

**LICENSING CRITERIA FOR CAT I 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 and vice-related records; and
 - (c) for a foreigner, he must hold a valid work permit or employment pass.

CRITERIA FOR COMPANY/ ESTABLISHMENT

- 2 The company/ establishment must fulfill the following veto criteria and at least 1 out of 2 of the non-veto criteria (*new*):

Veto Criteria (To fulfill requirements (a) to (d))

- (a) Capital investment of at least \$50,000 in renovation, asset or rental costs (*new*);
- (b) at least 80%¹ (*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.

¹ A Category I massage establishment, whose massage establishment licences were first issued before 1 June 2009, will have:

- (i) to maintain 50% certified masseuses/therapists in 2009;
- (ii) to obtain 60% certified masseuses/therapists in 2010;
- (iii) to obtain 70% certified masseuses/therapists in 2011; and
- (iv) to obtain 80% certified masseuses/therapists in 2012 onwards, for successful licence renewal.

- (viii) NSRS Skills Standards Package 2
 - Perform manicure/pedicure;
 - Perform face treatment;
 - Provide full body-massage without oil; and
 - Perform Swedish massage.
- (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*).

(c) Accreditation by CaseTrust (*new*).

(d) Company-issued uniforms for its staff;

Non-Veto Criteria (To fulfill at least 1)

(a) At least 100m² of floor area (*new*)

(b) Minimum of 2-year lease (*new*)

PREMISES

- 3 Permitted premises include shophouses, HDB neighbourhood centres, private shopping centres, commercial complexes and hotels.
- 4 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.)

LAYOUT

- 5 There must be no locking device for the doors of the massage or treatment room.
- 6 There must be no warning device that could be used to alert the staff of the arrival of enforcement officers.
- 7 All rooms shall be numbered and the numbering should be shown on the layout plan.
- 8 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.

- 9 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

- 10 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 the renovation/asset/rental costs invested together with the respective documentary proof (for example, renovation receipts, receipts of payment and other related document) (refer to **Appendix 1 to Annex A**) (*new*);
 - (c) A list of particulars (include Name, NRIC/ FIN No., Post and certificate attained, if any) of all the employees (refer to **Appendix 2 to Annex A**);
 - (d) A copy of the therapists'/ masseuses' training certificates which are recognised by the Police Licensing Division;
 - (e) A documentary proof of the establishment being accredited by CaseTrust (*new*);
 - (f) Photograph(s) showing the front, side and rear view of the staff uniform;
 - (g) Floor plan of the establishment stating the total floor area (*new*); and
 - (h) Tenancy agreement with the landlord for the premises use stating the length of lease or Certificates of Title or Land Deed (where applicable) (*new*).

Documents (a) to (h) 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

Note:

- Category II licensee who wishes to upgrade their licence to Category I need not apply for a fresh licence. The licensee is required to apply for an upgrade of licence category and submit document (b) to (h).
- If there is a change in the layout, please notify Licensing Division on the new FSSD Building Plan Reference No. via OBLIS without delay.

MORE LIBERAL CONDITIONS FOR CATEGORY I MEs

- 11 Unlike Category II massage establishments, Category I massage establishment may be granted more liberal conditions such as:
- (a) Unrestricted operating hours;
 - (b) Serving of alcohol;
 - (c) Admission of customers regardless of their age;
 - (d) HDB neighbourhood centres; and
 - (e) Employment of foreign masseuses/ therapists.

Application ID No:

LIST OF THE RENOVATION/ASSET COSTS

(To attach respective documentary proof such as renovation receipts, receipts of payment and other related document)

S/N	Receipt No	Date of Receipt	Item Descriptions	Amount (\$)	Remarks (if any)
Total costs					

