

Step 1: Login into the main page

The screenshot shows the LicenceOne dashboard for a user named JOHN. The user's last login was on Thursday 27 September 2018 at 10:26 AM. The dashboard includes a navigation bar with options: HOME, MY PORTFOLIO, LICENCE APPLICATION, and LICENSED ENTITIES. Below the navigation bar is a menu with icons for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. The main content area features a user profile section with an 'Update Profile' button, an 'Application Status' section with an input field for 'Application Number' and a 'Check' button, and four summary cards: APPLICATIONS (27 Require Attention, 152 In Progress), DRAFTS (0 Due for Removal, 11 All Drafts), LICENCES (0 Due for Renewal, 27 Active), and PAYMENTS (26 Pending Payments).

Step 2: Click on the 'Licences' tab

This screenshot is identical to the one above, but with a red circle highlighting the 'Licences' tab in the navigation menu. The 'Singapore Government' logo is visible in the top right corner. The dashboard content remains the same, showing the user profile, application status, and summary cards.

Step 3: At this page, click on the desired 'Licence Number'

The screenshot shows the LicenceOne web application interface. At the top, there is a navigation bar with the LicenceOne logo, a search bar, and links for Contact Us, Feedback, and Sitemap. Below the navigation bar is a menu with options: HOME, MY PORTFOLIO, LICENCE APPLICATION, and LICENSED ENTITIES. A secondary menu contains icons for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. The main content area is titled 'Licences' and features a search bar with the placeholder text 'Agency Name, Licence Name, Licence Number' and a 'SEARCH' button. Below the search bar, there is a link that says 'Please click here for the list of licences you can view via LicenceOne.' The main content is a table with the following columns: Licence Number, Licence Name, Licence Status, Issue Date, Expiry Date, Agency, and Action. The table contains six rows of licence data. The licence number SH115602 is circled in red in the original image.

| Licence Number | Licence Name | Licence Status | Issue Date | Expiry Date | Agency | Action |
|----------------|---------------------------------------|----------------|-------------|-------------|---|--------|
| FNR7888 | Factory Notification and Registration | Active | 01 Aug 2018 | | Ministry of Manpower | Action |
| AC114108 | Aircraft Station Licence | Active | 21 Jun 2018 | 31 May 2023 | Info-communications Media Development Authority | Action |
| SH115602 | Ship Station Licence | Active | 17 Apr 2018 | 17 Apr 2023 | Info-communications Media Development Authority | Action |
| SH115603 | Ship Station Licence | Active | 17 Apr 2018 | 17 Apr 2023 | Info-communications Media Development Authority | Action |
| SH115590 | Ship Station Licence | Active | 06 Mar 2018 | 06 Mar 2023 | Info-communications Media Development Authority | Action |
| SH115591 | Ship Station Licence | Active | 06 Mar 2018 | 06 Mar 2023 | Info-communications Media Development Authority | Action |

Step 4: Click on the “+” button in the diagram to expand the Licence Documents

The screenshot shows a web application interface with a navigation bar at the top containing 'HOME', 'MY PORTFOLIO', 'LICENCE APPLICATION', and 'LICENSED ENTITIES'. Below the navigation bar is a menu with icons for 'Dashboard', 'Applications', 'Licences', 'Payments', 'Requests for Action', 'Managed Returns', and 'Correspondences'. The 'Licences' menu item is highlighted.

The main content area displays 'Licence Details' with a collapse icon. The details are as follows:

| | | | |
|----------------|--------------------------------------|----------------------------|---|
| Licence Number | SH115602 | Business Operating Address | S(238164) |
| Licensee | S7271498I / Public User 45-S7271498I | Agency | Info-communications Media Development Authority |
| Status | Active | Expiry Date | 17 Apr 2023 |
| Licence Name | Ship Station Licence | Company | 198403096C |
| Issue Date | 17 Apr 2018 | Remarks | 111 SOMERSET ROAD TRIPLEONE SOMERSET |

Below the details are four buttons: 'BACK', 'AMEND', 'CANCEL', and 'RENEW'.

The 'Licence Documents' section is collapsed, with a '+' button circled in red. Below this, the expanded view shows the same four buttons and a list of documents under the heading 'Licence Documents'. The first document is 'IMDA_SH115602_210520181926_cert.pdf'.

Step 5: By clicking on the document, it will start to download

The screenshot shows a web interface with a header containing four buttons: BACK, AMEND, CANCEL, and RENEW. Below the buttons is a section titled "Licence Documents" with a blue minus sign icon on the right. Underneath, there is a table with a header "Document Name" and a single row containing the text "IMDA_SH115602_210520181926_cert.pdf". This text is circled in red.

| Document Name |
|-------------------------------------|
| IMDA_SH115602_210520181926_cert.pdf |