



Frequently Asked Questions about Licence Renewals

1. When should I submit my licence renewal application?

Application for renewal will be available 120 days prior to the expiry of your current licence, and the licensee will receive a renewal notification from GoBusiness Licensing, therefore please ensure the Licensee's contact details are up to date. You must submit your renewal application **at least 60 days prior to the expiry of your current licence**. Licensees who fail to do so may be required to apply for a new licence. In the event that the new application is not processed in time, please note that the company will be required to suspend its operations and will not be allowed to engage in the business of providing the licensable cybersecurity service(s) until the outcome of its licence application is determined.

2. Can I continue to operate my business if my licence has expired?

No, licensees are not allowed to operate without an active licence. Any person who does so may be guilty of an offence. Please ensure your licence is renewed on time to avoid any disruption to your business operations.

3. What are the requirements for renewing my licence if there are *no material changes to my business details* and *no changes to my Fit & Proper status*?

For business entities, you are required to submit only the latest copy of your business profile (obtained no earlier than a week from the application date) and complete the necessary declarations in the renewal application form. ***For Individuals***, you do ***not*** need to submit a business profile. Simply proceed to complete the necessary declarations in the renewal application form.



4. What additional steps must I take if there are material changes to my licence and/or changes to my Fit & Proper status?

a) If there are material changes (Eg. additional Key Officer) but no changes to your Fit & Proper status:

- Submit the latest copy of your business profile (obtained no earlier than a week from the application date) (applicable for business entities only);
- Complete the necessary declarations in the Renewal application form; and
- Submit an Amend application for the material changes **after** the Renewal application is submitted. For the Amend application, please submit the latest business profile, Register of Directors and other relevant supporting documents (if applicable).

b) If there are no material changes but there are changes to your Fit & Proper status:

- Submit the latest copy of your business profile (obtained no earlier than a week from the application date) (applicable for business entities only);
- Submit supporting documents related to the changes in your Fit & Proper status in the Renewal application; and
- Complete the necessary declarations in the Renewal application form accordingly.

c) If there are material changes and there are changes to your Fit & Proper status:

- Submit the latest copy of your business profile (obtained no earlier than a week from the application date) (applicable for business entities only);
- Submit supporting documents related to the changes in your Fit & Proper status in the Renewal application;
- Complete the necessary declarations in the Renewal application form accordingly; and
- Submit an Amend application for the material changes **after** the Renewal application is submitted. For the Amend application, please submit the latest business profile, Register of Directors and other relevant supporting documents (if applicable).