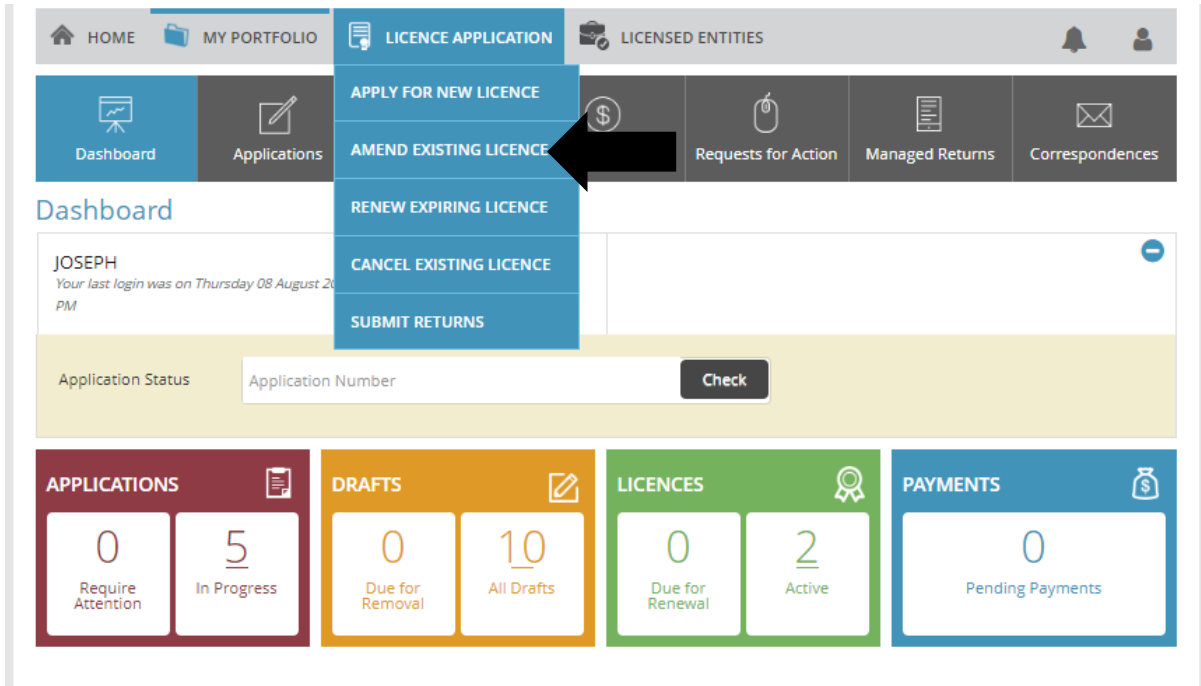


## How to amend your personal particulars online

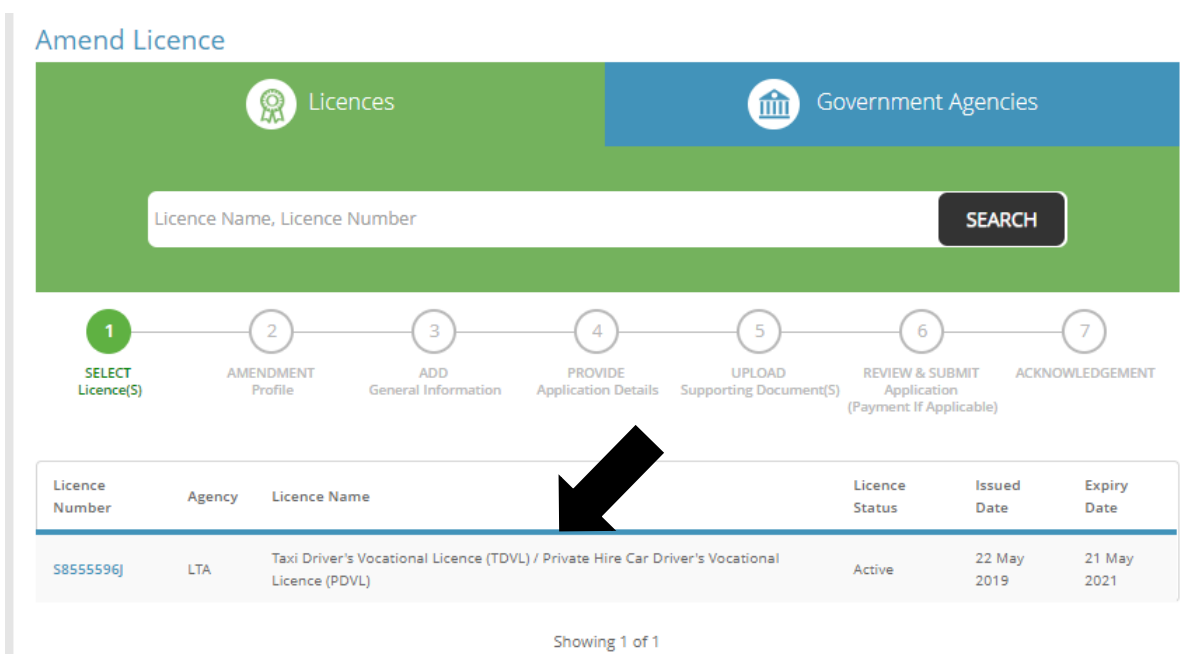
**Step 1:** Visit GoBusiness Licensing Portal (<https://licence1.business.gov.sg/web/frontier/home>) and login with your SingPass or LicenceOne ID.

**Step 2:** Click "Licence Application", and then "Amend Existing Licence".



The screenshot shows the GoBusiness Licensing Portal dashboard. The top navigation bar includes 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', and 'LICENSED ENTITIES'. A dropdown menu is open under 'LICENCE APPLICATION', with 'AMEND EXISTING LICENCE' highlighted by a black arrow. Other options in the menu include 'APPLY FOR NEW LICENCE', 'RENEW EXPIRING LICENCE', 'CANCEL EXISTING LICENCE', and 'SUBMIT RETURNS'. The dashboard also features a 'Dashboard' section with user information for 'JOSEPH' and a search bar for 'Application Status' and 'Application Number'. Below this are four summary cards: 'APPLICATIONS' (0 Require Attention, 5 In Progress), 'DRAFTS' (0 Due for Removal, 10 All Drafts), 'LICENCES' (0 Due for Renewal, 2 Active), and 'PAYMENTS' (0 Pending Payments).

**Step 3:** Click on your vocational licence. If you hold more than one type of vocational licence, you can select any one of your licences



The screenshot shows the 'Amend Licence' page. At the top, there are two tabs: 'Licences' (selected) and 'Government Agencies'. Below the tabs is a search bar with the placeholder text 'Licence Name, Licence Number' and a 'SEARCH' button. A progress bar below the search bar shows 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. Below the progress bar is a table of licences. A black arrow points to the first row of the table.

Licence Number	Agency	Licence Name	Licence Status	Issued Date	Expiry Date
S855596J	LTA	Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)	Active	22 May 2019	21 May 2021

Showing 1 of 1

**Step 4:** Select "Change of Personal Particulars", then key in your Vocational Licence No. or Licensee ID.

**Amend Licence**

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) 7 ACKNOWLEDGEMENT

Land Transport Authority  
Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)

Type of Amendment Fees & Supporting Documents (if required)

Change of Personal Particulars [Details](#)

Licence No. / Licensee ID No.\*

Replacement of Vocational Licence [Details](#)

**Step 5:** Follow the instructions to upload the supporting documents and click "submit".

Accepted file formats: pdf, jpg, gif, png, bmp

Maximum file size: 2 MB

**Step 6:** You will see a notification that you have successfully submitted the documents.

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) 7 **ACKNOWLEDGEMENT**

**Amend Existing Licence**

Submitted successfully: 1 application(s) [-](#)

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

Land Transport Authority  
Taxi Driver's Vocational Licence (TDVL) / Private Hire Car Driver's Vocational Licence (PDVL)

Application Number	U1920003170	Application Status	Approved
Submission Number	B1920020252	Payment Status	STAGE1 : N.A STAGE2 : N.A
Submission Date	08/08/2019 17:47:35		