Navigating the new Bizfile: Add/Maintain CSP clients

- 1. Guide on adding CSP client
- 2. Guide on withdrawing CSP client

Guide on adding CSP client

Step 1: Login to Bizfile as a 'Business User'.

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bizfile Making Singapore the best place for	rbusiness	→] Login È C
Register 👻 Manage	Login X	- Subscribe APIs 🔻
Welcome Your one-stop digital filing and information Search for busin	Business User > Login with UEN, Corppass to transact on behalf of a business entity. Individual User > Login with Singpass to transact as an individual without a registered UEN.	Click here to
Entity Industry F	People Reserved name	Chat with me.

Step 2: On the 'My Profile' page, select the CSP firm for which you wish to manage the client list. Click 'Proceed to dashboard' to perform transactions for your CSP firm.

Select profile Select a profile and entity to proceed.	
My Entities	Corporate Service Provider
Corporate Service Provider	
	Select your corporate service provider firm
	AGILITY CONSULTING -
	Select the client that you would like to file for from the list below.
	If you are filing for an ad hoc client, proceed to the post-login dashboard and select the
	eService from the mega menu. 🕧
	Proceed to dashboard
	Search by company name or UEN

Step 3: From the mega menu, click on the "Manage" tab and select 'Maintain corporate service provider client list'. This will take you to the 'My clients' page.

	Register 👻	Manage 🔺	Annual filing 👻	Deregister 👻	Others 🔻	Buy information 👻	Subscribe APIs 🔻	
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	+ Select e	ntity type		Endorsed by	NICOLE LIM Hui Qian on 201	Nov 2024		
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						© 2024	Government of Singapore	
						Las	a updated on 12 Dec 2024	۰ 🔊

Step 4: To add a CSP client, click 'Add client' in the top right corner.

Filters Entity UEN Entity Name Entity type Select entity type Select client status Entity type Select client status Date added as client Select client status Date added as client Select client status <l< th=""><th>Entity Individuals</th><th></th><th></th></l<>	Entity Individuals		
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	+ Select date range Apply filters Clear filters	Page 1 of 1 *	K. 8

Step 5: Enter the client's UEN in the search bar and retrieve their details.

NA	1	(9- Withdraw client)	+ Add client
Мус	Add new client		×
Entity	Enter client details		
Filters	Added clients will be notified and prompted to perfor CSP can perform filings on their behalf. Ensure that th endorsement within 30 days.	rm endorsement before your he entity accepts the	st v
Entity UE	Note	0	
Entity No.	 Only clients who have engaged your services added to your client list. 	for filing with ACRA can be	
	 At least one authorised position holder of the on behalf of the client before filing can be per 	e client must give consent rformed.	
Entity typ	 Clients will also be able to view the CSPs that client list on their dashboard and can remove desired 	t have added them to their CSP's filing access if	
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Date add	New client UEN	0 Patriava	
(+ Se	Entire HEN Entire Na		
Apply	202400255K HORIZON	N 60652	
	+ Add another client		
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	Almailte B Marro B	Room Ed Guiden	

Step 6: Review your submission and click 'Next' to proceed.

Entity Individuals Filters 1 result F Sort by: Latest ~ Entity UE Add new client X ve Entity Na Add clients will be notified and prompted to perform endorsement before your CSP can perform filings on their behalf. Ensure that the entity accepts the endorsement within 30 days. Client str Entities to be added as a client Entity UE + se Entity UE Entity name
Filters 1 result Entity UF + Er Add new client * e Entity Na + Entity type Added clients will be notified and prompted to perform endorsement before your: CSP can perform filings on their behalf. Ensure that the entity accepts the endorsement within 30 days. Client str Entity UEN + se Entity UEN Entity name
Entity UE + Er Add new client + Entity Na + Entity ty CSP can perform filings on their behalf. Ensure that the entity accepts the endorsement within 30 days. Client sta + se Entity UEN Entity UEN Entity name
Entity Na + Review your submission Entity ty: Added clients will be notified and prompted to perform endorsement before your CSP can perform filings on their behalf. Ensure that the entity accepts the endorsement within 30 days. Client stat Entities to be added as a client + se Entity UEN
Date add 202400255K HORIZON 60652
+ Se

Step 7: You will be notified upon completion of the transaction that an endorsement will be required from your client before you can start to perform transactions on their behalf.

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Register 🔻 Manage		Subscribe APIs 🔻
Home > Current Page		
My clients	Transaction T240015521 successfully submitted	aw client + Add client
	Added clients will be notified and prompted to perform endorsement before your CSP can perform fillings on their behalf	
Entity Individuals	Close Go to My Transaction	
Filters	5 results	🚍 Sort by: Latest 🐱
Entity UEN + Enter UEN	HOLISTIC HARMONY CLINIC	Pending endorsement

Step 8: Advise your client to log in to their Bizfile to provide endorsement. If they are appointed to more than one entity, please advise them to select the entity under "My entities" to access the dashboard of the entity that you have added them.

Register 🔻 Manage		Buy information 👻 Subscrib	e APIs 🔻
Home > My profile			
My profile			
You are logged in as NICOLE I	LIM (NRIC S1234567F).		
-			
← Back			
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	To-do items: 0	To-do items: 0	

Step 9: They can find this option under 'Pending Actions' on their dashboard. This notification will be sent to all authorised position holders of your client and the endorsement only needs to be performed by any one of them.

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bizfile	Making Singapore the best pla	ce for business	HORIZON 60652 ▼	전 85 및 → Logout	٩
	Register 🔻 Mana	ge 🔻 Annual filing 🔻	Deregister 🕶 Others 🕶 🛛 Buy	y information 👻 📔 Subscribe APIs 👻	
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	HORIZON 60 202400255K /iew entity details	0652	\$ My transactions	Payment history	
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	Authorisation req Due on 12 Jan 2025 • Important	uest for CSP filing acces Due in 30 day(s)	ss - AGILITY CONSULTING	Endorse	
	File Annual Retur Due on 31 May 2025	n forHORIZON 606522 Due in 169 day(s)	02400255K	File	
	Items per page: 5 🔹	1-2 of 2 item(s)		Page 1 of 1 ▼ ← →	IJ
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Step 10: The client will be directed to the authorisation request form. They must complete and submit this form before their entity can be added to the CSP client list.

Home > Current Page			
Authorisat	ion request fo	or CSP filing	
access			
Endorsement			
The Corporate Service Provi endorsement to authorise th provided and proceed with ti on your entity's behalf in Bizl and remove their access if yo	der (CSP) has included your entity in the m to file on behalf of your entity in Bi ne endorsement if you wish to grant th File. You can view the authorised CSPs u no longer require their filing service:	e client list and is requesting your zFile. Kindly review the details e CSP permission to perform filings in your dashboard under 'My CSPs' 5.	
Transaction & CSP d	etails		
Transaction number T240015521	Lodgement date 13 Dec 2024	CSP UEN 53400043J	CSP name AGILITY CONSULTING
Lodger NICOLE LIM			
Client details			
Entity name HORIZON 60652	Entity UEN 202400255K	Endorsement due date 12 Jan 2025	
Response and declar	ations		
Response			
Accept	O Reject		
 I, NICOLE LIM, declar The entity gives of The above inform 	e that: consent to the above Corporate Servic nation submitted is true and correct to	e Provider to perform filing on behalf of th the best of my knowledge and I am author	e entity in BizFile. rised to give consent on behalf of the entity.
			Submit →
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Step 11: After the client's endorsement, you will receive a message in your inbox in Bizfile and the client will be added to your client list.

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Register - Man	age 👻 Annual filing 👻	Deregister • Others • 6	Buy information
Home > Inbox			
Inbox			
← All messages	024002551/ has any		
27 Dec 2024 · 11:04 PM	02400255K has app	proved your CSP's requ	est for filing access
Dear Sir/Madam			
Transaction details:			
UEN: 53400043J Entity name: AGULITY CON			
Transaction number: T240	015521		
 Transaction name: Maintai 	n CSP Client List		
HORIZON 60652 (UEN: 202400	0255K) has provided the consent	t for your CSP to perform filings on the	ir behalf. You may now proceed to file for your client.
Thank you.			
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Guide on withdrawing CSP client

Step 1: Login to Bizfile as a 'Business User'.

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bizfile Making Singapore the best place for	or business	→] Login È C				
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Entity Industry	People Reserved name					

Step 2: On the 'My Profile' page, select the CSP firm for which you wish to manage the client list. Click 'Proceed to dashboard' to perform transactions for your CSP firm.

Select profile Select a profile and entity to proceed.	
My Entities	Corporate Service Provider
Corporate Service Provider	Select your corporate service provider firm
	AGILITY CONSULTING
	Select the client that you would like to file for from the list below. If you are filing for an ad hoc client, proceed to the post-login dashboard and select the eservice from the mega menu. (j) Proceed to dashboard
	Search by company name or UEN Q Search

Step 3: From the mega menu, click on the "Manage" tab and select 'Maintain corporate service provider client list'. This will take you to the 'My clients' page.

	Manage 🔺	Annual filing 🔻	Deregister 👻	Others 👻	Buy information 🔻	Subscribe APIs 🔫
Manage						
Access eServices to ma	anage and update	e entity details and pr	ofessional informat	ion		
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Foreign company		eServices to manage	e and update details	of corporate serv	vice provider	
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Step 4: To withdraw a CSP client, you have two options:

- 1. Click on "Withdraw client" in the top right corner, or
- 2. Click on "Withdraw client" from the individual client listing



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Step 5: Select the client you wish to withdraw from your client list.

Entity	Withdraw new client		×	
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		Endorsed by NICOLE LIM on 13 Dec 2024		~

Step 6: Review your submission before proceeding

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Date add	← Back	Next >	
Apply	Entity status Live Company		\uparrow

Step 7: Once submitted, the client will be listed as "Withdrawn" in your client list.

Register 👻 Manage 👻	Annual filing 👻 Deregister 👻	Others 👻 Buy information 👻	Subscribe APIs 👻
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Entity Individuals			
Filters Entity UEN	2 result(s)		₹ Sort by: Latest >
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