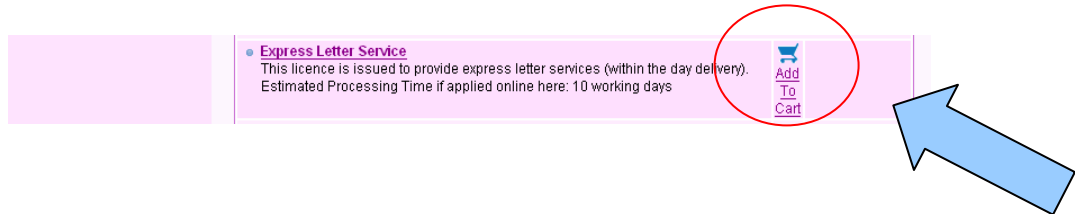


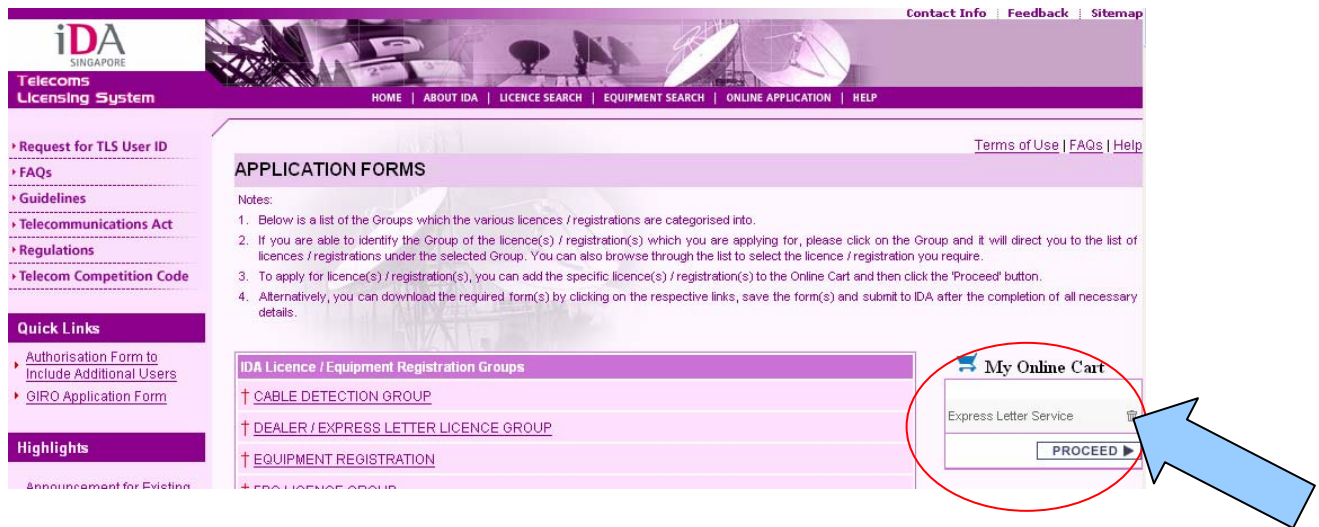
The following is a guide on how to apply for the Express Letter Service Licence. We encourage you to make your application online [here](#) as this will enable us to process your application in a shorter period. Please contact Ms Hamidah at 6211 1935 if you face any difficulties during your online application process.

Express Letter Licence is issued to anyone who wants to provide express letter services. Please note that for the provision of express letter services, same day delivery of letters must be provided for the customers.


### To apply for Express Letter Service Licence:



After adding the licence to “My Online Cart”, click on “Proceed” to continue with the licence application.



For applicants who are representing ACRA-registered companies, it is compulsory to fill in the ACRA Registration Number of the company. For applicants who are applying as an individual or representing a non ACRA-registered organisation, please skipped section iii of the form. Click “proceed” to continue with the registration process.


**Telecoms Licensing System**
Login User : BNAGAR
[Terms of Use](#) | [FAQs](#) | [Help](#)

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**CONFIRM LICENCE SELECTION**

You have chosen to apply for the following licences / equipment registration

S.No.	Licence / Registration	ACRA Check
1	Express Letter Service	Not Required

\* You are to submit the security deposit (if required) to IDA separately.  
 + Please make payment after IDA invoices you for the application.  
 # From 1st April 2004, the Registry of Companies and Businesses (RCB) has merged with the Public Accountants Board Singapore to form the Accounting and Corporate Regulatory Authority (ACRA).

**For My Application**

i I am applying as a (Select a profile mentioned below):

- an Applicant, i.e. Director/Owner/Employee/Partner applying for my business/company/organisation.
- an Agent, i.e. a representative authorised to apply on behalf of my client.

ii I declare that we are / I am (Select one of below) :

- an ACRA-registered organisation.
- an individual or a non ACRA-registered organisation.

iii If you are an ACRA-registered organisation,

Please select type of :

Please ensure that you have your ACRA Registration Number ready. If you do not have one, you will need to apply for Business Registration or Company Incorporation or the relevant ACRA Registration type. [Click here to reselect licences.](#)

Please enter your Client's ACRA Registration No.:

Forgot your ACRA Registration Number? To check your ACRA Registration Number, [click here.](#)  
 If your ACRA number is rejected, it could be due to one of these reasons :

1. Incorrect number entered. Please check your ACRA number at this page.
2. Your entity was registered with ACRA less than 24 hours ago. Please apply for your licence after 24 hours.

iv Click 'Re-select App. Forms' to modify your licence selection or 'Proceed'.

[Rate this e-service](#)

If you encounter any problems with this service, please refer to [Contact Info](#) for our contact number, or email [ida\\_tisinfo@ida.gov.sg](mailto:ida_tisinfo@ida.gov.sg)

← **Compulsory section**

← **Compulsory section only for ACRA-registered companies**

For applicants who have no previous submitted application with IDA, please click on **“General Information – Client Details”** to update the **“Client Information”**. For applicants who have previously submitted application with IDA or have updated the **“Client Details”**, please proceed to fill in the application for the **“Express Letter Service”** Licence.

Applicants can also check out the status of their application under the **“Appln status”** column. If the applicant missed out or not completed any pages of the form, the application status will show **“Pending”**. If the applicant has completed all the details in the application form, the application status will change to **“Complete”**.

**IDA SINGAPORE**  
**Telecoms Licensing System** Login User : BNAGAR IDA Enquiries eServices Logout Terms of Use | FAQs | Help

**PENDING APPLICATIONS**

Notes:

1. An application for a licence / registration will require a specific number of pages (which could be one or many) to be completed. To complete an application successfully, all required pages shall be duly entered and submitted. The application status will then change from 'Incomplete' to 'Complete' and the 'To Confirm' button will change from 'Pending' to 'Confirm'.
2. The list of pages to be submitted for each application is also displayed after each Licence / Registration Type. The application status of each page could be 'Pending' or 'Submitted'.
3. To complete those applications with 'Incomplete' status, click on the underlined licence / registration in the table below to complete the page(s) with 'Pending' status.
4. To confirm the application, click on the 'Confirm' button and system will display an acknowledgement page for you to confirm the details entered. After which, system will provide you with the Client ID, Licence / Registration Type and Application No. details which should be noted for contacting IDA subsequently.
5. You will be informed of the application status by IDA subsequently.
6. Please take special note that Pending Application(s) will be removed from the system, if they are not submitted within 30 days from date of creation.
7. # indicates those applications returned for resubmission.
8. DUP indicates a duplicated application.
9. To create a duplicate copy of an equipment registration application, select the transaction ID from the drop down list and click on the "Duplicate" button.

S/No.	Licence / Registration type	Transaction ID	Appln Status	Date / Time Created	To Confirm
1	<a href="#">GENERAL INFORMATION - CLIENT DETAILS</a>				
	▶ <a href="#">DEALER LICENCE GROUP</a>				
2	<a href="#">EXPRESS LETTER SERVICE</a>	TLS20070000000541	Incomplete	14/02/2007 16:34	<input type="button" value="Confirm"/>
	1. APPLICATION PARTICULARS		Pending		
	2. EXPRESS LETTER		Pending		
	3. ATTACHMENTS		Pending		

To fill in Client Details – for applicants who have no previous submission

To start application

To check the application status

In total, there are 3 pages to the online application form for the “**Express Letters**” Licence that the applicant has to complete

### Page 1: Application Details

For “**Correspondence Details**” section, the applicant will have to fill in the preferred contact person and mailing address for all correspondences concerning the licence.

For “**Billing Details**” section, the applicant will have to fill in the preferred contact person and mailing address for all correspondences concerning billing matters (such as the licence fees).

For “**Location Details**” section, the applicant will have to fill in the main operational address that the company is located for IDA reference.

For “**Other Details**” section, the “**Public Contact Number**”, “**Remarks**”, and “**Proposed Use of System**” are non-compulsory but helpful information to IDA in our application processing. “Public Contact Number” is the phone number of the company that IDA publishes on the TLS website to facilitate the public who wishes to contact the companies licensed by IDA.

**APPLICATION**

**Application Details - Application Particulars Edit**

- Notes:
- \* denotes mandatory field.
  - To complete an application, you are required to submit a specific number of pages (comprising Application particulars and other relevant information) and confirm the application details. Your application is considered complete only after system acknowledges it with the application number.
  - If the Applicant Name field is empty or the applicant name is not in the list, please proceed to 'Pending Applications' or 'Update Contact Details' to update the client information and add the required applicant name.
  - After completing the Application Particulars, click the subsequent links on the Application Details Menu Bar and complete the remaining pages for the application.
  - When unsure of whether you have submitted all the pages, click 'Pending Applications' to view the pending pages.
  - You are required to fill up the pages with relevant information and click 'Submit' button to indicate completion of page.
  - After submitting all the pages, click 'Pending Applications' and confirm the application.
  - Please refer to 'Help' or 'Online Tutorial', or contact IDA officer at Contact Info if you require any assistance.
  - Please note that you can save a partially completed application by clicking the 'Save' button and retrieving the incomplete application under 'Pending Applications' subsequently.

<b>Licensee Name</b>	XYZ PTE LTD	<b>Licence/Application Type</b>	DLEP - EXPRESS LETTER SERVICE
<b>Current Page</b>	Page 1 of 3	<b>Date Lodged</b>	19/04/2007 14:04
		<b>Form Status</b>	Incomplete

[Page 1: Application Particulars](#)
[Page 2: Other Info](#)
[Page 3: Attachment Info](#)

Click on this link to proceed with the application after clicking on "Submit" at the bottom of the page

**Correspondence Details**

<b>Applicant Name *</b>	BNAGAR	<b>Application Lodged By</b>	
<b>Application Date</b>	19/04/2007	<b>Designation</b>	
<b>Contact Person *</b>	JOHN LEE	<b>Tel. No.</b>	
<b>Address *</b>	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	<b>Mobile No.</b>	
<b>Country *</b>	SINGAPORE	<b>Fax No.</b>	
<b>Email *</b>	XYZ@HOTMAIL.COM	<b>Postal Code *</b>	038988
		<b>Company to Display *</b>	APPLICANT COMPANY

**Billing Details**

If billing address is same as Correspondence Address

<b>Contact Person *</b>	JOHN LEE	<b>Designation</b>	
<b>Address *</b>	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	<b>Tel. No.</b>	
<b>Country *</b>	SINGAPORE	<b>Mobile No.</b>	
<b>Email</b>	XYZ@HOTMAIL.COM	<b>Fax No.</b>	
		<b>Postal Code *</b>	038988
		<b>Company to Display *</b>	APPLICANT COMPANY

**Location Details**

<b>Contact Person *</b>	JOHN LEE	<b>Designation</b>	
<b>Address *</b>	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	<b>Tel. No.</b>	
<b>Country *</b>	SINGAPORE	<b>Mobile No.</b>	
<b>Email</b>	XYZ@HOTMAIL.COM	<b>Fax No.</b>	
		<b>Postal Code *</b>	038988
		<b>Company to Display *</b>	APPLICANT COMPANY

**Other Details**

**Public Contact No.**  (This number will be publicized for public info)

**Remarks**

**Proposed Use of System**

"Save" to complete the application later  
"Submit" to confirm the details

If you wish to complete the page on “**Application Particulars**” later, please click “**Save**” so that you will not lose any changes that you have made to the application form.

If you have finished filling in the “**Application Particulars**”, please click “**Submit**” to confirm the details that you have finished filling in. To continue to the next page, click on the page number.

### Page 2: Other Information

Please state if the company will be providing local, international, or local and international express letter services.

The screenshot shows the iDA Singapore Telecoms Licensing System interface. The header includes the iDA logo, 'SINGAPORE', and navigation links for IDA, Enquiries, eServices, and Logout. The user is logged in as BNAGAR. The main content area is titled 'APPLICATION' and shows 'Application Details - Other Info'. The form fields are: Licensee Name (XYZ PTE LTD), Current Page (Page 2 of 3), Licence / Application Type (DLEP - EXPRESS LETTER SERVICE), Date Lodged (19/04/2007 14:04), and Form Status (Incomplete). Below the form, there are three tabs: 'Page 1: Application Particulars', 'Page 2: Other Info' (which is active), and 'Page 3: Attachment Info'. Under the 'Other Info' section, there are radio buttons for 'Type of Express Letter Service': Local, International, and Both (which is selected). At the bottom, there are four buttons: Back, Save, Submit, and Clear.




If you wish to complete the page on “**Other Info**” later, please click “**Save**” so that you will not lose any changes that you have made to the application form.

If you have finished filling in the “**Other Info**”, please click “**Submit**” to confirm the details that you have finished filling in. To continue to the next page, click on the page number.

### Page 3: Attachment Info

Please also attach a copy of supporting documents on your delivery standards and pricing charged for the conveyance of Express Letters.

Please also note the following:

-  The delivery standard for local express letter is within one working day.
-  The minimum charge for conveyance of a local express letter under a local express letter service must not be lower than \$1 per item or 3 times the prevailing local postage charged by the public postal licensee for an ordinary letter in the first weight-step of 20g, whichever is the higher.
-  The minimum charge for conveyance of an international express letter under an international express letter service must not be lower than 3

times the prevailing postage charged by the public postal licensee for an ordinary airmail letter in the first weight-step of 20g to the same country of destination.

The screenshot shows the 'APPLICATION' section of the iDA Singapore Telecoms Licensing System. The user is logged in as 'BNAGAR'. The application details for 'XYZ PTE LTD' are as follows:

Licensee Name	XYZ PTE LTD	Licence / Application Type	DLEP - EXPRESS LETTER SERVICE
Current Page	Page 3 of 3	Date Lodged	19/04/2007 14:04
		Form Status	Incomplete

Navigation tabs include: Page 1: Application Particulars, Page 2: Other Info, and Page 3: Attachment Info (selected).

The 'DELIVERY STANDARDS & pricing CHARGE - ATTACHMENT' section contains a form with the following text:

1. Attach documents relating to delivery standards and pricing charged for conveyance of Express Letter

Note: Attachment File must be less than 2 MBytes.

Buttons: Back, Attach, Submit, Delete

When all the pages are completed, the following page will appear.

The screenshot shows the summary page of the iDA Singapore Telecoms Licensing System. The user is logged in as 'BNAGAR'. The text indicates that the following forms are successfully completed:

Following forms are successfully completed. Click 'Submit to IDA' button to submit the application to IDA. Click 'Pending Applications' button to make amendments in the below forms.

S.No.	Form Description
	<b>EXPRESS LETTER SERVICE</b>
1	1. APPLICATION PARTICULARS
2	2. EXPRESS LETTER
3	3. ATTACHMENTS

Buttons: Submit to IDA, Pending Applications

If you have completed the application form, click **“Submit to IDA”**. If you wish to make amendments to the application form, please click **“Pending Applications”**.

After you have clicked “**Submit to IDA**”, an acknowledgement form will appear where you have to confirm your application details.

**iDA SINGAPORE**  
Telecoms Licensing System

Login User : BNAGAR    IDA    Enquiries    eServices    Logout

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### APPLICATION

#### Application Details - Acknowledgement

Notes:

1. The below details have been entered for the required application.
2. Please review and confirm the details by clicking the 'Confirm' button.
3. After which, system will provide the Client ID, Licence / Certificate Type and Application No. which should be noted and used when contacting IDA with regard to the application prior to the Licence / Certificate approval.

<b>Licensee Name</b>	XYZ PTE LTD	<b>Licence Type</b>	DLEP - EXPRESS LETTER SERVICE
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#### Licence / Application Particulars

<b>Application Date</b>	20/04/2007	<b>Client File Ref No.</b>	
<b>Name</b>	BNAGAR	<b>Billing Company</b>	1
<b>Contact Person</b>	JOHN LEE	<b>Designation</b>	
<b>Address</b>	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	<b>Tel. No.</b>	8 TEM
		<b>Mobile No.</b>	
		<b>Fax No.</b>	
<b>Country</b>	SINGAPORE	<b>Postal Code</b>	03898

#### Billing Address

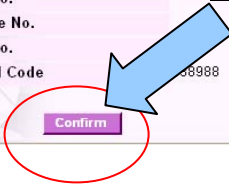
<b>Contact Person</b>	JOHN LEE	<b>Designation</b>	
<b>Address</b>	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	<b>Tel. No.</b>	
		<b>Mobile No.</b>	
		<b>Fax No.</b>	
<b>Country</b>	SINGAPORE	<b>Postal Code</b>	03898

#### Location Address

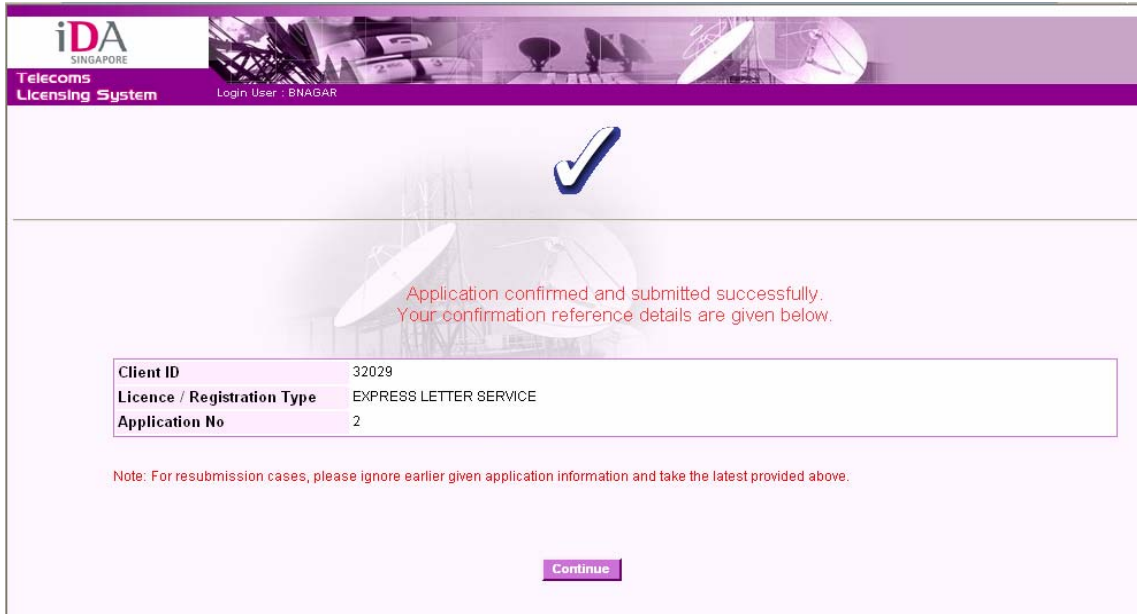
<b>Address</b>	8 TEMASEK BOULEVARD #14-00 SUNTEC TOWER THREE	<b>Tel. No.</b>	
		<b>Mobile No.</b>	
		<b>Fax No.</b>	
<b>Country</b>	SINGAPORE	<b>Postal Code</b>	03898

Click “Confirm” to proceed if the application details are accurate. Otherwise, click “Back” to go back to amend your details.



Upon successful submission of the application, the following screen will appear and the system will provide you with a client ID. Click “**Continue**” to end the application process.



The screenshot displays the iDA Singapore Telecoms Licensing System interface. At the top left, the logo for iDA SINGAPORE is visible, along with the text "Telecoms Licensing System" and "Login User : BNAGAR". The main content area features a large blue checkmark icon, indicating a successful submission. Below the icon, a message states: "Application confirmed and submitted successfully. Your confirmation reference details are given below." A table provides the following details:

Client ID	32029
Licence / Registration Type	EXPRESS LETTER SERVICE
Application No	2

Below the table, a note reads: "Note: For resubmission cases, please ignore earlier given application information and take the latest provided above." At the bottom center, there is a purple button labeled "Continue".