

E-Licence: A Step-by-Step Guide To Download Licensing Documents

To view and/or print your Approval and issuance letters, Licence certificates, Annex A, as well as Statement of Account. Please refer to the steps listed below.

Step 1

Click on the link

The screenshot shows the MDA Online Services website. The page title is 'Online Services'. There are several maintenance notices at the top. Below the notices, there are sections for 'Public Licence Services' and 'Business Licence Services'. Under 'Business Licence Services', there are sub-sections for 'ARTS ENTERTAINMENT LICENCE', 'NEWSPAPER PERMIT', 'INTERNET SERVICE PROVIDER CLASS LICENCE', 'FILM DISTRIBUTION / EXHIBITION LICENCE', 'PRINTING PRESS LICENCE', and 'TV RECEIVE-ONLY LICENCE (TVRO)'. The link 'Download Licence Letters - Approval, Issuance, Licence Certificate, Annex A, Statement of Account' is circled in red. A red arrow points from the text 'Click on the link' to this link.

Media Development Authority - Windows Internet Explorer
http://mdaonlinepilot.mda.gov.sg/onlineservices/indexnet1.aspx

File Edit View Favorites Tools Help

Media Development Authority

mda Media Development Authority

Online Services

Singapore Government
Integrity • Service • Excellence

MDA Website | Help

Last Updated On : 07 Nov 2012
FAQ | Contact Us | Feedback | SingPass Logout

Please note that system maintenance will be carried out on every 1st Saturday of the month (6am to 7am), every 3rd Tuesday of the month (1am to 7am) and every Monday (1am to 6am). During these times, MDA Online will not be available. We apologise for any inconvenience caused.

We are carrying out system maintenance work on 02 November 2012 from 07:00PM to 10:00PM. Intermittent disruption to MDA Online Feedback and e-service poll services will be expected. If you wish to submit a feedback during this period, please write to feedback@mailbox.mda.gov.sg.

Services requiring SingPass authentication would not be available on 04 November 2012 from 04:00AM to 07:00AM due to maintenance. Please refrain from making payments and submissions through MDA Online during this period.

We apologise for any inconvenience caused.

Public Licence Services

TV (RESIDENTIAL) & VEHICLE RADIO LICENCE

[Enquiry on Refund by Cheque Number](#)
[Enquiry/Payment of Outstanding TV/Vehicle Radio Licence Fee](#)

Business Licence Services

ARTS ENTERTAINMENT LICENCE

[Apply for Licence](#)
[View Licence Status / Details](#)
[Update Changes to Application Details](#)
[Update Information for Incomplete Application](#)
[Terminate Licence](#)

NEWSPAPER PERMIT

[Apply for Licence](#)
[View Licence Status / Details](#)
[Update Changes to Publishers Particulars](#)
[Update Change of Printer](#)
[Renew Licence](#)
[Terminate Licence](#)
[Newspaper Register Search](#)
[Other Application Forms](#)

INTERNET SERVICE PROVIDER CLASS LICENCE

FILM DISTRIBUTION / EXHIBITION LICENCE

[Apply for Licence](#)
[Update Changes to Licence Particulars](#)
[Renew Licence](#)
[Terminate Licence](#)
[Download Licence Letters - Approval, Issuance, Licence Certificate, Annex A, Statement of Account](#)
[To Download Licence Letters](#)

PRINTING PRESS LICENCE

[Apply for Licence](#)
[View Licence Status / Details](#)
[Update Changes to Licence Particulars](#)
[Renew Licence](#)
[Terminate Licence](#)
[Other Application Forms](#)

TV RECEIVE-ONLY LICENCE (TVRO)

http://mdaonlinepilot.mda.gov.sg/onlineservices/VL/LicenceSearch.aspx

Trusted sites | Protected Mode: Off

100%

Licensing Division

3 Fusionopolis Way, #14-22 Symbiosis, Singapore 138633
customer service hotline 1800 478 5478 facsimile +65 6577 3601
www.mda.gov.sg

Step 2

Enter the Licensee's SingPass login details

Welcome to SingPass - Windows Internet Explorer

https://qa-intranet.singpass.gov.sg/basic/redirectLogin.do?sessionId=NdfbQbQZzhQ1Vn...tG6Cy5xL.Cy1833vxJgQQGKSjInnvzTP712tRnsl-953792585INONE135

File Edit View Favorites Tools Help

Welcome to SingPass

SingPass Singapore Personal Access

Secure

Terms of Use | FAQs | Help | About Us

Welcome to SingPass Authentication Service

Security Advisory

SingPass is a common password that allows you to access Government e-services. It is important for you to be vigilant in protecting the confidentiality of your SingPass.

Please click [here](#) for tips on online security. You may also find useful guides on how to safeguard your online security and other cyber security related information at www.gosafeonline.sg

SingPass ID (Enter your Identification Number)
e.g. S1234567G, G1234567G

SingPass (8-24 characters, CASE-SENSITIVE)

Submit Cancel Change SingPass

By clicking on the Submit button, you agree to be bound by the terms specified in the [Terms of Use](#) and Important Notes below.

[For tips on Online Security. Click here.](#)

[Do not have a SingPass? Apply here.](#)

[Forgot your Password? Reset here.](#)

Important Notes

a. You understand that SingPass is intended to help you authenticate yourself on the Internet. As there are inherent security risks on the Internet, you must carefully consider the degree to which you choose to

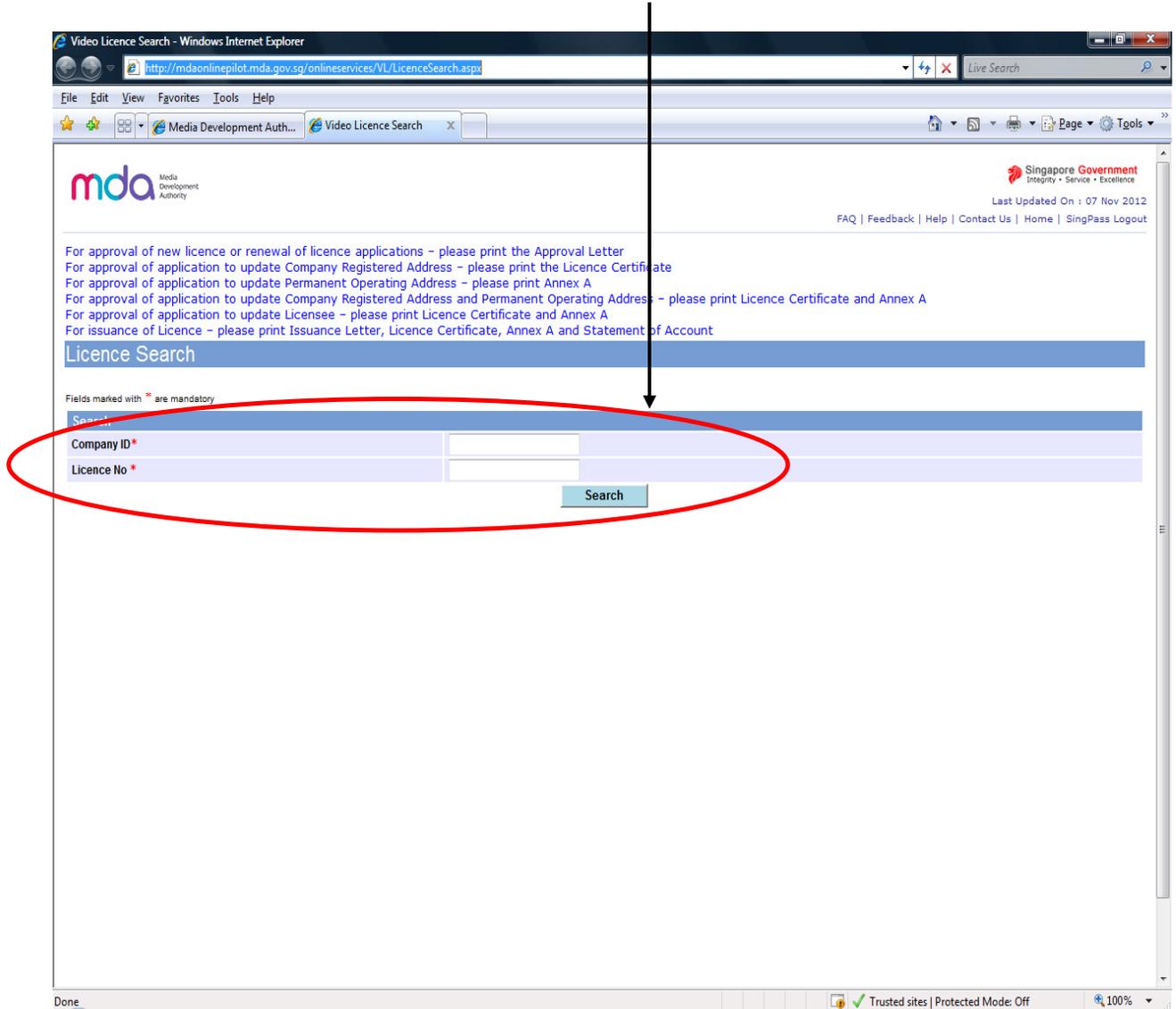
Internet | Protected Mode: On 100%

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Step 3

Enter your Company's ID and Licence Number and click on "Search" tab.



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Step 4

Refer to the list of instructions for the type of documents to view/print.

For approval of new licence or renewal of licence applications - please print the Approval Letter
For approval of application to update Company Registered Address - please print the Licence Certificate
For approval of application to update Permanent Operating Address - please print Annex A
For approval of application to update Company Registered Address and Permanent Operating Address - please print Licence Certificate and Annex A
For approval of application to update Licensee - please print Licence Certificate and Annex A
For issuance of Licence - please print Issuance Letter, Licence Certificate, Annex A and Statement of Account

Fields marked with * are mandatory

Search

Company ID*
Licence No*

Search

Case ID	Company Name	Licence Information	View / Print Letters
C120058095	<input type="text"/>	Company ID Licence No Licence Category: DISTRIBUTION (RESTRICTED) LICENCE - 1 YEAR Start Date: 01/12/2012 Expiry Date: 30/11/2013	Approval Letter Issuance Letter Licence Certificate Annex A Statement of Account

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