## National Parks Board (NParks)



# **PALS User Guide**

## **For Pet Businesses**

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#### 1. Account Registration for First-time Users

Each pet shop or dog farm can assign CorpPass / PALS account users to manage your group licence(s) for dogs kept for breeding and/or sale in the premises. Contact AVS at <u>http://www.avs.gov.sg/contactus</u> (Dog Licensing) to authorise additional users to access PALS. Refer to <u>Section 4.1</u> if your organisation does not have a group dog licence.



	Log in with your SingPass app or enter your SingPass ID and password.	Singpass app       Descend legith         Scan with Singpass app       Logging in all Business User         Vour trusted digital identity       Singpass app         Download now       Singpass app
1b	For first-time users	
	logging in with PALS	Provide AVS with the following particulars of CorpPass
	account:	users managing the group dog licence(s):
		S/N Particulars of PALS Account users
	Provide AVS at	1 UEN of company*
	www.avs.gov.sg/contactus with the particulars of users	2 Premises address where dogs for
	who will be managing the	premises that you want to
	group licence. Mandatory	authorise this user to manage)*
	fields are marked with	3 Salutation *
	asterisk (* ).	4 Name *
	Upon receiving the	6 Date of Birth*
	information above, AVS will	7 NRIC/FIN No.*
	authorise these users to	8 Mobile No.*
	licence(s).	9 Home/Office No.
		11 Email Address <sup>^</sup>
	After AVS has authorised the users, your new account information will be emailed to you.	
	Go to <b>AVS PALS website:</b> https://pals.avs.gov.sg	FOR INDIVIDUALS
	Click on "Login with PALS account" for organisations.	Login with SingPass > Login with PALS Account First time? Create new profile Renew Licence without Login >
	Enter "User ID" (NRIC/FIN/Passport No.), "UEN" (Company entity no.) and "Password". Refer to the registration email for the temporary password.	A one-stop personalised portal to manage your dog licence(s).

	For subtenants without an UEN: Enter the UEN of the farm tenant who subleases the property to you. Click on "Login" to proceed.	Unit De Levier	Drganisations Login
2	You will be redirected automatically to the post-	About by Privacy Statement   Tens of Use   PAQ   Ban this NOME CHANGE PASSWORD ACCEP	s Sandra © 2015, Agr Food & Waterings Authority of Singapore TT CHANGE OF DOG OWNERSHIP PAYMENT ~ LOGOUT You are logged in as Hong Ah Soon
	login landing page:	Welcome to PALS  My Messages Dog List Premises Search: Displaying 1 - 1 of 1 Records  N SUBJECT= 1 Organisation Account Created	Leaf light was on 20 Sep 2016 Advanced Statch DATE/TIME 2009/2016 12:39:27 PM
			PALS Landing Page
		Menu	Description
		Home	Go back to landing page
		Accept Change of Dog Licensee	Accept change of dog licensee from another organisation or individual. (Refer to Section <u>7</u> )
		Payment	Pay for group licence (Refer to Section <u>4.2</u> and <u>5</u> )
		Dashboard	Description
		My Messages	A list of messages that are related to you and the premises managed by you. (Refer to Section $4.4$ )
		Dog List	A list of dogs in all your premises. You can perform change of licensee for one or more dogs to another organisation or individual here. (Refer to Section 7)
		Premises	A list of premises managed by you. You can add new dogs or update the existing list of dogs for a particular premise here. (Refer to Section <u>6</u> )

#### 2. Account Login for Existing Users

SN	Step	Screenshot
1	Go to <b>AVS PALS</b> website: https://pals.avs.gov.sg Click on "Login with PALS Account" for organisations.	A one-stop personalised portal branage your dog licence(s).
2a	For existing users logging in with SingPass: Click on "Login with SingPass" for organisations.	A one-stop personalised portal   b one-stop personalised portal
	Log in with your SingPass app or enter your SingPass ID and password.	Singpass app       Password login         Scan with Singpass app       Scan with Singpass app         Your trusted digital identity       Singpass app         Dom have Singpass app? Download now
20	For existing users logging in with PALS account: Click on "Login with PALS Account" for organisations.	A one-stop personalised portal   b one-stop personalised portal

	Enter "User ID" (NRIC/FIN/Passport No.), "UEN" (Company entity no.) and "Password". <b>For subtenants without</b> <b>an UEN:</b> Enter the UEN of the farm tenant who subleases the property to you. Click on "Login" to proceed.	User ID         User ID         User ID         UEN         Password         Dright         Carical         Forgot password?	
3	You will be redirected automatically to the post- login landing page:	MOME       CHANGE PASSWORD       ACCEPT CHANGE OF DOG OWNERSHIP       PAYMENT        LOGOUT         Vou are logged in as Hong Ab Soon Last login was on 20 Sep 2016         My Messages       Dog List       Premises         Search:       Q       Advanced Search         Displaying: 1 - 1 of 1 Records       Image: Color of the color of th	

#### 3 Password Management

## 3.1 Password Reset (Applicable to PALS Account only)

SN	Step	Screenshot
1	Click on "Forgot Password?" in PALS organisation login page to reset your password.	Crganisations Login Jaer ID UEN: UEN: Password Login Carcel Forgot password?
2	Enter "Organisation Login ID" (NRIC/FIN/Passport No.), "UEN" (Company entity no.), "Registered Email" and the "verification code". Click "Submit" to continue.	Crganisation Login ID:         Uer:         Registered Email         Enter the characters as shown in the image above.         Stort
3	A new password will be sent to your email.	Home       > Password Recovery         Your new password has been sent to your e-mail.         Your new password has been sent to your e-mail.         Please wait as you will be redirected to the Login page in 7 seconds Please click here if you are not redirected within a few seconds.
4	Retrieve the new password from your email and login to PALS with the new password.	Dear Ms TYN, PALS received a request to reset the password for your PALS account. Please log in via Login Page using the Login ID and password below. Login ID: S6785201Z Password: P3Y7BK@G Please change your password after your first login. ************************************

SN	Step	Screenshot
1	Click on 'Change Password' to change your account password.	HOME       CHANGE PASSWORD       ACCEPT CHANGE OF DOG OWNERSHIP       PAYMENT       LOGUUT         Welcome to PALS       Vou are logged in as Hong Ah Soon Last login was on 20 Sep 2016         My Messages       Dog List       Premises         Search:       Q       Advanced Search         Displaying: 1 - 1 of 1 Records       Image: Comparison of the second search         1       Organisation Account Created       20/09/2016 12:39:27 PM
2	Enter "Current Password", "New Password" and "Re- confirm Password". <b>Note</b> : Password must contain: (i) At least one alphabet and numeric; (ii) At least one special characters: ~!@#\$%^&* +=` \(){}[]:;"'<>,.?/ (iii) At least 8 characters. E.g. abc#1234 Click "Submit" to proceed.	Nome ? Change Password     Current Passwort     Mew Passwort     Mew Passwort     Rec Confirm Passwort     Current Passwort     Enter your Current Passwort     Enter your Ruc Passwort     Current Passwort     Enter your Ruc Passwort     Stort     Current Passwort     Enter your Ruc Passwort     Stort     Current Passwort     Current Passwort     Enter your Ruc Passwort     Current Passwort
3	An acknowledgement message indicating "Your password has been changed" will be displayed.	Home > Change Password         Your password has been changed.         Please wait as you will be redirected to the Login page in 3 secondsPlease click here if you are not redirected within a few seconds.

## 3.2 Change Password (Applicable to PALS Account only)

#### Applying for New Group Dog Licence

You need to have a licensed dog farm or pet shop to breed and/or sell dogs, before applying for a group breeding and/or retail dog licence.

#### 4.1 Apply New Group Dog Licence

SN	Step		Screenshot			
1	Provide AVS with the	Pro	Provide AVS with the following particulars of ComPass / PALS			
	PALS Account users who will	Acc	Account users managing the group dog licence(s):			
	be managing the group					
	licence. Mandatory fields are		S/	/N	Particulars of CorpPass / PALS	
	marked with asterisk (*).		1		Account users	
			2		Premises address where dogs for	
	<b>Note:</b> For dog farms, inform		2		sale/breeding are kept (list down a	Ш
	AVS of the number of dogs				premises that you want to	
	brooding and/or sale at the				authorise this user to manage)*	
	licensed premises		3		Salutation *	
	licenseu premises.		4		Name *	
	Refer to Section 1 for more		5		Gender*	
	information on account		6		Date of Birth*	
	registration and login.		7		NRIC/FIN No.*	
	-		8		Mobile No.*	
			9		Home/Office No.	
			1(	0	Email Address*	
	<ul> <li>information in step 1, AVS</li> <li>will: <ul> <li>(i) process a group</li> <li>breeding/retail dog licence</li> <li>for each of your premises</li> <li>where dogs are kept for</li> <li>breeding and/or sale; and</li> </ul> </li> <li>(ii) authorise users to <ul> <li>manage your group</li> <li>licence(s).</li> </ul> </li> <li>You will be billed according to <ul> <li>the number of dogs allowed</li> <li>to be kept in your premises</li> <li>for breeding or selling.</li> </ul> </li> </ul>		ence F Part Th More th More th More th 100 or ence F nually of Shop 21 to 5 11 to 2 10 or fe Shop	han 30 han 30 han 20 han 10 fewer cees for or Pa 200 do 00 do 00 do 00 do 20 dog 20 dog 20 dog	DO dogs kept for breeding in a Dog Farm DO dogs kept for breeding in a Dog Farm DO dogs kept for breeding in a Dog Farm DO dogs kept for breeding in a Dog Farm dogs kept for breeding in a Dog Farm DO <b>Dogs Kept for Sale in Dog Farms or Pe</b> <b>Thereof</b> Ogs kept for sale in a Dog Farm or Pet gs kept for sale in a Dog Farm or Pet s kept for sale in a Dog Farm or Pet Shop s kept for sale in a Dog Farm or Pet Shop dogs kept for sale in a Dog Farm or Pet	Annually \$3,500 \$1,700 \$1,100 \$650 et Shops \$1,000 \$500 \$250 \$100 \$50

#### 4.2 Make Payment for New Group Dog Licence

SN	Step	Screenshot					
1a	For online payment:	HOME CHANGE PASSWORD ACCEPT CHANGE OF DOG OWNERSHIP PAYMENT × LOGOUT	r				
	(i) Login to PALS	Welcome to PALS	ad in a				
	(ii) Click on 'Payment' → 'Group Licence'	Dog Licence (Government)	rg				
	(iii) Click on the 'Payment' icon to pay for the particular premises	Search: Q Advanced Search	٦				
		Displaying: 1 - 1 of 1 Records	►				
	(iv) Click on the "Make	S/N PREMISES NAME* PREMISES ADDRESS* STATUS* ACTION					
	Payment" button to make payment.	1 Pet New Life Premise 23 SELETAR WEST FARMWAY 1, Singapore 798133 PENDING PAYMENT.					
	An acknowledgement page stating that your licence has been applied	The licence fee payable is summarized in the table below.					
	successfully will be	S/N PREMISES NAME PREMISES TYPE AMOUNT(\$)					
	displayed upon the	1 Pet New Life Premise Pet Farm (Breeder) \$650.00 (1 Year) •					
	completion of your online	Total: \$650.0/	0				
	payment.	You may make the payment for the above licence via the following methods.					
		Online payment with Payment via AXS terminals.					
		eNets, MasterCard or VISA You can download the payment invoice below.					
		Make Payment Invoice					
		Payment via online					

1b	For payment via AXS	The licence fee payable is summarized in the table below.				
	terminais:	S/N PREI	MISES NAME	PREMISES TYPE	AMOUNT(\$)	
	Click "Download	1 Pet M	New Life Premise	Pet Farm (Breeder)	\$650.00 (1 Yea	ar) 🔻
	Payment Invoice" to					Total: \$650.00
	download and print the		You may make	e the payment for the above licence v	ia the following methods.	
			Online payment with		Payment via AXS terminal	ls.
	You may key in the		enets, MasterCard or VISA	OR You car		/oice below.
	application number, or		Make Payment		Download Payment Invoice	
	use the printed invoice to					
	proceed to make the			Payment via A	XS	
	payment at any AXS	•	¢	Save As		×
	station.	HOME	🔄 🏵 🔹 ↑ 🚺 → This	5 PC → Downloads	✓ C Search Downlo	pads 🔎
		Appli	Organize 🔻 New folder	*		8= 🕶 🔞
	Т	Home	🔆 Favorites 🔲 Desktop	Name Tail Dog Licence DP000131Z.pdf	Date modified 21/4/2015 9:16 AM	Type Adobe Acrobat D
			Downloads	Statement of Declaration for HDB p Supportforcaregivers0f1c.pdf	20/4/2015 3:52 PM 7/4/2015 9:36 AM	Adobe Acrobat D Adobe Acrobat D
		FILL The Li	Nomegroup			
			🎼 This PC			
		S/N	📬 Network			
		1	File name: Paymer	t Notice 20150400100144.pdf		> 
			Save as type: Adobe	Acrobat Document		✓
			Hide Folders		Save	Cancel
				A UK	AXS	
			Make Payment		Download Payment Invoice	
			Dov	vnload Payment	Invoice	

#### 4.3 Download Group Dog Licence

SN	Step		Screenshot		
1	Click on 'My Premises' tab.	My Messages Dog List Premises Search: Q Advanced Search			
	Select and click on the 'Download Licence' icon.	Displaying: 1 - 1 of 1 Records	ords           PREMISES ADDRESS *         STATUS*         ACTIONS		
	<b>Note:</b> You can download the licence for premises with "valid" status only.	1 Pet New Life Premise	23 SELETAR WEST FARMWAY 1, Singapore 798133		
2	Depending on your browser settings: (i) The licence will be automatically saved into your computer; or	HOME PROFIL Welcome to My Messages My L	Image: Comparise Comparison Comparise Comparison Co		
	<ul><li>(ii) A "Save As" window will appear.</li><li>Save the licence into your desired file location for ease of retrieval.</li></ul>	Displaying: 1 - 2 of 2 F PHOTO DOG 1 Company Pepp	File name     Dog Lecence D90001312 (1) pdf     v       File name     Dog Lecence D90001312 (1) pdf     v       Save as type     Adobe Acrobat Document     v       W Hide Folders     Save     Cancel		

#### 4.4 View Notifications

SN	Step	Screenshot
1	Click on 'Home' or 'My Messages' tab.	HOME CHANGE PASSWORD ACCEPT CHANGE OF DOG OWNERSHIP PAYMENT V LOGOUT
		Welcome to PALS You are logged in as Hong Ah Soon Last login was on 20 Sep 2016
	message to view its	My Messages Dog List Premises
		Search: Q Advanced Search
		Displaying: 1 - 1 of 1 Records
		SN         SUBJECT         DATE/TIME           1         Organisation Account Created         20/09/2016 12:39:27 PM
<u> </u>	Click on the beak arrow	
2	to view the list of	HOME CHAN ID ACCEPT CHANGE OF DOG OWNERSHIP PAYMENT V LOGOUT
	messages.	Welcome to PALS You are logged in as Hong Ah Soon Last login was on 20 Sep 2016
		My Messages Dog List Premises
		- PALS 20/09/2016 12:39:27 PM
		(36 minutes ago)
		There House is before
		The Pedge account for WILLIAM GOH KENNEL has been successfully created.
		Filese log in the plan and given given the Logen ID and passwords below for registration of dogs at your premises under your group dog intence and to change dog ownerhights have overant. Login ID: 57765271Z
		UEN: 516596A Password: HBBV6#2M Plese change your password after your first login.
		This is a commute searched enail. Please do not real to this email

#### 5 Group Dog Licence Renewal

## 5.1 Group Dog Licence Renewal

SN	Step	Screenshot	
1a	For online payment:	HOME CHANGE PASSWORD ACCEPT CHANGE OF DOG OWNERSHIP PAYMENT V LOGOUT	
	(i) Login to PALS	Welcome to PALS	in a
	(ii) Click on 'Payment' → 'Group Licence'	Dog Licence (Government)	
	(iii) Click on the 'Payment' icon to pay for the particular premises	Search: Q Advanced Search Displaying: 1 - 1 of 1 Records	
	(iv) Click on the "Make Payment" button to make payment.	SN     PREMISES NAME*     PREMISES ADDRESS*     STATUS*     ACTIONS       1     Pet New Life Premise     23 SELETAR WEST FARMWAY 1, Singapore 798133     PENDING PAYMENT	
	An acknowledgement page stating that your licence has been applied	The licence fee payable is summarized in the table below.	
	successfully will be	S/N PREMISES NAME PREMISES TYPE AMOUNT(5)	
	displayed upon the	1 Pet New Life Premise Pet Farm (Breeder) \$650.00 (1 Year) •	
	completion of your online	Total: \$650.00	
	payment.	You may make the payment for the above licence via the following methods.	
		Online payment with Payment via AXS terminals.	
		evers, wastercard of visa rou can download the payment invoice below.	
		Make Payment Invoice	
		Payment via online	



## 6 Managing List of Dogs in Group Dog Licence

## 6.1 Add Dogs

SN	Step	Screenshot				
1	Click on 'Premises' tab.					
		My Messages Dog List Premises				
	Click on "Add Dogs"	Search:				
	button to add dogs to a	Displaying: 1 - 1 of 1 Records				
	particular premises	S/N PREMISES NAME* PREMISES ADDRESS* STATUS* ACTIONS				
		1 Pet New Life Premise 23 SELETAR WEST FARMWAY 1, Singapore 798133 VALD				
2	Click on "Add Dog"	Home > Premises > Add Dogs to Premises				
	button to enter the details	Premises Details				
	of one dog.	Premises Name Pet New Life Premise				
		Address Standard				
		Bik / House No. 23				
		Level				
		Unit No				
		Building Name				
		Street Name SELETAR WEST FARMWAY 1				
		Postal Code 798133				
		Add Dog				
		To add more than 5 dogs, please click on the Upload button at the bottom of the page.				
		List of Dogs to be Added				
		Previous Submit				
		Home > Premises > Add Dogs to Premises				
		Add Dogs 🗙				
		Dog Particulars				
	Enter the details of the	Microchipped in * Singapore				
	dog. Mandatory fields are	Microchip No * Microchip no: cannot be amended once				
	marked with a red	Suomited, Please check te true submiting.				
	asterisk (*).	Ser' O Ma				
		© nore ○ Female				
	Click "Add to list" to add	Breed *				
	the dog to the list.	Colour*				
		Estimated Date of Birth(ddimmiyyy)*				
		Dog obtained from*				
		© Pet Smp © Pet Farm © Reader				
		© Import © Chers				
		Sterilisation Status				
		If Dog is sterilised, please enter the name of the clinic and the sterilisation certificate number.				
		Sterilisation Statust  Ves Not Sterilised				
		Clear Add to List				

2	Click on "Add Dog"			
3	Click off Add Dog	Premises Details		
	button to add another	Premises Name	Pet New Life Premise	
	dog.	Address		
		Address	Standard	
		Bik / House No.	23	
	Click on the red cross if	Level		
	you wish to remove a	Unit No		
	dog that you just entered	Building Name		
	from the list	Street Name	SELETAD WEST FADMWAY 1	
		Portal Code		
	Click "Submit" to		/98133	
		Add Dog		
	proceea.	To add more than 5 dogs, please click on the Upload butt	on at the bottom of the page.	
		List of Dogs to be Added		
		Microchipped in	Singapore	
		Microchip No.	457729109562313	1
		Name of dog		1
		hance of dog		
		Sex	Male	
		Breed	AFGHAN HOUND CROSS	
		Colour	BLUE AND WHITE TABBY	
		Estimated Date of Birth		
		Dog obtained from	Others	
		Others (Please specify)	Others	
		Sterilised	Not Sterilised	
		Sterilised At		
		Sterilisation Date		
		Sterilisation Cert No		
		Previous Submit		
4	Verify the information			
	entered is correct.	Premises Details		
		Premises Name	Pet New Life Premise	
	Click "Novt" to proceed	Address	Standard	
	Click Next to proceed.	Bik / House No.	23 -NA-	
		Unit No	-NA-	
		Building Name	-NA-	
		Street Name	SELETAR WEST FARMWAY 1	
		Postal Code	798133	
		To add more than 5 dogs, please click on the Upload button at the bottom of the page	98.	
		List of Dogs to be Added		
		Microchipped in	Singapore	
		Microchip No.	457729109562313	
		Name of dog	-NA-	
		Sex	Mare AEGHAN HOUND CROSS	
		Breed Colour	BLUE AND WHITE TABBY	
		Estimated Date of Birth	-NA-	
		Dog obtained from	Others	
		Others (Please specify)	Others	
		Sterilised	Not Sterilised	
1		Back Next		

5	Read the declaration terms carefully. Click on the checkbox to indicate that you have read and understood the terms of the declaration. Click "Submit" to proceed.	Home > Premises > Add Dogs to Premises I,Hong Ah Soon, NRIC/Passport/FIN NO. S7765271Z_53163596A, declare that (1)All the information given is correct and true to the best of my knowledge. I am fully aware that the licence would be revoked and I will be prosecuted if a false declaration is made. I have read and understood the above declaration. Submit
6	An acknowledge page indicating that you have successfully added dogs to your group licence will be displayed.	Home > Premises > Add Dogs to Premises  You have successfully added dogs to Pet New Life Premise on 20/09/2016 at 18:52.

#### 6.2 Update Dog Details

This e-Service is for users who wish to update the details of dogs in a group licence. Use this e-Service to remove dogs from the group licence, and update the dog's location if it has been relocated to other premises of your company. An existing group breeding or retail licence has to be tagged to the company premises where the dog is kept.

Refer to <u>Section 7</u> on Change of Dog Licensee if the dog has been sold or given away to an individual or another company selling or breeding dogs.

SN	Step			Screens	hot		
1	Click on 'Premises' tab.						
		My Messages Dog List Pre	emises		Adversed Overset	1	
	Click on "Update" button	Se	arcn:		Advanced Search		
	to update the details of	Displaying: 1 - 1 of 1 Records					< >
	dogs in the particular	S/N PREMISES NAME *	PREMISES ADD	æss		STATUS 🗸	ACTIONS
	premises.	1 Pet New Life Premise	23 SELETAR WE	ST FARMWAY 1, Singapo	ore 798133	VALID	2 + 2
2	Click on "Update Dog"	Home > Premises > Update Premise	es Details				
	button to update the	Premises Details					
	details of dogs in the		Premises Na	Pet New Life Pre	mise		
	particular premises.		Postal C	ode 798133	Re	trieve	
			Addr	ess Standard			
			Blk / House	No 23			
			L	evel			
			Unit Building Na	No			
			Street Na	ame SELETAR WEST	FARMWAY 1		
		Update Dog	-11-1				
		List of Dogs to be Added	check on the optoad	button at the bottom of a	ie page.		
		Previous Submit					
	Click "Undate" to undate	Update Dogs					×
	the details of the	Search Options					
	particular dog, such as		Microchip	No. 88739280281983	1		
	premises where dog is		Na	me			
	kont		Bre	eed			
	Kept.		Date of B	irth From:			
	Click "Pomovo" to			To:			
	Click Relifive to						Search
	remove the dog from the						
	group licence.	Search Results					
		No. Microchip No	Name	Breed	Date of Birth	Action	
		1 887392802819831	Christy	COLLIE CROSS	12/12/2014	Update	Remove

	Note: Update "Premises"	Dog Details	
	if the dog has been	Microchipped in	Singapore     The second
	relocated to other	Microchio No	Overseas
	premises of your		887392802819831
	company (with a group	Premises*	Pet New Life Premise 🔻
	licence).	Name	Christy
	Refer to Section 7.3 if the	Sex*	Male © Female
	dog has been relocated	Breed	COLLIE CROSS T
	to another company	Colour*	CINNAMON
	selling or breeding dogs.	Estimated Date of Birth	
	0 0 0		12/12/2014
		Sterilisation Status	
	Click "Add to list" to add	Sterilisation Status*	Ves
	the dog to be updated to		Not Sterilised
	the list.		Clear Add to List
3	Click on "Update Dog"		
	button to update the	Premises Details	
	details of another dog.	Premises Name	Pet New Life Premise
		Posial Code	798133 Retrieve
	Click on the red cross if	Address	Standard
	you wish to remove a		23
	dog that you just entered	Unit No	
	from the list.	Building Name	
	Oliale "Outprait" to	Street Name	SELETAR WEST FARMWAY 1
	Click Submit to		
	proceed.	Update Dog	as at the battery of the name
		List of Dogs to be Added	on at the bottom of the page.
		Microchipped in	Singapore
		Microchip No	887392802819831
		Premise	Pet New Life Premise
		Name	Christy
		Sex	Female
		Colour	
		Estimated Date of Birth	12/12/2014
		Status	Active
		Sterilised	Not Sterilised
		Previous	

3	Verify the information	Premises Details		
	entered is correct.	Premises Name	Pet New Life Premise	
		Address	Standard	
	Click "Next" to proceed.	Blk / House No.	23	
	-	Level	-NA-	
		Unit No	-NA-	
		Building Name	-NA-	
		Street Name	SELETAR WEST FARMWAY 1	
		Postal Code	798133	
		To add more than 5 dogs, please click on the Upload button at the bottom of the page		
		List of Dogs to be Added		
		Microchipped in	Singapore	
		Microchip No.	457729109562313	
		Name of dog	-NA-	
		Sex	Male	
		Breed	AFGHAN HOUND CROSS	
		Colour	BLUE AND WHITE TABBY	
		Estimated Date of Birth	-NA-	
		Dog obtained from	Others	
		Others (Please specify)	Others	
		Sterilised	Not Sterilised	
		Back Next		
4	Read the declaration	Home > Premises > Add Dogs to Premises		
•	torms corofully	Hong Ab Soon NDIC/Decenart/EIN NO \$7766	57717 52152506A doctors that	
	terms carefully.	1, HONG AN SOON, INRIC/Passpon/FININO. S/163	5271Z_53165596A, decide triat	
		(1)All the information given is correct and true to	o the best of my knowledge. I am fully aware that the licence would	
	Click on the checkbox to	be revoked and I will be prosecuted if a false de	ectaration is made.	
	indicate that you have	I have read and understood the above deck	aration.	
	read and understood the			
	terms of the declaration	Submit		
	terms of the declaration.			
	Click "Submit" to			
	proceed			
-				
5	An acknowledge page	Home > Premises > Update Premises Details		
	indicating that you have	You have successfully undated the details for Dat New	/ Life Premise on 21/09/2016 at 12:40	
	successfully updated the	You have successfully updated the details for Pet New Life Premise on 21/09/2016 at 12.40.		
	details of the doos will be			
	displayed			
	uispiayeu.			
1				

#### 7. Change of Dog Licensee

#### 7.1 Initiate Change of Dog Licensee (To Individual)

SN	Step	Screenshot					
1	Click on 'My Licences'	My Messages Dog list Premises					
	tab.	Search: Q Advanced Search					
		Displaying: 1 - 10 of 10 Records					
	Select the dogs by	MICROCHIP NO, * NAME * BREED * COLOUR * GENDER * DATE OF PREMISE * ACTIONS BIRTH *					
	clicking the checkboxes.	887392802819871 COLLIE CROSS CINNAMON Female 12/12/2014 Pet New Life Premise					
		887392802829831 COLLIE CROSS CINNAMON Male 12/12/2014 Pet New Life Premise					
	Click on "Change Dog	887392802819861 COLLIE CROSS CINNAMON Female 12/12/2014 Pet New Life Premise					
	Licensee" button.	B87392802819841 COLLIE CROSS COPPER RED Female 12/12/2014 Pet New Life Premise					
		887392802819851 COLLIE CROSS CINNAMON Male 12/12/2014 Pet New Life Premise					
		887392802859831 COLLIE CROSS CINNAMON Female 12/12/2014 Premise					
		B87392802819931 COLLIE CROSS CINNAMON Female 12/12/2014 Premise					
		887392802819831 Christy COLLIE CROSS BLACK AND WHITE VAN Female 12/12/2014 Premise					
		B87392802819821 COLLIE CROSS CREAM TABBY AND Male 12/12/2014 Premise					
		457729109562313 AFGHAN HOUND BLUE AND WHITE Male Pet New Life CROSS TABBY Male Premise					
		Change Dog Ownenhip					
2	Click on Change	Home > Change Dog Ownership					
-	Licensee to individual	Page 1					
	Enter the new owner's						
	particulars. Mandatory	Change Ownership to Individual      Change Ownership to Organisation					
	fields are marked with	Name of Transferee *					
	red asterisk (*).	Mobile No. *					
		Email *					
		NRIC/FIN/Passport No. *					
		Date of Sale of Dog *					
	Select the 'Yes' button to	Microchipped in Singapore					
	indicate that you wish to	Microchip No. 887392802819871					
	change licensee of the	Sex Female					
	dog to the new applicant.						
		GINNAMUN					
	Click 'Submit' to						
	proceed	Confirm					
	P. 00000	Do you wish to change ownership of the dogs? *  Ves No					
		Submit					
L							

3	Verify the information	Home > Change Dog Ownership				
•	entered is correct	Transfer				
		Туре	Change Ownership to Individual			
		Name of Transferee	Richard Khoo			
	Click "Submit" to	Mobile No. Email				
	proceed.	NRIC/FIN/Passport No.				
		Date of Sale of Dog	21/09/2016			
		Microchipped in	Singapore			
		Microchip No.	887392802819871			
		Sex	Female COLLIE CROSS			
		Colour	CINNAMON			
		Do you wish to change ownership of the dogs?	Yes			
		Do you wan to change ownership of the dogs:				
		Back Submit				
1	Read the Pet Purchase	Pet Purchase Declaration				
4	Dederation and aback	Information for the pet retailer				
		The Agri-Food & Veterinary Authority (AVA) requires the pet retailer and custome retailer has complied with the following when selling a pet:	er to complete this Pet Purchase Declaration as proof that the pet			
	the checkboxes at the	1. Ensured that the customer is 16 years and above of age;				
	bottom of the page.	<ol> <li>Done a pre-sales screening of the customer according to the 'Pre-sales' screeners.</li> <li>Provided relevant pet care and pet ownership information, including regulatory</li> </ol>	ning checklist below; requirements.			
		The information provided in this Pet Purchase Declaration is confidential and will only be used by AVA for verification and auditing purposes.				
	The customer will also	Pre-Sale Screening of the Customer 1. I have checked on the customer's pet ownership history and that he/she is aware of the responsibilities of a pet owner. 2. I have shared with the customer the option of adopting a dog rather than buying one.				
	be required to complete	3. Where the customer has not owned a dog before, I have checked if the customer has researched about keeping a dog. If he/she has not done the research, I have done my due diligence in building awareness in him/her on the responsibilities of a dog owner.				
	the online Pet Purchase	<ol> <li>I have shared with the customer on any inherited traits/disorders of the breed of dog that heishe is thinking of purchasing.</li> <li>I have referred the customer to AVAs list of licensed vet centres for him/her to bring the dog to if it is ill.</li> <li>I have informed the customer that a pet is for life.</li> </ol>				
	Declaration when he/she	<ul> <li>o. I nave informed the customer that a pet is for line.</li> <li>7. I am satisfied that this customer has considered carefully on his/her decision to buy a dog, and that he/she is able and willing to take care of a dog.</li> </ul>				
	accepts the change of	Customer Education (information to be provided to the customer) 1. The type of food the dog eats 2. The around of food the dog eats				
	dog licensee from you.	2. The amount of tood the dog eats 3. The frequency of feeding 4. The amount of water the dog requires				
		5. The amount of space the dog requires     6. The amount of exercise the dog requires     7. The amount of rest the dog requires				
		<ol> <li>The grooming requirements of the dog</li> <li>The healthcare needs of the dog (including vaccination and deworming)</li> </ol>				
		<ol> <li>The signs the dog will exhibit when it is not wen and will require veterinary att 11. How to toilet train the dog</li> <li>Attending dog obedience training with the dog</li> </ol>	enuon			
		13. Licensing requirements for the dog				
		Verified the particulars of the customer against his/her NRIC/FIN/Passport				
		<ul> <li>Done pre-sale screening according to the pre-sale screening checklist</li> <li>Provided the customer with all the information according to the customer ed</li> </ul>	ucation checklist			
		Submit				
F						
5	An acknowledge page	Home > Change Dog Ownership				
	Indicating that you have	Your change of dog ownership request has been conveyed to the inten	ded recipient. You will be notified when your change of dog			
	successfully submitted	<ul> <li>ownersnip is approved or rejected.</li> </ul>				
	the change of dog					
	licensee request will be					
	displayed.					
6	The new dog owner will	Dear Sam,				
	receive a notification					
	containing the reference	A request to change a dog's license	e to you has been initiated.			
	number to accent/reject	Place log in to DALS at pole ave gov og and go to a Sandara t				
	the change of dog	Please log in to PALS at pais.avs.gov.sg and go to e-Services >				
		Accept Change Dog Licensee to accept or reject the change				
		request by 14/10/2016.				
	You will be patified of the	Reference Number: 1FD1WRG4570	ۏ			
	TOU WILL DE NOUTLED OF THE					
	outcome when the new	*************				
	owner accepts or rejects	This is a computer generated email.	Please do not reply to this			
	the request.	email.				

## 7.2 Accept Change of Dog Licensee (By Individual)

1 Go to AVS PALS	
website:	.s
https://pals.avs.gov.sg	>
Login with PALS Account	
For users with	<u> </u>
SingPass: Click on Renew Licence without L	.ogin 🗲
"Login with SingPass".	TIONS
Agencies	eniment
For users without	>
SingPass: Click on to manage your dog licence(s).	>
"Create new profile"	
LICENSEE . Welcome to PA	You ar Last login v
Kenew Libence	
My Messages My Licences Update Licence	
Download Licence	
Cancel Licence	
My Messages show you a summary of notifications sent to you. For transactions, please go to e-Service, My Licenc 3 Keyy in reference number	es or My Applicat
that you received via	
email / SMS to accept	etrieve
the change of dog	1
licensee. Click on	
Retrieve.	
Confirm	
Click "Yes" to confirm Please confirm if you wish to accept this dog transfer?	
that you wish to accept	
the change of dog Dog Owner Particular	
licensee. Name of Licensee triv	
Complete the details for:	
Unit No. 11	
(i) "Address (where Building Name	
dog is kept)".	
Address (where dog is kept)	
(Select and click on the Postal Code * Retree	e
CNECKDOX INDICATING	_
Same as Dog owner in Bik / House No. *	
indicated under the Dog	
Owner Particulars)	
Type of Residence * _Please Select-	
Mandatory fields are	
marked with red asterisk	
Click 'Next' to proceed.	

4	Update sterilisation	Sterilisation Status				
-	status, if applicable.	Sterilised * O Yes O No				
	Select licence type.	Licence Type Selection		2	2	Con Mars Harris
		Dog Below 5 Months Old	1-year ticence \$15.00 (\$13.50)	z-year licence N.A.	3-year ticence N.A.	N.A.
	Click "Submit" to	Sterilised Dog	\$15.00 (\$13.50) \$90.00 (\$81.00)	\$25.00 (\$22.50) \$165.00 (\$148.50)	N.A. \$230.00 (\$207.00)	\$35.00 (\$31.50)
		4th or Subsequent Dog	\$180.00 (\$162.00)	\$325.00 (\$292.50)	\$460.00 (\$414.00)	\$460.00 (\$414.00)
	proceed.	* Fees with 10% rebate for payment	t made via electronic paymen	nt platforms i,e, GIRO, online	or AXS stations are indicat	ed in (brackets).
		Please select the licence type (1-ye	ar, 2-year or 3-year/One-time	e) that you wish to apply for.		
		The multi-year licence fees indicate	ed below includes a 10% rebai	te for online, AXS and GIRO pa	yment only.	
		For dogs tess than 5 months or age,	Licence Type +			
			Total Amount	Please select-	Ŷ	
			otta vanodnit 0	.00	_	
		<ul> <li>I understand that:</li> </ul>				antanting during the
		<ul> <li>The default ticence type for the next renewal;</li> <li>No refund will be given after li</li> </ul>	icence is paid.	ron my above selection, and r	witt be able to change my	selection during the
		Previous Submit				
5	Lipload the required					You are logged in a
3	supporting documents	Application for Update Dog	Details			Last login was on '
	(whore relevant)	Home > Licence > Application	for Update Dog Details			
	(where relevant).	(B)	-> (	> 🕝	>	)> (=)
	Click "Novt" to proceed	FILL IN APPLICATION UP	LOAD DOCUMENTS	CONFIRM	SUBMI	T MAKE PAYMENT
	Click Next to proceed.					
		1	Dog Photo * : Browse	e Files (Only support file t	ype: jpeg.jpg.png)	
		Back Next				
		The following ta	ble list the	supporting	documen	its to be
		uploaded based	d on the va	rious applic	ation crite	eria.
		Application Cr	torio			
	Note: For owners of a	Application Ch	liena	Supp	borting Do	cuments
	Specified Dog, you are	Breed of dog		● In	surance F	Policy
	not required to upload	-Specified Dog	s or their			un ante a
	any documents at this	crosses		• Ba	anker's Gl	larantee
	point of licence			• 0	bedience	Training
	application.			C	ertificate	
		Dog is adopted	d from an	A\A/C		
	The respective deadlines	Animal Wolfar	a Group			Document
	for the documents to be		e Gloup			
	submitted after the	(AVVG)				
	liconco is approved are					
		Dog is importe	d	Impo	ort Permit	
	as ionows.					
		Dog is sterilise	ed	Vete	rinarian S	terilisation
	a) 4 weeks: Insurance	_		Certi	ficate. Ve	t
	Policy and Banker's			Ever	nination I	ottor or
	Guarantee.			Exar		
	b) 10 weeks: Obedience			Vaco	cination Ca	ard with
	Training Certificate			steri	isation sta	atus
				displ	aved	
	Visit avs.gov.sg for more			a.opi		
	information on Specified	Licensee is a c	diplomat			-
	dog breeds and the		apioniai	• M	FA ID car	a
	additional licensing			• Co	opy of pas	sport
	conditions					-
1		1				

6	Verify the details you	Licence Type Selection						
•		Licence Type	1-year licence	2-year licence	3-year licence	One-time licence		
	nave entered are correct.	Dog Below 5 Months Old	\$15.00 (\$13.50)	N.A.	N.A.	N.A.		
		Sterilised Dog	\$15.00 (\$13.50)	\$25.00 (\$22.50)	N.A.	\$35.00 (\$31.50)		
	Click "Next" to proceed	Non-Sterilised Dog	\$90.00 (\$81.00)	\$165.00 (\$148.50)	\$230.00 (\$207.00)	N.A.		
	Olick Next to proceed.	4th or Subsequent Dog	\$180.00 (\$162.00)	\$325.00 (\$292.50)	\$460.00 (\$414.00)	\$460.00 (\$414.00)		
		* Fees with 10% rebate for payment me	de via electronic payment platfor	ms i,e, GIRO, online or AXS sta	ions are indicated in (brackets)	"for sterilised dogs only		
		Please select the licence type /1-year	-vear or 3-vear/One-time) that v	u wish to apply for				
		The script uses listen for a ladiested by	louis of o your one unity that y					
		The multi-year icence lees indicated bi	now includes a 10% repaire for or	line, AAS and GIRO payment of	ny.			
		For dogs less than 5 months of age, yo	u can only apply for a 1-year lice	108.				
			Licence Type 1-	year				
			Total Amount \$1	3.50				
		I understand that:						
		<ul> <li>The default licence type for the network of the second will be given after licence.</li> </ul>	• The default licence type for the next renewal will be based on my above selection, and I will be able to change my selection during the next renewal;					
		<ul> <li>No retaild will be given alter iden</li> </ul>	ce le para.					
		Back Nex						
7	Read the Pet Purchase							
	De ala rectiere avail Det	Pet Purchase Declaration	on					
	Declaration and Pet	Information for the cus	tomer					
Owner Declaration The Agril-Food & Veterinary Authority (AVA) requires the p					tailer and custome	r to complete this		
	carefully and check the	Pet Purchase Declaratio	on as proof that the p	et retailer has comp	lied with the follow	ving when selling a		
	checkboxee at the	pet: 1. Ensured that the cus	tomer is 16 years an	d above of age;				
	checkboxes at the	<ol> <li>Done a pre-sale scree</li> <li>Provided relevant pe</li> </ol>	ening of the custome t care and pet owne	r according to the 'I ship information, in	Pre-sale Screening C cluding regulatory	hecklisť below; requirements.		
	bottom of the page.		energi egalatori y					
		for verification and aud	iting purposes.	se Declaration is con	indential and will or	lly be used by AVA		
		Verification by the cust	omer					
		D I verify that the retailer has:						
	Select the checkbox to	Done pre-sale s	creening by asking r	elevant questions ar	nd sharing informat	ion to build		
	indicate that you have	awareness on the options available for getting a dog, besides buying, and the responsibilities of being a dog owner;						
		<ul> <li>Given me the d</li> <li>Provided me w</li> </ul>	og's vaccination care	i; rmation on dog car	and ownership:			
	read and understood the	1. The type of	food the dog eats		and ownership.			
	terms of the declaration	2. The amoun	t of food the dog eat	s				
		<ol> <li>The freque</li> <li>The amoun</li> </ol>	ncy of feeding t of water the dog re	quires				
		5. The amoun	t of space the dog re	quires				
		<ol> <li>The amoun</li> <li>The amoun</li> </ol>	t of exercise the dog t of rest the dog rea	requires uires				
		8. The groomi	ng requirements of	the dog				
	Click "Submit" to	<ol> <li>The health</li> <li>The signs the</li> </ol>	are needs of the do ne dog will exhibit wi	g (including vaccinat hen it is not well and	ion and deworming will require veteri	;) narv attention		
		11. How to toil	et train the dog			,		
	proceed.	12. Attending o 13. Licensing re	log obedience trainii quirements for the	ng with the dog dog				
	•							
		Submit						
			Dot Duro	basa Dadi	aration			
			FELFUIC					
		HOME PROF	RVICE V LOG	оυт				
		Accept Change Of Dog	Ownership			You are logged in as titi		
		Home > Licence > Acces	Change Of Dog Ownership			Last login was on 04 Jan 2016		
			change of bog owner mip					
		(B)	>	> 💽	> (1)			
		FILL IN APPLICATION	UPLOAD DOCUMENTS	CONFIRM	SUBMIT	>		
						MAKE PAYMENT		
		I, titi, NRIC No. S8342457E	, declare that					
		(1) I am aware that under the allowed in HDB flats). Any H	e Housing & Development (An IDB lessee who contravenes th	mals) Rules, only one (1) dog e Rules is guilty of an offence	of an approved breed can be and on conviction, can be fine	kept in the flat (see breeds td up to a maximum of \$4,000/-		
		<ul> <li>(2) I also understand that an</li> <li>(3) I have read and underst</li> <li>(4) All the information given</li> </ul>	by fee paid for a licence is non- bod the notes to applicants.	refundable.	are that the linease would be	raveled and I will be		
		(1) All the information given prosecuted if a false declara	ation is made.	a my knowledge. I am tully aw	are utat the licence would be	revorida and i will De		
		* Dogs are not allowed to b for you to keep the dog at the	e kept in HDB commercial and he stated premises. It is your re-	ndustrial premises. This dog li sponsibility to ensure that you	cence is solely for licensing p are allowed by HDB to keep t	urposes and is not an approval he dog in the registered		
		Premises, as stated in your	ood the above declaration					
		Submit						
				<b>_</b> .				
		Pet Owner Declaration						





9	The previous licensee will be notified of the outcome when you have accepted the change of dog licensee.	My Messages My Licences My Applications  Successful Change of Dog Ownership
		Dear MS Triveni,         Your change of dog ownership request has been accepted by titi. The change of ownership of licence no DP000464P is successful.         Image: Computer generated email. Please do not reply to this email.

7.3	Initiate	Change	of Doa	Licensee	(To Ord	anisation)
		•			$(\cdot \circ \circ \cdot)$	jan

SN	Step	Screenshot				
1	Click on 'My Licences' tab.	My Messages Dog list Premises Search:				
	Soloct the deas by	Displaying: 1 - 10 of 10 Records				
	clicking the checkboxes.	BRTH= B87392802819871 COLLIE CROSS CINNAMON Female 12/12/2014 Pet New Life Premise				
	You can select multiple	B87392802829831 COLLIE CROSS CINNAMON Male 12/12/2014 Pet New Life Premise				
	change licensee to a	87392802819861 COLLIE CROSS CINNAMON Female 12/12/2014 Pet New Life     87392802819861 COLLIE CROSS CODERE PED Emails assamed. Pet New Life				
	particular organisation.	Borroszeszenset, Could cross Cinnak (12) (22014 Premise     Borroszeszenset, Could cross Cinnak (12) (22014 Premise     Premise (12) (22014 P				
	Click on "Change Dog	887392802859831 COLLIE CROSS CINNAMON Female 12/12/2014 Pet New Life Premise				
	Licensee" button.	B87392802819931     COLLIE CROSS     CINNAMON     Female     12/12/2014     Pet New Life     Pet New Life     Pet New Life				
		BOY352602019031 CITIBIY COLLIE CROSS BLOCK AND WITH E WAY PETIABE 12/12/2014 Premise     BOY352602819631 COLLIE CROSS CREATING AND Male 12/12/2014 Pet New Life     Pet New Life     Petrose				
		457729109562313 AFGHAN HOUND BLUE AND WHITE Male Pet New Life CROSS TABBY HABY				
2	2     Click on Change       Licensee to     Home > Change Dog Ownership       Organisation.     Transfer					
	Enter the new owner's particulars. Mandatory fields are marked with	Type * Change Ownership to Individual Change Ownership to Organisation Organisation Name * -Please Select-				
	red asterisk ( * ).	Premises Name *Please Select-				
		Microchipped in Singapore				
	Select the 'Yes' button to	Sex Female				
	change licensee of the	Coluie Cross				
	dog to the new owner.	Citation				
	Click 'Submit' to proceed.	Confirm Do you wish to change ownership of the dogs? *  Ves No Submit				

3	Verify the information	Home > Change Dog Ownership			
•	entered is correct	ered is correct			
		Transfer			
	Click "Submit" to proceed.	Type Change Ownership to Organisation			
		Organisation Name sky_org_1			
		Premises Name Pet Shop			
		Microchipped in Singapore			
		Microchip No. 457729109562313			
		Sex Male			
		Breed AFGHAN HOUND CROSS			
		Colour BLUE AND WHITE TABBY			
		Confirm			
		Do you wish to change ownership of the dogs? Yes			
		Back Submit			
4	An acknowledge page	Home > Change Dog Ownership			
	indicating that you have	Vaur change of dea supporting request has been conveyed to the intended recipient. You will be notified when your change of dea			
	successfully submitted	<ul> <li>Your change of dog ownership request has been conveyed to the intended recipient. You will be notified when your change of dog ownership is approved or rejected.</li> </ul>			
	the change of dog				
	displayed				
5	The new dog owner will	Dear Sam,			
	receive a notification				
	containing the reference	A request to change a dog's licensee to you has been initiated.			
	number to accept/reject	Please log in to PALS at pals.avs.gov.sg and go to e-Services >			
	the change of dog	Accept Change Dog Licensee to accept or reject the change			
		request by 14/10/2016.			
	You will be notified of the	Reference Number: 1FD1WRG45/G			
	outcome when the new	*****			
	owner accepts or rejects	This is a computer generated email. Please do not reply to this			
	the request.	email.			
		I			

## 7.4 Accept Change of Dog Licensee (By Organisation)

SN	Step	Screenshot			
1	Click on 'e-Service' →				
	'Accept Change Dog Licensee'.	HOME CHANGE PASSWORD ACCEPT CHANGE OF DOG OWNERSHIP PAYMENT - LOGOUT			
		Welcome to PALS You are log Last login			
		My Messages Dog List Premises			
		Search: Q Advanced Search			
2	Key in the reference number that you	Transfer Ref Number			
	received to accept/reject the change of dog	Change of Dog Ownership Ref Number * F9LKOY86			
	licensee. Click on Retrieve.	Organisation Name TOP RPEED TRADING CO			
	Click "Yes" to confirm				
	that you wish to accept	Transfer Microchipped in Singapore			
	the change of dog	Microchip No. 674906289303123			
		Sex Female			
		Breed BEAUCERON CROSS			
		Colour BEIGE GREY			
		No No			
		Submit			
		Transferer			
	Select the premises (within your company)	Organisation Name TOP BREED TRADING CO			
	where you will be	Transfer			
		Microchipped in Singapore			
	Click 'Next' to proceed.	Microchip No. 674906289303123			
		Breed BEAUCERON CROSS			
		Colour BEIGE GREY			
		Accept Change of Dog Ownership? *   Ves  No			
		Premises * Pet New Life Premise			
		Submit			

5	Verify the details you	Home > Accept Change of Dog Ownership			
	have entered are correct.	Transfer Ref Number			
	Click "Next" to proceed.	Change of Dog Ownership Ref Number F9LKOY86			
		Transferer			
		Organisation Name TOP BREED TRADING CO			
		_Transfer			
		Microchipped in Singapore			
		Microchip No. 674906289303123			
		Sex Female			
		Breed BEAUCERON CROSS			
		Colour BEIGE GREY			
		Accept Change of Dog Ownership? Yes			
		Premises Pet New Life Premise			
		Back Next			
6	An acknowledge page	Accept Change Of Dog Ownership	You Last login		
	successfully accepted the change of dog licensee request will be	Home > Licence > Accept Change Of Dog Ownership			
		✓ Your licence application is successful. You can view, download and print the licence in the My Licences section. Application No.:2016010000932			
	displayed.				
	The previous licensee will be notified of the outcome when you have accepted the change of dog licensee.				