type="button" value="📅"/>	Alternative Email	<input type="text" value="company@companycompany.com"/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	<input type="checkbox"/>

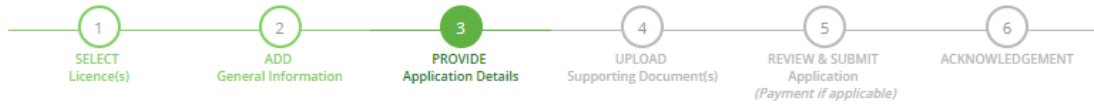
Applicant's Address

Address Type*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Street Name*	<input type="text" value="YIO CHU KANG ROAD"/>
Type of Premises*	<input type="text" value="Residential"/>	Level	<input type="text" value="02"/> E.g. 05-01 Key in:05
Postal Code*	<input type="text" value="545565"/> <input type="button" value="Retrieve Address"/> Please enter your postal code and click "Retrieve Address".	Unit Number	<input type="text" value="02"/> E.g. 05-01 Key in:01
Block / House Number*	<input type="text" value="60"/>	Building Name	<input type="text" value="Stuff"/>

Mailing Address

Applicant Address	<input type="button" value="Copy"/>	Street Name*	<input type="text"/>
Address Type*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Level	<input type="text"/> E.g. 05-01 Key in:05
Type of Premises*	<input type="text" value="Residential"/>	Unit Number	<input type="text"/> E.g. 05-01 Key in:01
Postal Code*	<input type="text"/> <input type="button" value="Retrieve Address"/> Please enter your postal code and click "Retrieve Address".	Building Name	<input type="text"/>
Block / House Number	<input type="text" value="Please Select"/>		

➤ **Step 10:** Fill the SO Application form and click PROCEED



Apply for New Licence

Security Officer's Licence (SO)

Staff Post

Categories* Security Officer Restricted Security Officer

Note: Please select the category Restricted Security Officer only if you are directed by authority.

Additional Particulars of Applicant



Race	<input type="text" value="Please Select"/>	Highest Academic Qualification*	<input type="text" value="Please Select"/>
Country of Birth	<input type="text" value="Please Select"/>	Name of Next of Kin	<input type="text"/>
		Contact No of Next of Kin	<input type="text" value=""/>

Existing Training Record Details

Training Type For Security Officer *

- Advance Security Course conducted by APRO Asian Protection Pte Ltd (before 1 Jan 96)
- Airport Police Division Front Loader (ASA) certified
- Airport Police Division Security Screening Unit (APS SSU) certified
- Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training School
- Basic Protection Officer Course conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- Basic Security Course (before 1 Nov 02)
- Basic Security Training conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- CAMS Operator
- Certificate in Hotel Security Management organised by SHATEC (before 1 Jan 98)
- Diploma in Police Studies and Security Management offered by Temasek Polytechnic
- Diploma in Security & Fire Safety Management offered by Temasek Polytechnic
- Essential Security Guarding Course conducted by Group 4 CISCO Training (before 1 Jan 96)
- Hotel Security Operations organised by SHATEC (before 1 Jan 98)
- Security Supervisors Course Examination certified by SHRI or RELC (before 1 Aug 04)
- Specialised Guarding Skill conducted by Group 4 CISCO Training (before 1 Jan 96)
- Supervising Security Activities conducted by Group 4 CISCO Training (before 1 Aug 04)
- The Security Managers and Chief Security Officers Course conducted by APRO Asian Protection Pte Ltd (before 1 Aug 04)
- None of the above

Experience

S.No	Experience	From Year	To Year	Remark
1	Ex-Auxiliary Police officer	1978	1979	 

Experience *

Rank *

Declaration

Are you currently in possession of a security officer or private investigator licence under another FIN / IC Number? *

Yes No

Have you suffered, or are suffering from any mental condition or illness? *

Yes No

- **Step 11:** Upload the required supporting documents by clicking on the UPLOAD button.
Click NEXT once all the supporting document are uploaded.



Apply for New Licence

Security Officer's Licence (SO)

Document Name	Type	Attachment	Action
Training results * Scanned Copy of the Training results <small>Acceptable File Format: docx, doc, pdf, png, jpeg, gif, jpg Acceptable File Size: maximum : 2 MB</small>	ONLINE UPLOAD ▼	Supporting Document 2.pdf	Upload
Experience * Scanned copy of Experience. E.g. Certificate of Service (COS), Service Transcript (ST), Promotion Cert etc <small>Acceptable File Format: docx, doc, pdf, png, jpeg, gif, jpg Acceptable File Size: maximum : 2 MB</small>	ONLINE UPLOAD ▼	Supporting Document 3.pdf	Upload

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

- **Step 12:** Review the filled application and check the Declaration. Click 'Submit' Button.



Apply for New Licence

Information Review

Applicant's Particulars			
Agree to Use MyInfo Data	Yes	Designation	Managing Director
Salutation	Dr	Office Tel Number	+6569874523
Name	xxx	Home Tel Number	+6560000000
ID Type	NRIC	Fax Number	+6569874523
ID Number	S1141213	Mobile Number	+6590000000

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.



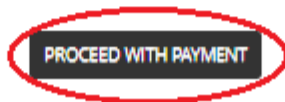
- **Step 13:** System prompt you to make payment. Payment to be made via Online.



Apply for New Licence

Make Payment

Description	Fee Type	Fee	GST	Sub Total
PA1911262087				
SPF - Security Officer's Licence (SO)	Processing Fee	\$16.00	Not applicable	\$16.00
C1920004105				
Grand Total				\$16.00



- **Step 14:** Once Payment is done online, the application is submitted successfully.



Apply for New Licence

✓

Submitted successfully: 1 application(s)

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

✖

Singapore Police Force

Security Officer's Licence (SO)

Application Number	C1920004105	Payment Advice Number	PA1911262087
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1920012842	Payment Amount(SGD)	\$16.00
Submission Date	29 Apr 2019 14:21:08	Estimated Processing Time	At least 14 working days
Submission Name	B1920012842		

[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

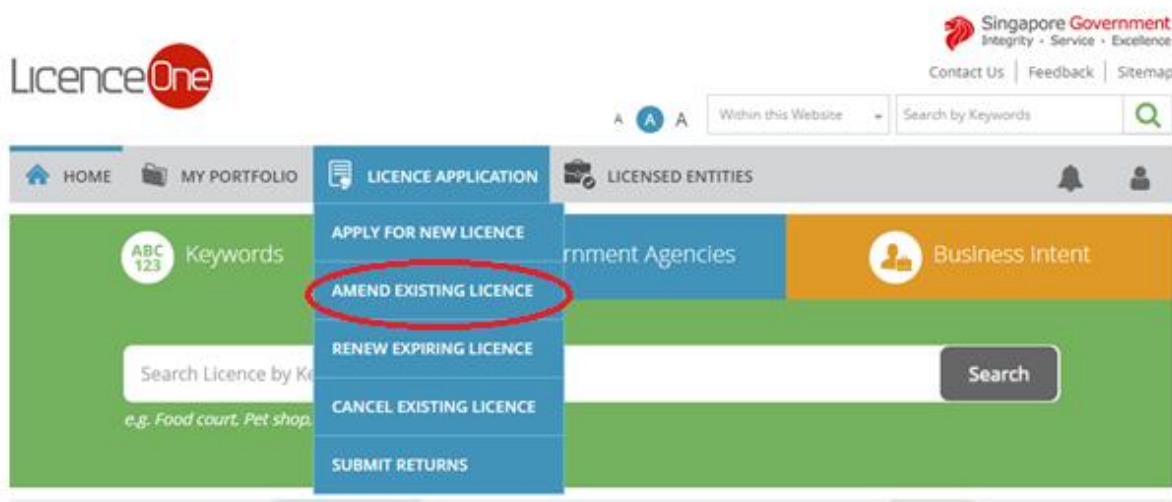
PRINT

CLOSE

Quick Ref 2: Amend Existing SO Licence

Update of Biodata

- **Step 1:** Login LicenceOne via your SingPass Credential.
- **Step 2:** Select AMEND EXISTING LICENCE



- **Step 3:** System will redirect to Licence page.
Select the Licence for which you wish to do this Amendment.

Amend Licence

The screenshot shows the 'Amend Licence' page. It features a search bar for 'Licence Name, Licence Number' and a 'SEARCH' button. Below the search bar is a progress bar with seven steps: 1. SELECT Licence(S), 2. AMENDMENT Profile, 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(S), 6. REVIEW & SUBMIT Application (Payment If Applicable), and 7. ACKNOWLEDGEMENT. A table below the progress bar lists existing licences, with the first entry circled in red.

Licence Number	Agency	Licence Name	Licence Status	Issued Date	Expiry Date
L/PS/123456/20185	SPF	Security Officer's Licence (SO)	Active	01 Apr 2019	29 Apr 2021

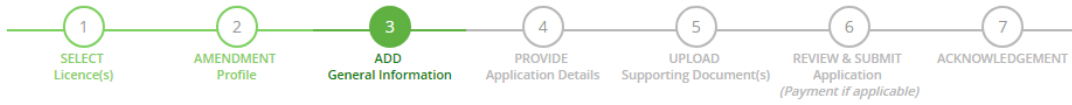
- **Step 4:** System will redirect to Amendment Page.
Select the Amendment Type 'Update of Biodata' and click NEXT

Singapore Police Force

Security Officer's Licence (SO)

Type of Amendment	Fees & Supporting Documents (if required)
<input checked="" type="radio"/> Update of Biodata	Details
Licence Number * <input type="text" value="L/PS/123456/2018S"/>	
<input type="radio"/> Update of Training Record and Experience	Details

➤ **Step 5:** Fill the General Information Page and click NEXT.



Amend Existing 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.

MyInfo

Use MyInfo

Please click [here](#) for MyInfo details

Filer's Particulars

Note: Name, Nationality, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from MyInfo for your convenience.

Salutation *	<input type="text" value="Dr"/>	Designation *	<input type="text" value="Managing Director"/>
Name *	<input type="text" value="Blacs"/>	Office Tel Number	<input type="text" value=""/>
ID Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	<input type="text" value="+6596385274"/>
ID Number *	<input type="text" value="S9764982J"/>	Fax Number	<input type="text" value=""/>
Citizenship *	<input type="text" value="SINGAPORE CITIZEN"/>	Mobile Number *	<input type="text" value="+6591512385"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email	<input type="text" value="S9764982j@mail.com"/>
Date Of Birth *	<input type="text" value="10/10/1988"/> <input type="button" value="📅"/>	Alternative Email	<input type="text" value=""/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	<input type="checkbox"/> Tick if you prefer to receive status updates of licence application via SMS	

➤ **Step 6:** Fill in the 'Update of Biodata' amendment form and click PROCEED



Amend Existing Licence

Security Officer's Licence (SO)

Particulars of License

Licence Number L/PS/000094/2018S
Filer NRIC/ FIN Number S2189724H

Additional Particulars of Licensee

Instruction Note:

- Applicant is expected to submit this application to notify SPF for any change in Name, Address or other qualification details.
- For NRIC holders address is populated from MyInfo. If you don't see the correct info please update your MyInfo record before notifying SPF on this change.
- For FIN holders address is populated from your LicenceOne Profile. If you don't see the correct info please update your LicenceOne profile before notifying SPF on this change.

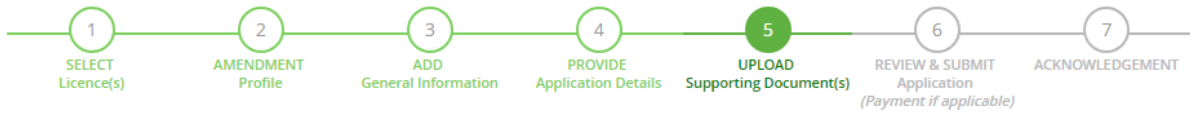
Licencee NRIC / FIN Number S2189724H Licencee Name xxx

New Licensee Address

For any update of address, please go to MyInfo (for NRIC holders) and LicenceOne Profile (for FIN holders) to make the changes.

Postal Code *	<input type="text" value="117611"/>	<input type="button" value="Retrieve Address"/>	Floor Number	<input type="text"/>
	<small>Please enter your postal code and click "Retrieve Address"</small>			<small>E.g. 05-01 key in :05</small>
Block / House Number	<input type="text" value="Please Select"/>		Unit Number	<input type="text"/>
				<small>E.g. 05-01 key in :01</small>
Street Name *	<input type="text" value="31"/>		Building Name	<input type="text" value="The Crimson"/>
Highest Academic Qualification *	<input type="text" value="Others"/>		Highest Academic Qualification Description(mandatory only if others): *	<input type="text" value="Highest Academic Qualificatioi"/>
Name of Next of Kin	<input type="text" value="John"/>		Contact No of Next of Kin	<input type="text" value="+6561234567"/>

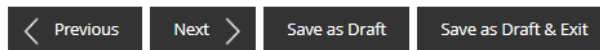
- **Step 7:** Upload the required supporting documents page is displayed to upload documents if any.



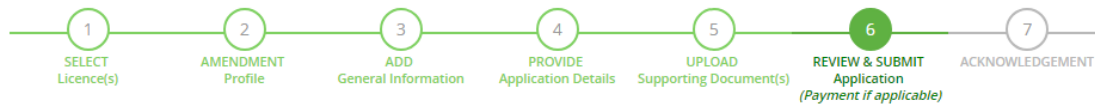
Amend Existing Licence

Security Officer's Licence (SO)

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently



- **Step 8:** Review the filled application and check the Declaration. Click 'Submit' Button.



Amend Existing Licence

Information Review



Filer's Particulars			
Agree to Use MyInfo Data	Yes	Designation	Managing Director
Salutation	Dr	Office Tel Number	
Name	Blacs	Home Tel Number	+6596385274
ID Type	NRIC	Fax Number	
ID Number	S9764982J	Mobile Number	+6591512385

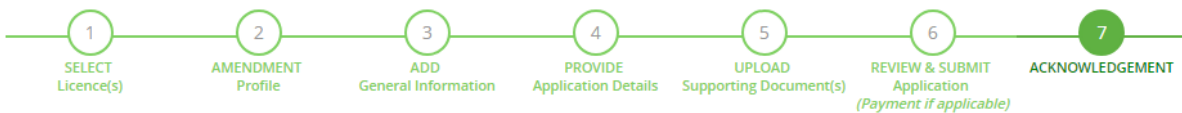
Declaration

General Declaration


- 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.



- **Step 9:** System displays the Acknowledgement page to confirm, application is submitted successfully.



Amend Existing Licence

 Submitted successfully: 1 application(s)
You will be notified of the approval of your application via SMS/Email.

Singapore Police Force
Security Officer's Licence (SO)

Application Number	U1820007087	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B1820025976	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	12/12/2018 13:41:35		
Submission Name	B1820025976		

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.

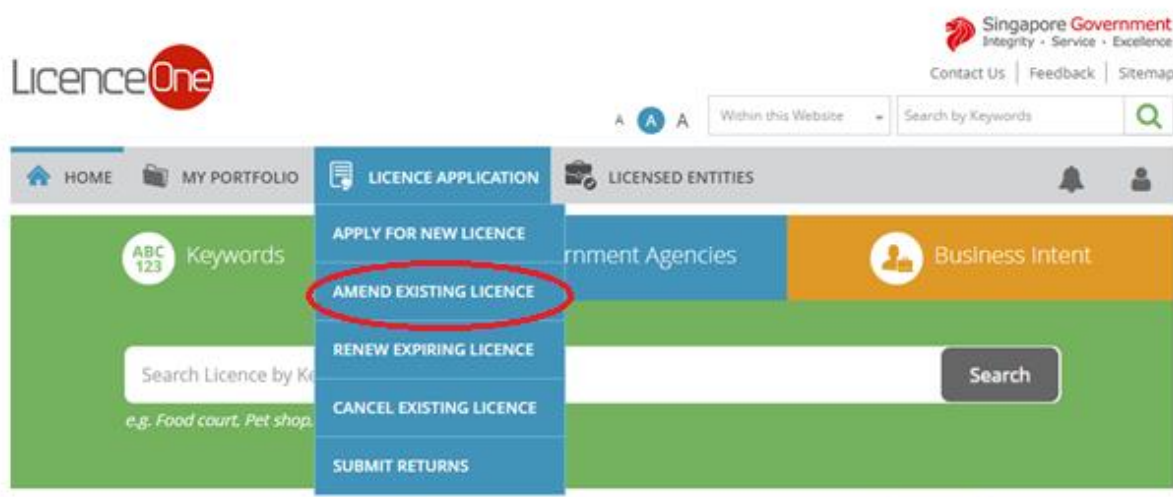
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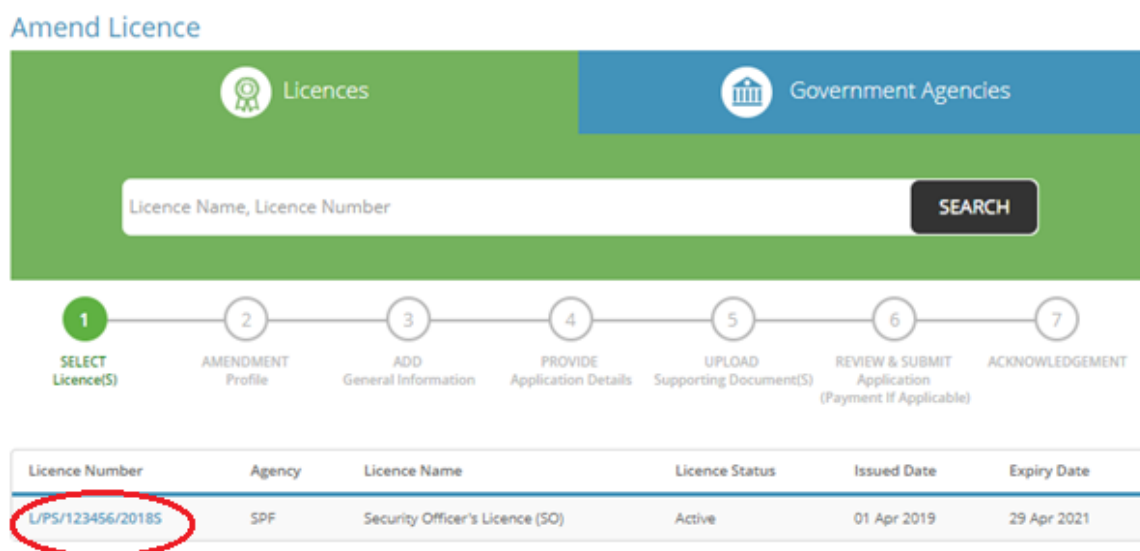


Update of Training Record and Experience

- **Step 1:** Login LicenceOne via your SingPass Credential.
- **Step 2:** Select AMEND EXISTING LICENCE



- **Step 3:** System will redirect to Licence page.
Select the Licence for which you wish to do this Amendment.



- **Step 4:** System will redirect to Amendment Page.
Select the Amendment Type 'Update of Training Record and Experience' and click NEXT

Singapore Police Force

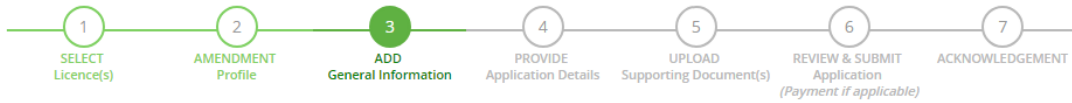
Security Officer's Licence (SO)

Type of Amendment	Fees & Supporting Documents (if required)
<input type="radio"/> Update of Biodata	<input type="button" value="Details"/>
<input checked="" type="radio"/> Update of Training Record and Experience	<input type="button" value="Details"/>

Licence Number *

L/PS/123456/2018S

➤ **Step 5:** Fill the General Information Page and click NEXT.



Amend Existing Licence

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MyInfo

Use MyInfo

Please click [here](#) for MyInfo details

Filer's Particulars

Note: Name, Nationality, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from MyInfo for your convenience.

Salutation *	<input type="text" value="Dr"/>	Designation *	<input type="text" value="Managing Director"/>
Name *	<input type="text" value="Blacs"/>	Office Tel Number	<input type="text" value="-"/>
ID Type *	<input checked="" type="radio"/> NRIC <input type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	<input type="text" value="+6596385274"/>
ID Number *	<input type="text" value="S9764982J"/>	Fax Number	<input type="text" value="-"/>
Citizenship *	<input type="text" value="SINGAPORE CITIZEN"/>	Mobile Number *	<input type="text" value="+6591512385"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email	<input type="text" value="S9764982J@mail.com"/>
Date Of Birth *	<input type="text" value="10/10/1988"/> <input type="button" value="📅"/>	Alternative Email	<input type="text"/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	<input type="checkbox"/>

- **Step 6:** Fill in the 'Update of Training Record and Experience' amendment form and click PROCEED



Amend Existing Licence

Security Officer's Licence (SO)

Particulars of License

Licence Number L/PS/000094/2018S

Filer NRIC/ FIN Number S2189724H

Additional Particulars of Licensee

Instruction Note:

- Applicant is expected to submit this application to notify SPF for any change in Name, Address or other qualification details.
- For NRIC holders address is populated from MyInfo. If you don't see the correct info please update your MyInfo record before notifying SPF on this change.
- For FIN holders address is populated from your LicenceOne Profile. If you don't see the correct info please update your LicenceOne profile before notifying SPF on this change.

Licensee NRIC / FIN Number S2189724H

Licensee Name xxx

Existing Training Record Details

Training Type For Security Officer*

- Advance Security Course conducted by APRO Asian Protection Pte Ltd (before 1 Jan 96)
- Airport Police Division Front Loader (ASA) certified
- Airport Police Division Security Screening Unit (APS SSU) certified
- Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training School
- Basic Protection Officer Course conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- Basic Security Course (before 1 Nov 02)
- Basic Security Training conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- CAMS Operator
- Certificate in Hotel Security Management organised by SHATEC (before 1 Jan 98)
- Diploma in Police Studies and Security Management offered by Temasek Polytechnic
- Diploma in Security & Fire Safety Management offered by Temasek Polytechnic
- Essential Security Guarding Course conducted by Group 4 CISCO Training (before 1 Jan 96)
- Hotel Security Operations organised by SHATEC (before 1 Jan 98)
- Security Supervisors Course Examination certified by SHRI or RELC (before 1 Aug 04)
- Specialised Guarding Skill conducted by Group 4 CISCO Training (before 1 Jan 96)
- Supervising Security Activities conducted by Group 4 CISCO Training (before 1 Aug 04)
- The Security Managers and Chief Security Officers Course conducted by APRO Asian Protection Pte Ltd (before 1 Aug 04)
- None of the above

Experience

S.No	Experience	From Year	To Year	Remark
1	Others	1111	1111	Remark  

Experience*

Add

Rank*

[< Previous](#) [Proceed >](#) [Save as Draft](#) [Save as Draft & Exit](#)

- **Step 7:** Upload the required supporting documents page is displayed to upload documents if any.

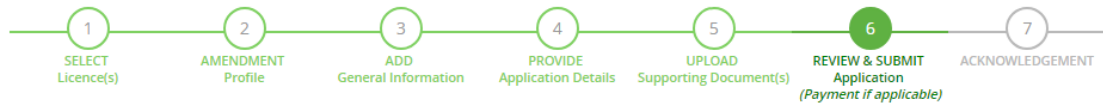


Amend Existing Licence

Security Officer's Licence (SO)

Document Name	Type	Attachment	Action
Training Result * Scanned copy of the Training Result <small>Acceptable File Format: jpg, doc, docx, pdf, png, jpeg, gif</small> <small>Acceptable File Size: maximum : 2 MB</small>	<input type="text" value="ONLINE UPLOAD"/>	Supporting Document 1.pdf	<input type="button" value="Upload"/>

- **Step 8:** Review the filled application and check the Declaration. Click 'Submit' Button.



Amend Existing Licence

Information Review

Filer's Particulars			
Agree to Use MyInfo Data	Yes	Designation	Managing Director
Salutation	Dr	Office Tel Number	
Name	Blacs	Home Tel Number	+6596385274
ID Type	NRIC	Fax Number	
ID Number	S9764982J	Mobile Number	+6591512385

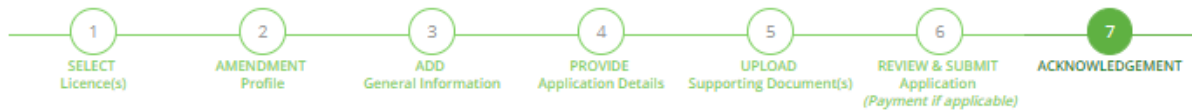
Declaration

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.



- **Step 9:** System displays the Acknowledgement page to confirm, application is submitted successfully.



Amend Existing Licence

 **Submitted successfully: 1 application(s)** 

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

Singapore Police Force
Security Officer's Licence (SO)

Application Number	U1920001971	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B1920012869	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	29/04/2019 16:38:18		
Submission Name	B1920012869		

[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.

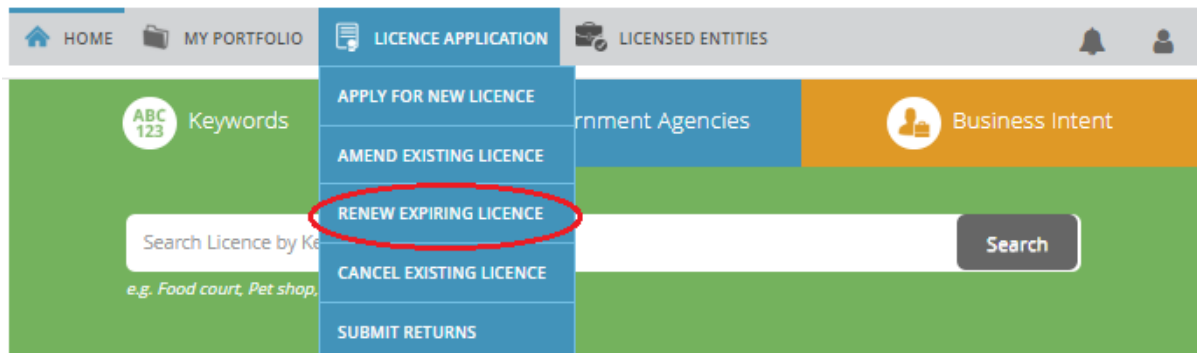
Please note that the "Submission Name" is for your personal reference only.

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



Quick Ref 3: Renew Existing SO Licence

- **Step 1:** Login LicenceOne via your SingPass Credential.
- **Step 2:** Select RENEW EXISTING LICENCE



- **Step 3:** System will redirect to Licence page. Select the Licence for Renewal.

Renew Licence

The screenshot shows the 'Renew Licence' page. It features a search bar for 'Licence Name, Licence Number' and a 'SEARCH' button. Below the search bar is a progress bar with seven steps: 1. SELECT Licence(S), 2. RENEW Profile, 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(S), 6. REVIEW & SUBMIT Application (Payment If Applicable), and 7. ACKNOWLEDGEMENT. The first step, 'SELECT Licence(S)', is highlighted with a red circle.

Licence Number	Agency	Licence Name	Licence Status	Issued Date	Expiry Date
L/PS/123456/2018S	SPF	Security Officer's Licence (SO)	Active	01 Apr 2019	29 Apr 2021

- **Step 4:** System will redirect to Renewal Page.
Fill the Acknowledgement Number and Licence Number
Click NEXT

Renew Licence



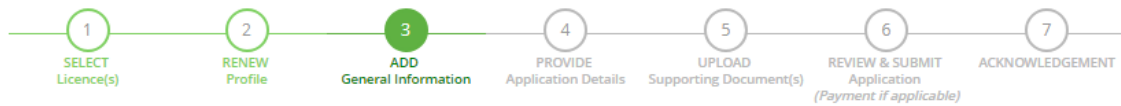
Singapore Police Force

Security Officer's Licence (SO)

Application Type	Fees & Supporting Documents (if required)
<input checked="" type="radio"/> Security Officer's Licence (SO)	<input type="button" value="Details"/>
Acknowledgment Number * <input type="text" value="PS/20150907/0089"/>	Licence Number * <input type="text" value="L/PS/123456/20195"/>



➤ **Step 5:** Fill the General Information Page and click NEXT.



Renew Expiring 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.

MyInfo

Use MyInfo

Please click [here](#) for MyInfo details

Filer'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 *	<input type="text" value="Mr"/>	Designation *	<input type="text" value="Managing Director"/>
Name *	<input type="text" value="ROBERT"/>	Office Tel Number	<input type="text" value=""/>
ID Type *	<input type="radio"/> NRIC <input checked="" type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	<input type="text" value=""/>
ID Number *	<input type="text" value="F4442608X"/>	Fax Number	<input type="text" value=""/>
Citizenship *	<input type="text" value="MALAYSIAN"/>	Mobile Number *	<input type="text" value="+6591234567"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email	<input type="text" value="test7@gmail.com"/>
Date Of Birth *	<input type="text" value="16/05/2002"/> <input type="text" value=""/>	Alternative Email	<input type="text" value=""/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	<input type="checkbox"/>

- **Step 6:** Fill in the Renewal form and click PROCEED



Renew Expiring Licence

Security Officer's Licence (SO)

Particulars of Licence

Licence Number	L/PS/000094/20185	Filer NRIC/FIN Number	G5183527T
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Declarations

Have you suffered, or are suffering from any mental condition or illness? *

Yes No

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

- **Step 7:** Upload the required supporting documents page is displayed to upload documents if any.



Renew Expiring Licence

Security Officer's Licence (SO)

Document Name	Type	Attachment	Action
Work Permit Scanned copy of the Work Permit. Mandatory for Foreigners. <i>Acceptable file format: pdf, jpg, png, jpeg, gif</i> <i>Acceptable file size: maximum : 2 MB</i>	ONLINE UPLOAD	<input type="text"/>	Upload
Origin Country Identification Card Scanned copy of the Origin Country Identification Card. Mandatory for Foreigners. <i>Acceptable file format: pdf, jpg, png, jpeg, gif</i> <i>Acceptable file size: maximum : 2 MB</i>	ONLINE UPLOAD	<input type="text"/>	Upload
Passport for foreigner Scanned copy of the Passport. Mandatory for Foreigners. <i>Acceptable file format: pdf, jpg, png, jpeg, gif</i> <i>Acceptable file size: maximum : 2 MB</i>	ONLINE UPLOAD	<input type="text"/>	Upload
Certificate of Good Conduct for Foreigner Scanned copy of Certificate of Good Conduct for Foreigner. Mandatory for Foreigners. <i>Acceptable file format: pdf, jpg, png, jpeg, gif</i> <i>Acceptable file size: maximum : 2 MB</i>	ONLINE UPLOAD	<input type="text"/>	Upload

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

Step 8: Review the filled application and check the Declaration. Click 'Submit' Button.



Renew Expiring Licence

Information Review

Filer's Particulars			
Agree to Use MyInfo Data	Yes	Designation	Managing Director
Salutation	Dr	Office Tel Number	
Name	Blacs	Home Tel Number	+6596385274
ID Type	NRIC	Fax Number	
ID Number	59764982j	Mobile Number	+6591512385

Declaration

General Declaration

- 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.

[← Previous](#) [Submit](#)

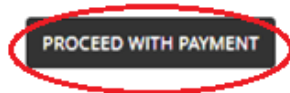
- **Step 9:** System prompt you to make payment. Payment to be made via Online.



Renew Expiring Licence

Make Payment

Description	Fee Type	Fee	GST	Sub Total
PA1911262094 SPF - Security Officer's Licence (SO) R1920000945	Processing Fee	\$16.00	Not applicable	\$16.00
Grand Total				\$16.00



- **Step 10:** Once Payment is done online, the application is submitted successfully.



Renew Expiring Licence

✔

Submitted successfully: 1 application(s)

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

✖

Singapore Police Force

Security Officer's Licence (SO)

Application Number	R1920000945	Payment Advice Number	PA1911262094
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1920012883	Payment Amount(SGD)	\$16.00
Submission Date	29 Apr 2019 18:51:44		
Submission Name	B1920012883		

[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.

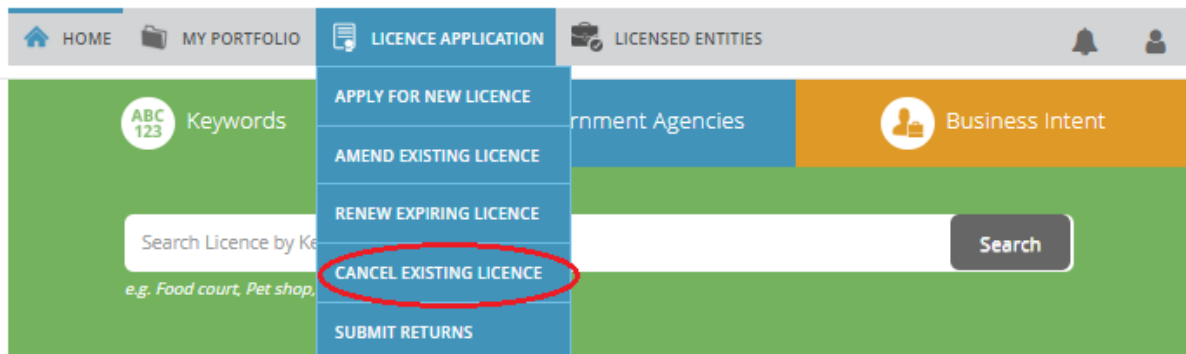
[VIEW RECEIPT](#)

PRINT

CLOSE

Quick Ref 4: CANCEL Existing SO Licence

- **Step 1:** Login LicenceOne via your SingPass Credential.
- **Step 2:** Select CANCEL EXISTING LICENCE



- **Step 3:** System will redirect to Licence page.
Select the Licence for Cancellation.

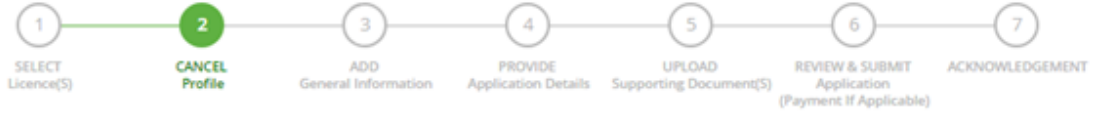
Cancel Licence

The screenshot shows the 'Cancel Licence' page. It features a search bar for 'Licence Name, Licence Number' and a 'SEARCH' button. Below the search bar is a progress bar with 7 steps: 1. SELECT Licence(S), 2. CANCEL Profile, 3. ADD General Information, 4. PROVIDE Application Details, 5. UPLOAD Supporting Document(S), 6. REVIEW & SUBMIT Application (Payment If Applicable), and 7. ACKNOWLEDGEMENT. Below the progress bar is a table of licences.

Licence Number	Agency	Licence Name	Licence Status	Issued Date	Expiry Date
L/PS/123456/2019S	SPF	Security Officer's Licence (SO)	Active	04 Apr 2019	29 Apr 2021

- **Step 4:** System will redirect to Cancel Page.
Select the Licence you wish to Cancel and click NEXT

Cancel Licence



Singapore Police Force

Security Officer's Licence (SO)

Application Type

Fees & Supporting Documents (if required)

Security Officer's Licence (SO)

Details

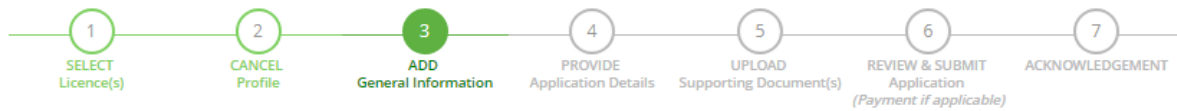
Licence Number *

L/PS/000043/20185

BACK

NEXT

Step 5: Fill the General Information Page and click NEXT.



Cancel Existing Licence

Terms of Use

7. You are responsible for all transactions entered into or purported to be entered into on your and/or your organisation's behalf. We may rely and act on any transaction submitted on the Website with the use of the Designated Password as conclusive evidence that your organisation has authorised the making of the transaction and/or use of the Designated Password by the originator of that transaction and you shall not be allowed to allege that the transaction and/or the use of the Designated Password was not authorised by your organisation, unless notice of the unauthorised use of the Designated Password is given to us pursuant to cl 4.8.
8. You shall immediately notify [state contact person, and how he or she may be contacted] ("our Contact") in writing if you reasonably believe that your Designated Password is lost, damage, compromised, or used in an unauthorised manner. Our Contact will provide an acknowledge confirming receipt of this notice as soon as reasonably practicable. We are not deemed to have received such notice unless our Contact has acknowledged receipt in writing.
9. On receiving such notice from you pursuant to Clause 4.7, we will as soon as reasonably practicable, (a) suspend or terminate the Designated Password; and (b) use reasonable endeavours to stop the processing of transactions originating from the compromised Designated Password. You will be bound by all transactions which we relied upon before such suspension or termination, or the processing of which we were unable to stop.
10. For infocomm security tips, please visit <https://www.gosafeonline.sg>.

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

MyInfo

Use MyInfo

Please click [here](#) for MyInfo details

Filer's Particulars

Note: Name, Nationality, Gender, Date Of Birth, Home Tel Number, Mobile Number and Email are taken from MyInfo for your convenience.

Salutation *	<input type="text" value="Mr"/>	Designation *	<input type="text" value="Managing Director"/>
Name *	<input type="text" value="ROBERT"/>	Office Tel Number	<input type="text" value=""/>
ID Type *	<input type="radio"/> NRIC <input checked="" type="radio"/> FIN <input type="radio"/> Passport	Home Tel Number	<input type="text" value="+6598765432"/>
ID Number *	<input type="text" value="F4442608X"/>	Fax Number	<input type="text" value=""/>
Citizenship *	<input type="text" value="MALAYSIAN"/>	Mobile Number *	<input type="text" value="+6598765432"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female	Email	<input type="text" value="F4442608X@mail.com"/>
Date Of Birth *	<input type="text" value="05/05/1950"/>	Alternative Email	<input type="text" value=""/>
Primary Contact Mode *	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Tick if you prefer to receive status updates of licence application via SMS	<input type="checkbox"/>

- **Step 6:** Cancel form is displayed with Licence details.
Click PROCEED

Cancel Existing Licence

Security Officer's Licence (SO)

Particulars of Licence

Licence Number	L/PS/000094/20185	NRIC/FIN Number	S0000123F
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Termination Details

Effective Termination Date 05/10/2018

Note: There will be no refunds of pro-rated licence fee paid for upon termination by applicant.

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

- **Step 7:** Upload the required supporting documents page is displayed to upload documents if any. Click NEXT



Cancel Existing Licence

Security Officer's Licence (SO)

No supporting document required for online application submission. Agencies may contact applicant if any supporting documents are needed subsequently.

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

- **Step 8:** Review the filled application and check the Declaration.
Click 'Submit' Button.

Cancel Existing Licence

Information Review



Filer's Particulars			
Agree to Use MyInfo Data	Yes	Designation	Managing Director
Salutation	Mr	Office Tel Number	
Name	ROBERT	Home Tel Number	+6598765432
ID Type	FIN	Fax Number	
ID Number	F4442608X	Mobile Number	+6598765432

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.

[< Previous](#) [Submit](#)

- **Step 9:** System displays the Acknowledgement page to confirm, application is submitted successfully.

Cancel Existing Licence

 **Submitted successfully: 1 application(s)** 

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

Singapore Police Force
Security Officer's Licence (SO)

Application Number	T1820001335	Application Status	Submitted (No Upfront Payment Required)
Submission Number	B1820022566	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	05/10/2018 16:04:08		
Submission Name	B1820022566		

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.

PRINT **CLOSE**