Navigating the new Bizfile: Maintain corporate service provider (CSP) client list

To file transactions on behalf of clients in Bizfile, corporate service providers (CSPs) must first maintain the list of clients that they are servicing using the "Maintain corporate service provider client list" eService.

This transaction allows CSPs to add or remove their clients and can be filed by authorised officers of the CSP (directors, secretaries, partners or owners) or their Registered Qualified Individual(s).

Scenario	Navigation
Adding a new client to your client list	Select here
Withdrawing a client from your client list	Select here

Ensure that you:

- ✓ Are an authorised position holder or Registered Qualified Individual (RQI) of the CSP. Only authorised position holders or RQI can access the Maintain CSP client list.
- ✓ Have an active Corppass account. If you do not have a Corppass account, apply for one via the Corppass website at <u>www.corppass.gov.sg</u>.
- ✓ Have access to Bizfile eService. The Corppass admin for your CSP firm must grant you access to ACRA Bizfile.

Step-by-step instructions on adding a new client to your client list

Step 1: Login to Bizfile as a "Business User" using Corppass credentials.



Step 2: When prompted, click "Select profile" to choose an entity profile.

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No late filing penalties until 15 Mar d For more information, click <u>here</u> .	h 2025. ×
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Home > My profile My profile You are logged in as NICOLE I	
My Entities Corporate Service Provider	My Entities Click here to chat with me. You are a position holder of the entities listed below Image: Click here to chat with me.

Step 3: On the **"My Profile – Select profile"** page, **select "Corporate Service Provider**" and choose your CSP firm from the drop-down list if you represent multiple CSP firms.

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← Back Select profile Select a profile and entity to proceed. My Entities Corporate Service Provider	Corporate Service Provider Select your corporate service provider firm Please select	
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Step 4: To file transactions on behalf of your own CSP firm, click "Proceed to dashboard".

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

Step 5: From the mega menu, click on the **"Manage"** tab and select **"Maintain corporate service provider client list"**. This will take you to **"My clients"** page to view your complete client listing.

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Manage Access eServices to manage and upd	ate entity details and professional information	
Local company Foreign company	Corporate service provider eServices to manage and update details of corporate service	ce provider
Sole proprietorship/partnership	Update information Update corporate service provider information	🕰 Update registered qualified individual information
Limited liability partnership Limited partnership	🖨 Maintain corporate service provider client list	Manage filing access for corporate service provider employees
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Corporate service provider Public accountant	Renew registration as corporate service provider	Renew registration as registered qualified individual

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	Entity status	Live	
Entity type	Date added as client	14 Mar 2025	
	Client added by	MARCUS UNG ZHI H	AO @ MARCUS UNG ZHI HAO
	Withdraw client		

Step 6: To add a new client, click the **"Add client"** button.

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Step 7: Enter the client's UEN in the search bar and click **"Retrieve"** to retrieve their details.

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Step 8: You may add multiple clients by selecting "Add another client".

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Step 9: After retrieving the client's information, select **"Next"** to proceed.

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Step 10: Review the information carefully before submission. Click "**Next**" to confirm.

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Step 11: You will see a confirmation message indicating that the transaction has been submitted successfully.



Step 12: The new client's authorised position holders (e.g. director, partner, owner) will receive a notification in their entity's Bizfile Inbox that your CSP can now file with ACRA on their behalf.

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Step 13: You can verify the addition of the new clients by checking **"My clients"** listing on your dashboard.

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Register 👻 Manage 🔹	🔹 Annual filing 👻 Deregister 👻	Others 👻 🛛 Buy information	n 🔹 📔 Subscribe APIs 👻
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Step-by-step instructions on withdrawing a client from your client list

Step 1: Login to Bizfile as a "Business User" using Corppass credentials.



Step 2: On the **"My Profile – Select profile"** page, select the **"Corporate Service Provider**" link and choose the CSP firm from the drop-down list. To file transactions on behalf of your own CSP firm, click **"Proceed to dashboard"**.

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 **"My clients**" page to view your complete client listing.

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Step 4: To withdraw a client, locate the entity and click the **"Withdraw client"** option below their details.

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Register 👻 Manage 👻	Annual filing 👻 Deregister 👻	Others 👻 Buy information 👻	Subscribe APIs 👻		
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My clients			+ Add client		
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Step 5: Before proceeding with the withdrawal, verify the client's name to ensure you are withdrawing the correct entity. Click **"Next"** to proceed.

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Step 6: Review your submission carefully before submitting. Click **"Next"** to submit.

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Step 7: Upon successful submission, you will see a confirmation message indicating that the client has been successfully withdrawn.

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Step 8: The client's status will be updated to "Withdrawn" in your client list.

	8 results	Sort by: Latest
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+	Entity status	Live
	Date added as client	14 Mar 2025
Entity type	Client added by	MARCUS ONG ZHI HAO @ MARCUS ONG ZHI HAO
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	GL LC Director	Withdrawn
Date added as client		
+ Select date range	Entity UEN	T88LC1717Y
	Entity type	Local Company
	Entity status	In Liquidation - Compulsory Winding Up
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