

Steps to Apply /Amend / Cancel employee's approval for Massage Establishment Licence

Step 1: Log in to <https://www.gobusiness.gov.sg> using your Singpass.

**Note only authorized person in the business can submit all types of application. If you logged in on behalf, you may not be able to submit certain type of applications.*

Under My Licences, click on **“Select Action”** under the active Massage Establishment Licence.

My Licences

Last updated at 02:53pm  Sync

All Licences (3) Due for Renewal (1) Active Licences (1) Other Licences (1) | Submit Returns (0)

LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Massage Establishment Licence L/ME/000 [REDACTED]	SPF	Due for Renewal	18 Apr 2024	17 Apr 2025	 Select Action 

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Step 2: Select "Amend"

My Licences

Last updated at 02:53pm  Sync

All Licences (3) Due for Renewal (1) Active Licences (1) Other Licences (1) | Submit Returns (0)

LICENCE NAME AND NUMBER	AGENCY	STATUS	ISSUE DATE	EXPIRY DATE	ACTION
Massage Establishment Licence L/ME/0000 [REDACTED]	SPF	Due for Renewal	18 Apr 2024	17 Apr 2025	<div><p>Select Action ▾</p><ul style="list-style-type: none">View FormAmend ←RenewCancel</div>
[REDACTED]					
[REDACTED]					

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Step 3: You will be directed to the form.

Please ensure the details under General Info are accurate before proceeding to click on “**Application Details**” at the bottom of the form.



1 General Info

2 Application Details

3 Review Form

4 Declaration

5 Make Payment

You are applying to amend Massage Establishment Licence (SPF)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 30 mins to complete



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Step 4: Under the "Type of Amendment"

Click on "**Change Employee Details**". You may proceed to select the type of application you would like to submit for an Employee Application.

1. Add New Employee (**For new approval of employee**)
2. Update Existing Employee (**For update of existing employee's details**)
3. Terminate Existing Employee (**For termination of existing employee's approval**)

Type of Amendment

- Change Licence Details
- Change Employee Details

Select Type of Amendment for Employee Details

- 1** Add New Employee
- 2** Update Existing Employee
- 3** Terminate Existing Employee