

**LICENSING CRITERIA FOR CAT II MEs  
(With effect from 1 June 2009)**

**CRITERIA FOR APPLICANT**

- 1 To apply for a massage establishment (ME) licence to provide massage, manicure, chiropody, light, electric, vapour or other baths or other similar treatment, the applicant must fulfill the following criteria:
  - (a) be at least 21 years old at the time of application;
  - (b) be a fit and proper person e.g. free from criminal records and vice-related; and
  - (c) for a foreigner, he must hold a valid work permit or employment pass.

**CRITERIA FOR COMPANY/ ESTABLISHMENT**

- 2 The company/ establishment must have at least 50%<sup>1</sup> (*new*) of its therapists and/ or masseuses have any of the following professional qualifications:
  - (i) Comite International D'esthetique Et de Cosmetologie (CIDESCO) International Beauty Diploma;
  - (ii) Confederation of International Beauty Therapy and Cosmetology (CIBTAC) Aesthetic Diploma for Face;
  - (iii) CIBTAC Body Massage Diploma and CIBTAC Anatomy & Physiology Diploma;
  - (iv) CIBTAC Spa Therapy Diploma;
  - (v) International Therapy Examination Council (ITEC) Beauty Specialist Diploma [previously known as Aestheticienne Diploma (Facial Therapy)];
  - (vi) ITEC Holistic Massage Diploma [previously known as Diploma in Anatomy and Physiology and Massage];
  - (vii) National Skills Recognition System (NSRS) Skills Standards Package 1
    - Provide full-body massage with oil;
    - Provide full-body massage without oil;
    - Perform manicure/pedicure; and
    - Perform face treatment.
  - (viii) NSRS Skills Standards Package 2
    - Perform manicure/pedicure;
    - Perform face treatment;
    - Provide full body-massage without oil; and
    - Perform Swedish massage.

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<sup>1</sup> A Category II massage establishment, whose massage establishment licences were first issued before 1 June 2009, will have:

- (i) to obtain 20% certified masseuses/therapists in 2009;
- (ii) to obtain 40% certified masseuses/therapists in 2010; and
- (iii) to obtain 50% certified masseuses/therapists in 2011 onwards, for successful licence renewal.

- (ix) National Institute of Technical Education Certificate (NITEC) in Spa and Aesthetic Therapy; or
- (x) Singapore Workforce Skills Qualifications (WSQ) for the Spa Sector (which includes MEs) under the Tourism WSQ Framework (*new*).

### **PREMISES**

- 3 The massage establishment should be situated away from residential areas, hospitals, schools and places of worship. HDB residential areas including HDB commercial complexes are also not permissible.
- 4 Examples of premises that are considered suitable are shopping or commercial complexes and hotels.
- 5 The existence of MEs in the vicinity of a proposed location does not automatically indicate that the ME licence application would be approved as Police takes other factors such as the law and order situation into consideration when assessing the application.
- 6 Approval must be obtained from the relevant authorities such as URA, HDB and FSSD and submitted to the Police Licensing Division before the application for a ME licence can be approved.  
**(Please note that approvals from these authorities do not guarantee the approval of a ME licence and that the FSSD Building Plan Reference Number can be submitted after an in-principal approval has been granted to operate a massage establishment at the proposed location. In addition, sunk investments will not be regarded as grounds for a licence to be granted. Hence, applicants are advised to consider the financial commitment to their business carefully if a licence has yet been granted.)**
- 7 If in doubt, the applicant is advised to write in to Police Licensing Division to enquire on whether a massage establishment licence can be issued to the proposed location. The letter should be addressed to: OC General Licensing Unit, Blk D 391 New Bridge Road #02-701 Police Cantonment Complex Singapore 088762.

### **LAYOUT**

- 8 If the massage establishment caters to both male and female customers, there must be clear segregation of male and female areas within the establishment e.g. separate entrances, facilities, treatment and massage rooms.
- 9 There must be no locking device for the doors of the massage or treatment rooms.
- 10 There must be no warning device that could be used to alert the staff of the arrival of enforcement officers.

- 11 All rooms shall be numbered and the numbering should be shown on the layout plan.
- 12 Rooms used by staff e.g. rest-room and office, should have proper signages with a 'No Entry' sign to prevent unauthorized entry by customers.
- 13 Rooms for massage must be clear of permanent or temporary objects or structures, such as paintings or screens, so that there is a clear view of the rooms when the doors are opened.

### **APPLICATION PROCEDURE**

- 14 The applicant is required to submit the following to the Licensing Officer within 5 working days from the date of submission of the application:
  - (a) A letter of no objection from the building management (In the absence of a building management, a letter of no objection from the landlord is to be submitted);
  - (b) A list of particulars (include Name, NRIC/ FIN No., Post and certificate attained, if any) of all the employees (refer to **Appendix 1 to Annex B**) (*new*);
  - (c) A copy of the therapists'/ masseuses' training certificates which are recognised by the Police Licensing Division (*new*);

Documents (a) to (c) must be submitted together with the application via OBLIS or sent by fax or post together with the acknowledgement page generated by OBLIS to the following address, within 5 working days:

Police Licensing Division  
391 New Bridge Road #02-701  
Police Cantonment Complex  
Singapore 088762  
Fax: 6538 6647

Application ID No:

**LIST OF THERAPISTS AND MASSEUSES  
EMPLOYED BY THE ESTABLISHMENT**

<b>S/N</b>	<b>Name of therapist/ masseuse</b>	<b>NRIC / FIN No.</b>	<b>Nationality</b>	<b>Recognised Certificate(s) [Please see Para 1 (i) to (x)]</b>

**LIST OF OTHER EMPLOYEES OF THE ESTABLISHMENT  
(EXCLUDING THERAPISTS AND MASSEUSES)**

<b>S/N</b>	<b>Name of employee</b>	<b>Job Title</b>	<b>NRIC / FIN No.</b>	<b>Nationality</b>