

# Licence Application Process

## Submit these [Documents](#)



Prove that you are a qualified person (see [section 50\(3\) IRDA](#))



Proof of relevant work experience and curriculum vitae



Professional membership(s) related to qualification

## Steps to Take

- 1** Login to [GoBusiness Dashboard](#) using your SINGPASS / GoBusiness Licence ID
- 2** Update personal information and provide application details
- 3** Complete the declaration
- 4** Upload relevant supporting documents
- 5** Submit application and pay prescribed fee

## Important Notes



### Validity of Licence

Until 30<sup>th</sup> June of the third year following the year the licence was granted



### Prescribed Fees

\$650 – New application  
\$600 – Renewal application

Strictly non-refundable



### Renewal Period

From 1<sup>st</sup> March to 30<sup>th</sup> April of the licence's expiry year

For further details on the new and renewal application process, please refer to our website.