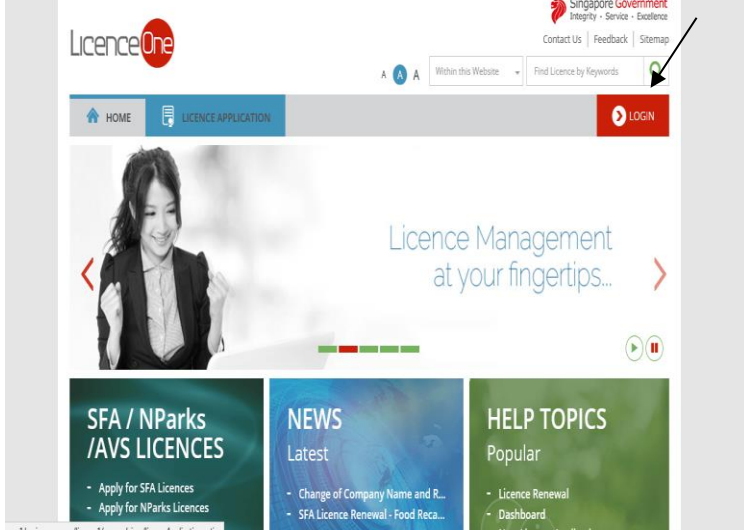
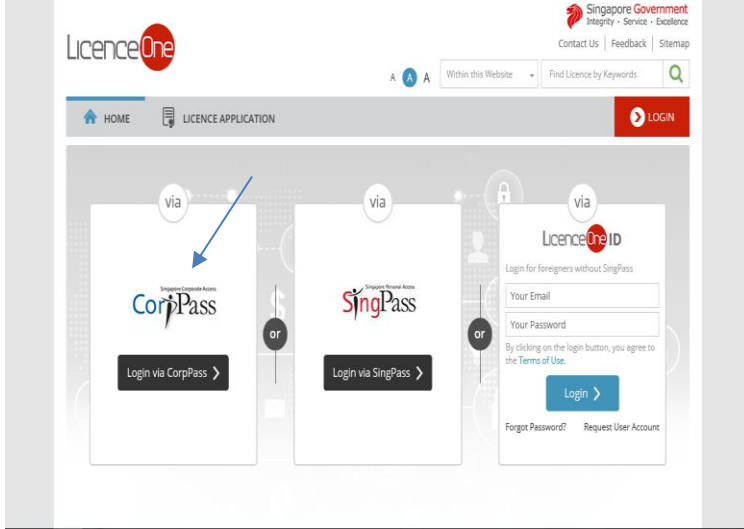


Guide on Application of Free Sale Certificate

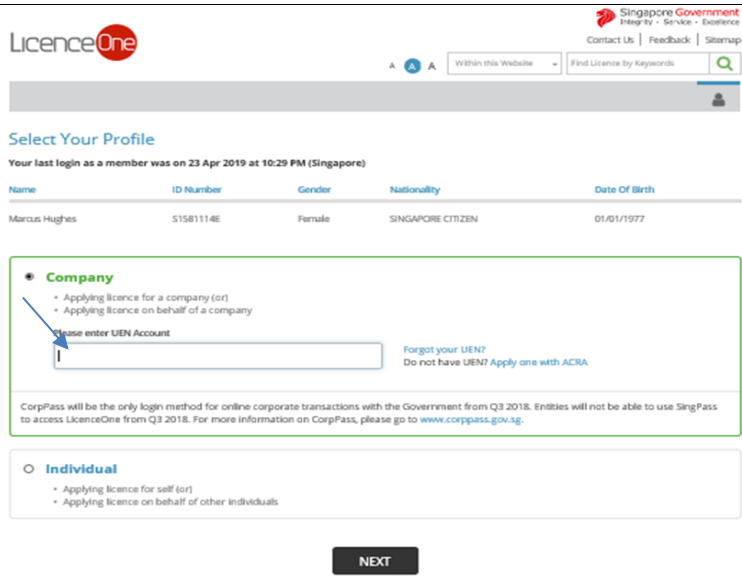
S/No.	Step	Screenshot
1	<p>Go to SFA e-licensing website :</p> <p>https://licence1.business.gov.sg/licence1/authentication/showLogin.action</p>	
2	<p>Log in to the system via CorpPass.</p>	

3

Select Your Profile

- Company
- Enter Unique Entity Number (UEN)

Click "NEXT"



4

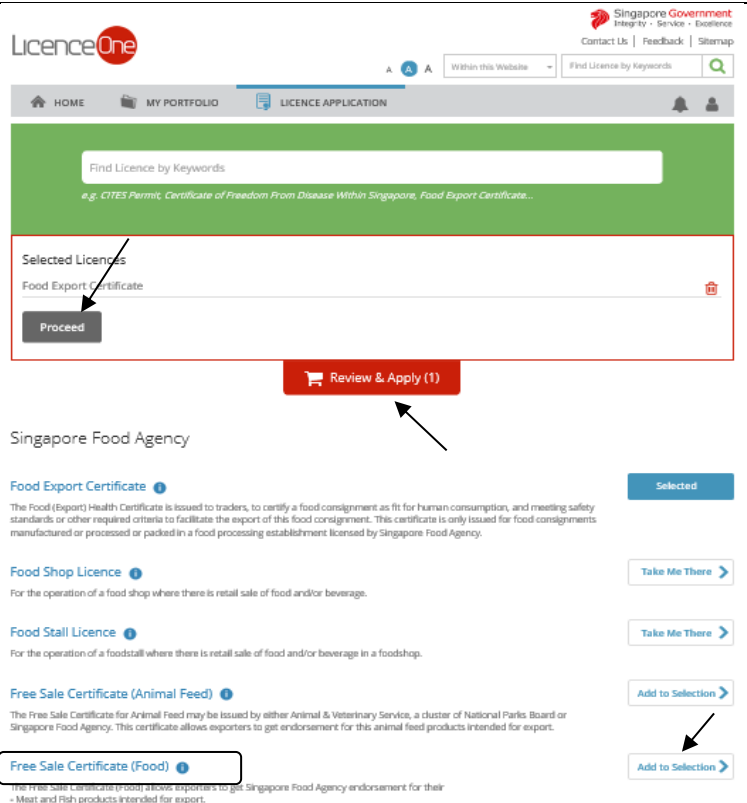
Click "Licence Application".



5 Select Licence

- Food Export Certificate
- Review & Apply

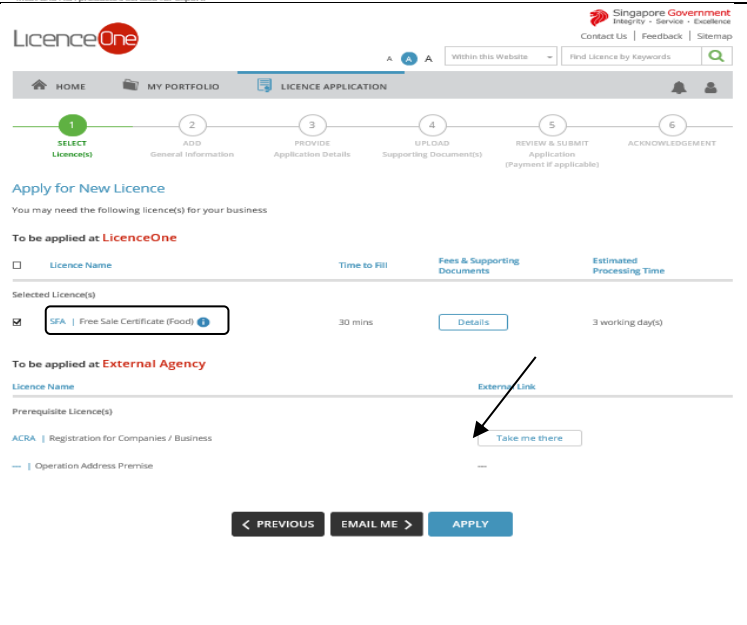
Click "Proceed"



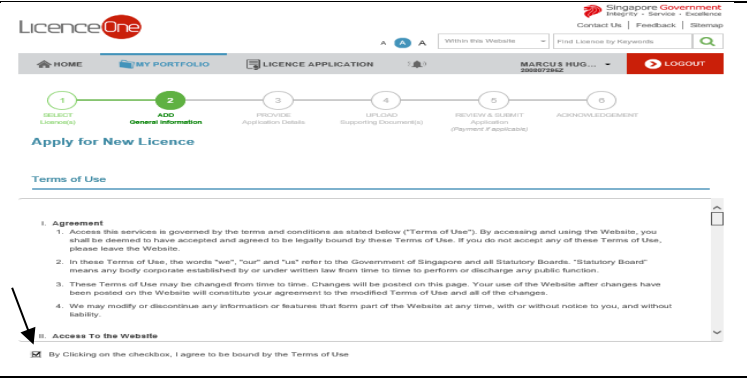
6 Select Licence

- Free Sale Certificate (Food)

Click "APPLY"



7 Click on the checkbox to agree to the terms of use



8

Complete application form

- Application/Licensee Information
- Tick the check box, if you prefer to receive status updates of Licence application via SMS
- Other mode of notification will be via email.

Complete Organisation Contact Details

I am applying as an Applicant

Applicant/Licensee Information

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 * Mrs **Designation** Agent
Name * Marcus Hughes **Office Number** +6567888888
ID Type * NRIC FIN Passport No **Home Number *** +6567888888
ID Number * S1581114E **Fax Number** +6567888888
Nationality * SINGAPORE CITIZEN **Mobile Number** +6591111111
Gender * Female Male **Email Address *** user10@fitestuser.com
Date Of Birth * 01/01/1977 **Alternative Email Address** user10@fitestuser1.com
 Format: dd/mm/yyyy
Primary Mode of Contact * Home Tel Number Mobile Number Office Tel Number
 Tick if you prefer to receive status updates of licence application via SMS

Applicant Address

Address Type * Local Foreign **Street Name *** KITCHENER LINK
 Non Standard **Floor Number** 01
Type of Premises * Office **Unit Number** 02
Postal Code * 207229 **Retrieve Address** **E.g. 05-01 Key in 05**
E.g. 05-01 Key in 01

9

Complete Application Form

- Consignment Details
- Administrative Details
- Emergency Contact

Organisation Information

Organisation Name TICONG SENG HOLDINGS LIMITED
UEN 200807296Z
Organisation Type PUBLIC COMPANY LIMITED BY SHARES
UEN of Former Company N/A

Organisation Address

Type of Premises Office
Postal Code * 298135 **Retrieve Address**
 Please enter your postal code and click "Retrieve Address".
Block/House Number 510
Street Name * THOMSON ROAD
Floor Number 08
Unit Number 00
Building Name SLF BUILDING

Organisation Operating Address

Address Type Local Foreign **Street Name**
 Standard **Floor Number**

Consignment

Country of Destination *
State of Import *

Certificate Type

Trade Type * Imported Locally Processed
Type of Product * Fish Meat Processed Food

Consignment Product Details

Note: If you are applying for more than 12 items, more than one payable certificate may be generated.
Trade Type * Please Select
 Please select Country of Destination from Consignment and Trade Type from Certificate Type
Product Type * Please Select
 Please select Country of Destination from Consignment and Type of Product from Certificate Type
SFA Product Code * Please Select
Name /Description of Product *
Country of Origin * Please Select

S.No	Trade Type	Product Type	Name /Description of Product	Country of Origin	Packaging	Quantity	SFA Product Code	Invoice No	Import Permit No	in
1	<input type="checkbox"/> Imported	Processed Food	Fruit	BAHAMAS	250 GRAM	10000	MLTYREC, DRIED		Highly sought	lit

Administrative Details

Check, if Free Sale Certificate is required separately for individual product
Enter the No. of copies of certificates required * 1
 State where the products are sold in (Singapore or name of retail outlets)

Emergency Contact

Name *	Designation	Contact No *	Email *	Action
whg@fitest.com	ghg@fitest.com	+6569008795	whg@fitest.com	<input type="button"/>

10

Attach relevant supporting documents

Click "Next"

The screenshot shows the 'LicencesOne' application interface. At the top right, it says 'Singapore Government Integrity · Service · Excellence' with links for 'Contact Us', 'Feedback', and 'Sitemap'. The user is logged in as 'MARCUS HUG...' with ID '26897295Z'. A progress bar at the top indicates six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s) (highlighted in green), 5. REVIEW & SUBMIT Application (Payment if applicable), and 6. ACKNOWLEDGEMENT. Below the progress bar, the page title is 'Apply for New Licence' and the sub-title is 'Free Sale Certificate (Food)'. There is a table with columns 'Document Name', 'Type', 'Attachment', and 'Action'. Under 'Others', there is a section for 'Acceptable File' with format 'DOC, DOCX, GIF, JPG, PDF, PPT, PPTX, XLS, XLSX' and a file size limit of 'maximum 2 MB'. A dropdown menu is set to 'ONLINE' and an 'Attach' button is visible. At the bottom, there are navigation buttons: '< Previous', 'Next >', 'Save as Draft', and 'Save as Draft & Exit'.

11

Under "Information Review", check that your application details are correct. Tick the check boxes under "General" and "Free Sale Certificate" to make your declarations.

Click "Proceed with Payment".

You may make payment via Giro if your company has an existing Giro account with SFA. If not, you may choose to make payment via eNETS or Credit Card.

The screenshot shows the 'LicencesOne' application interface at step 5: 'REVIEW & SUBMIT Application (Payment if applicable)'. The progress bar at the top highlights step 5 in green. The page title is 'Apply for New Licence' and the sub-title is 'Information Review'. There are icons for printing and downloading. The 'Organisation Operating Address' section contains fields for 'Address Type' (LOCAL), 'Type of Premises' (Office), 'Postal Code', 'Block/House Number', 'Street Name', 'Floor Number', 'Unit Number', and 'Building Name'. The 'Organisation Contact Details' section is partially visible. Under the 'General' section, there are two declaration checkboxes, both of which are checked. The first declaration states: '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.' The second declaration states: '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.' At the bottom, there are navigation buttons: '< Previous', 'Save as Draft', and 'Proceed With Payment'.

12

Click "Continue".

The page shown Submission successfully and prompt you an application number start with C.....

You may print a copy of the acknowledgement for your reference and proceed to close the browser

The screenshot shows the LicencesOne web application interface. At the top right, it features the Singapore Government logo and navigation links for Contact Us, Feedback, and Sitemap. Below this is a search bar and a navigation menu with options like HOME, MY PORTFOLIO, and LICENCE APPLICATION. A secondary menu contains icons for Dashboard, Applications, Licences, Payments, Requests for Action, Stock Cards, and Correspondences. A progress bar indicates the submission process, with step 6, 'ACKNOWLEDGEMENT', highlighted in green. A green checkmark and the text 'Submitted successfully.' are displayed, along with a notification that the user will be notified via SMS/Email. The main content area shows details for a 'Free Sale Certificate (Food)' application from the Singapore Food Agency, including the application number (C1910025769), submission number (B1910040240), submission date (24/04/2019 11:31:23), and submission name (B1910040240). The application status is 'Processing', and the payment status is 'STAGE1 : UNPAID (PENDING GIRO)'. The estimated processing time is 3 working days. At the bottom, there are 'PRINT' and 'CLOSE' buttons.

LicenceOne

Singapore Government
Integrity · Service · Excellence
Contact Us | Feedback | Sitemap

Within this Website - Find Licence by Keywords

HOME MY PORTFOLIO LICENCE APPLICATION

Dashboard Applications Licences Payments Requests for Action Stock Cards Correspondences

Apply for New Licence

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

Submitted successfully.

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

Singapore Food Agency

Free Sale Certificate (Food)

Application Number	C1910025769	Application Status	Processing
Submission Number	B1910040240	Payment Status	STAGE1 : UNPAID (PENDING GIRO) STAGE2 : N/A
Submission Date	24/04/2019 11:31:23	Estimated Processing Time	3 working day(s)
Submission Name	B1910040240		

View your Applications and Status

NOTE

Application submitted successfully. You will be notified upon application approval or licence dispatch related matters through email/sms. Processing status will also be updated under Application Status column.

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

You can retrieve your submission and application details form Applications menu under MY PORTFOLIO.

PRINT CLOSE