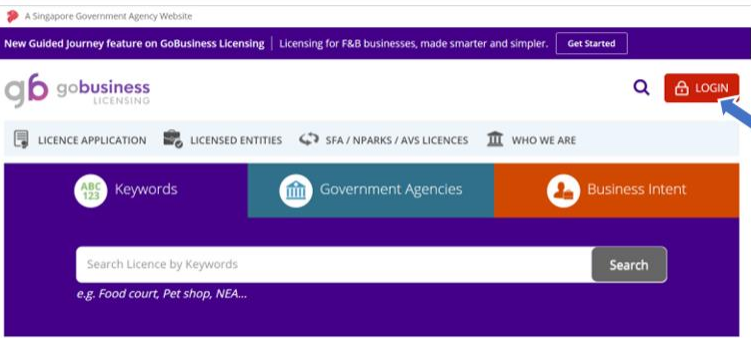
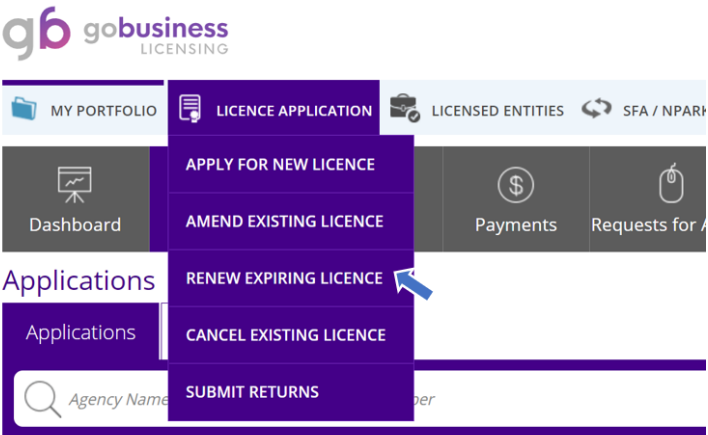
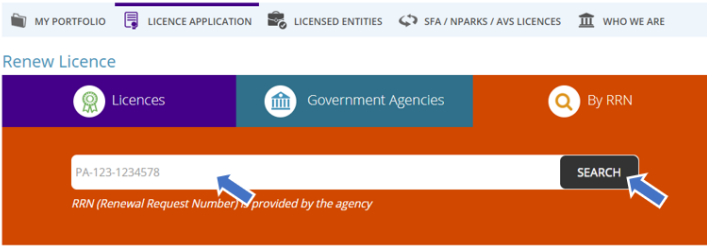


# Step-by-Step Guide to Renew Licence

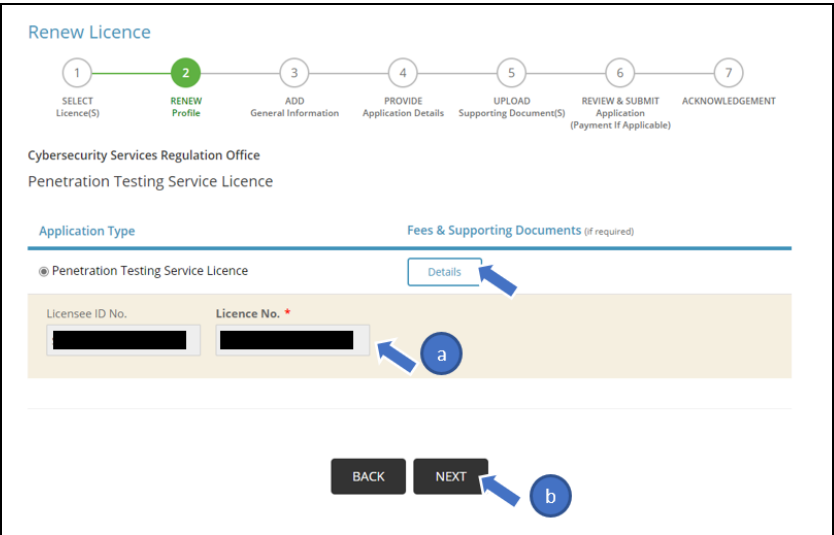
S/N	Step	Screenshot
1	Log on to <i>GoBusiness Licensing</i> using either CorpPass or SingPass.	 <p>The screenshot shows the homepage of the GoBusiness Licensing portal. At the top right, there is a red 'LOGIN' button with a white padlock icon, which is highlighted by a blue arrow. Below the navigation bar, there are three tabs: 'Keywords', 'Government Agencies', and 'Business Intent'. A search bar is visible with the placeholder text 'Search Licence by Keywords' and a 'Search' button.</p>
2	Under the “Licence Application” tab, click on “RENEW EXPIRING LICENCE”.	 <p>The screenshot shows the 'Licence Application' menu. The 'RENEW EXPIRING LICENCE' option is highlighted with a blue arrow. Other options in the menu include 'APPLY FOR NEW LICENCE', 'AMEND EXISTING LICENCE', 'CANCEL EXISTING LICENCE', and 'SUBMIT RETURNS'. The 'MY PORTFOLIO' tab is also visible at the top.</p>
3	Under the “By RRN” tab, key in the Renewal Request Number provided by the system and click on “Search”.	 <p>The screenshot shows the 'Renew Licence' search page. The 'By RRN' tab is selected. A search bar contains the text 'PA-123-1234578', which is highlighted by a blue arrow. The 'SEARCH' button is also highlighted with a blue arrow. Below the search bar, there is a note: 'RRN (Renewal Request Number) provided by the agency'.</p>

4 The search result will reflect the licence to be renewed.

a. Verify if this is the licence to be renewed; and

b. Click on “Next” to proceed.

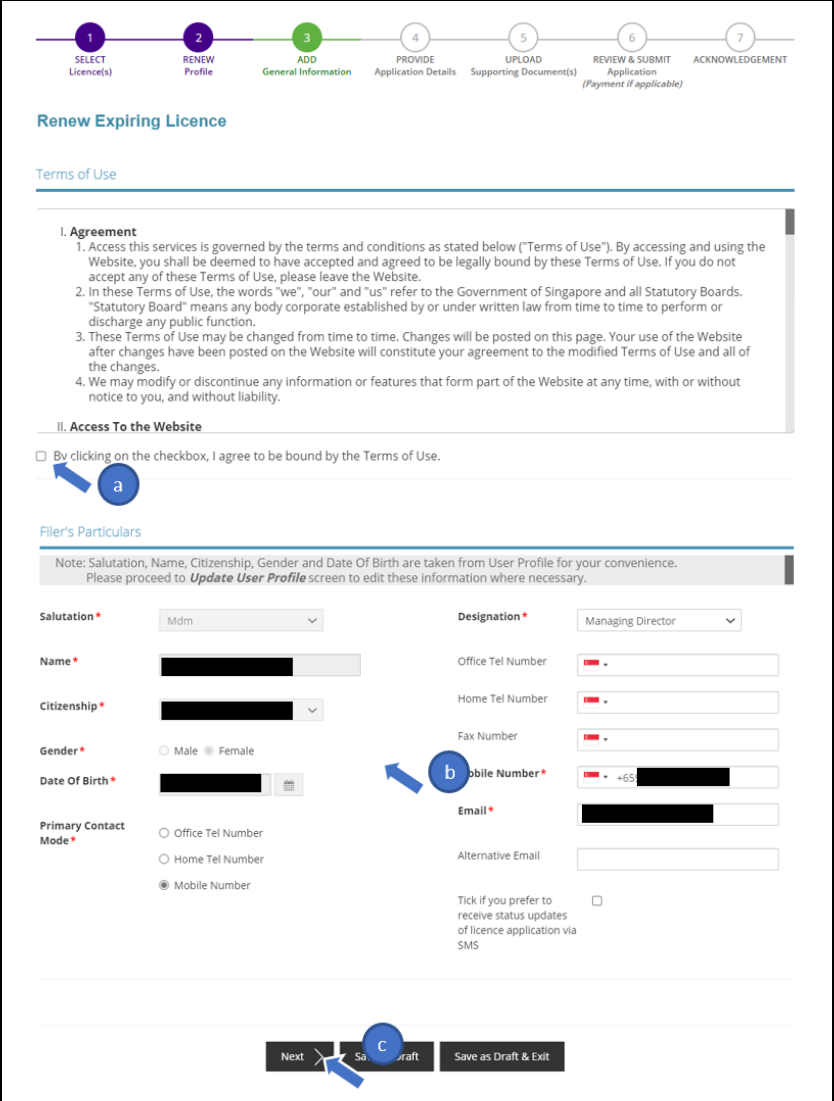
The fees and supporting documents required for the licence application can be found under “Details”.



5 a. Read through the “Terms of Use” and click on the checkbox.

b. Basic information of the filer will be auto populated from User Profile. If there is any change to the basic information greyed out, proceed to “Update User Profile” to make the necessary changes before proceeding. Key in the rest of the information where appropriate.

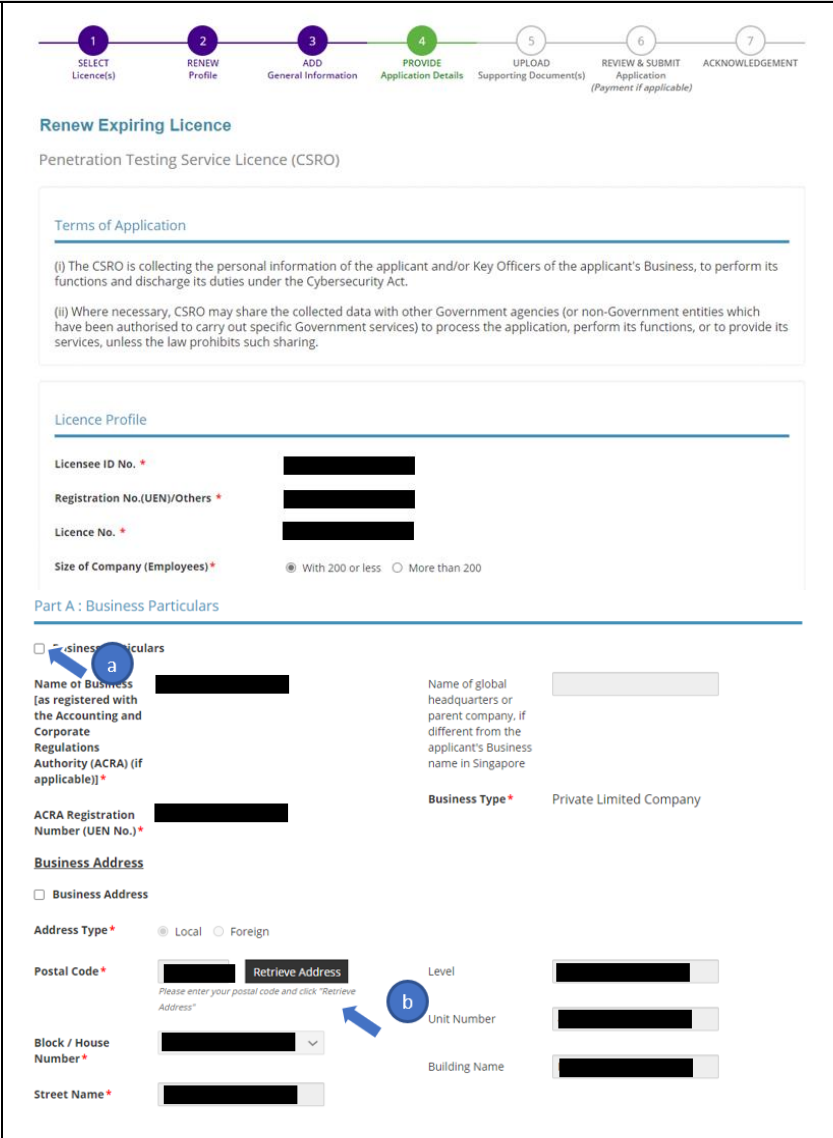
c. Click on “Next” to proceed.



## 6a For Organisation

i. Verify the existing information and update the required section by

- clicking on the checkbox beside the relevant sub header; and
- update the necessary information where appropriate.



**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)    **7** ACKNOWLEDGEMENT

### Renew Expiring Licence

Penetration Testing Service Licence (CSRO)

Terms of Application

(i) The CSRO is collecting the personal information of the applicant and/or Key Officers of the applicant's Business, to perform its functions and discharge its duties under the Cybersecurity Act.

(ii) Where necessary, CSRO may share the collected data with other Government agencies (or non-Government entities which have been authorised to carry out specific Government services) to process the application, perform its functions, or to provide its services, unless the law prohibits such sharing.

Licence Profile

License ID No. \* [REDACTED]

Registration No.(UEN)/Others \* [REDACTED]

Licence No. \* [REDACTED]

Size of Company (Employees)\*     With 200 or less     More than 200

Part A: Business Particulars

Business Particulars

Name of Business [as registered with the Accounting and Corporate Regulations Authority (ACRA) (if applicable)] \* [REDACTED]    Name of global headquarters or parent company, if different from the applicant's Business name in Singapore [REDACTED]

ACRA Registration Number (UEN No.)\* [REDACTED]    Business Type \* Private Limited Company

Business Address

Business Address

Address Type \*     Local     Foreign

Postal Code \* [REDACTED]    Retrieve Address    Level [REDACTED]

Please enter your postal code and click "Retrieve Address"

Block / House Number \* [REDACTED]    Unit Number [REDACTED]

Street Name \* [REDACTED]    Building Name [REDACTED]

**Correspondence Address**

Correspondence Address

**Address Type\***  Local  Foreign

**Type of Premises\*** Please Select

**Postal Code\*** [REDACTED] Retrieve Address Level [REDACTED]

Please enter your postal code and click "Retrieve Address"

**Block / House Number\*** [REDACTED] Unit Number [REDACTED]

**Street Name\*** [REDACTED] Building Name [REDACTED]

**Email Address\*** [REDACTED] Company Website [REDACTED]

**Office Tel Number** [REDACTED] Mobile Tel Number [REDACTED] +6598989898

**Fax Number** [REDACTED]

**Name(s) of any business(es) that provide cybersecurity services which the Applicant or Company owns or is a shareholder of (if applicable):**

Name(s) of any businesses

Name of business: [REDACTED] Add

**S.N**

**o Name of business:**

No records available

---

**Part B : Information about the Cybersecurity Service Provider**

Cyber Security Services

**No of years for which the Business has been providing Penetration Testing services:\*** [REDACTED]

Please select services and move it to the right box

- Cloud Security
- Consumer Security Software
- Cyber Security Products (Distribution)
- Cyber Security Products (Technology Pr
- Cyber Security Training
- Cybersecurity Advisory and Consultancy
- End to End Security Implementation

+  
-


Other types of cybersecurity services and/or Information-Communication Technology (ICT) provided by the Business (if applicable):

If others, Please elaborate: [REDACTED]

ii For adding of new officer(s)  
a. Key in the necessary information and click on “Add/Update Key Officer”.

The officer will be reflected in the “New Key Officers” table.

For updating of existing officer’s information

b. Click on the  icon beside the officer. The details will be reflected in the fields. Amend where appropriate and click on “Add/Update Key Officer”.

For removal of existing officer(s)

c. Check on the “To be deleted” checkbox beside the officer.

d. Click on “Proceed” to continue.

Do note that there can only be one Key Executive Officer in the application.

Part C: Information of Key Officers

Key Executive Officer refers to the person who is responsible for the proper administration and overall management of the business entity and supervision of its employees.

Key Officer(s) refer to any director, partner, or other person who is listed in the business entity's business profile, with the exception of shareholders and secretary, or any other person who is responsible for the management of the business entity.

Is the Key Officer a Key Executive Officer  Yes  No  
(Only one Key Executive Officer in one application)?\*

Salutation\*

ID Type\*  FIN  NRIC  Passport

Gender\*  Male  Unknown  Female

Designation in the business\*

Country/Region of birth\*

Mobile Tel Number

Email\*

Name\*

NRIC/Passport/FIN No.\*

Citizenship\*

If Others, Please specify

Date of Birth\*

Office Tel Number

Highest Educational Qualification

Residential Address

Address Type\*  Local  Foreign

Type of Premises\*

Postal Code\*    
Please enter your postal code and click "Retrieve Address"

Block / House Number

Street Name\*

Level

Unit Number

Building Name

Name(s) of any business(es) that provide cybersecurity services which the Key Officer owns or is a shareholder of (if applicable):

Name of business:

S.No Name of business: 

--	--

 No records available

Existing Key Officers

S.No	Name	NRIC / Passport / FIN No	Gender	Key Executive Officer	Designation in the business	Citizenship	To be deleted
1				Yes			<input checked="" type="checkbox"/>

New Key Officers

S.No	Name	NRIC / Passport / FIN No	Gender	Key Executive Officer	Designation in the business	Citizenship
No records available						

## 6b For Individual

- i. Verify the existing information and update the required section by
- clicking on the checkbox beside the relevant sub header;
  - update the necessary information where appropriate; and
  - click on “Proceed” to continue.

### Renew Expiring Licence

Managed Security Operations Centre Monitoring Service Licence (CSRO)

#### Terms of Application

(i) The CSRO is collecting the personal information of the applicant and/or Key Officers of the applicant's Business, to perform its functions and discharge its duties under the Cybersecurity Act.

(ii) Where necessary, CSRO may share the collected data with other Government agencies (or non-Government entities which have been authorised to carry out specific Government services) to process the application, perform its functions, or to provide its services, unless the law prohibits such sharing.

#### Licence Profile

Licencee ID No. \*

Licence No. \*

#### Part A : Applicant Particulars

Applicant Particulars

Status: DR

ID Type \* NRIC

Gender \* [Redacted]

Country/Region of birth \* [Redacted]

Home Tel Number [Redacted]

Fax Number [Redacted]

Email \* [Redacted]

Highest Education Qualification: Doctorate

Name \* [Redacted]

NRIC/Passport/ FIN No \* [Redacted]

Citizenship \* [Redacted]

Date of Birth \* [Redacted]

Office Tel Number [Redacted]

Mobile Tel Number \* [Redacted]

Alternative Email

#### Residential Address

Residential Address

Address Type \*  Local  Foreign

Postal Code \* [Redacted] Retrieve Address

Block / House Number \* [Redacted]

Street Name \* [Redacted]

Level [Redacted]

Unit Number [Redacted]

Building Name [Redacted]

#### Correspondence Address

Correspondence Address

Address Type \*  Local  Foreign

Type of Premises \* Please Select

Postal Code \* [Redacted] Retrieve Address

Block / House Number \* [Redacted]

Street Name \* [Redacted]

Email Address \* [Redacted]

Level [Redacted]

Unit Number [Redacted]

Building Name [Redacted]


Name(s) of any business(es) that provide cybersecurity services which the Applicant or Company owns or is a shareholder of (if applicable):

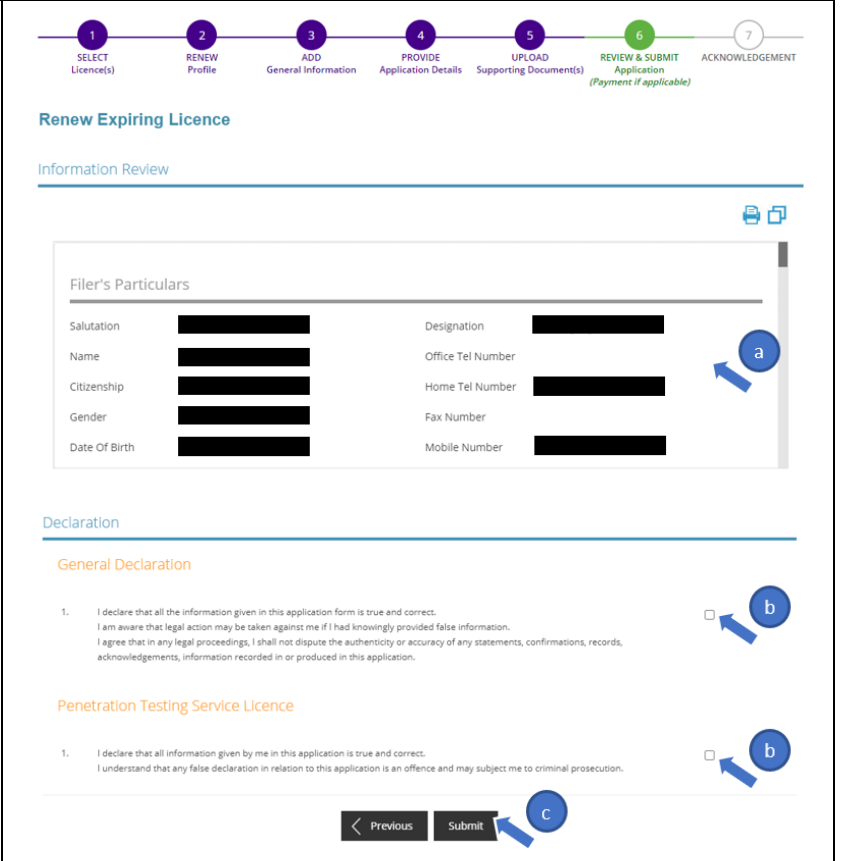
Name(s) of any businesses

Name of business: [Redacted] Add

S.No Name of business:

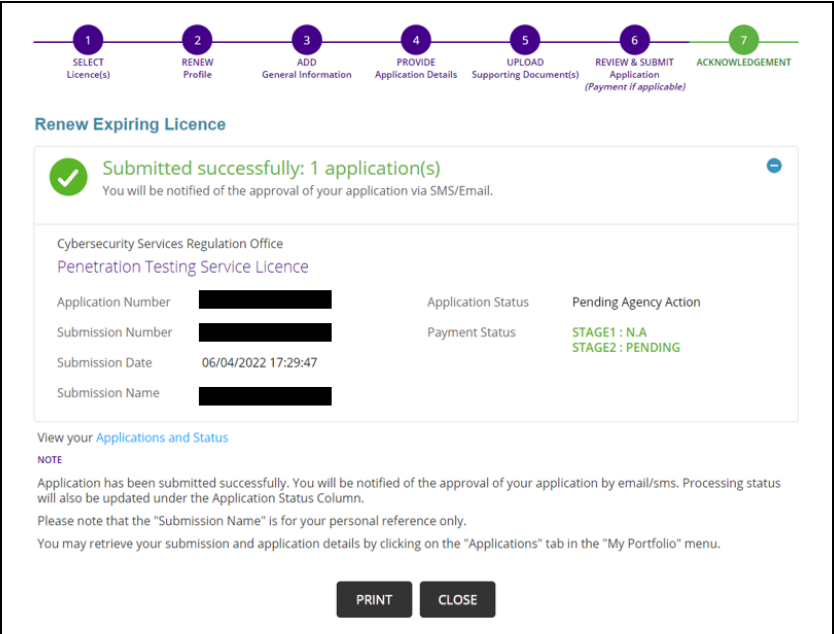
1 name

		<p>Part B : Information about the Cybersecurity Service Provider</p> <p><input type="checkbox"/> Cyber Security Services</p> <p>No of years for which the Applicant has been providing Managed Security Operations Centre (SOC) Monitoring services:*</p> <p>Please select services and move it to the right box</p> <p>Other types of cybersecurity services and/or Information-Communication Technology (ICT) provided by the Business (if applicable):</p> <p>Cloud Security Consumer Security Software Cyber Security Products (Technology Pr Cyber Security Training Cybersecurity Advisory and Consultancy End to End Security Implementation Hardware Support</p> <p>Cyber Security Products (Distrib</p> <p>If others, Please elaborate:</p> <p>Previous Proceed Draft Save as Draft &amp; Exit</p>																
<p>7</p> <p>a. Click on “Upload” to select the document to be uploaded; and</p> <p>b. Click on “Next” to proceed.</p> <p>It is mandatory to upload the necessary document before you are allowed to proceed to the next page.</p>		 <p><b>Renew Expiring Licence</b></p> <p>Penetration Testing Service Licence</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Type</th> <th>Attachment</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Photocopy of both sides of NRIC/Work Pass (for applicants in Singapore), or photocopy of Passport showing the personal particulars and official descriptions (for overseas applicants) *</td> <td></td> <td>ONLINE UPLOAD</td> <td>Upload a</td> </tr> <tr> <td><b>Declaration Form *</b> Business entities are required to submit: (i) a "Declaration Form for Business Entity" which is to be completed by an officer authorized by the business entity; and (ii) a "Declaration Form for Individual" which is to be completed by each of the business entity's Key Executive Officer and all Key Officers.</td> <td></td> <td>ONLINE UPLOAD</td> <td>Upload</td> </tr> <tr> <td><b>Curriculum vitae *</b></td> <td></td> <td>ONLINE UPLOAD</td> <td>Upload</td> </tr> </tbody> </table>	Document Name	Type	Attachment	Action	Photocopy of both sides of NRIC/Work Pass (for applicants in Singapore), or photocopy of Passport showing the personal particulars and official descriptions (for overseas applicants) *		ONLINE UPLOAD	Upload a	<b>Declaration Form *</b> Business entities are required to submit: (i) a "Declaration Form for Business Entity" which is to be completed by an officer authorized by the business entity; and (ii) a "Declaration Form for Individual" which is to be completed by each of the business entity's Key Executive Officer and all Key Officers.		ONLINE UPLOAD	Upload	<b>Curriculum vitae *</b>		ONLINE UPLOAD	Upload
Document Name	Type	Attachment	Action															
Photocopy of both sides of NRIC/Work Pass (for applicants in Singapore), or photocopy of Passport showing the personal particulars and official descriptions (for overseas applicants) *		ONLINE UPLOAD	Upload a															
<b>Declaration Form *</b> Business entities are required to submit: (i) a "Declaration Form for Business Entity" which is to be completed by an officer authorized by the business entity; and (ii) a "Declaration Form for Individual" which is to be completed by each of the business entity's Key Executive Officer and all Key Officers.		ONLINE UPLOAD	Upload															
<b>Curriculum vitae *</b>		ONLINE UPLOAD	Upload															

		<p><b>Certificate of clearance (for overseas applicants only)</b></p> <p>1. This section applies to overseas applicants only.  2. The Certificate of clearance should be obtained from the relevant authorities in the home country, and serves to certify that a person has no record of criminal conviction in the home country.  3. Business entities are required to submit a copy of the Certificate of clearance of the Key Executive Officer and all Key Officers which the business entity intends to appoint.  4. Individual licence applicants are required to submit a copy of the individual's Certificate of clearance.  5. Documents not in the English language must be submitted together with an accurate translation in the English language. The translation must be certified by the person making it to be a correct translation. The certificate must contain a statement of that person's full name, of his address and of his qualifications for making the translation.</p> <p><small>Acceptable File Format: Pdf Acceptable File Size: maximum : 2 MB</small></p> <p>ONLINE UPLOAD <span style="float: right;">Upload</span></p> <p style="text-align: right;"> <span>Previous</span> <span>Next</span> <span>Save as Draft</span> <span>Save as Draft &amp; Exit</span> </p>																				
<p>8</p>	<p>a. Review the information of the application;</p> <p>b. Click on the relevant declarations; and</p> <p>c. Click on "Submit".</p>	 <p><b>Renew Expiring Licence</b></p> <p>Information Review</p> <p>Filer's Particulars</p> <table border="1"> <tr> <td>Salutation</td> <td>██████████</td> <td>Designation</td> <td>██████████</td> </tr> <tr> <td>Name</td> <td>██████████</td> <td>Office Tel Number</td> <td>██████████</td> </tr> <tr> <td>Citizenship</td> <td>██████████</td> <td>Home Tel Number</td> <td>██████████</td> </tr> <tr> <td>Gender</td> <td>██████████</td> <td>Fax Number</td> <td>██████████</td> </tr> <tr> <td>Date Of Birth</td> <td>██████████</td> <td>Mobile Number</td> <td>██████████</td> </tr> </table> <p>Declaration</p> <p><b>General Declaration</b></p> <p>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. <input type="checkbox"/></p> <p><b>Penetration Testing Service Licence</b></p> <p>1. I declare that all information given by me in this application is true and correct. I understand that any false declaration in relation to this application is an offence and may subject me to criminal prosecution. <input type="checkbox"/></p> <p style="text-align: right;"> <span>Previous</span> <span>Submit</span> </p>	Salutation	██████████	Designation	██████████	Name	██████████	Office Tel Number	██████████	Citizenship	██████████	Home Tel Number	██████████	Gender	██████████	Fax Number	██████████	Date Of Birth	██████████	Mobile Number	██████████
Salutation	██████████	Designation	██████████																			
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Gender	██████████	Fax Number	██████████																			
Date Of Birth	██████████	Mobile Number	██████████																			



9 The application is successfully submitted. You will be notified once the application is approved and pending payment.



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) 7 ACKNOWLEDGEMENT

### Renew Expiring Licence

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

Cybersecurity Services Regulation Office  
Penetration Testing Service Licence

Application Number	[REDACTED]	Application Status	Pending Agency Action
Submission Number	[REDACTED]	Payment Status	STAGE1 : N/A STAGE2 : PENDING
Submission Date	06/04/2022 17:29:47		
Submission Name	[REDACTED]		

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.

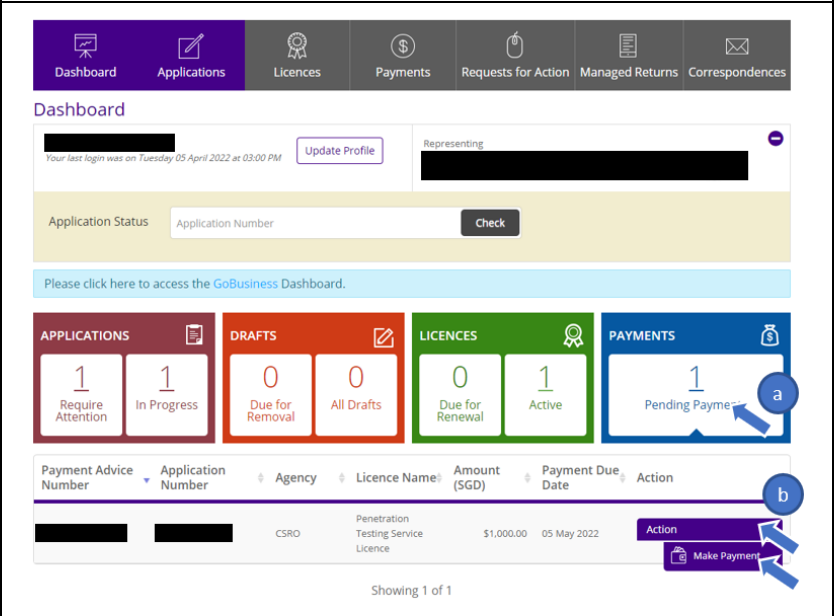
**PRINT** **CLOSE**

10 Once the application is approved, applicant would be notified via email/SMS.

Upon receiving the approval notification, login to *GoBusiness Licensing* using CorpPass or SingPass

a. Click on "Payments"; and

d. Retrieve the application, click on "Action" and "Make Payment".



Dashboard Applications Licences Payments Requests for Action Managed Returns Correspondences

Dashboard

Your last login was on Tuesday 05 April 2022 at 03:00 PM [Update Profile](#) Representing [REDACTED]

Application Status Application Number  **Check**

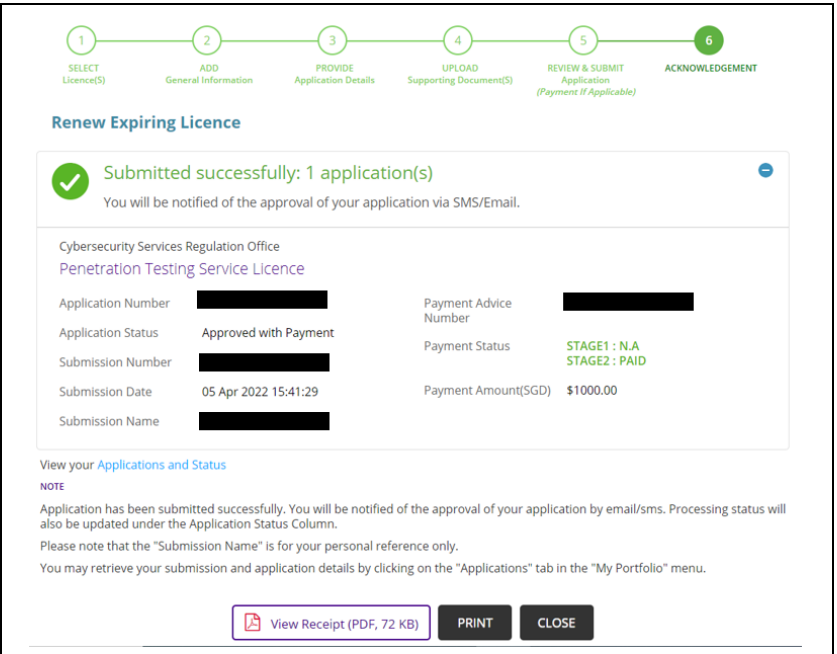
Please click here to access the [GoBusiness Dashboard](#).

APPLICATIONS	DRAFTS	LICENCES	PAYMENTS
1 Require Attention	0 Due for Removal	0 Due for Renewal	1 Pending Payment
1 In Progress	0 All Drafts	1 Active	

Payment Advice Number	Application Number	Agency	Licence Name	Amount (SGD)	Payment Due Date	Action
[REDACTED]	[REDACTED]	CSRO	Penetration Testing Service Licence	\$1,000.00	05 May 2022	<b>Action</b> <b>Make Payment</b>

Showing 1 of 1

11 Once the payment is successful, the application will be reflected as “Paid”. A notification will be sent via email/SMS once the renewed licence is issued.



**Renew Expiring Licence**

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

Cybersecurity Services Regulation Office  
Penetration Testing Service Licence

Application Number	[REDACTED]	Payment Advice Number	[REDACTED]
Application Status	Approved with Payment	Payment Status	STAGE1 : N.A STAGE2 : PAID
Submission Number	[REDACTED]	Payment Amount(SGD)	\$1000.00
Submission Date	05 Apr 2022 15:41:29		
Submission Name	[REDACTED]		

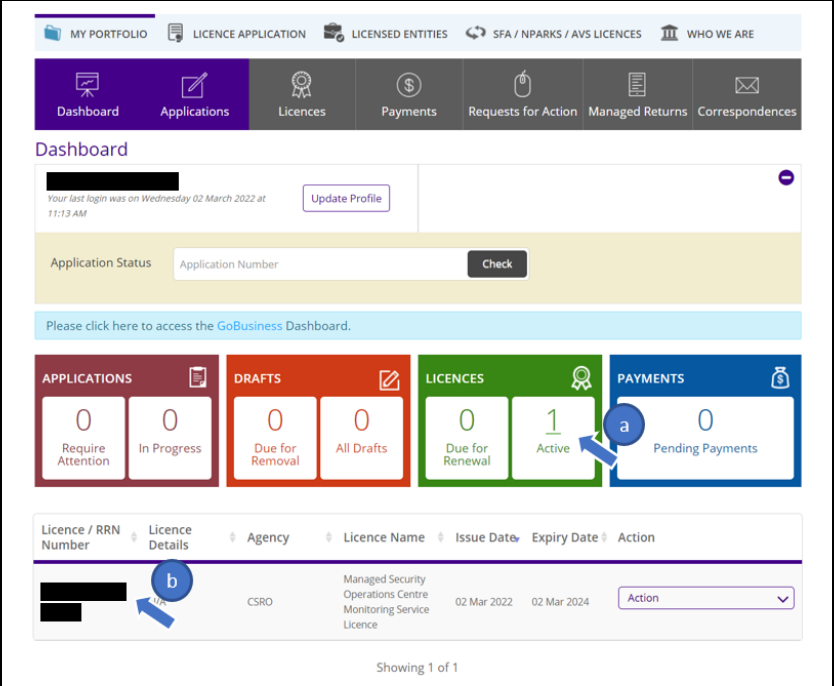
View your [Applications and Status](#)

**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 \(PDF, 72 KB\)](#) **PRINT** **CLOSE**

12 Upon receiving the licence issuance notification, login to *GoBusiness Licensing* using CorpPass or SingPass

- Click on “Licences”; and
- Click on the relevant “Licence/RRN Number”.



Dashboard

Application Status: [REDACTED] Application Number: [REDACTED] **Check**

Please click here to access the GoBusiness Dashboard.

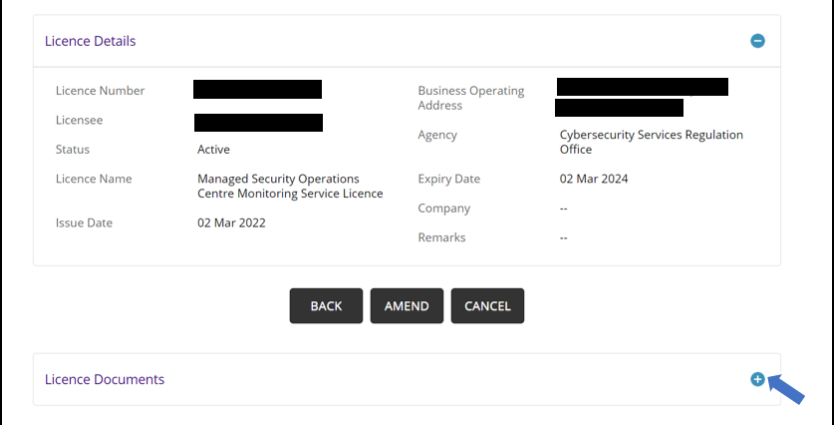
APPLICATIONS	DRAFTS	LICENCES	PAYMENTS
Require Attention: 0	Due for Removal: 0	Due for Renewal: 0	Pending Payments: 0
In Progress: 0	All Drafts: 0	Active: 1	

Licence / RRN Number	Licence Details	Agency	Licence Name	Issue Date	Expiry Date	Action
[REDACTED]	[REDACTED]	CSRO	Managed Security Operations Centre Monitoring Service Licence	02 Mar 2022	02 Mar 2024	Action

Showing 1 of 1

13 The licence details will be reflected.

Click on the + icon beside “Licence Documents”.

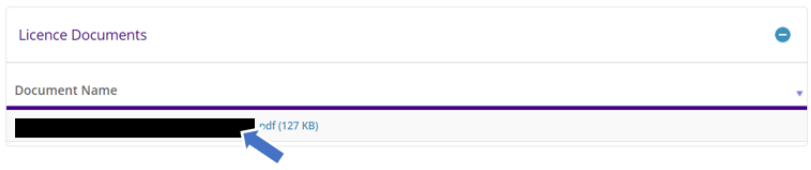


**Licence Details**

Licence Number	[REDACTED]	Business Operating Address	[REDACTED]
Licensee	[REDACTED]	Agency	Cybersecurity Services Regulation Office
Status	Active	Expiry Date	02 Mar 2024
Licence Name	Managed Security Operations Centre Monitoring Service Licence	Company	--
Issue Date	02 Mar 2022	Remarks	--

**BACK** **AMEND** **CANCEL**

Licence Documents **+**

14	<p>Click on the name of document to download a copy of the licence.</p> <p>[END]</p>	
----	--------------------------------------------------------------------------------------	------------------------------------------------------------------------------------