

GOC/ROC Renewal application to IMDA

For General Operator's Certificate / Restricted Operator's Certificate renewal, please note that it can only be performed 12 months prior to the certificate expiry date.

With effect from 14 March 2018, General/Restricted Operator's Certificate can be applied via LicenceOne portal.

Please proceed to [LicenceOne](https://licence1.business.gov.sg) portal to apply <https://licence1.business.gov.sg>.

For application under Individual, you may login using SingPass and for non-SingPass user, you may request for a LicenceOne User ID. You may apply on behalf of the GOC/ROC applicant, select: Individual applying on behalf of applicant. After login,

- Licence Application: Licence renewal
- Government Agencies: select IMDA
- Licence type: General/Restricted Operator's Certificate
- key in Certificate no. SING H / J xxxxxx (6 digits)
- key in Certificate expiry date – Search.

You are advised to prepare the following documents before submitting your application:

1. Soft copy of passport size photograph (400 by 514 pixel, 35mm by 45mm)
2. PDF copy of medical fitness certificate (including eyesight and hearing) of at least six (6) month validity from the date of application, issued by a medical practitioner registered under the Medical Registration Act (Cap. 174) attesting to the applicant's medical fitness; and
3. PDF copy of the sea-service of at least 12 months in total ongoing sea service within the last 5 years of GOC validity or company letter stating job scope/designation or Refresher course certificate of attendance issued by Singapore Maritime Academy (SMA)

Please note that the Original GOC / ROC Certificate must be returned to IMDA within 10 days from the date of application via mail:

IMDA

10 Pasir Panjang Road

#03-01 Mapletree Business City

Singapore 117438

Attn: Ms Kimberly Teo / Jasmine Teo

Licensing

There will be a processing period of 7 working days after receiving the complete and valid documents. An email notification will be sent to you via email once the certificate is ready for collection/courier.

For more information, you may refer to our FAQ at the [LicenceOne](#) portal.