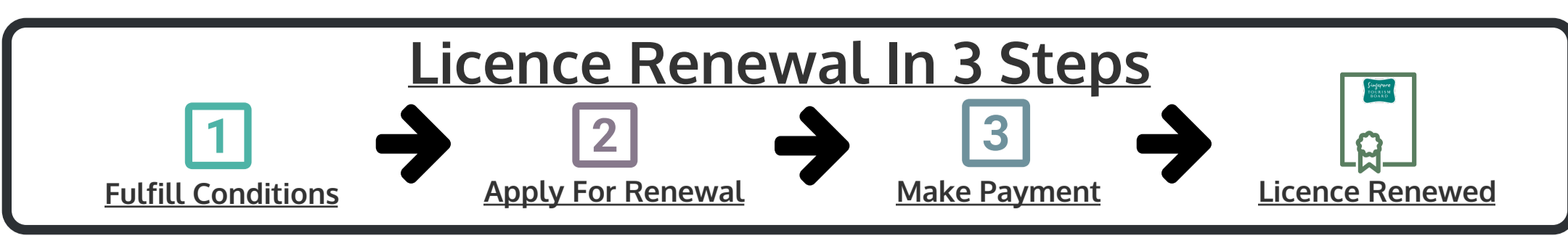


RENEW YOUR LICENCE BY 31-Oct-2017



1 Fulfill Conditions

*Refer to letter for details of outstanding conditions

A Audited Accounts

Submitted Audited Accounts* to stb_ta@stb.gov.sg

*The Board may request for management accounts

B Gross Annual Turnover (GAT)

Submitted GAT 2015 and 2016 online

<https://trust.yoursingapore.com/>

Under Gross Annual Turnover Tab, select "Submission of GAT"

C Fidelity Insurance

Ensure there is a valid fidelity insurance policy in force

D Minimum Financial Requirements

If either Paid Up Capital OR Net Worth is less than \$100,000

Banker's Guarantee	OR	Provide Proof That Minimum Requirements Are Met
Mail Banker's Guarantee to Singapore Tourism Board		e.g. ACRA Bizfile reflecting increase in paid up capital

E Outstanding Payments

Log in to TRUST to make payment

<https://trust.yoursingapore.com/>

2 Apply For Renewal

Complete the update of business particulars form and reply to queries from STB, if any

Email form to stb_ta@stb.gov.sg

3 Make Payment

Upon approval of licence, log in to TRUST to make payment

<https://trust.yoursingapore.com/>

Main Licence	Each Branch Licence
\$300	\$100



Thank you for renewing your licence on time. You will be receiving your renewed licence through registered mail

To avoid disruption to your business, do take the 3 steps to renew your licence by 31-Oct-2017

It is an offence to carry out travel agent activities without a valid travel agent licence

STB will be conducting a briefing session for travel agents who are unfamiliar with the renewal process.

Details and registration in the link below:
<https://www.stb.gov.sg/trade-events/events/Pages/Travel-Agent-Licence-Renewal-Briefing.aspx>