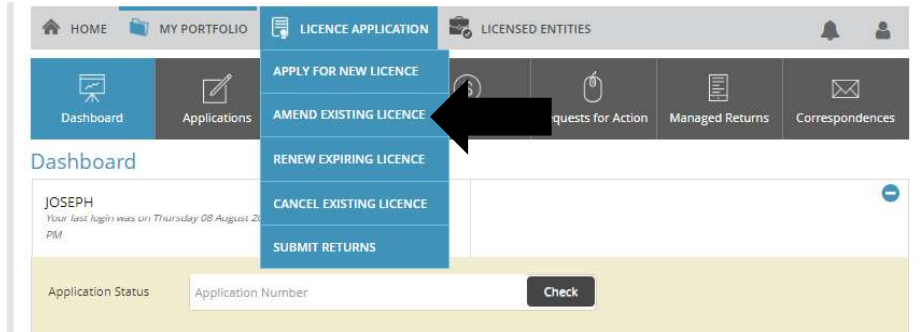


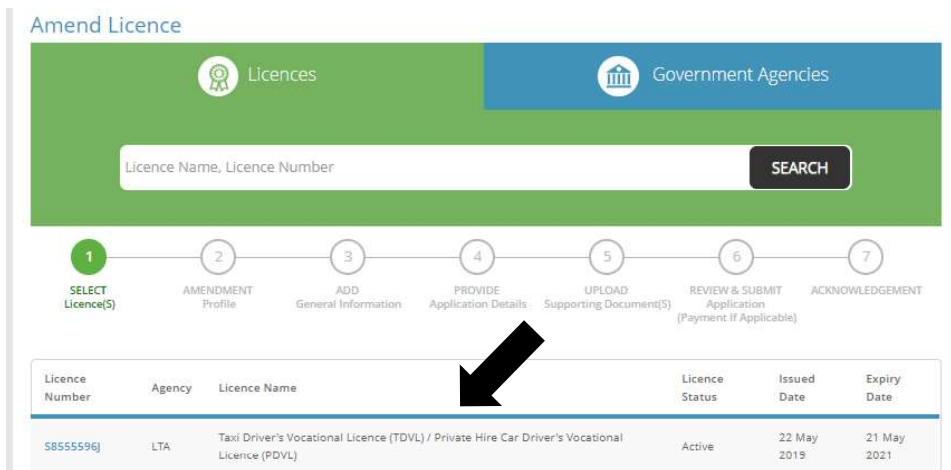
## How to do online request for replacement of vocational licence

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

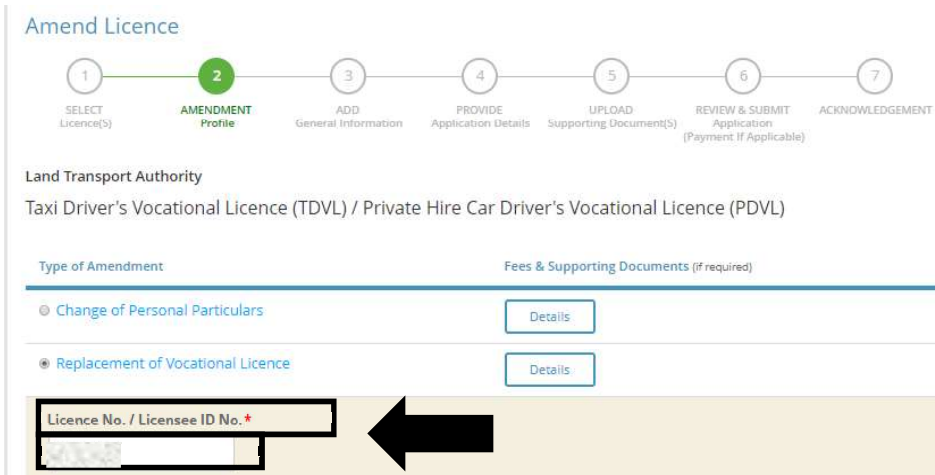
**Step 2:** Click "Licence Application", and then "Amend Existing Licence".



**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.



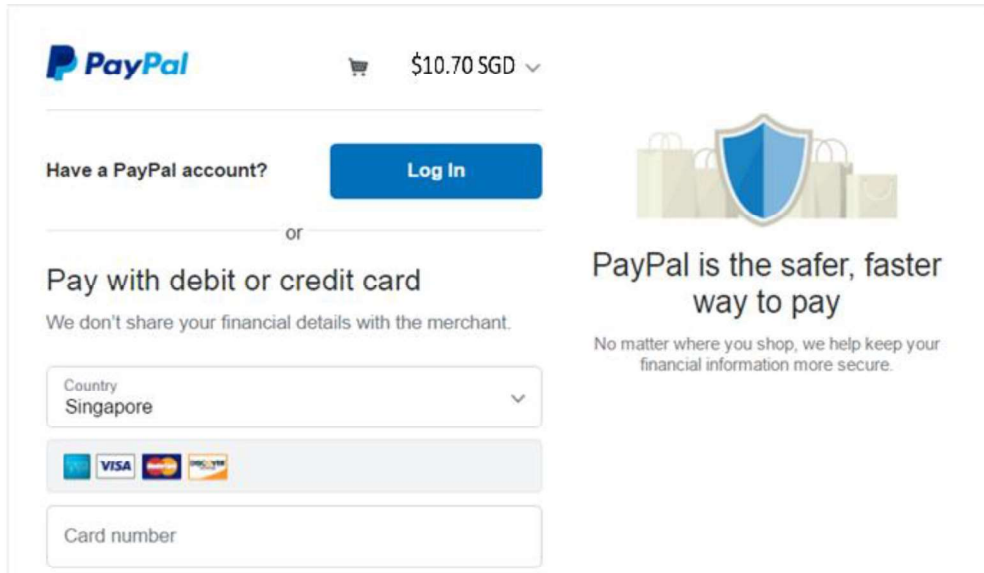
**Step 4:** Select "Replacement of Vocational Licence", then key in your Vocational Licence No. or Licensee ID.



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

Accepted file formats: pdf, jpg, gif, png, bmp  
Maximum file size: 2 MB

**Step 6:** Make payment online



**Step 7:** You will see an acknowledgement that you have successfully submitted the application.

