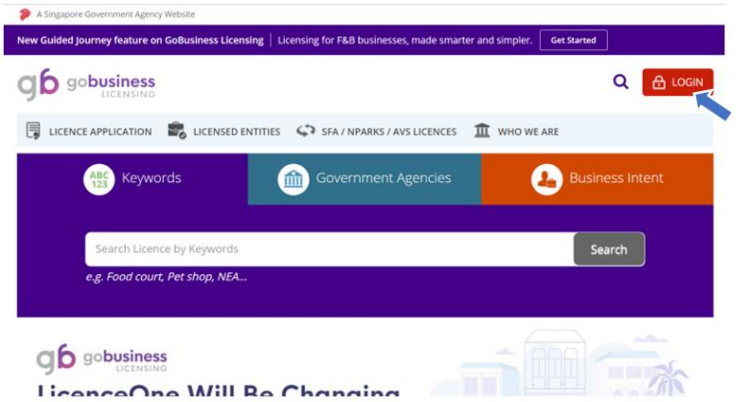
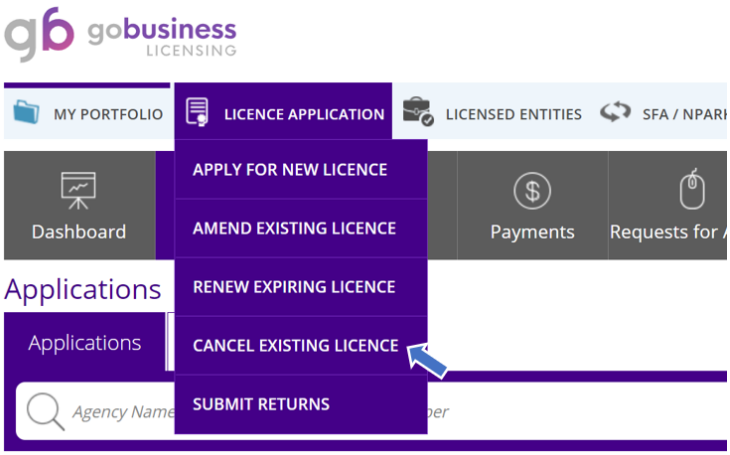
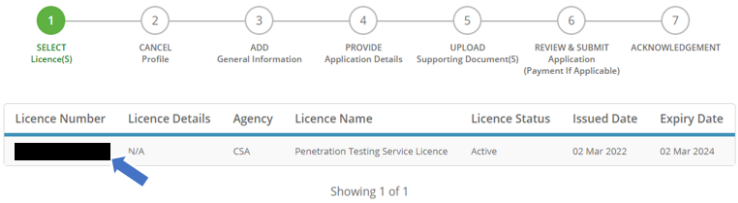
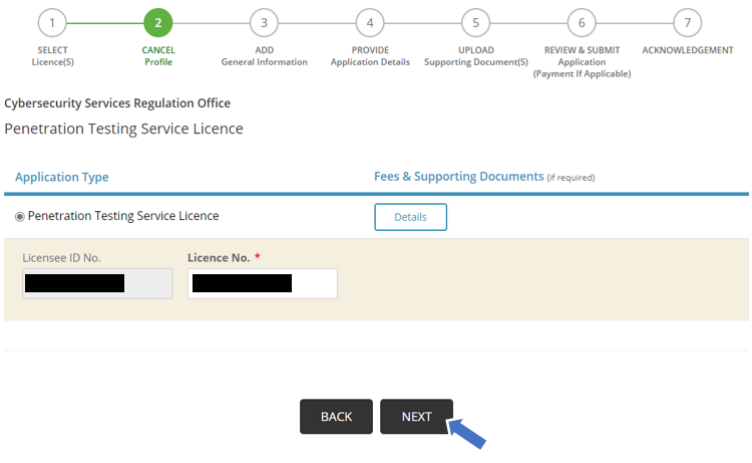
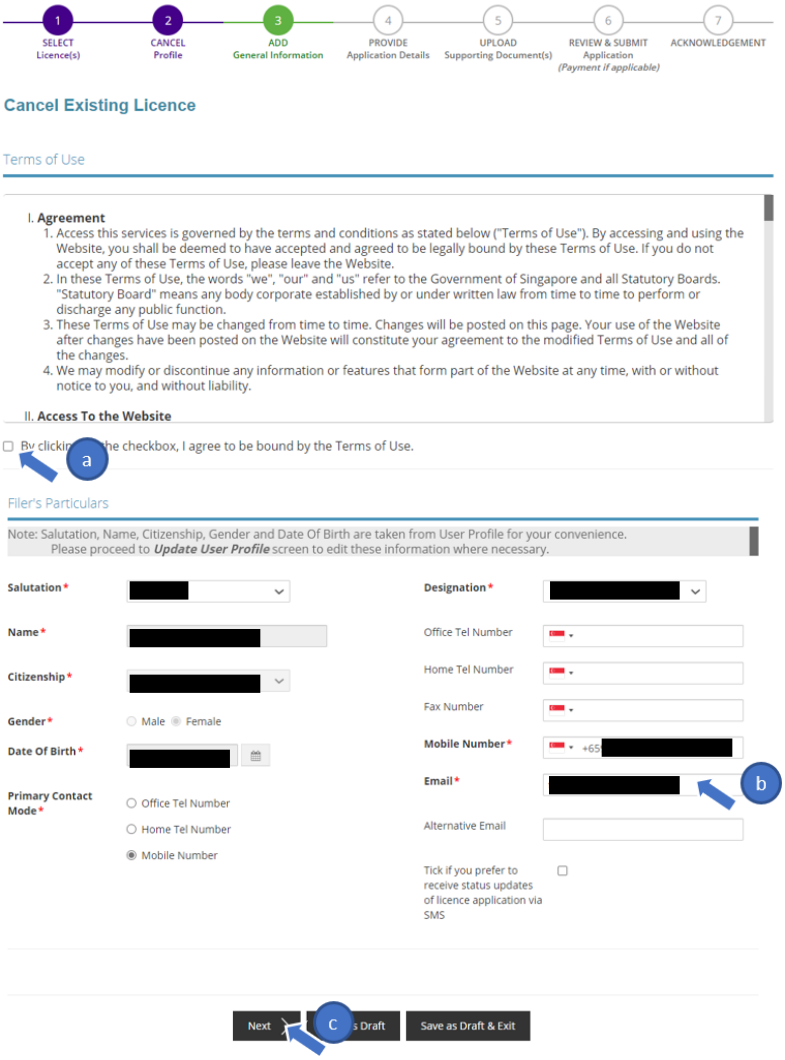
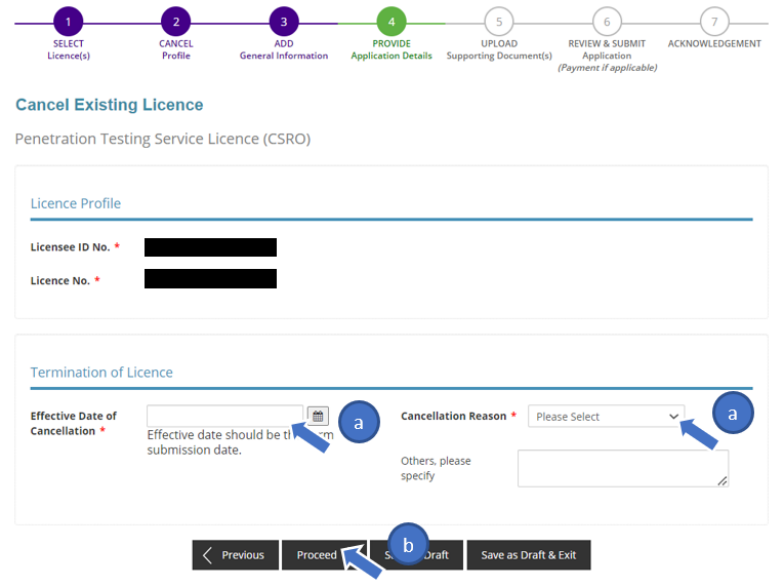
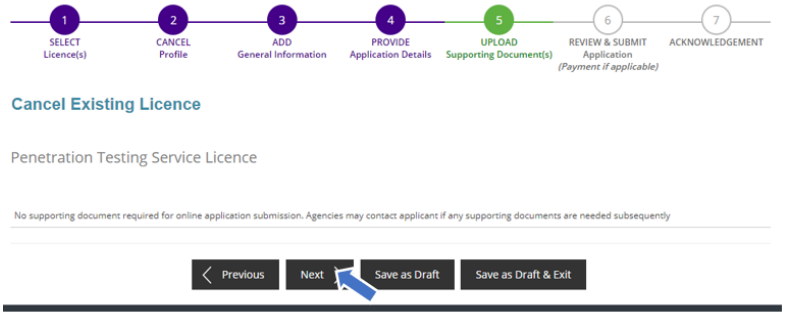
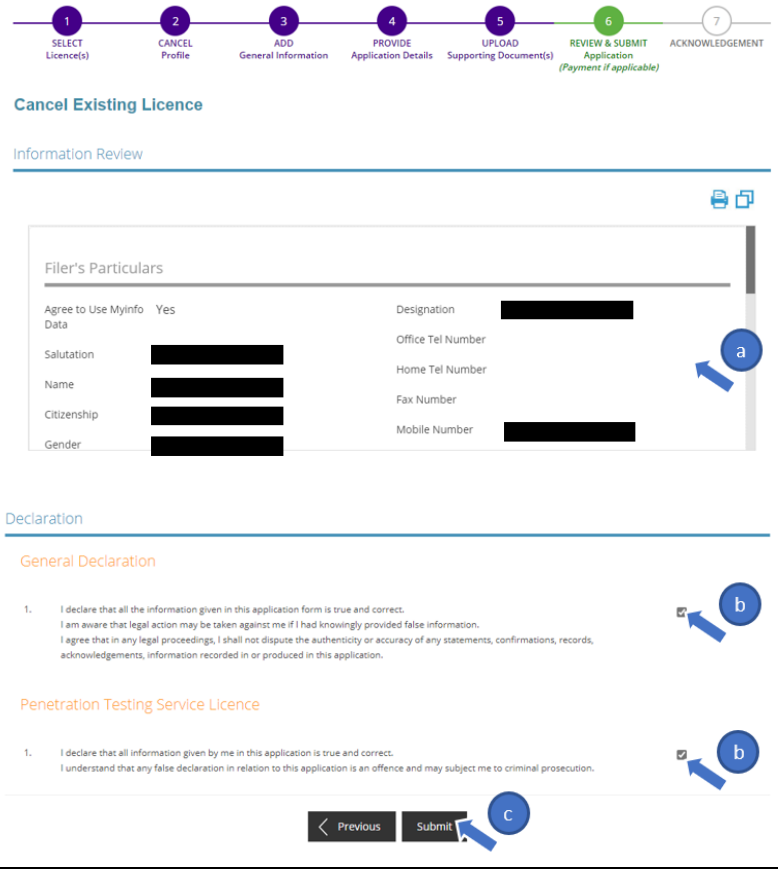
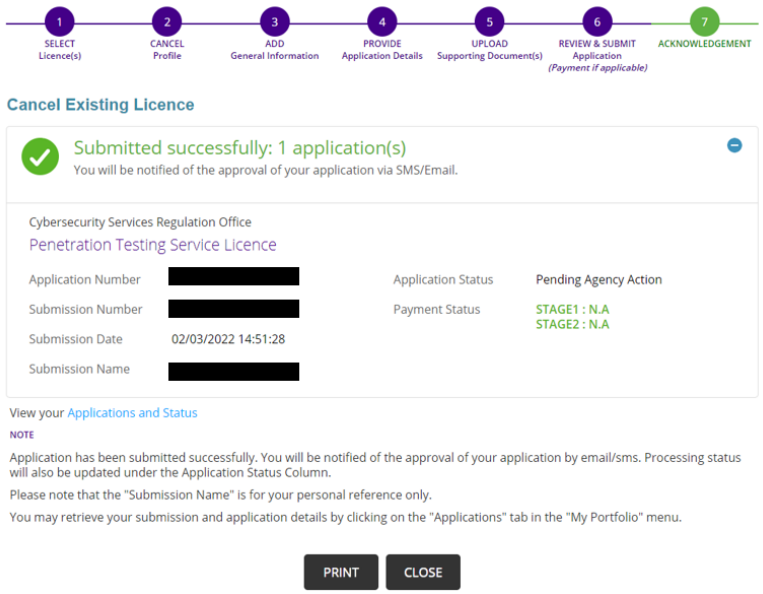
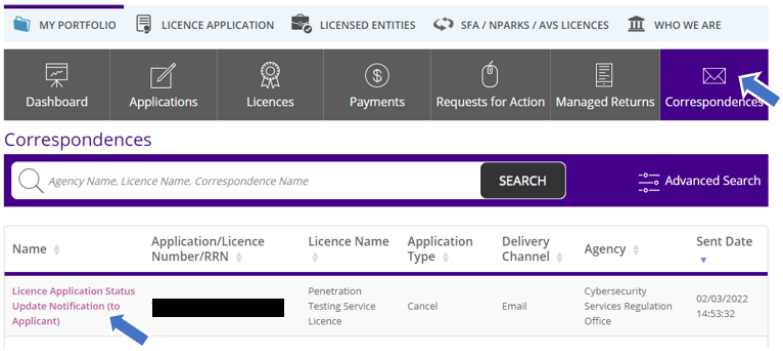
CYBERSECURITY SERVICES REGULATION OFFICE

Step-by-Step Guide to **Cancellation of Licence**

S/N	Step	Screenshot
1	Log on to *GoBusiness Licensing* ("GBL") using either CorpPass or SingPass.	
2	Under the "Licence Application" tab, click on "CANCEL EXISTING LICENCE".	
3	Click on the licence number of the intended licence.	
4	Click on "NEXT" to proceed.	

5	a. Read through the "Terms of Use" and click on the checkbox; b. Key in the details of the filer's particulars where appropriate; and c. Click on "NEXT" to proceed.	
6	a. Key in the effective date of cancellation and cancellation reason; and b. Click on "Proceed".	

7	Click on "Next". No supporting document is required to be uploaded for cancellation of licence.	
8	a. Review the information of the application; b. Click on the relevant declarations; and c. Click on "Submit". `	

9	The application is successfully submitted and you will be notified via email/SMS once the application is approved.	
10	You can also retrieve a copy under "Correspondences" and select the relevant correspondence to view the details. [END]