

- Applicant**

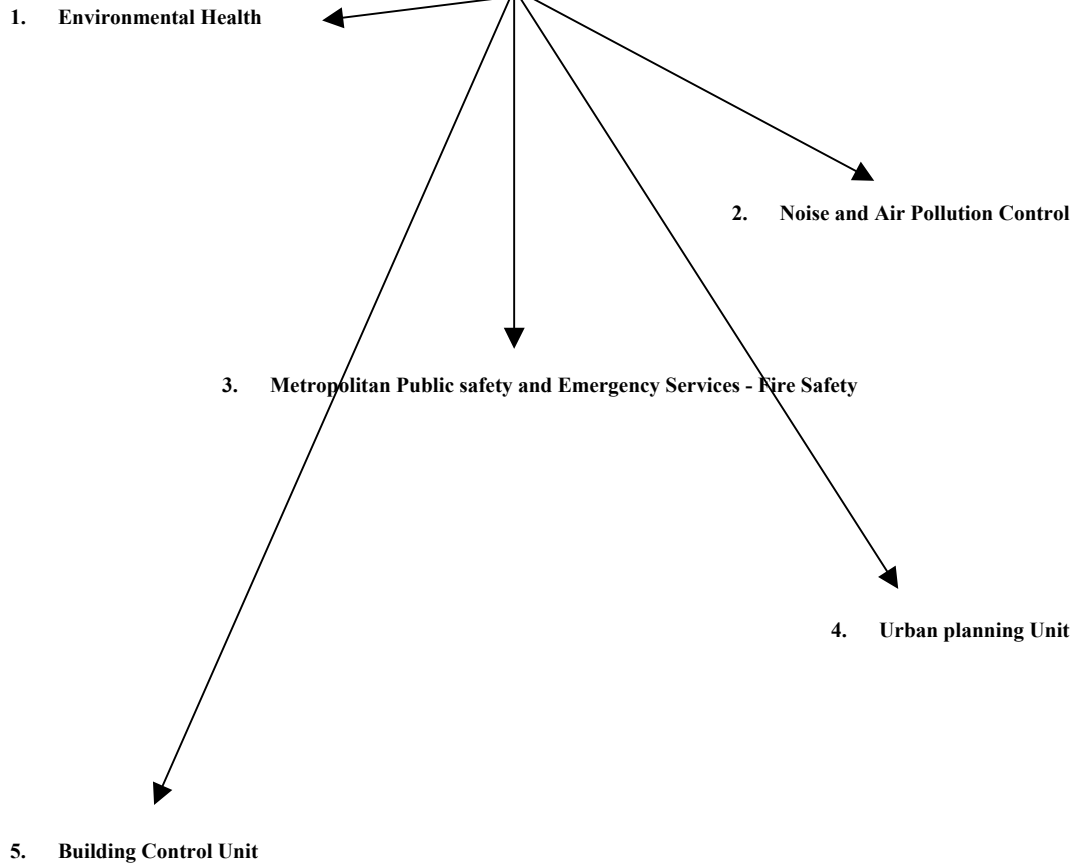
  - Application is completed and copies of company papers, member's identity documents, manager/ess identity document and copy of menu attached.
    - Licence fees is payable (once off)
  - Application must be done within 7 working days from date of receiving notice, information letter and application form.



- Trade Licence Department**

  - Issues a prove of application and fees received
  - Draft report and forward it to 5 departments for recommendation or requirements.

**Departments**

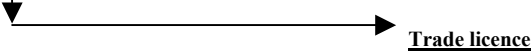


**Reports**

- Recommended**

  - Reports from all 5 departments received and approved.
  - Trade licence department will issue a trade licence.
- Requirements**

  - Reports received from departments and requirements indicated.
    - The trade licence department will send notice to applicant to contact and comply to the relevant department's requirement
    - The department concerned will notify the applicant regarding requirements to be adhered to.
    - Applicant must attend to requirements and arrange for re-inspection with concerned official.
      - After re-inspection has been done and requirements have been met,
        - The official will return the report to trade licence department with an approval..
          - Trade licence department will then issue a trade licence.



- Only when all 5 departments have returned a report for approval will the trade licence be issued.
- No trade licence or application is transferable at change of ownership.
- A trade licence can be withdrawn or suspended if not complying to endorsements.