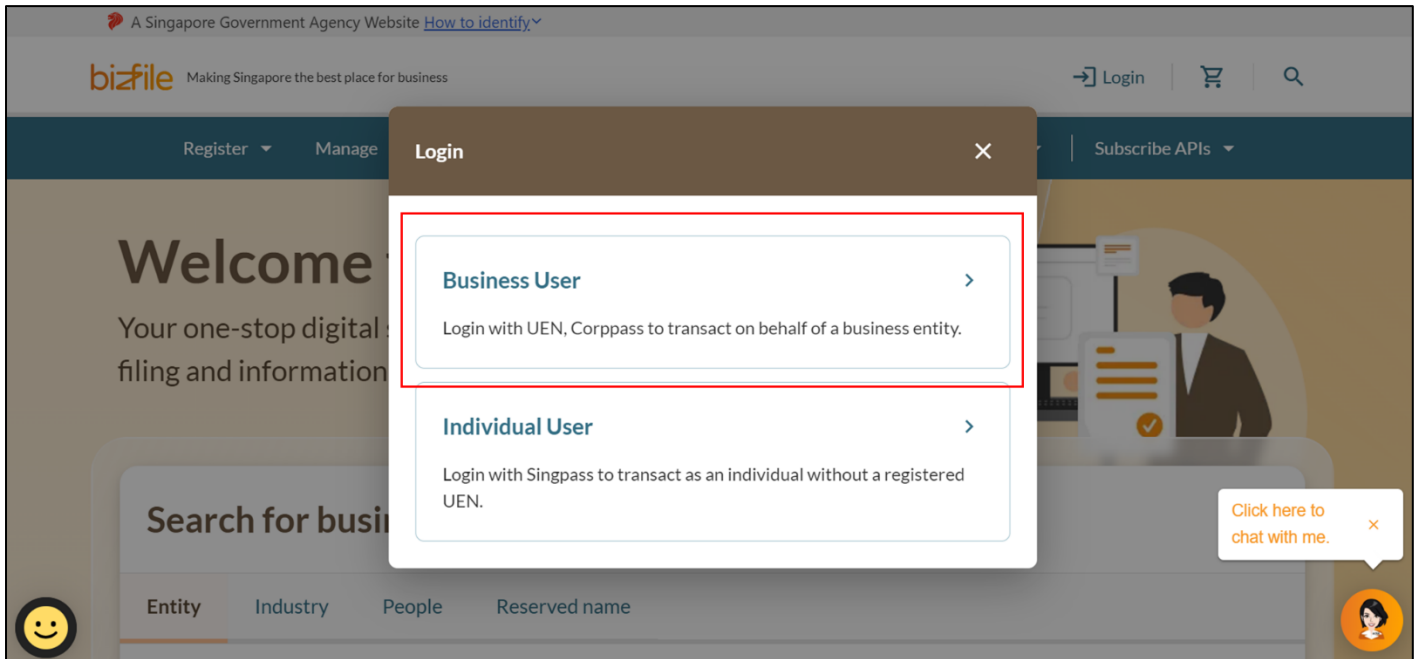


Navigating the new Bizfile: Add/Maintain CSP clients

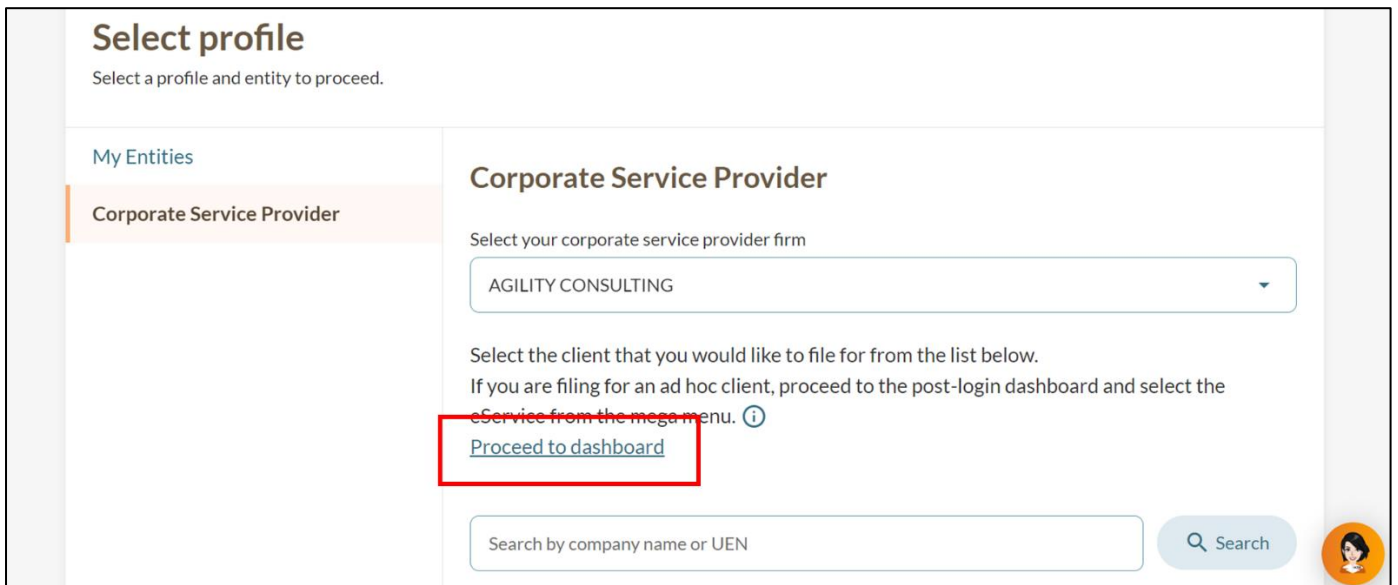
1. [Guide on adding CSP client](#)
2. [Guide on withdrawing CSP client](#)

[Guide on adding CSP client](#)

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

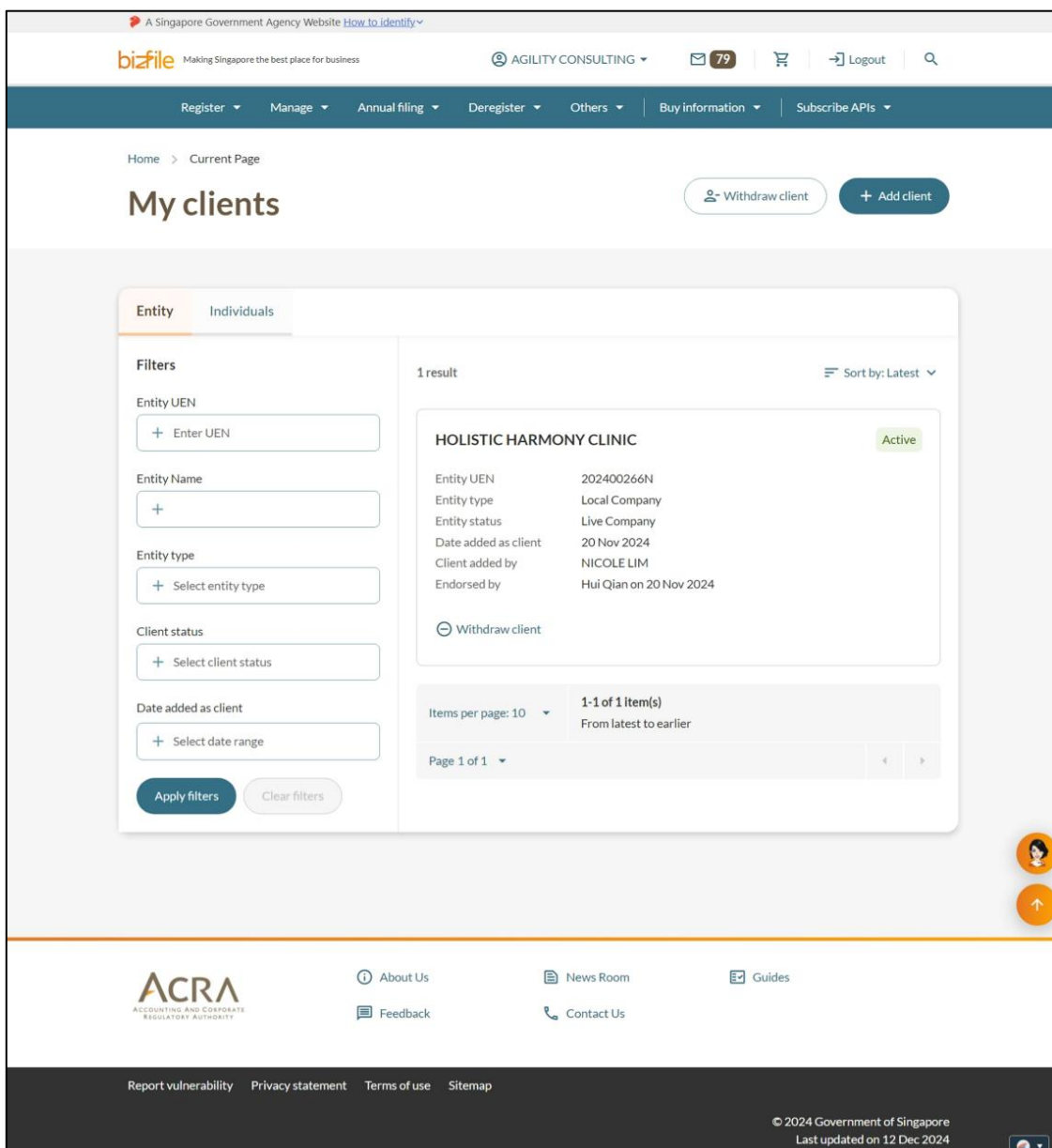
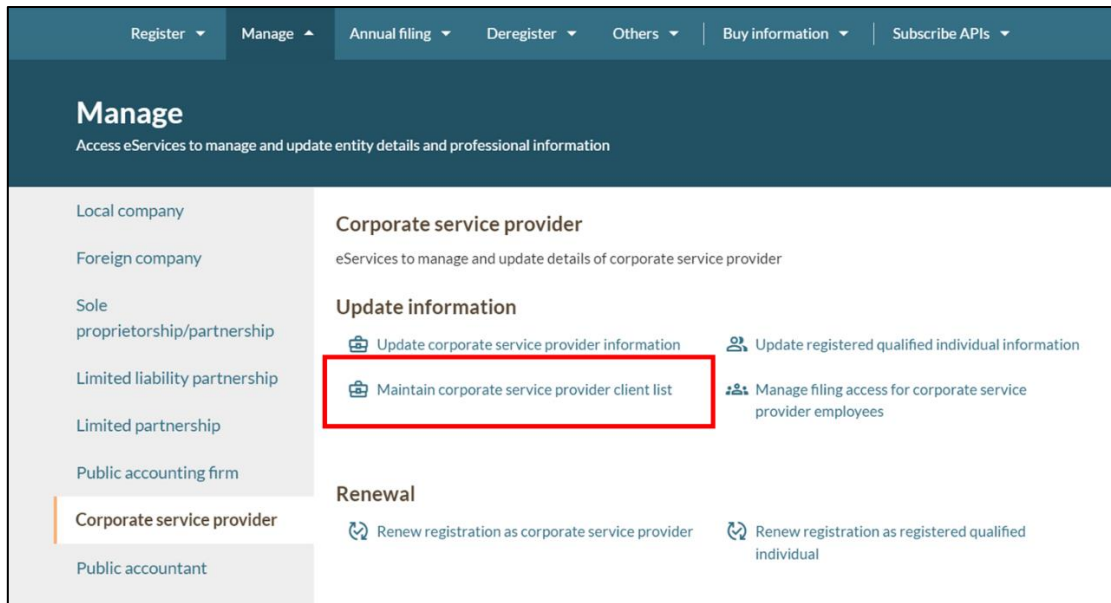


Step 2: On the 'My Profile' page, select the CSP firm for which you wish to manage the client list. Click 'Proceed to dashboard' to perform transactions for your CSP firm.



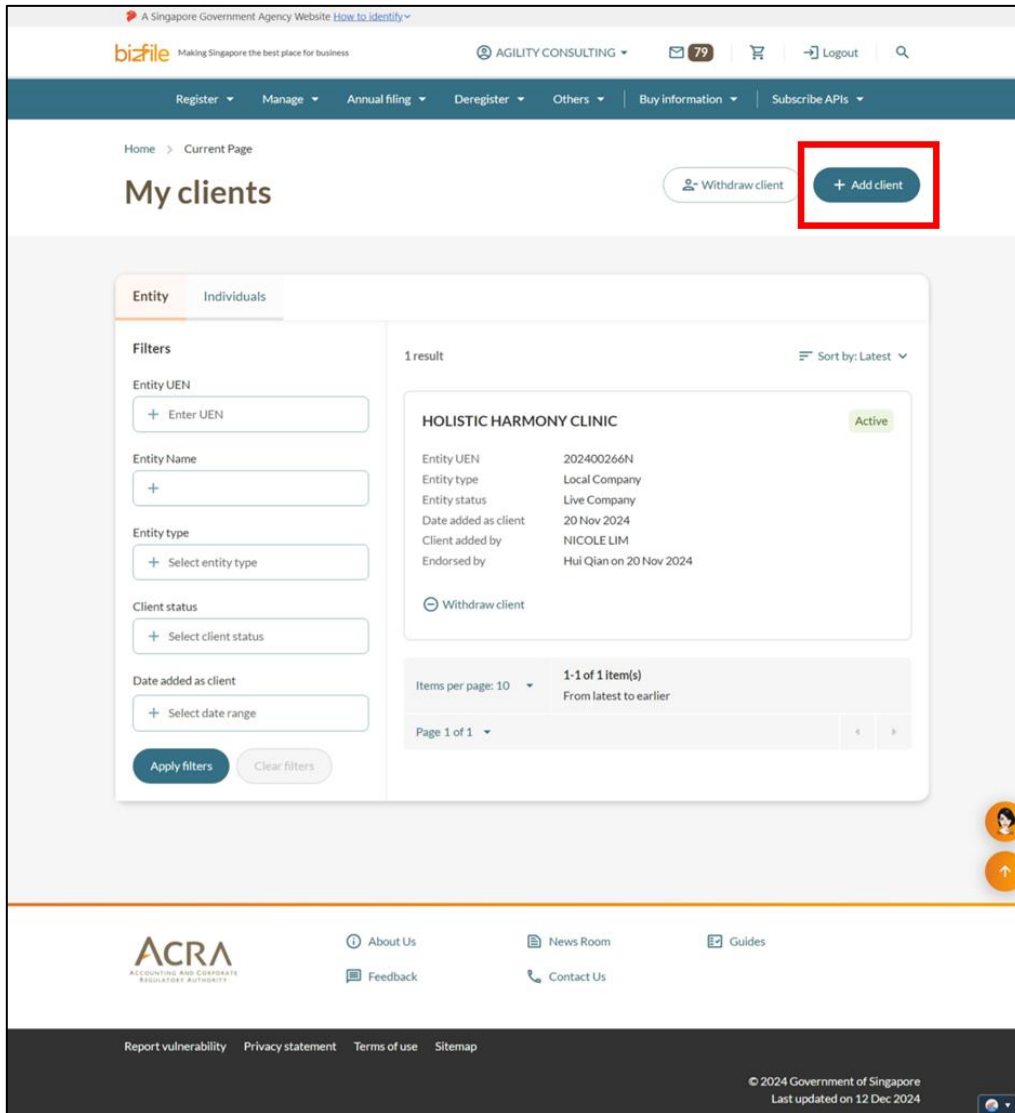
Updated as at 29-Dec-2024

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.

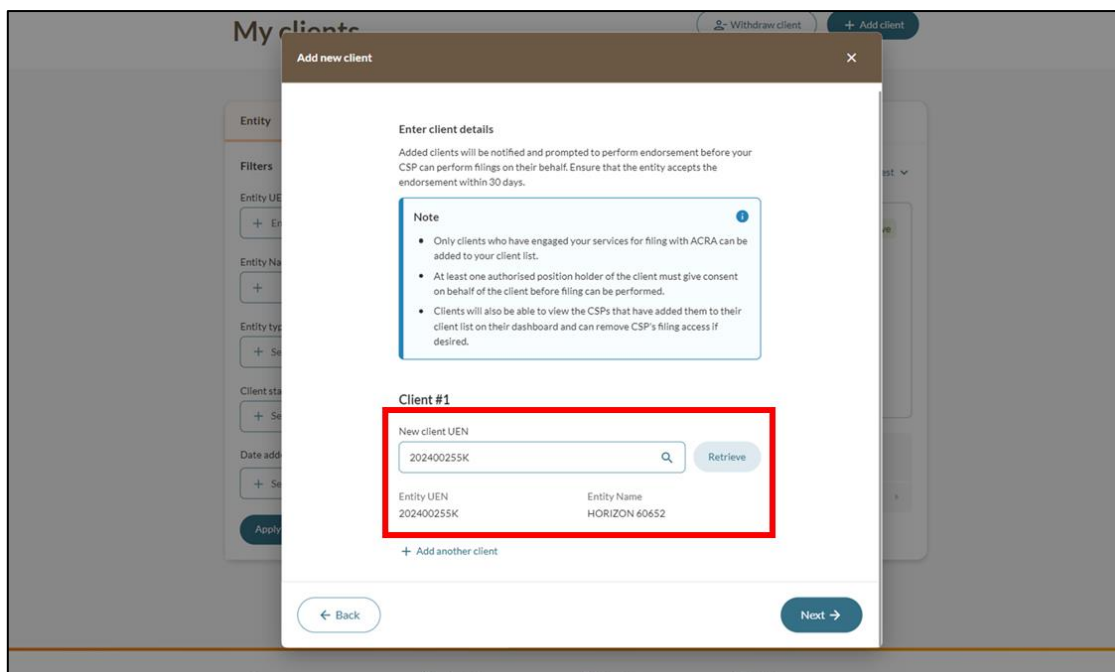


Updated as at 29-Dec-2024

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

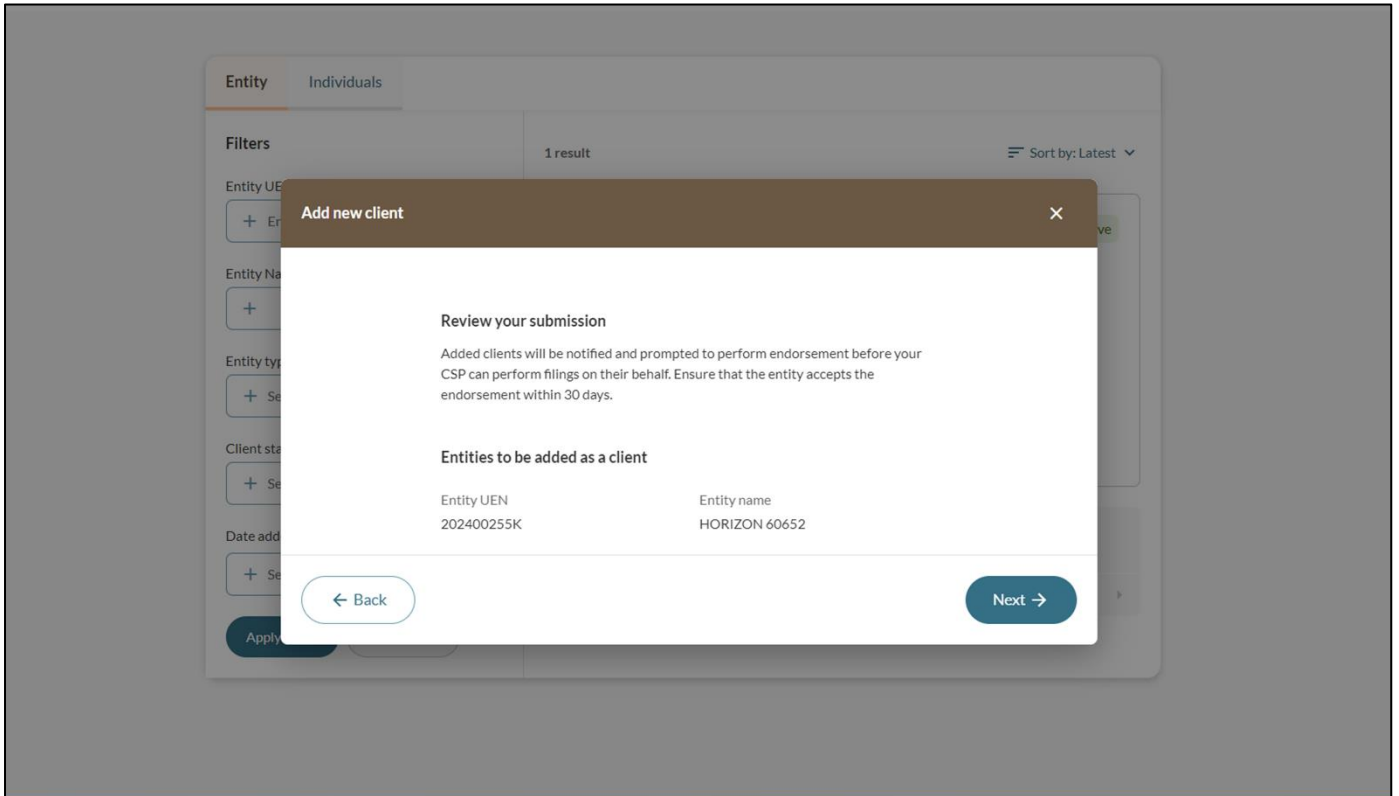


Step 5: Enter the client's UEN in the search bar and retrieve their details.

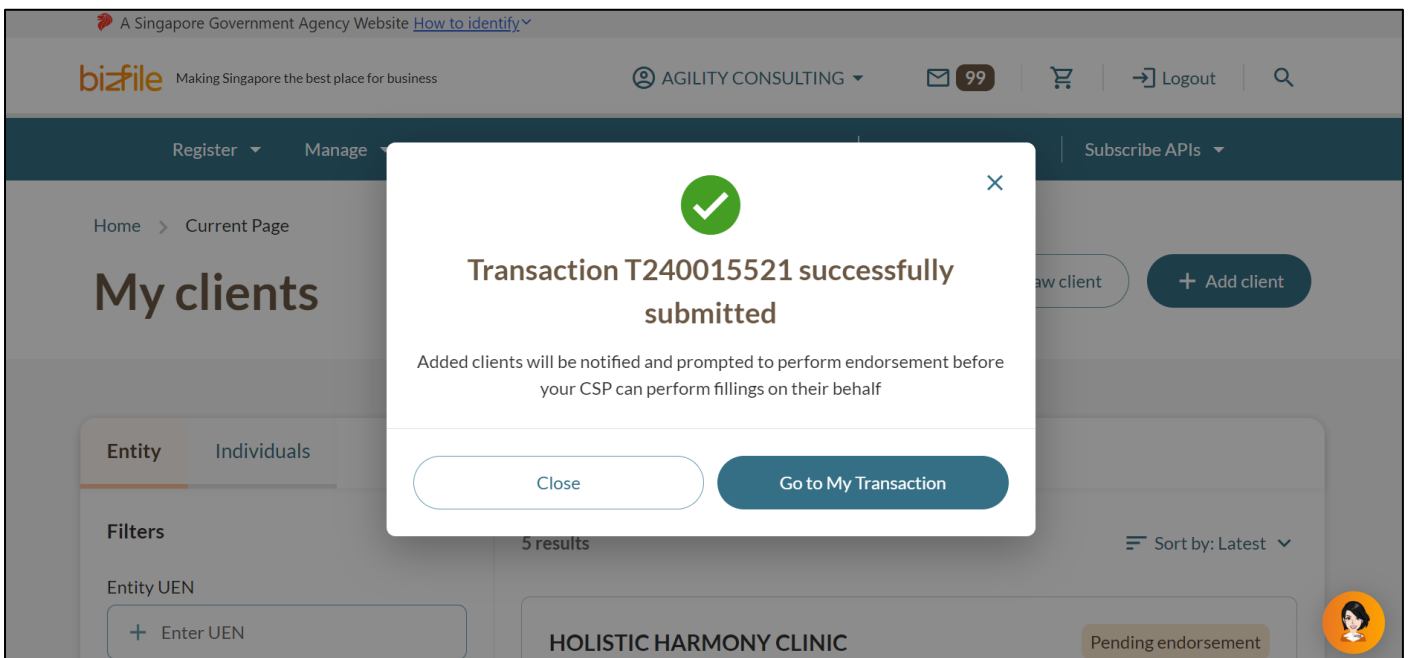


Updated as at 29-Dec-2024

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



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.



Updated as at 29-Dec-2024

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.

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HORIZON 60652 26 Logout

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > My profile

My profile

You are logged in as NICOLE LIM (NRIC S1234567F).

[← Back](#)

Select profile

Select a profile and entity to proceed.

My Entities

You are a position holder of the entities listed below

Search by company name or UEN

Sort by: Alphabetical (A-Z)

EVIL GENIUSES 202400240D To-do items: 2	GOOD VIBES T24LL0116E To-do items: 0
HORIZON 60652 202400255K To-do items: 1	HOTSHOT 202400241N To-do items: 0
IMPOSTER 53400060J To-do items: 0	MAXIM 202400355E To-do items: 0
MOTIVE T24LL0126K To-do items: 0	OCTOBER TWO 53400161X To-do items: 0
PARAMOUNT CONSULTING 202400138A To-do items: 0	PARDAL 5 53489898K To-do items: 0

Items per page: 10 1-10 of 16 item(s) From A-Z

Page 1 of 2

Updated as at 29-Dec-2024

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.

The screenshot shows the bizfile dashboard for user HORIZON 60652. The dashboard includes a navigation bar with options like Register, Manage, Annual filing, Deregister, Others, Buy information, and Subscribe APIs. The main content area features a 'Welcome to your dashboard!' message and a 'Pending actions' section. The 'Pending actions' section lists two items: 'Authorisation request for CSP filing access - AGILITY CONSULTING' and 'File Annual Return for HORIZON 60652202400255K'. The first item is highlighted with a red box and has an 'Endorse' button. The second item has a 'File' button. The dashboard also includes a footer with the ACRA logo and various links like About Us, News Room, Guides, Feedback, and Contact Us.

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HORIZON 60652 85 Logout

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Welcome to your dashboard!

Access all your latest messages, manage your to-do list, and view recent transactions all in one place.

HORIZON 60652
202400255K

View entity details

My transactions Payment history

My clients

Pending actions ²

You have 2 items pending your action.
Action items created from 02 Dec 2024 onwards will be displayed here.

Sort by date: Oldest

Authorisation request for CSP filing access - AGILITY CONSULTING

Due on 12 Jan 2025 · Due in 30 day(s)

Important

Endorse

File Annual Return for HORIZON 60652202400255K

Due on 31 May 2025 · Due in 169 day(s)

Important

File

Items per page: 5 1-2 of 2 item(s) Page 1 of 1

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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.

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bizfile Making Singapore the best place for business HORIZON 60652 14 Logout 🔍

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > Current Page

Authorisation request for CSP filing access

Endorsement

The Corporate Service Provider (CSP) has included your entity in the client list and is requesting your endorsement to authorise them to file on behalf of your entity in BizFile. Kindly review the details provided and proceed with the endorsement if you wish to grant the CSP permission to perform filings on your entity's behalf in BizFile. You can view the authorised CSPs in your dashboard under 'My CSPs' and remove their access if you no longer require their filing services.

Transaction & CSP details

Transaction number	Lodgement date	CSP UEN	CSP name
T240015521	13 Dec 2024	53400043J	AGILITY CONSULTING

Lodger
NICOLE LIM

Client details

Entity name	Entity UEN	Endorsement due date
HORIZON 60652	202400255K	12 Jan 2025

Response and declarations



Response

Accept Reject

I, NICOLE LIM, declare that:

- The entity gives consent to the above Corporate Service Provider to perform filing on behalf of the entity in BizFile.
- The above information submitted is true and correct to the best of my knowledge and I am authorised to give consent on behalf of the entity.

[Submit →](#)

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Updated as at 29-Dec-2024

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.

The screenshot displays the Bizfile website interface. At the top, there is a navigation bar with the 'bizfile' logo and the tagline 'Making Singapore the best place for business'. The user is logged in as 'AGILITY CONSULTING'. A notification badge shows '99+' messages. Below the navigation bar, there are several menu items: Register, Manage, Annual filing, Deregister, Others, Buy information, and Subscribe APIs. The main content area shows the 'Inbox' page with a breadcrumb 'Home > Inbox'. A message titled 'HORIZON 60652 202400255K has approved your CSP's request for filing access' is displayed, dated '27 Dec 2024 · 11:04 PM'. The message content includes a greeting 'Dear Sir/Madam', transaction details for UEN: 53400043J, Entity name: AGILITY CONSULTING, Transaction number: T240015521, and Transaction name: Maintain CSP Client List. It also states that HORIZON 60652 (UEN: 202400255K) has provided consent for the user's CSP to perform filings on their behalf. The message concludes with 'Thank you. Accounting and Corporate Regulatory Authority (ACRA)'. The footer contains the ACRA logo and links for About Us, News Room, Guides, Feedback, and Contact Us. A dark footer bar at the bottom includes links for Report vulnerability, Privacy statement, Terms of use, and Sitemap, along with the copyright notice '© 2024 Government of Singapore' and the date 'Last updated on 27 Dec 2024'.

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AGILITY CONSULTING

99+

Logout

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > Inbox

Inbox

← All messages

HORIZON 60652 202400255K has approved your CSP's request for filing access

27 Dec 2024 · 11:04 PM

Dear Sir/Madam

Transaction details:

- UEN: 53400043J
- Entity name: AGILITY CONSULTING
- Transaction number: T240015521
- Transaction name: Maintain CSP Client List

HORIZON 60652 (UEN: 202400255K) has provided the consent for your CSP to perform filings on their behalf. You may now proceed to file for your client.

Thank you.
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bizfile Making Singapore the best place for business

AGILITY CONSULTING 79 Logout

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > Current Page

My clients

Withdraw client Add client

Entity Individuals

Filters

Entity UEN
+ Enter UEN

Entity Name
+

Entity type
+ Select entity type

Client status
+ Select client status

Date added as client
+ Select date range

Apply filters Clear filters

2 result(s) Sort by: Latest

HORIZON 60652 Active

Entity UEN: 202400255K
Entity type: Local Company
Entity status: Live Company
Date added as client: 13 Dec 2024
Client added by: NICOLE LIM
Endorsed by: Hui Qian on 20 Nov 2024

Withdraw client

HOLISTIC HARMONY CLINIC Active

Entity UEN: 202400266N
Entity type: Local Company
Entity status: Live Company
Date added as client: 20 Nov 2024
Client added by: NICOLE LIM
Endorsed by: Hui Qian on 20 Nov 2024

Withdraw client

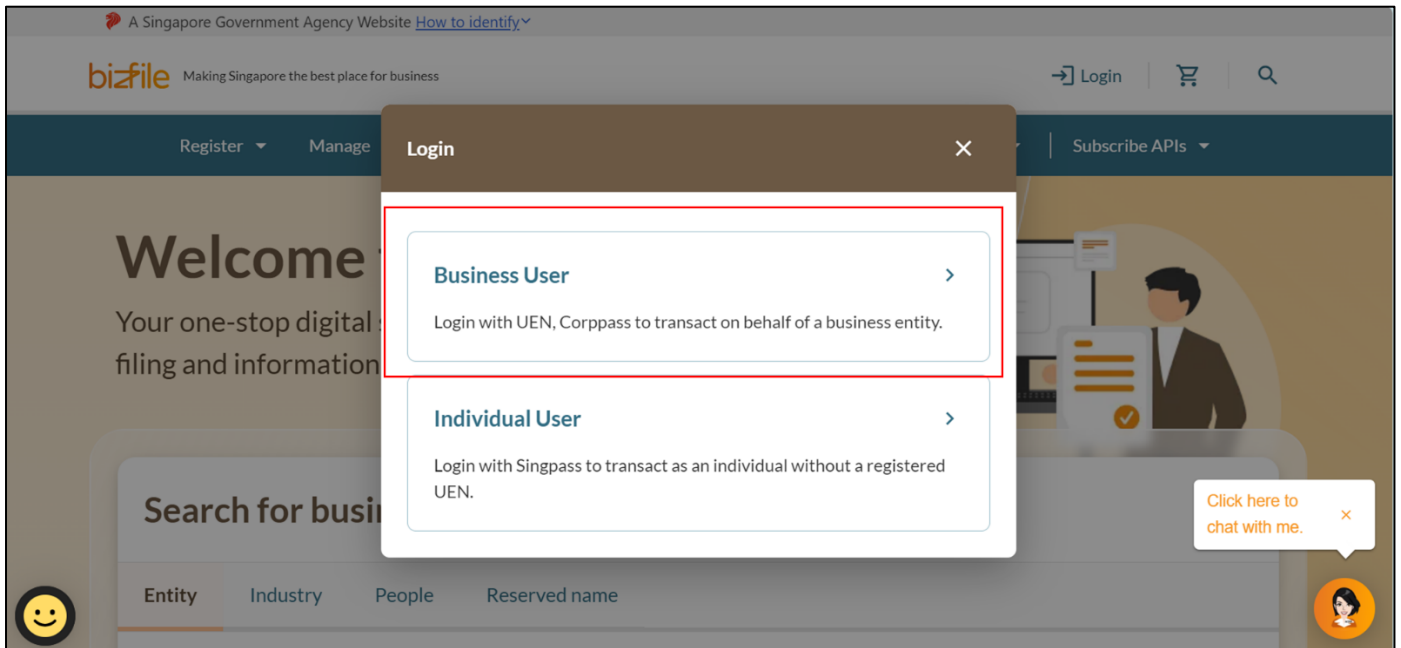
Items per page: 10 1-2 of 2 item(s) From latest to earlier

Page 1 of 1

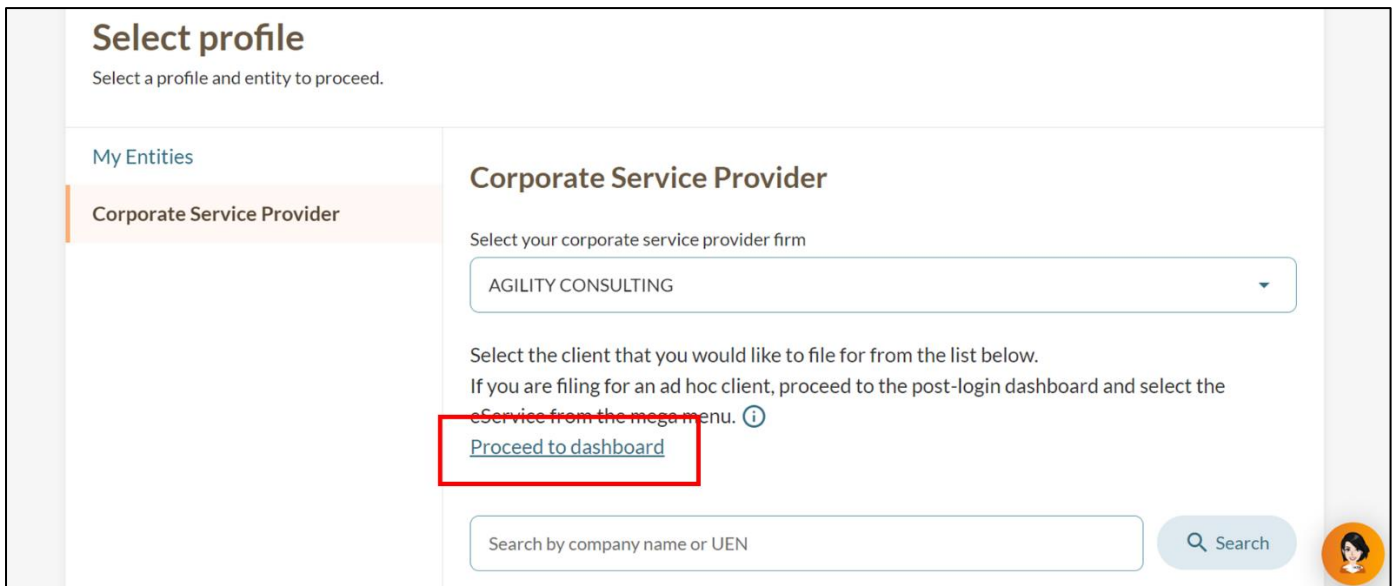
Updated as at 29-Dec-2024

Guide on withdrawing CSP client

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

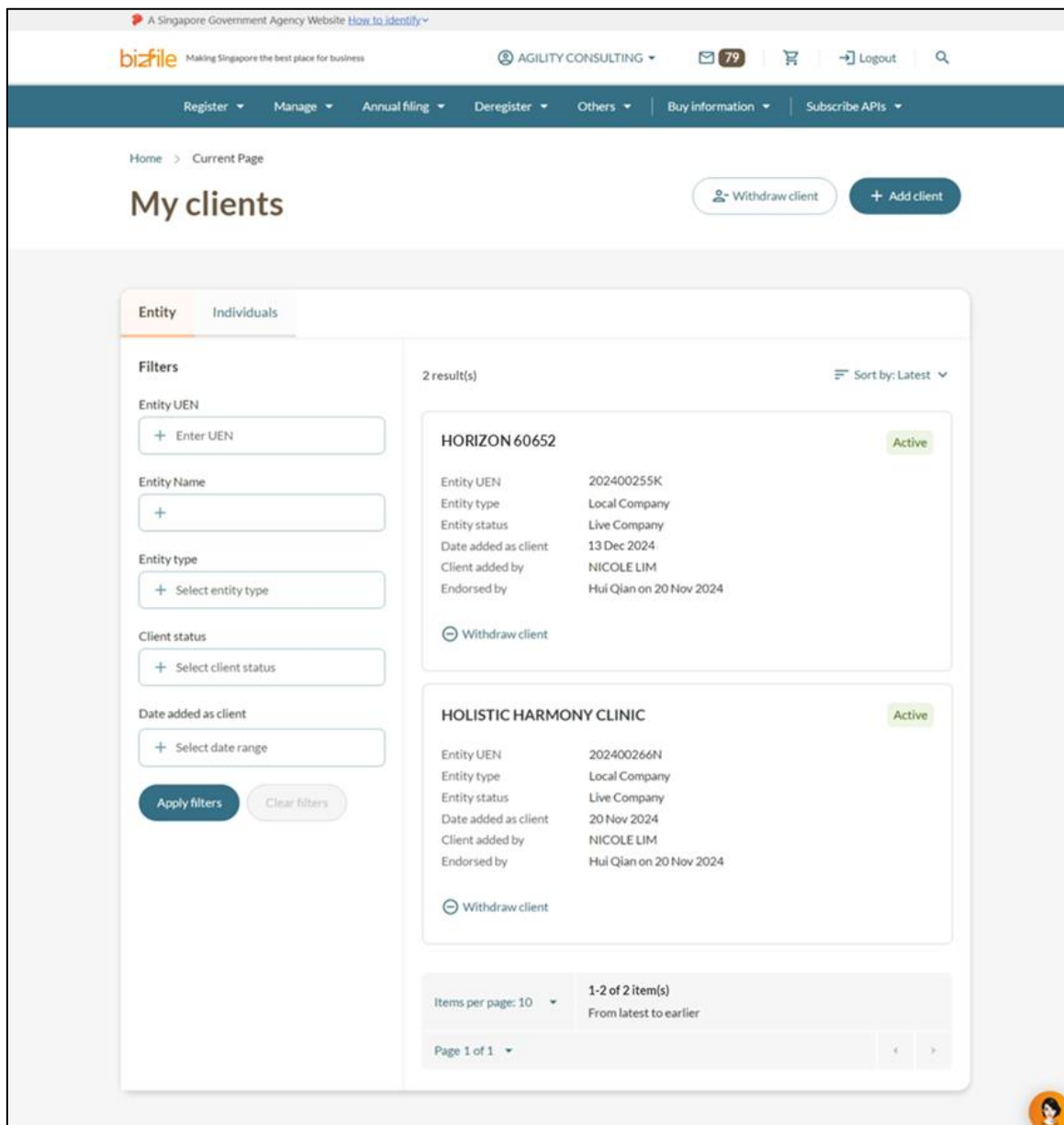
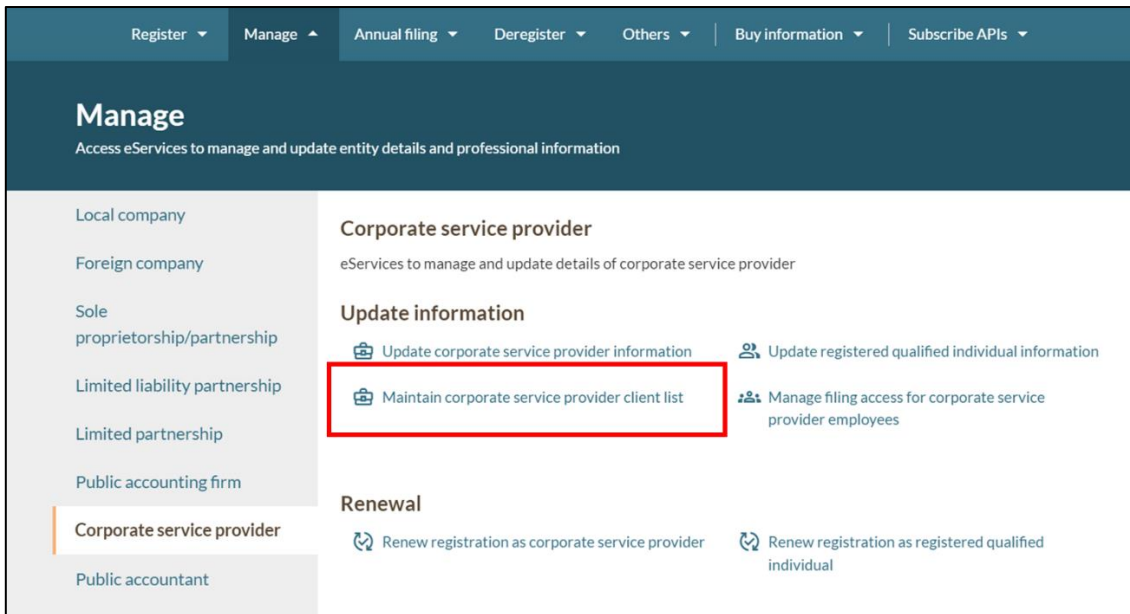


Step 2: On the 'My Profile' page, select the CSP firm for which you wish to manage the client list. Click 'Proceed to dashboard' to perform transactions for your CSP firm.



Updated as at 29-Dec-2024

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.

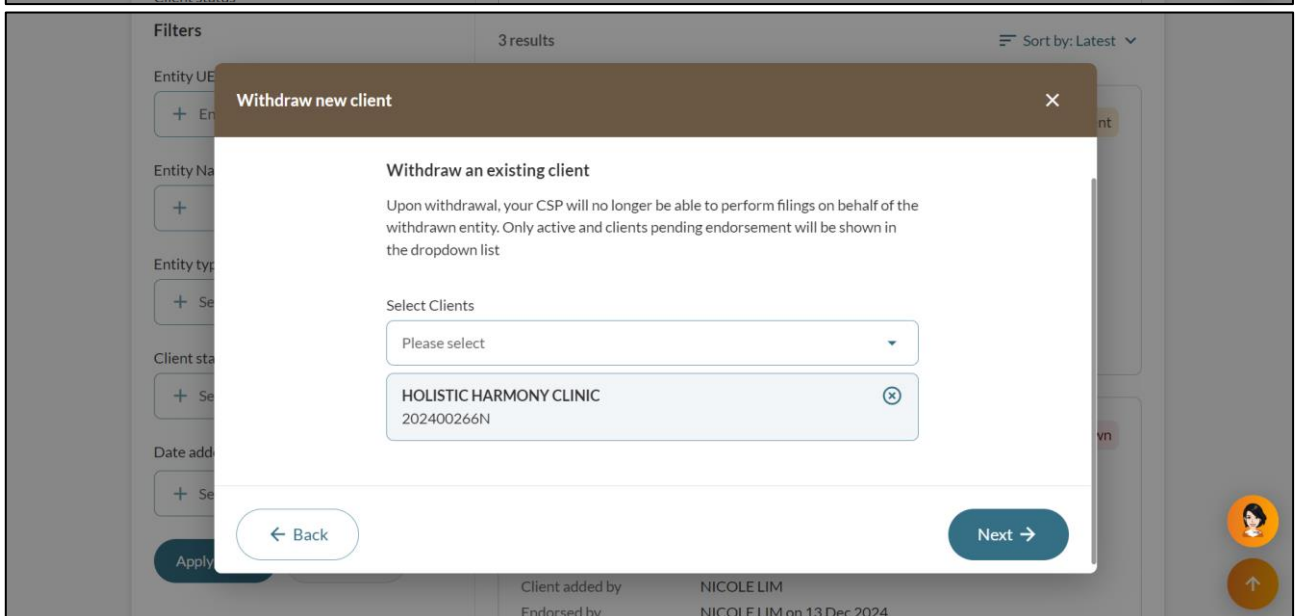
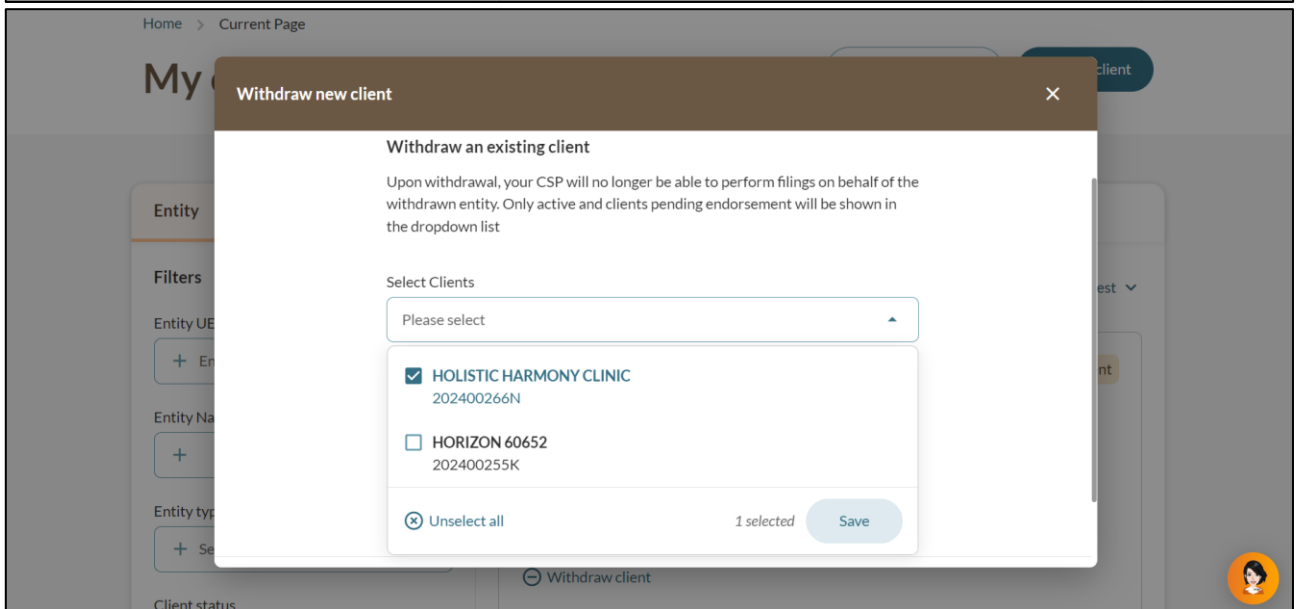
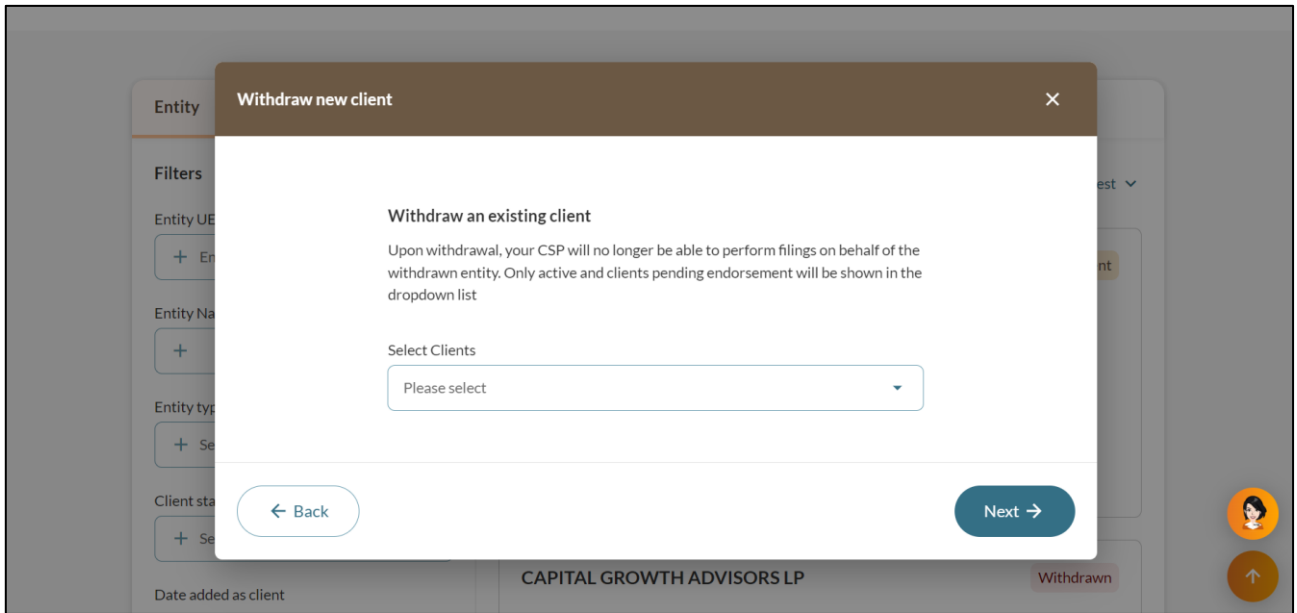


Step 4: To withdraw a CSP client, you have two options:

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

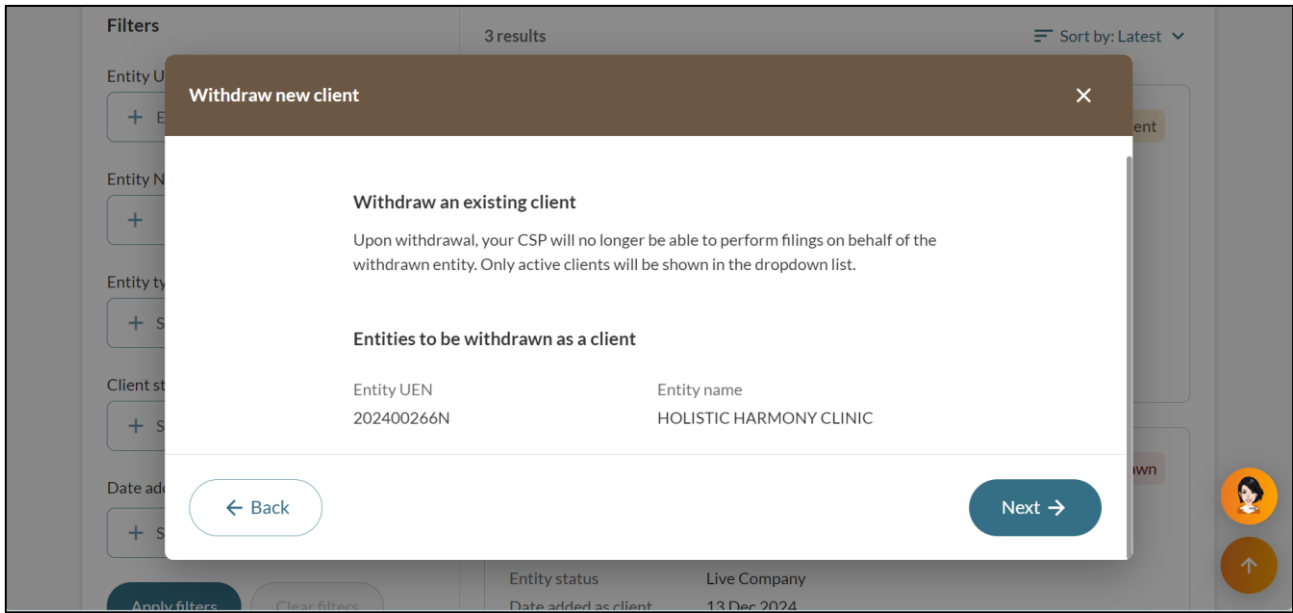
The screenshot shows the 'My clients' page on the bizfile website. At the top, there is a navigation bar with 'Register', 'Manage', 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. Below this, the page title 'My clients' is displayed. A red box labeled '1' highlights the 'Withdraw client' button in the top right corner. Below the title, there are two tabs: 'Entity' and 'Individuals'. The 'Entity' tab is selected. On the left, there are filter options for Entity UEN, Entity Name, Entity type, Client status, and Date added as client. On the right, there are two client listings: 'HORIZON 60652' and 'HOLISTIC HARMONY CLINIC'. A red box labeled '2' highlights the 'Withdraw client' button in the listing for 'HORIZON 60652'. At the bottom, there is a footer with the ACRA logo and links for 'About Us', 'News Room', 'Guides', 'Feedback', and 'Contact Us'. The footer also includes 'Report vulnerability', 'Privacy statement', 'Terms of use', and 'Sitemap'. The copyright notice is '© 2024 Government of Singapore' and 'Last updated on 12 Dec 2024'.

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



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Step 6: Review your submission before proceeding



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

