

HOTELS ACT
(CHAPTER 127, SECTION 13)

HOTELS LICENSING REGULATIONS

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[20th December 1974]

PART 1

PRELIMINARY

Citation

1. These Regulations may be cited as the Hotels Licensing Regulations.

Definitions

2. In these Regulations —

“Board” means the Hotels Licensing Board established under section 3 of the Act;

“certificate of registration” means the certificate of registration referred to in section 5(3) of the Act;

“chairman” means the chairman of the Board;

[Deleted by S 858/2024 wef 01/01/2025]

“licence” means the licence referred to in section 7 of the Act;

“licensee” means a person to whom a licence has been granted;

[Deleted by S 858/2024 wef 01/01/2025]

“secretary” means the secretary of the Board;

[S 414/2017 wef 01/08/2017]

[S 858/2024 wef 01/01/2025]

“vice-chairman” means the vice-chairman of the Board.

[S 858/2024 wef 01/01/2025]

[Deleted by S 414/2017 wef 01/08/2017]

PART 2

PROCEDURE AND PROCEEDINGS OF BOARD

Vice-chairman to deputise for chairman

3. During the absence or incapacity of the chairman, the powers of the chairman may be exercised by the vice-chairman.

[S 858/2024 wef 01/01/2025]

Chairman may call for meeting

4. The chairman may call a meeting of the Board at any time to transact any business for the purposes of the Act or these Regulations.

[S 858/2024 wef 01/01/2025]

Decision of Board at meeting

5.—(1) A decision at a meeting of the Board must be decided by a majority of votes and, in the event of an equality of votes, the chairman has the casting vote.

(2) A meeting of the Board may be —

(a) by a quorum of the members of the Board assembled together at the time and place appointed for the meeting; or

(b) by means of audio, audiovisual or electronic communication (or a combination of any of those means of communication), but only if —

(i) the secretary has obtained the approval of the chairman for the meeting to be held by such means;

(ii) all of the members of the Board who wish to participate in the meeting have access to the technology needed to do so; and

(iii) a quorum of the members of the Board can simultaneously communicate with each other throughout the meeting.

(3) Where a member of the Board participates in a meeting as permitted under paragraph (2)(b), the member is taken to be present at the meeting of the Board.

(4) The secretary must keep minutes of all proceedings of the Board.

[S 858/2024 wef 01/01/2025]

Decision of Board outside meeting

6.—(1) The Board may, if it thinks fit, transact any business for the purposes of the Act or these Regulations by the circulation of papers (including by electronic mail) among all members of the Board.

(2) A decision in writing made by a majority of the members of the Board for the time being entitled to take part in the decision, is a decision of the Board, and is valid as if it had been made at a meeting of the Board duly convened and held.

(3) For the purpose of a decision under this regulation —

- (a) the chairman may stipulate a period of time within which the decision may be made;
- (b) the same quorum for a meeting applies;
- (c) the chairman and each member have the same voting rights as they have at any meeting of the Board;
- (d) separate copies of the decision in writing to be made may be distributed to the members if the wording of the decision to be made is identical in each copy; and
- (e) the Board's decision is made when the last member required for the majority provides his decision to the secretary.

[S 858/2024 wef 01/01/2025]

7. *[Deleted by S 858/2024 wef 01/01/2025]*

PART 3

CERTIFICATES OF REGISTRATION AND LICENCES AND RELATED MATTERS

Application for certificates of registration and licences

8.—(1) Every application for the grant of a certificate of registration or for the grant or renewal of a licence must be submitted to the secretary —

- (a) in the form for that purpose set out on the Internet website at <https://www.gobusiness.gov.sg>; and
- (b) in the manner approved by the Board.

(2) If a person to whom a licence is granted to keep or manage a hotel is no longer able to keep or manage the hotel —

(a) due to death, resignation or termination of employment of the person; or

(b) for any other reason,

the occupier of the hotel must give the secretary written notice of the fact without delay.

[S 858/2024 wef 01/01/2025]

Advertisement of applications, etc.

9. Every applicant for the grant of a certificate of registration shall —

(a) submit an advertisement of the application in the form provided by the Board for the advertisement to be published on the website of the Board at <https://www.hlb.gov.sg>; and

[S 783/2019 wef 01/12/2019]

[S 858/2024 wef 01/01/2025]

(b) permit any member of the Board or any officer duly authorised by the Board, to enter and inspect the premises that are the subject of the application.

[S 858/2024 wef 01/01/2025]

10. [*Deleted by S 783/2019 wef 01/12/2019*]

11. [*Deleted by S 858/2024 wef 01/01/2025*]

Notice of objection

12.—(1) Any person may lodge a written notice of objection to the grant of a certificate of registration with the secretary within two weeks from the date of publication of the applicant's advertisement referred to in regulation 9(a).

(2) Any person may lodge a written notice of objection to the grant or renewal of a licence with the secretary at any time.

(3) Every notice of objection shall be signed by the person lodging the notice and shall state briefly the reasons for his objection.

(4) A person must not, for the purpose of lodging a notice of objection under this regulation, make any declaration or statement

which is false in any material particular or knowingly utter, produce, or make use of, any such declaration or statement or any document containing the same.

[S 858/2024 wef 01/01/2025]

(5) The Board shall not be bound to consider any notice of objection which does not comply with this regulation.

(6) Every notice of objection shall be considered by the Board.

[S 858/2024 wef 01/01/2025]

Provision of details of objection to applicant

13. The secretary must, without delay after the receipt of a notice of objection under regulation 12 in respect of an application for the grant of a certificate of registration, provide to the applicant such details of the objection for the purpose of enabling the applicant to respond to the substance of the objection.

[S 858/2024 wef 01/01/2025]

Grant of certificate of registration

14.—(1) The Board must not decide an application for the grant of a certificate of registration until —

- (a) after the period of 2 weeks mentioned in regulation 12(1) has ended; and
- (b) where any notice of objection is lodged under regulation 12 in respect of the application, after the period of time given to the applicant to respond to the substance of the objection has ended.

(2) Subject to section 6 of the Act, where any notice of objection is lodged under regulation 12 in respect of an application for the grant of a certificate of registration, the Board must not make a decision on the application without considering that objection and the applicant's response to the substance of that objection.

(3) A certificate of registration granted in respect of any premises may provide for the registration of the premises as a hotel under one of the following classes:

- (a) a small hotel, being a hotel with 100 rooms or less;

- (b) a medium hotel, being a hotel with more than 100 rooms but less than 300 rooms;
 - (c) a large hotel, being a hotel with 300 rooms or more but less than 500 rooms;
 - (d) an extra-large hotel, being a hotel with 500 rooms or more.
- (4) The certificate of registration must be in the form set out on the Internet website at <https://www.hlb.gov.sg>, and may be issued by the secretary.

[S 858/2024 wef 01/01/2025]

Grant of licence

15.—(1) A licence granted by the Board must be in the form set out on the Internet website at <https://www.hlb.gov.sg>, and may be issued by the secretary.

(2) The licensee in respect of a hotel must not transfer or assign the benefit of the licence to any other person.

[S 858/2024 wef 01/01/2025]

Fees for certificate of registration and licence

16.—(1) The fees specified in the Schedule are payable in respect of the certificates of registration and licences specified in that Schedule.

(2) The payment of a fee mentioned in paragraph (1) must be made using the electronic transactions service available on the Internet website at <https://www.gobusiness.gov.sg>.

(3) Subject to paragraph (4), if the Board is satisfied that any money has been overpaid or erroneously paid as a fee, the Board may order the refund of the money so overpaid or erroneously paid.

(4) No refund may be ordered under paragraph (3) unless a claim in respect of the refund is made by or on behalf of the payer concerned in writing within 3 months after the overpayment or erroneous payment was made.

(5) No fee payable or paid to the Board under this regulation may be remitted or refunded in the event of the suspension or cancellation of

a certificate of registration, or the cancellation of a licence, to which the fee relates.

(6) The Board may waive the whole or any part of a fee payable or paid under this regulation in any particular case or class of cases.

[S 858/2024 wef 01/01/2025]

Direction to licensee on accommodation for guests affected by intended suspension of registration

17.—(1) This regulation applies where —

- (a) the Board intends to suspend a certificate of registration in respect of any premises used as a hotel (called in this regulation *Hotel A*) under section 8(3)(a) of the Act; and
- (b) the person who is the licensee in respect of *Hotel A* is also the licensee of any other premises used as a hotel under a valid certificate of registration (called in this regulation *Hotel B*).

(2) The Board may, if it considers appropriate in the circumstances, give a direction requiring the person mentioned in paragraph (1)(b) to make arrangements for accommodation at *Hotel B* for guests affected by the intended suspension of the certificate of registration in respect of *Hotel A*.

(3) The person mentioned in paragraph (1)(b) must comply with a direction of the Board given under paragraph (2).

[S 858/2024 wef 01/01/2025]

Period of suspension of certificate of registration

18.—(1) For the purposes of section 8(3)(a) of the Act, the Board may suspend a certificate of registration of a hotel for a period not exceeding 3 months.

(2) If the Board is satisfied that there are good reasons to do so, the Board may —

- (a) extend the period of suspension for any further period or periods, each not exceeding 3 months; or

- (b) lift the suspension before the expiry of the period or periods of suspension, as the case may be.

[S 858/2024 wef 01/01/2025]

PART 4

CONTROL AND MANAGEMENT OF HOTELS

Division 1 — Matters requiring approval from Board or notice to Board

Approval for change in name of hotel

19. The licensee in respect of a hotel must not change, or permit to be changed, the name of the hotel without prior written approval from the Board.

[S 858/2024 wef 01/01/2025]

Approval for transit rate accommodation

20.—(1) The licensee in respect of a hotel must not sell, or offer to sell, any accommodation at the hotel for a period shorter than 20 hours, without prior written approval from the Board.

(2) Paragraph (1) does not apply if the accommodation is required to support the preparation or organisation of any of the following events held, or to be held, at the hotel:

- (a) the solemnisation of a marriage that is registrable in Singapore;
- (b) an organised gathering of individuals for the celebration of a marriage registrable or registered in Singapore (excluding the celebration of any anniversary of a marriage).

[S 858/2024 wef 01/01/2025]

Notification on changes in contact particulars of licensee or ownership of hotel

21.—(1) The licensee in respect of a hotel must give the secretary written notice of any change in any of the following contact particulars within 10 days after the date of the change:

- (a) the licensee's telephone number;
- (b) the licensee's email address.

(2) The occupier of a hotel must give the secretary written notice of any change in ownership of the hotel within 10 days after the date of the change.

[S 858/2024 wef 01/01/2025]

Notification on permanent change to number of rooms

22. The licensee in respect of a hotel must give written notice to the secretary of any permanent change to the number of rooms within the hotel, within 10 days after the date of the change.

[S 858/2024 wef 01/01/2025]

Notification on cessation of business

23. Where any premises ceases to be used as a hotel, a person granted a licence in respect of the hotel must give the secretary written notice of the cessation of use within 10 days after the date of the cessation of use.

[S 858/2024 wef 01/01/2025]

Form and manner for submission of application for approval or notification

24. Every application for approval, and every written notice, required under this Division must be submitted using a form for that purpose set out on the Internet website at <https://www.gobusiness.gov.sg>, or in any other form and manner permitted by the secretary in any particular case.

[S 858/2024 wef 01/01/2025]

Division 2 — Operations of hotel

Signboard

25. The licensee in respect of a hotel must keep displayed a signboard clearly showing the name of the hotel in a conspicuous place outside the hotel.

[S 858/2024 wef 01/01/2025]

Register of property left on premises, etc.

26.—(1) Where any property is left by a guest on any premises used as a hotel, the licensee in respect of the hotel must, without delay, make a record (whether in electronic form or otherwise) of the particulars of the property.

[S 858/2024 wef 01/01/2025]

(2) Subject to the provisions of the Innkeepers Act 1970, the licensee must do either of the following if the property mentioned in paragraph (1) is not reclaimed by the guest, or returned to the guest, within 60 days:

- (a) hand the unclaimed property to a police officer on duty at a police station and obtain an acknowledgement of his receipt of that property;
- (b) deposit the unclaimed property in any device or receptacle installed at a police station for the deposit of any lost or unclaimed property and obtain an acknowledgement of the receipt of such deposit.

[S 858/2024 wef 01/01/2025]

(3) This regulation shall not apply to property deposited with or left in the custody of the licensee.

[S 858/2024 wef 01/01/2025]

Particulars of guests required

27.—(1) Subject to paragraph (2), the licensee must require every guest seeking accommodation in the hotel to furnish the following particulars before the guest occupies a room in the hotel:

- (a) the full name and nationality of the guest;
- (b) the identification number assigned to any identity card, passport or other travel or personal identification document belonging to the guest.

(2) Where a guest is below 7 years of age or is, in the opinion of the licensee, unable to furnish his particulars by reason of infirmity of mind or body, the licensee may require any adult accompanying the

guest to furnish the particulars mentioned in paragraph (1) on behalf of the guest.

(3) Any person required by a licensee to furnish the particulars mentioned in paragraph (1) or (2) must do so.

[S 414/2017 wef 01/08/2017]

Record of guests

28.—(1) The licensee must keep a record of the particulars of every guest, in which must be entered, before the guest occupies a room, the particulars prescribed in regulation 27(1) and the location of the room.

(2) The record mentioned in paragraph (1) may be kept in the form of one or more physical or electronic records as the licensee considers appropriate.

(3) Any entry recorded under paragraph (1) in relation to a guest —

(a) must be acknowledged by or on behalf of that guest using any of the following methods:

(i) the signature of the guest;

(ii) the right thumb print of the guest;

(iii) such other method as the licensee considers appropriate; and

(b) must be retained by the licensee for a period of not less than 5 years.

(4) A licensee, an employee of the licensee or any person required to furnish particulars under regulation 27 must not enter or cause or allow to be entered in a record mentioned in paragraph (1), any particulars which the licensee, employee of the licensee or person (as the case may be) knows, or could by the exercise of reasonable diligence have ascertained, to be false.

[S 414/2017 wef 01/08/2017]

Premises for use as hotel to be well maintained

29.—(1) The licensee in respect of any premises registered for use as a hotel must ensure that the premises are kept clean and sanitary for safe use by the guests of the hotel and the visitors of those guests.

(2) The licensee must ensure that every part of the premises is maintained in good order and repair for safe use by the guests of the hotel and the visitors of those guests.

[S 858/2024 wef 01/01/2025]

Electronic surveillance system

30.—(1) The licensee in respect of a hotel must install and maintain, for the purpose of ensuring safety and security in the hotel, an electronic video surveillance system capable of monitoring and recording activities —

- (a) at every point of entry into or exit from any building comprised in the hotel;
- (b) at every lobby, front desk or concierge desk in the hotel; and
- (c) in every area within the premises registered for use for the hotel, where a guest or visitor may pass through to access a room in the hotel in which persons may be harboured or lodged.

(2) To avoid doubt, a building for the purposes of paragraph (1) includes any structure by whatever name called (including a villa or suite) used to harbour or lodge one or more persons for hire or reward of any kind, that is separate from other such similar structures.

(3) The licensee must ensure that each recording made using an electronic video surveillance system installed and maintained under paragraph (1) is retained for a period of at least 31 days after it is recorded.

(4) The Board may, in any particular case, waive any requirement of paragraph (1) or (3).

[S 858/2024 wef 01/01/2025]

Duty not to knowingly permit illegal activities, etc.

31.—(1) The licensee in respect of a hotel must not knowingly permit any illegal activity to take place within the hotel.

(2) The licensee must, without delay, notify the police if the licensee has reason to believe that —

- (a) any illegal activity is taking place within the hotel; or
- (b) any arms, explosive, corrosive substance, explosive substance, offensive weapon or controlled drug has been brought into or left within the hotel.

(3) In this regulation —

“abuse”, in relation to any controlled drug, means to smoke, administer or otherwise consume the controlled drug;

“arms” and “explosive” have the meanings given by section 2(1) of the Arms and Explosives Act 1913;

“child” and “young person” have the meanings given by section 2(1) of the Children and Young Persons Act 1993;

“controlled drug” and “traffic” have the meanings given by section 2 of the Misuse of Drugs Act 1973;

“corrosive substance”, “explosive substance” and “offensive weapon” have the meanings given by section 2 of the Corrosive and Explosive Substances and Offensive Weapons Act 1958;

“criminal conduct” and “drug dealing” have the meanings given by section 2(1) of the Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits) Act 1992;

“illegal activity” means —

- (a) any gambling prohibited under any written law;
- (b) any abuse of any controlled drug;
- (c) any of the following:
 - (i) to traffic in a controlled drug;
 - (ii) to offer to traffic in a controlled drug;

- (iii) to do or offer to do any act preparatory to or for the purpose of trafficking in a controlled drug;
- (d) any acquisition, possession, use, concealment or transfer of the benefits arising from any drug dealing or criminal conduct;
- (e) any possession or control of any arms or explosive prohibited under the Arms and Explosives Act 1913;
- (f) any unlawful carrying of any arms under section 3(2) of the Arms Offences Act 1973 or any person having on his person any arms in relation to a scheduled offence under section 3(3) of that Act;
- (g) any possession, provision, collection or use of, or dealing with property, or any provision of services or facilitation of financial transactions, constituting a terrorism financing offence within the Terrorism (Suppression of Financing) Act 2002;
- (h) any use of premises by an organised criminal group that is prohibited under section 10 of the Organised Crime Act 2015;
- (i) any unlawful assembly within the meaning of section 141 of the Penal Code 1871;
- (j) any unlicensed moneylending within the meaning of the Moneylenders Act 2008;
- (k) any wrongful restraint or wrongful confinement under any written law;
- (l) any robbery or gang-robbery within the meaning of section 390 or 391 of the Penal Code 1871;
- (m) any sexual exploitation of a child or young person, sexual assault or rape;
- (n) any act done to cause the death of a pregnant woman or the unborn child of a pregnant woman, or any disposal of the dead body of the pregnant woman or unborn child; or

(o) any extortion of any person within the meaning of section 383 of the Penal Code 1871.

[S 858/2024 wef 01/01/2025]

32. to 40. *[Deleted by S 858/2024 wef 01/01/2025]*

PART 5

GENERAL

Exemptions

41.—(1) The following classes of premises are exempt from the provisions of the Act:

- (a) any premises kept or managed, or to be kept or managed, by any person for use as a hotel for a period shorter than 6 months, regardless of whether the whole or only a part of those premises is kept or managed, or to be kept or managed, for that use;
- (b) any workers' dormitory;
- (c) any premises used as staff quarters;
- (d) any hospital, nursing home or confinement centre;
- (e) any chalet or club operated by or on behalf of the Government or a public authority;
- (f) any student hostel;
- (g) any premises managed by a tertiary education institution for the provision of accommodation to full-time, part-time or visiting academia (whether or not of that tertiary education);
- (h) any premises for the provision of accommodation that is located within the airside area of an airport within the meaning of the Civil Aviation Authority of Singapore (Changi Airport) By-laws 2009 (G.N. No. S 313/2009) or the Civil Aviation Authority of Singapore (Seletar Airport) By-laws 2009 (G.N. No. S 314/2009), as the case may be;

- (i) any premises managed by a specified association for the provision of accommodation to its members (whether the accommodation is used by the member provided with the accommodation or any other person at the invitation of the member), if the specified association charges its members subscription fees at intervals of one month or longer;
- (j) any building or buildings, or part of a building, which is or are approved or authorised to be used as serviced apartments under the Planning Act 1998.

(2) For the purposes of paragraph (1), “provision of accommodation” means any provision of accommodation that includes the provision of domestic service for hire or reward of any kind.

(3) In paragraph (1) —

“public authority” means a body established or constituted by or under a public Act to perform or discharge a public function, but excludes a Town Council established under section 4 of the Town Councils Act 1988;

“specified association” means any of the following:

- (a) a co-operative society within the meaning of the Co-operative Societies Act 1979;
- (b) a society within the meaning of the Societies Act 1966;
- (c) a mutual benefit organisation within the meaning of the Mutual Benefit Organisations Act 1960;
- (d) a trade union within the meaning of the Trade Unions Act 1940.

[S 858/2024 wef 01/01/2025]

Inspection

42.—(1) The chairman or any member of the Board or any person duly authorised by the chairman in writing may at any time enter a hotel registered under the Act or any premises reasonably suspected

of being used for the purpose of a hotel and make such search and inspection as is considered necessary.

(2) Without prejudice to the generality of the foregoing powers of search and inspection, any such person may —

(a) inspect registers and other documents kept by the management;

(b) inspect the building and all parts thereof and the facilities for sanitation;

[S 858/2024 wef 01/01/2025]

(c) enter into rooms to identify any guests of the hotel and visitors of those guests; and

[S 858/2024 wef 01/01/2025]

(d) question the licensee and employees.

(3) Any police officer may search the luggage of hotel guests for explosives, firearms or other offensive items without a warrant from a magistrate.

[S 858/2024 wef 01/01/2025]

Offences

43.—(1) Any person who contravenes regulation 8(2), 12(4), 15(2), 19, 20(1), 21(1) or (2), 22, 23, 25, 26(1) or (2), 27(1), 28(1), (3)(a) or (b) or (4), 29(1) or (2), 30(1) or (3) or 31(2) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000.

(2) A licensee who, without reasonable excuse, fails to comply with a direction of the Board in accordance with regulation 17(3) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000.

[S 858/2024 wef 01/01/2025]

Composition of offences

44.—(1) The following offences may be compounded by the Board in accordance with section 243(2) of the Criminal Procedure Code 2010:

- (a) any offence under section 16(1), (2), (3), (4) or (5) of the Act;
 - (b) any offence under regulation 43(1) (other than an offence for the contravention of regulation 12(4));
 - (c) any offence under regulation 43(2).
- (2) The Board may compound an offence specified in paragraph (1) by collecting from the person reasonably suspected of having committed the offence a sum not exceeding \$1,000.

[S 858/2024 wef 01/01/2025]

THE SCHEDULE

Regulation 16(1)

FEEES

PART 1

FEEES FOR CERTIFICATE OF REGISTRATION OF PREMISES AS HOTEL

<i>Class of hotel</i>	<i>Fee for each year or any part of a year of the registration</i>
1. A small hotel, being a hotel with 100 rooms or less	\$250
2. A medium hotel, being a hotel with more than 100 rooms but less than 300 rooms	\$600
3. A large hotel, being a hotel with 300 rooms or more but less than 500 rooms	\$1,100
4. An extra-large hotel, being a hotel with 500 rooms or more	\$1,450

PART 2

FEE FOR LICENCE

1. The fee payable for a licence is \$150 for each year or any part of a year of the licence.

[S 858/2024 wef 01/01/2025]

LEGISLATIVE HISTORY
HOTELS LICENSING REGULATIONS
(CHAPTER 127, RG 1)

This Legislative History is provided for the convenience of users of the Hotels Licensing Regulations. It is not part of these Regulations.

1. 1990 Revised Edition — Hotels Licensing Regulations

Date of operation : 25 March 1992

2. G.N. No. S 414/2017 — Hotels Licensing (Amendment) Regulations 2017

Date of commencement : 1 August 2017

3. G.N. No. S 783/2019 — Hotels Licensing (Amendment) Regulations 2019

Date of commencement : 1 December 2019

4. G.N. No. S 858/2024 — Hotels Licensing (Amendment) Regulations 2024

Date of commencement : 31 December 2021
1 January 2025