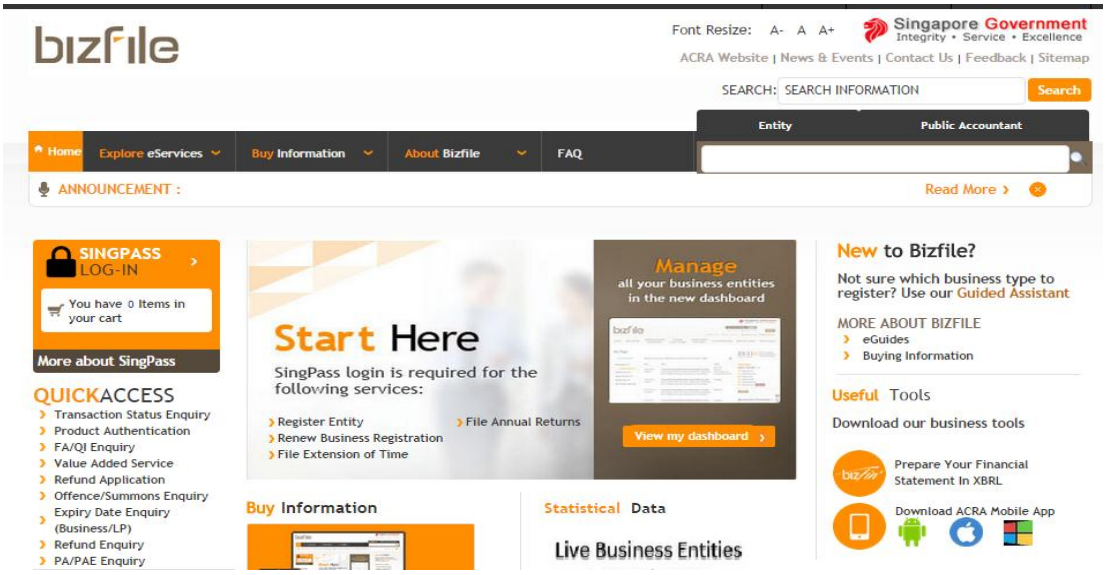
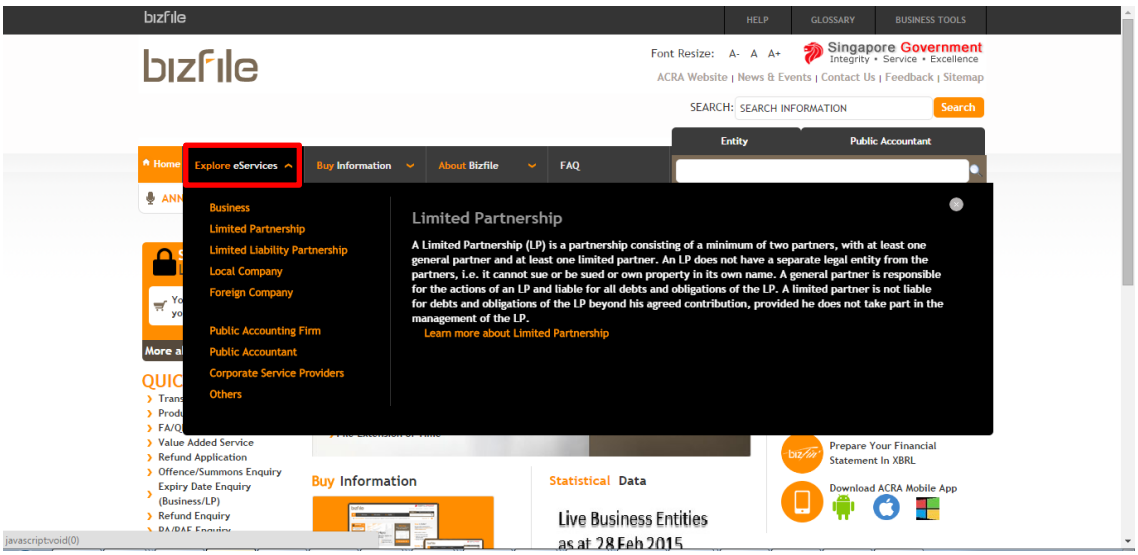
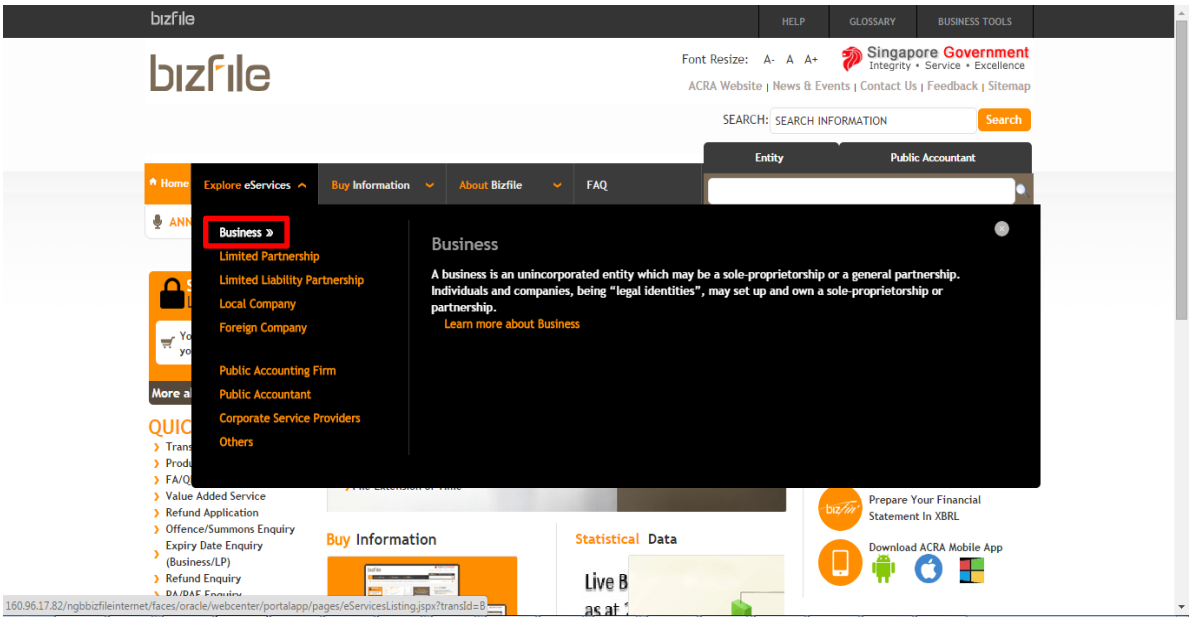
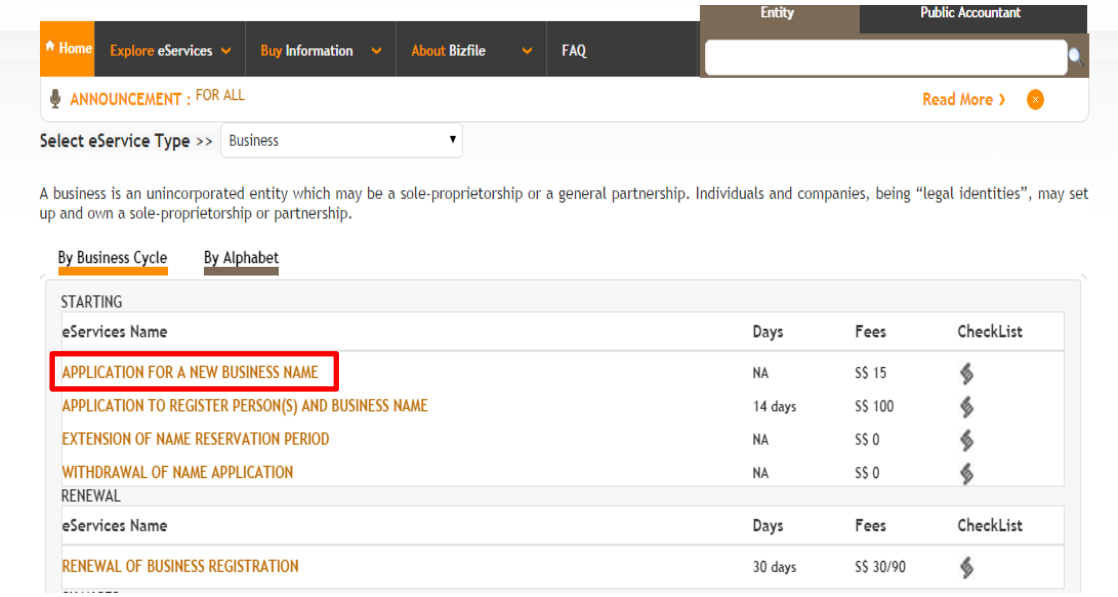
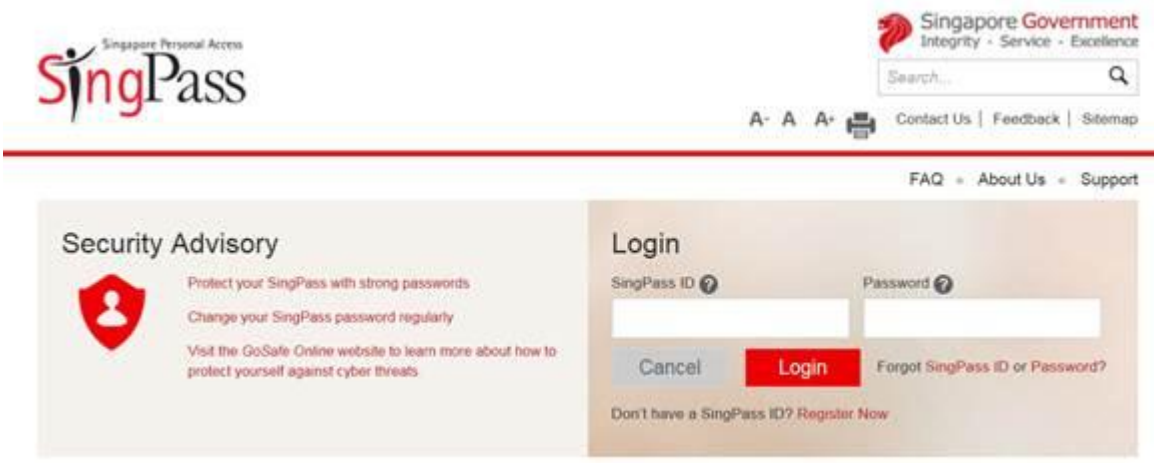
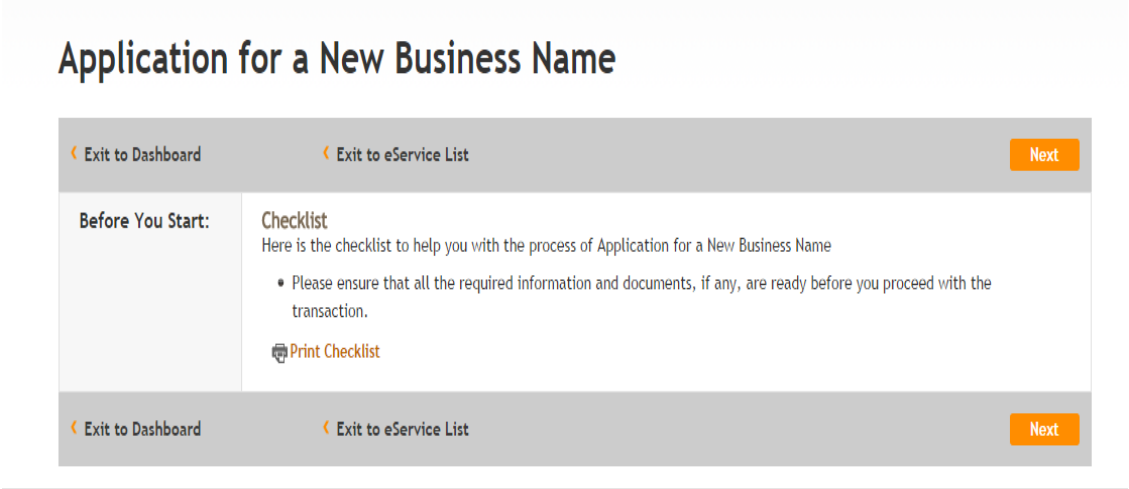
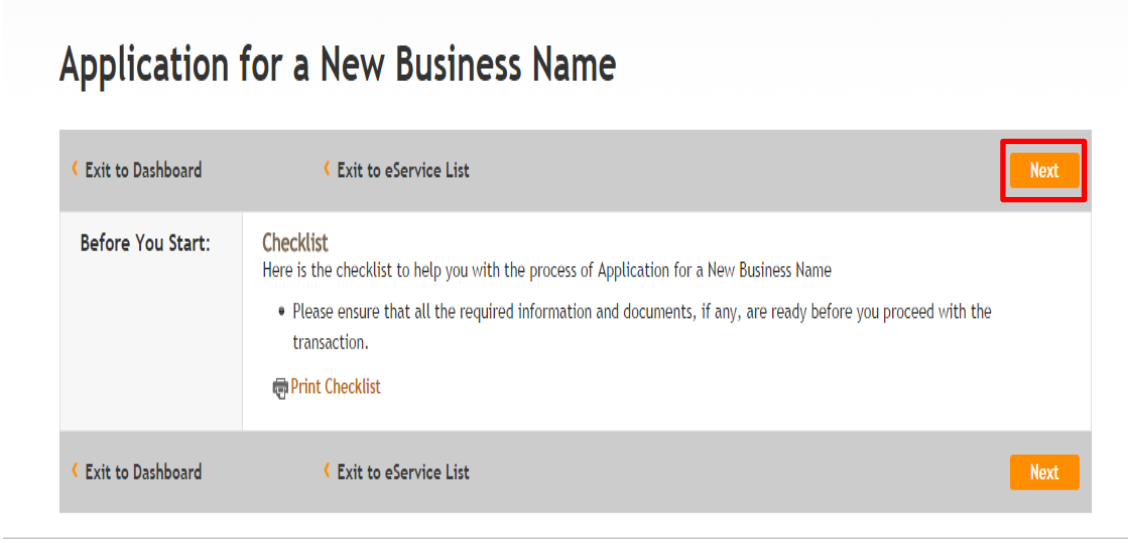
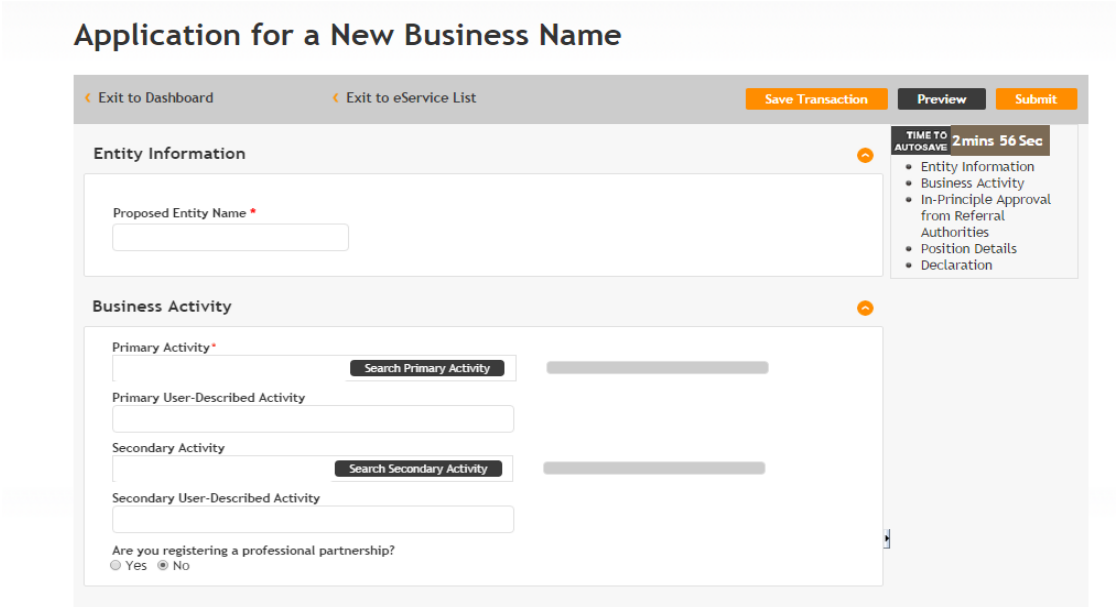
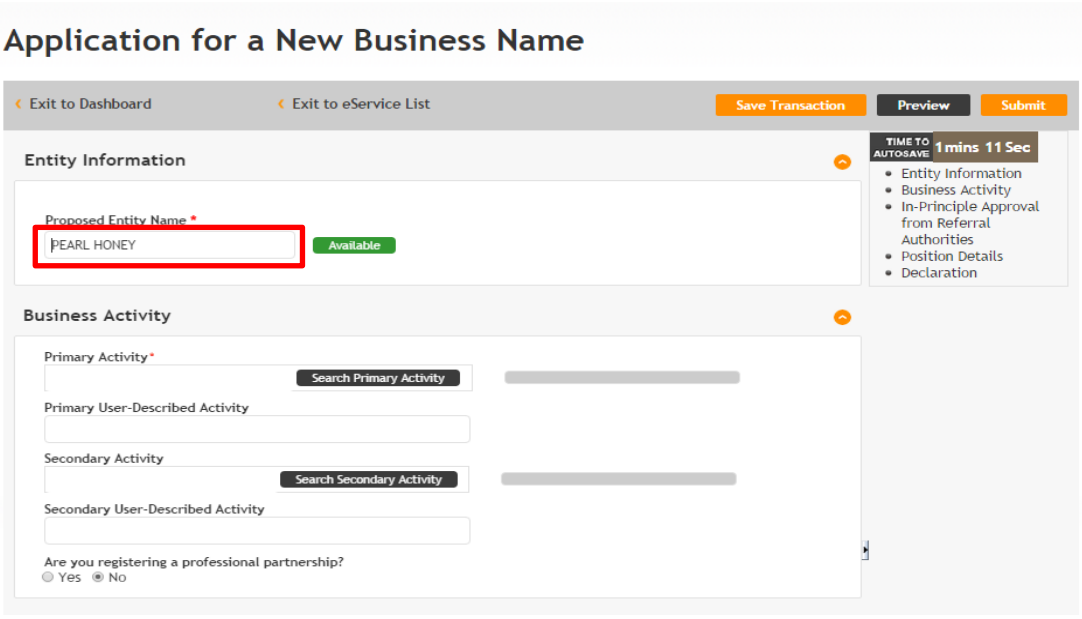
Step by Step Guide for Application for a New Business Name

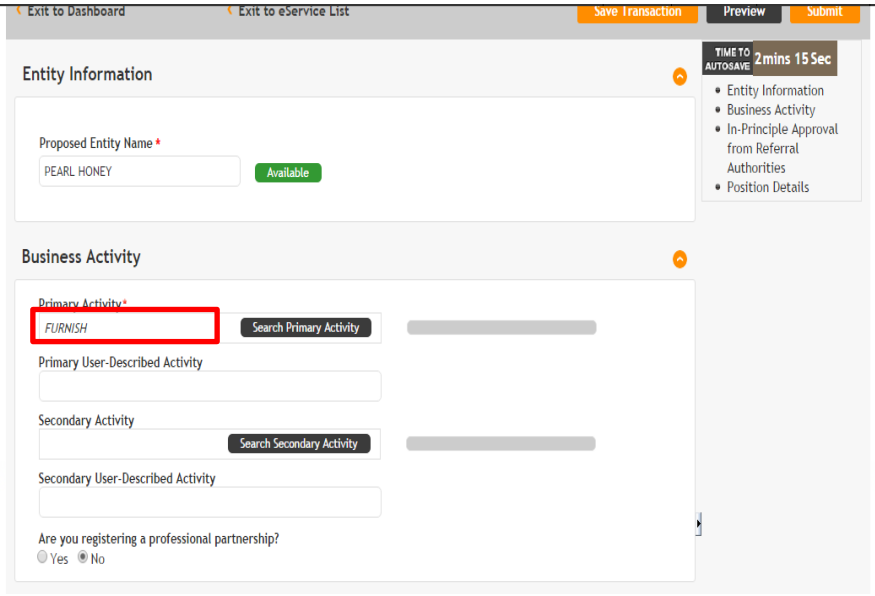
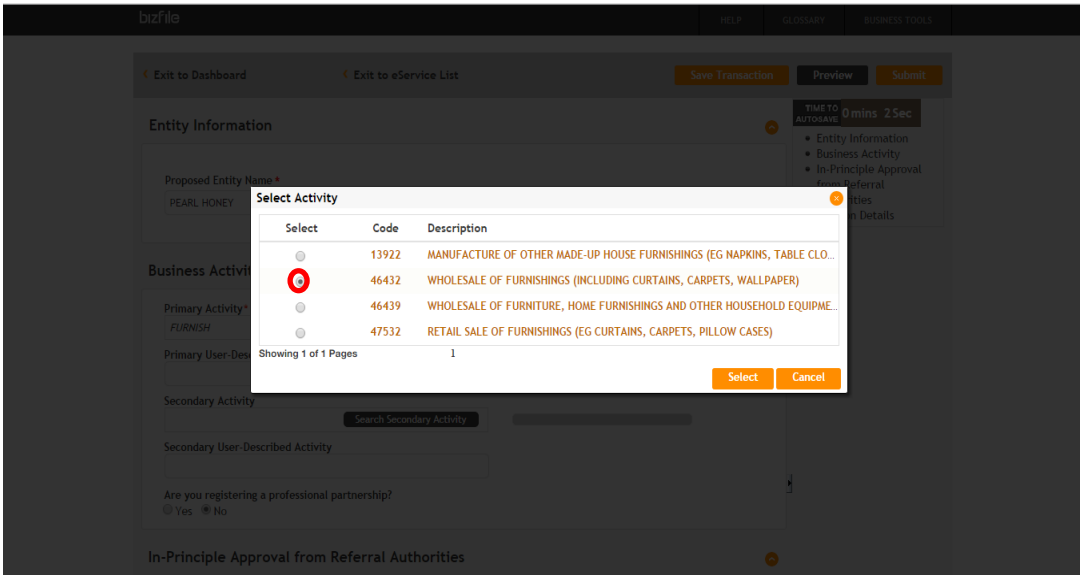
Steps	Descriptions
1.	Login to www.bizfile.gov.sg 
2.	Click on 'Explore eServices' 

Steps	Descriptions
3.	Click on ‘Business’. 
4.	Alternatively click on ‘Business’ via eServices

Steps	Descriptions
5.	Click on ‘Application for a New Business Name’. 
6.	Enter the SingPass ID and Password. Click on ‘Login’. 

Steps	Descriptions
7.	The checklist page is displayed. 
8.	Click on 'Next'. 

Steps	Descriptions
9.	‘Application for a New Business Name’ page is displayed. 
10.	Enter ‘Proposed Entity Name’. The proposed name may be shown as ‘Available’ or ‘Unavailable’ as the case may be. 

Steps	Descriptions
11.	Enter keyword/ activity in ‘Primary Activity’ and click on ‘Search Primary Activity’. 
12.	Select the Activity and click on ‘Select’. 

Steps	Descriptions

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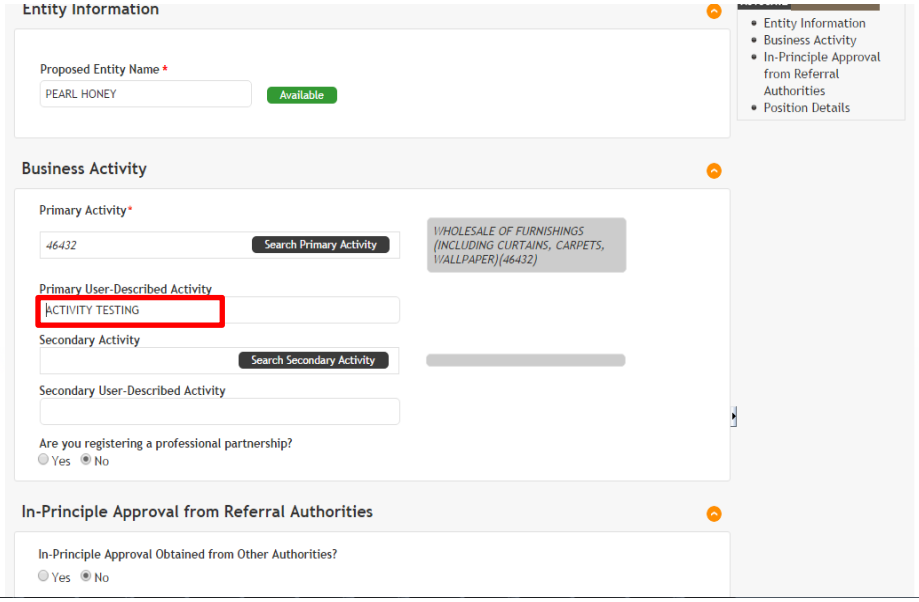
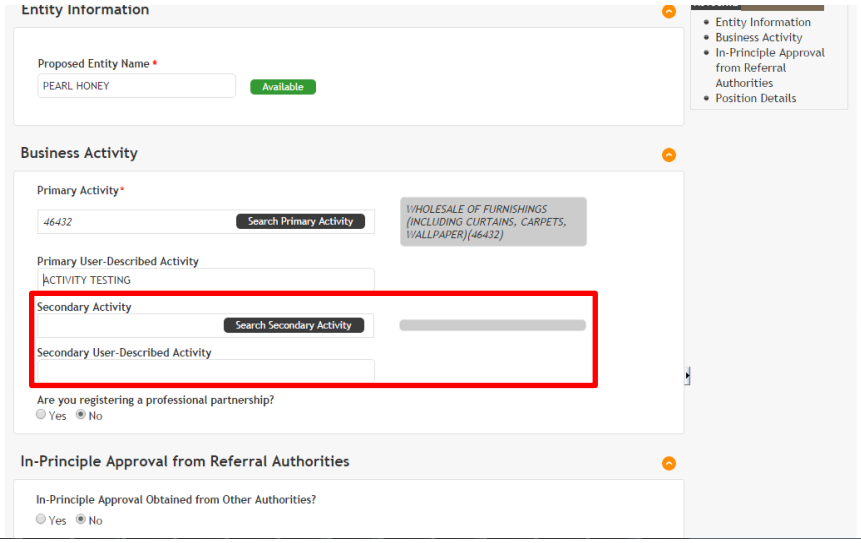
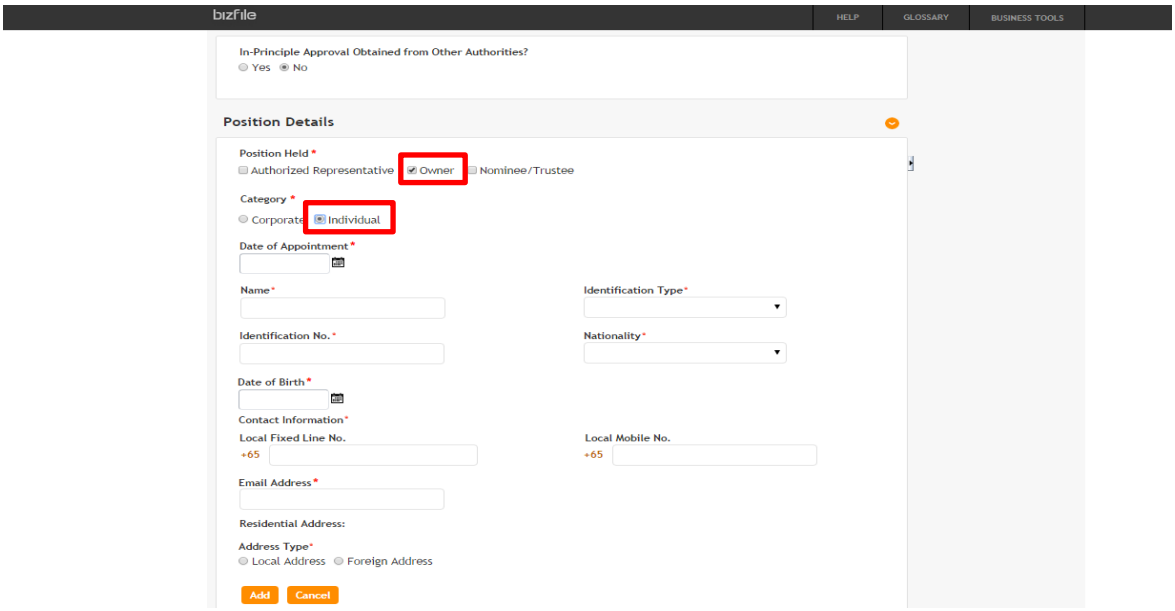
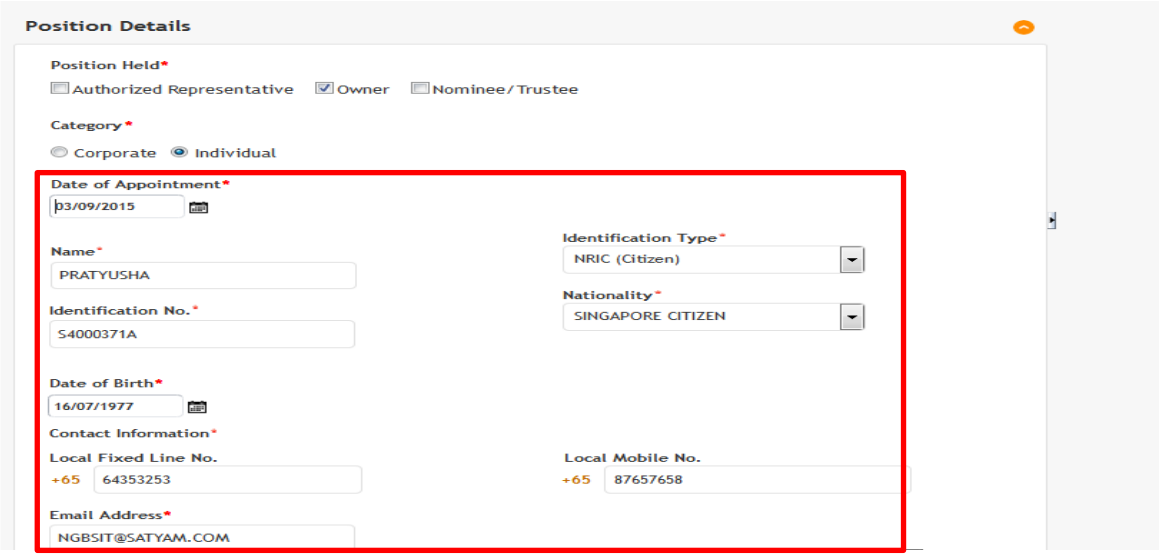
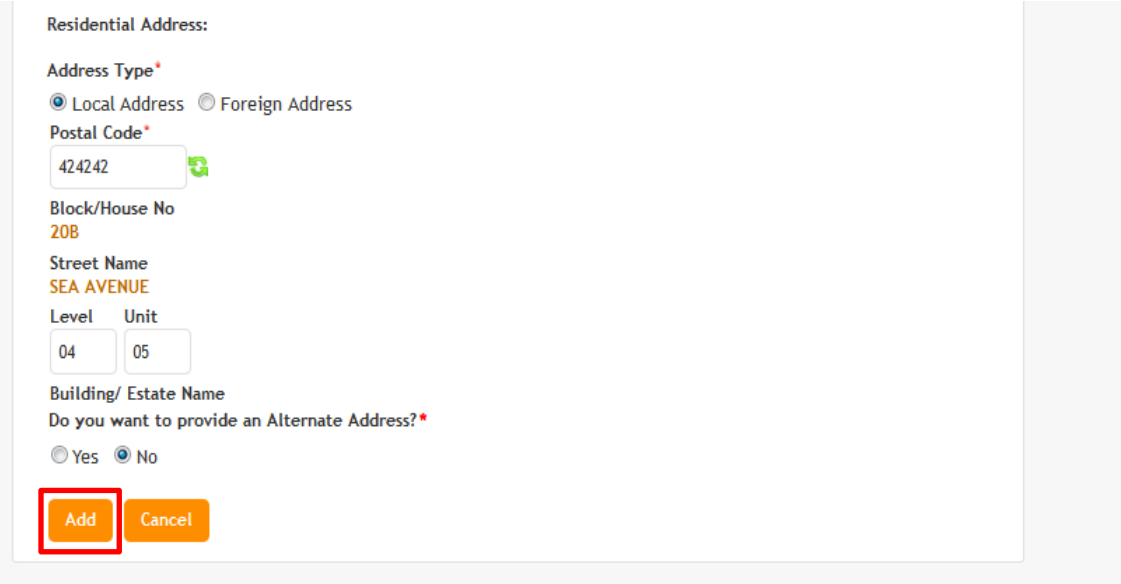
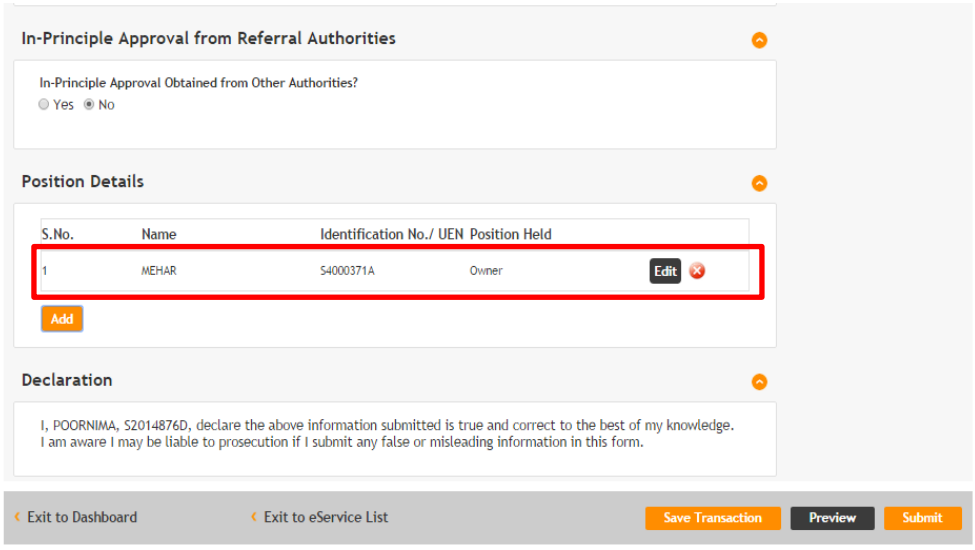
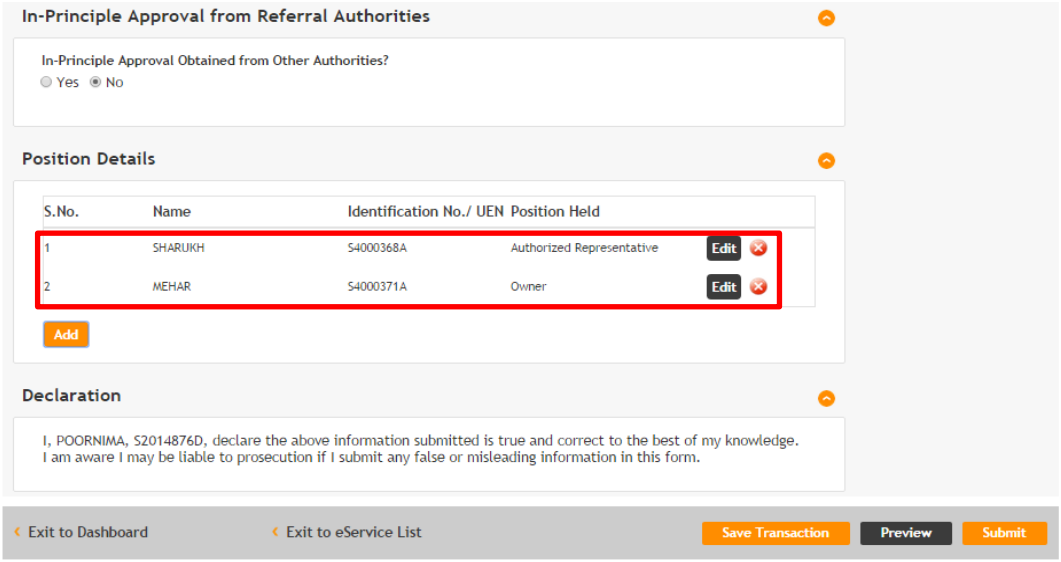
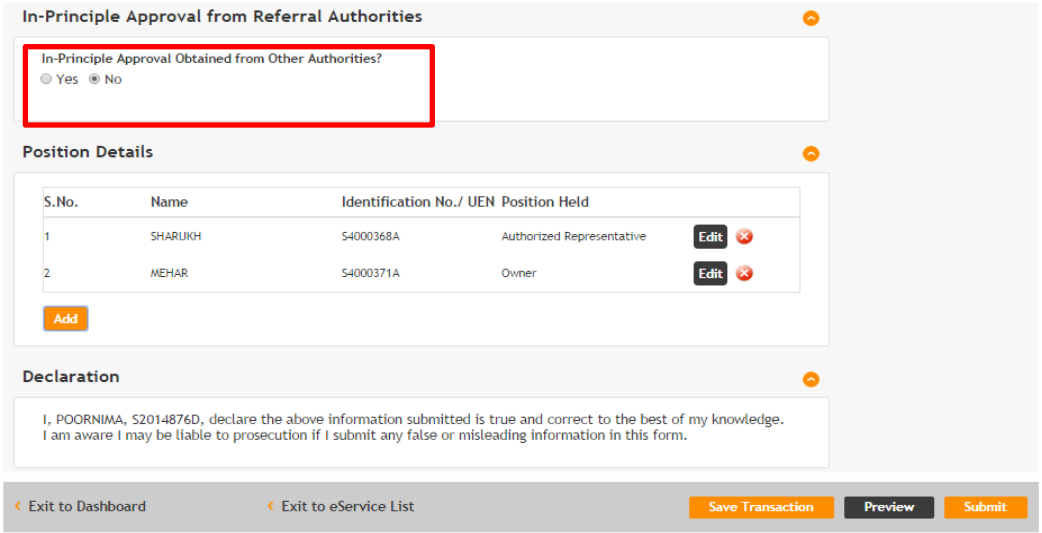
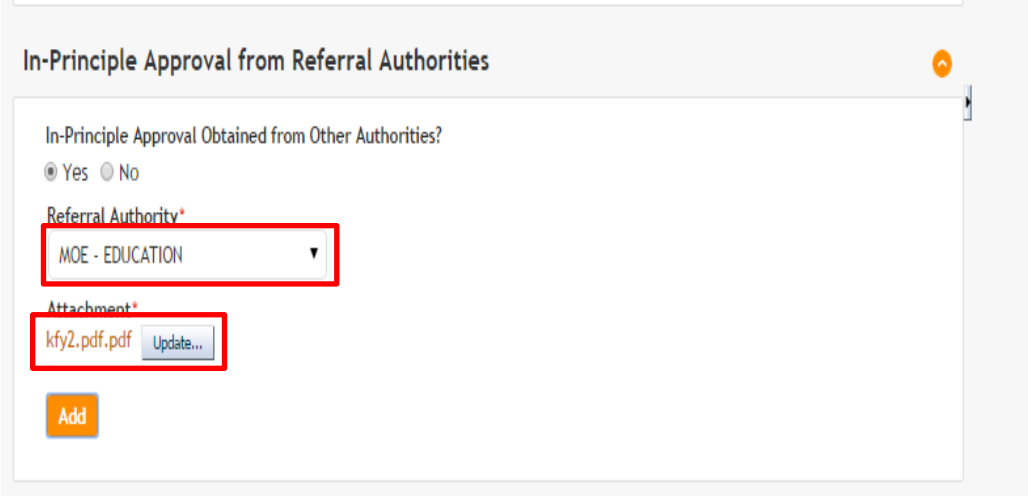
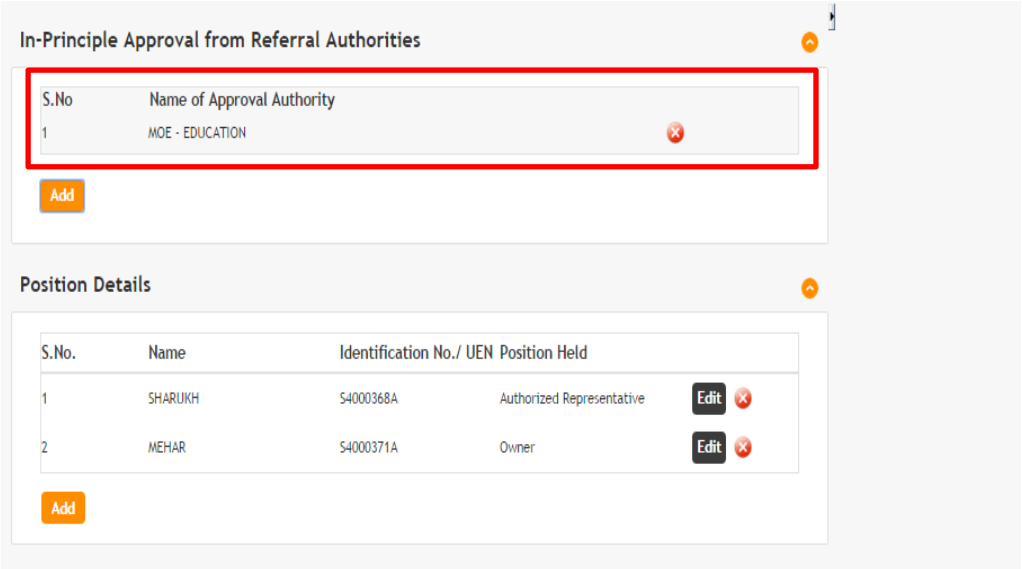
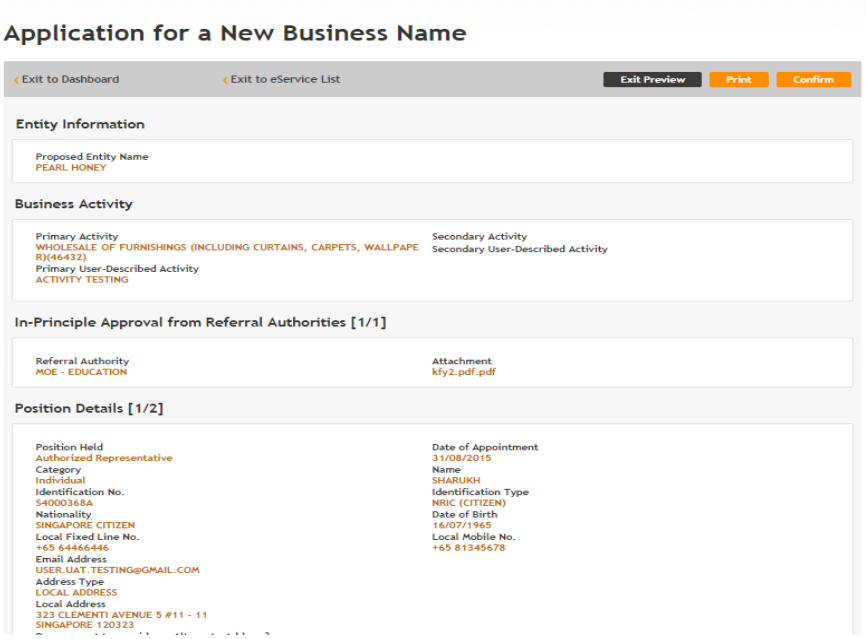
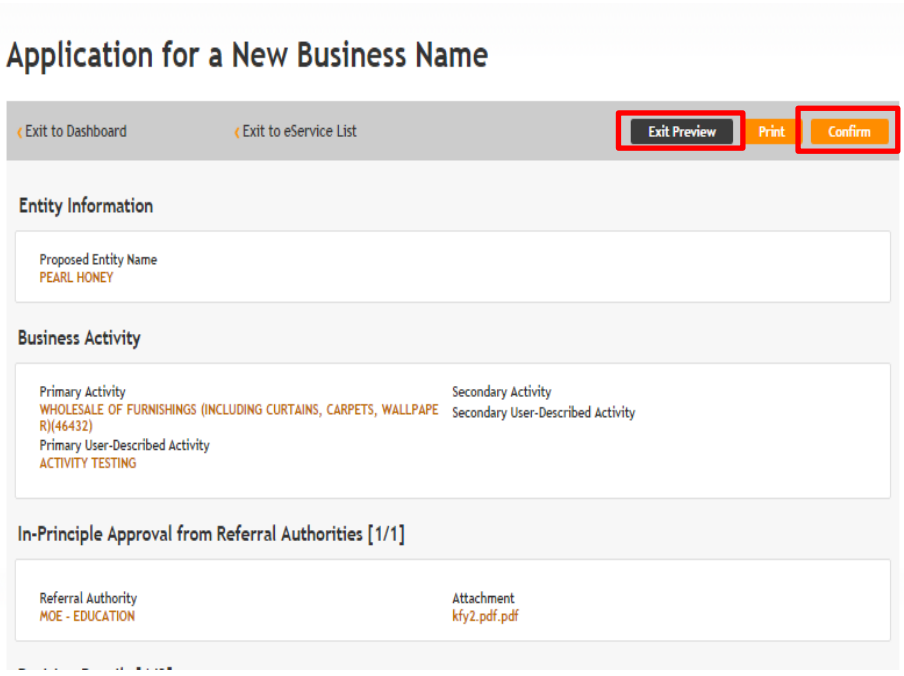
13.	Enter ‘Primary User-Described Activity’. 
14.	Enter ‘Secondary Activity’ and ‘Secondary User-Described Activity’, if applicable. 

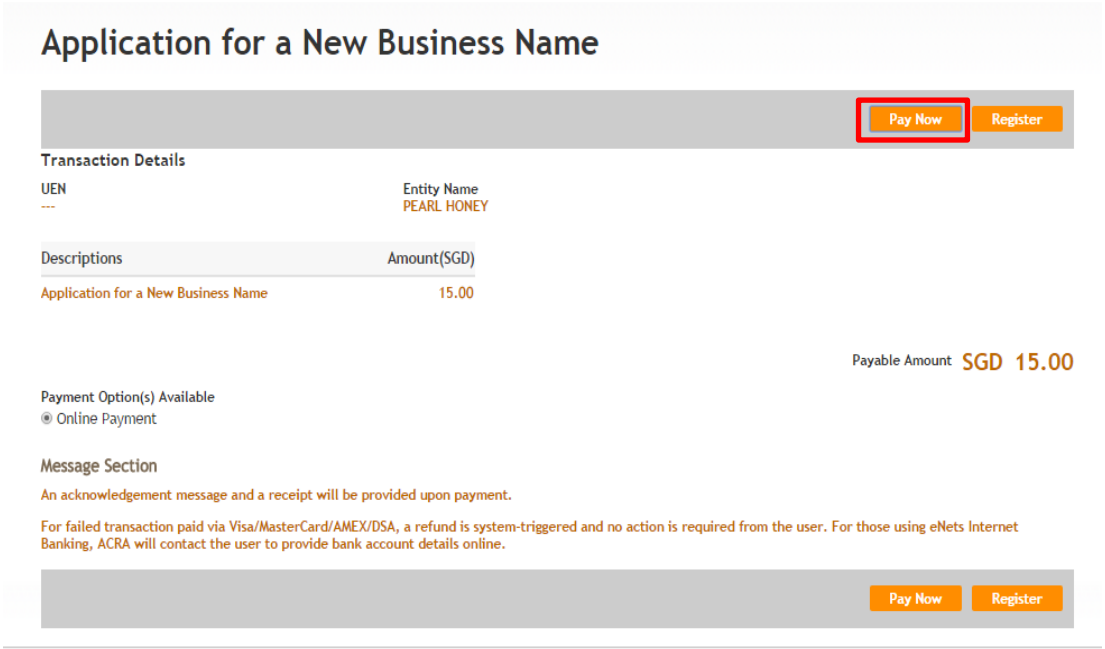
Steps	Descriptions
15.	Select ‘Position Held’ and ‘Category Type’. 
16.	Enter ‘Date of Appointment’, ‘Name’, ‘Identification Type’, ‘Identification No’, ‘Nationality’, ‘Date Of Birth’, ‘Contact Information’, ‘Email Address’, and ‘Residential Address’. 

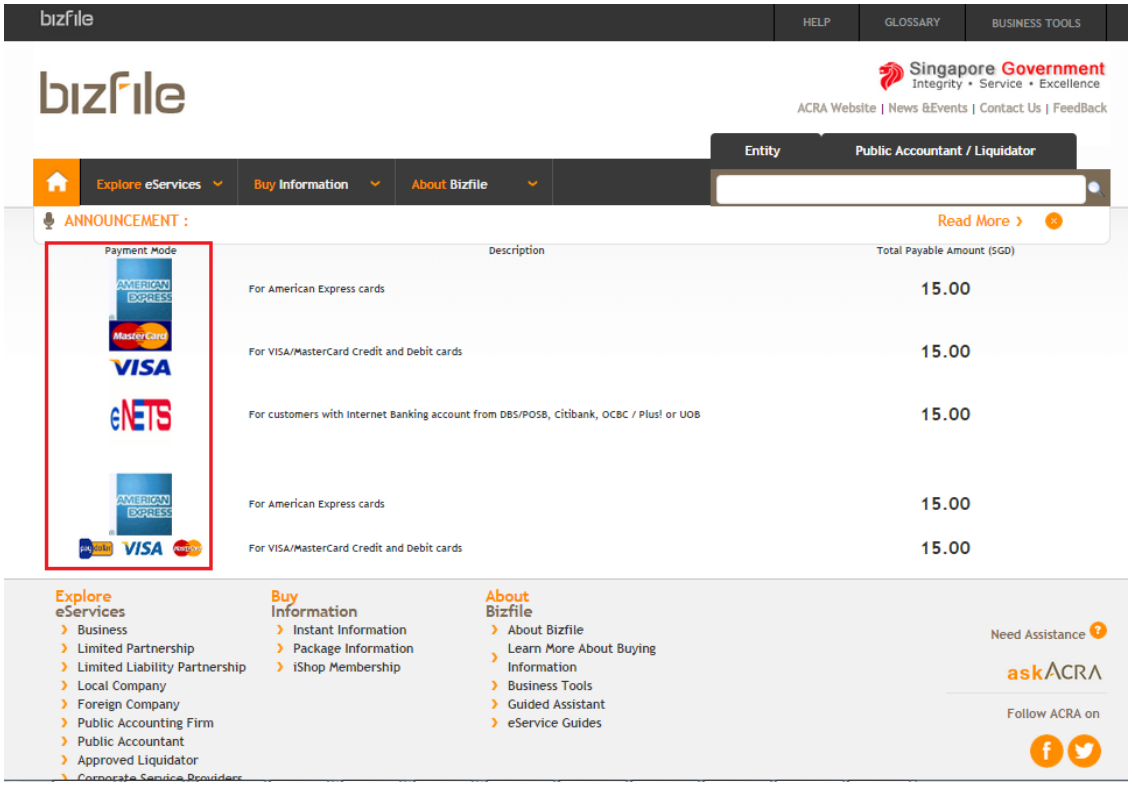
Steps	Descriptions
17.	Click on ‘Add’. 
18.	Details of the Position are displayed. 

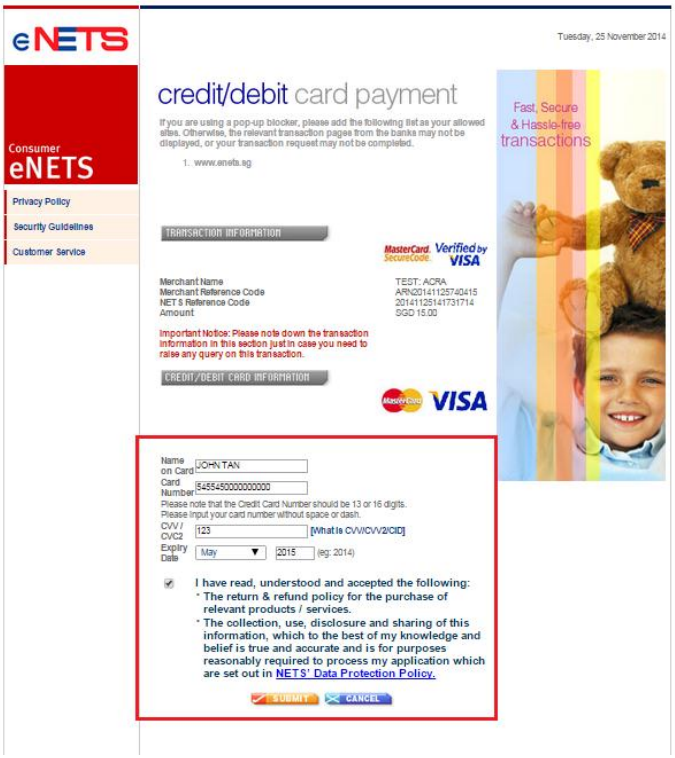
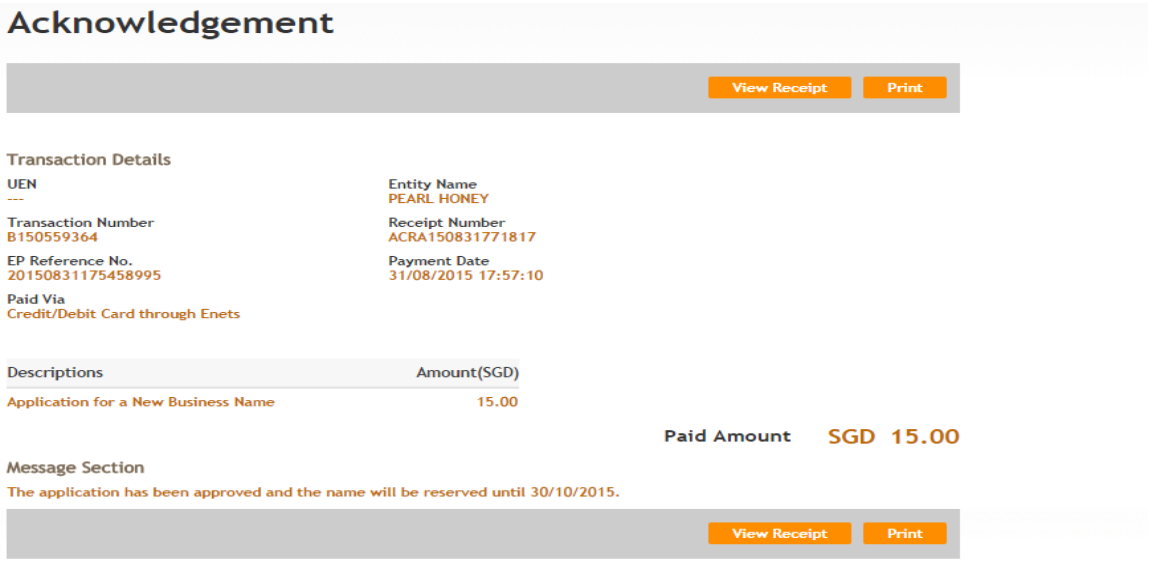
Steps	Descriptions
19.	Add other positions in the same manner. 
20.	Select 'Yes' if 'In Principle Approval has been obtained from Other Authorities'; Otherwise select 'No'. 

Steps	Descriptions
21.	Select ‘Referral Authority’, upload supporting document in ‘Attachment’ and click on ‘Add’. 
22.	Details of ‘In Principle approval’ are displayed. 

Steps	Descriptions
23.	Click on ‘Submit’. 
24.	Verify all the details in the Preview page and click ‘Confirm’; Otherwise click ‘Exit Preview’ and make the relevant changes. 

Steps	Descriptions
25.	Click on ‘Pay Now’. 

Steps	Descriptions
26.	Select the Mode of Payment. 

Steps	Descriptions
27.	Enter card details and click on ‘Submit’. 
28.	Acknowledgement page is displayed.