

## 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).

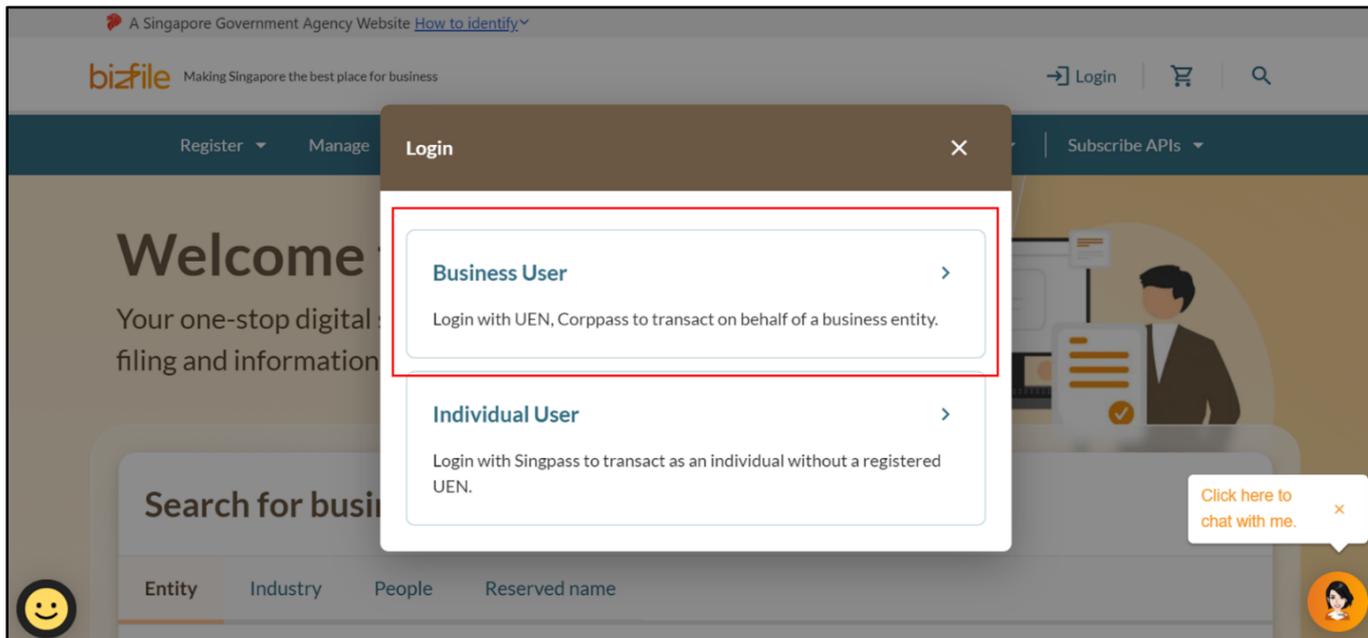
| Scenario                                   | Navigation                  |
|--|-----------------------------|
| Adding a new client to your client list    | <a href="#">Select here</a> |
| Withdrawing a client from your client list | <a href="#">Select here</a> |

### Ensure that you:

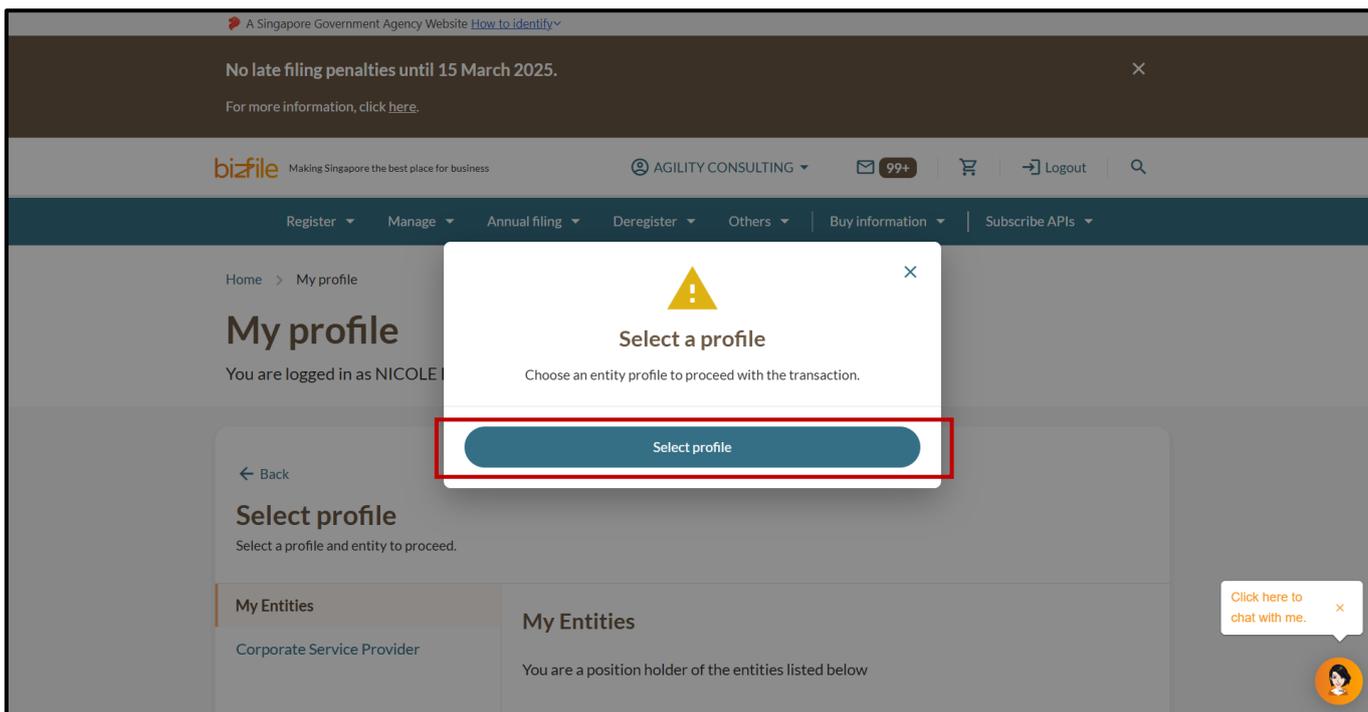
- ✓ Are an **authorised position holder** or **Registered Qualified Individual (RQI)** of the CSP. Only authorised position holders or RQI can access the Maintain CSP client list.
- ✓ Have an active Corppass account. If you do not have a Corppass account, apply for one via the Corppass website at [www.corppass.gov.sg](http://www.corppass.gov.sg).
- ✓ 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

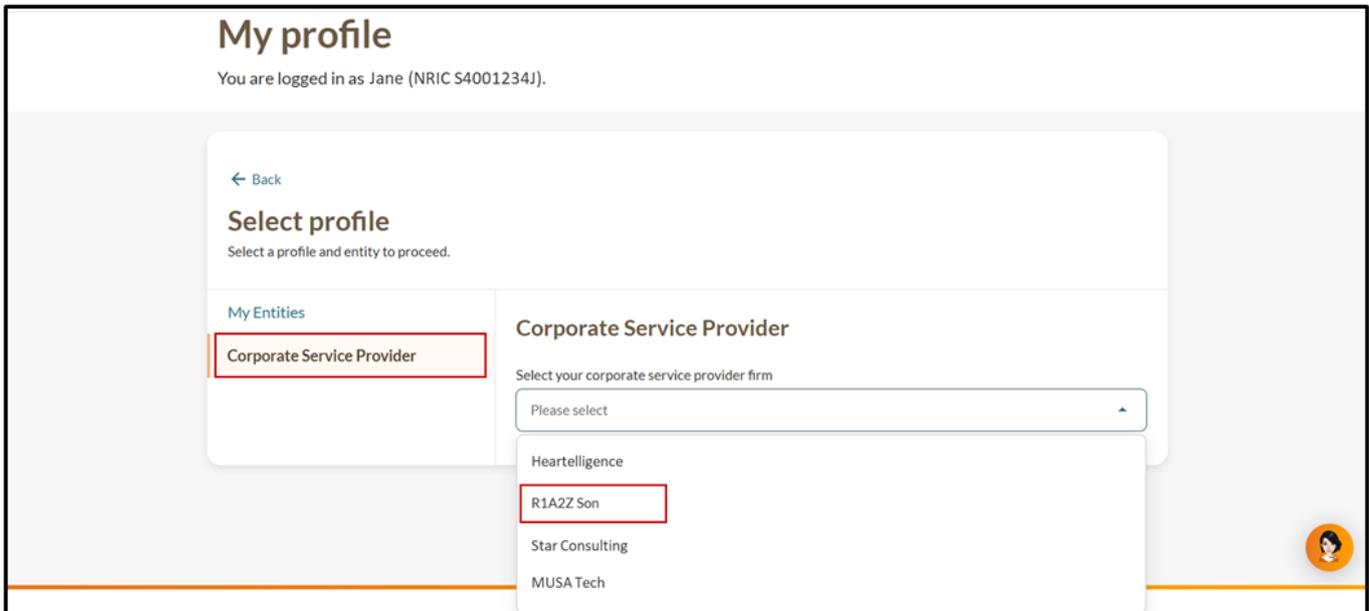
**Step 1:** Login to Bizfile as a “Business User” using Corppass credentials.



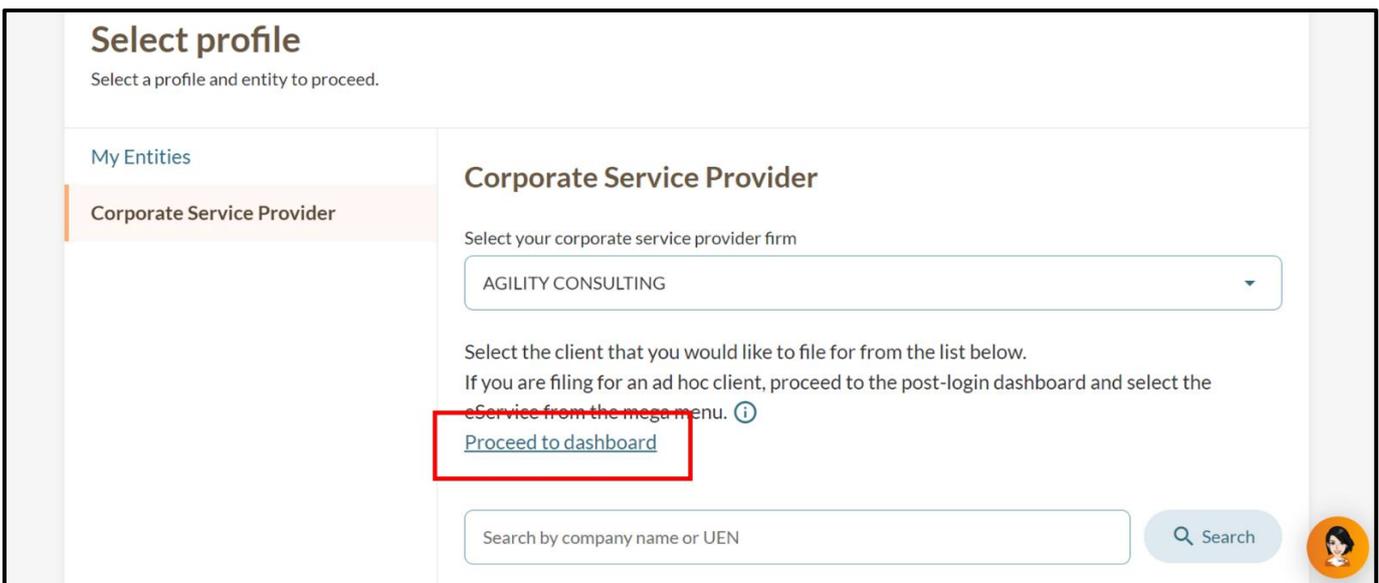
**Step 2:** When prompted, click “**Select profile**” to choose an entity profile.



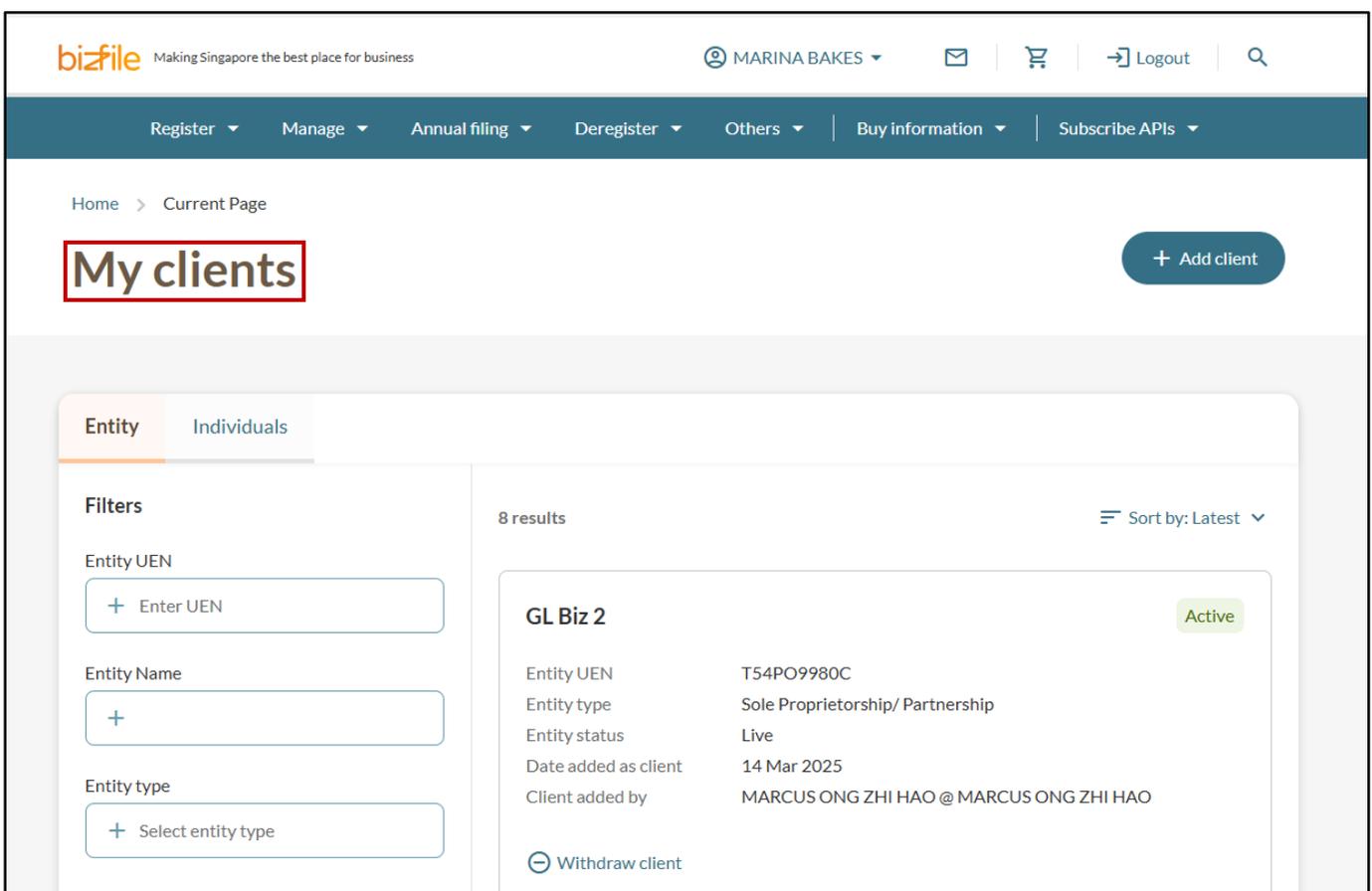
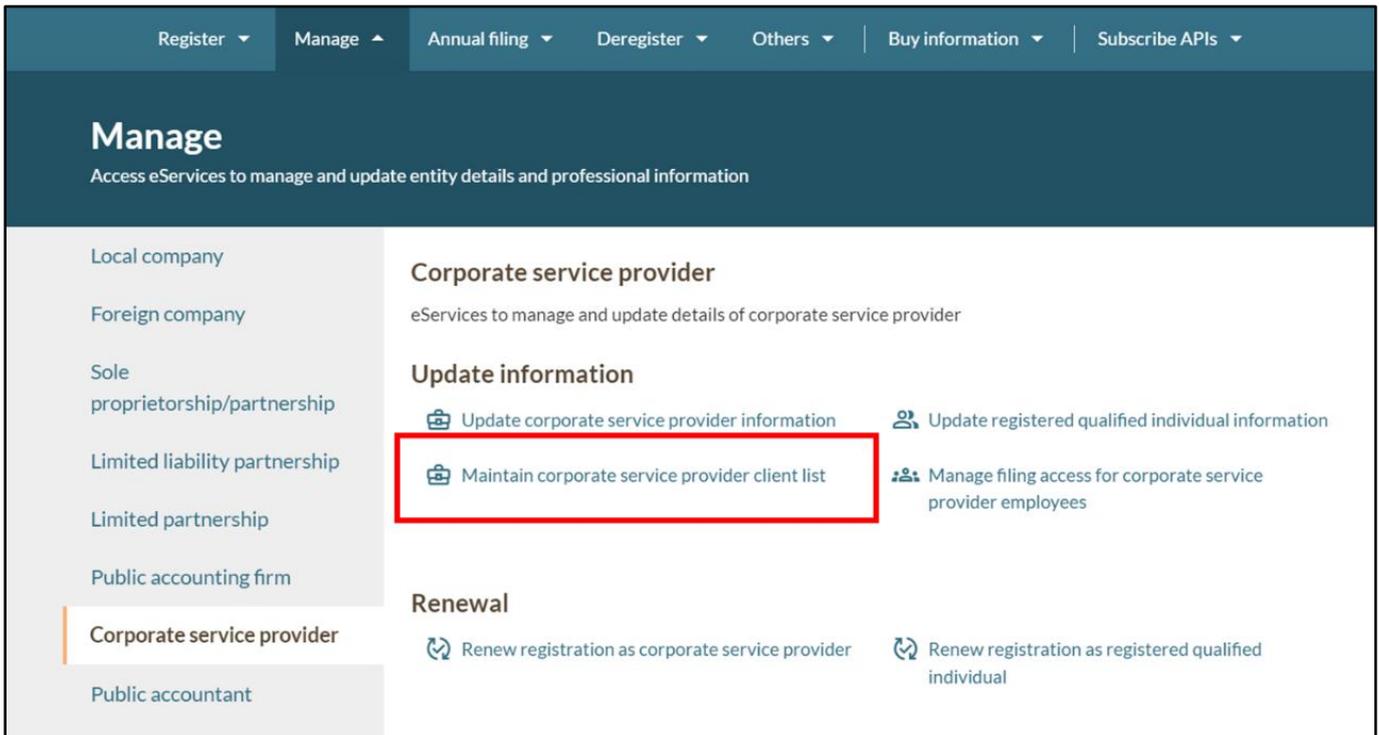
**Step 3:** On the “**My Profile – Select profile**” page, select “**Corporate Service Provider**” and choose your CSP firm from the drop-down list if you represent multiple CSP firms.



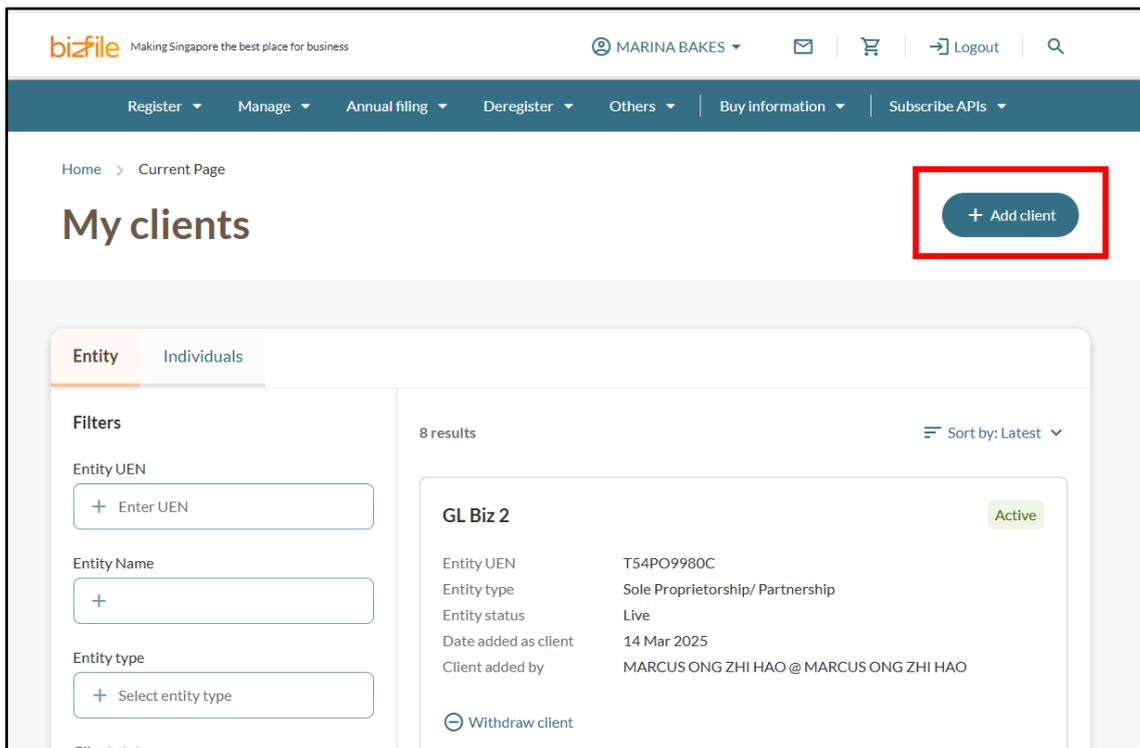
**Step 4:** To file transactions on behalf of your own CSP firm, click “**Proceed to dashboard**”.



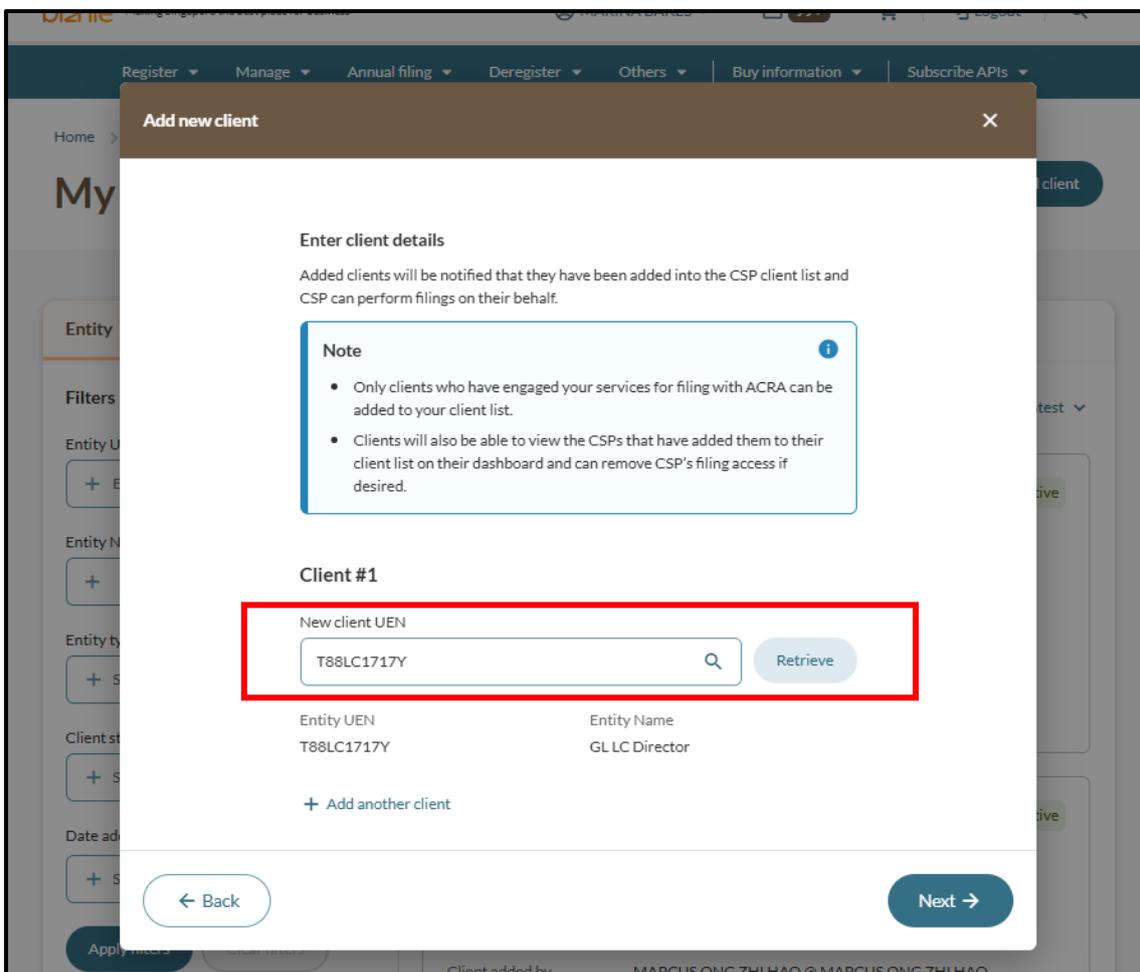
**Step 5:** From the mega menu, click on the “**Manage**” tab and select “**Maintain corporate service provider client list**”. This will take you to “**My clients**” page to view your complete client listing.



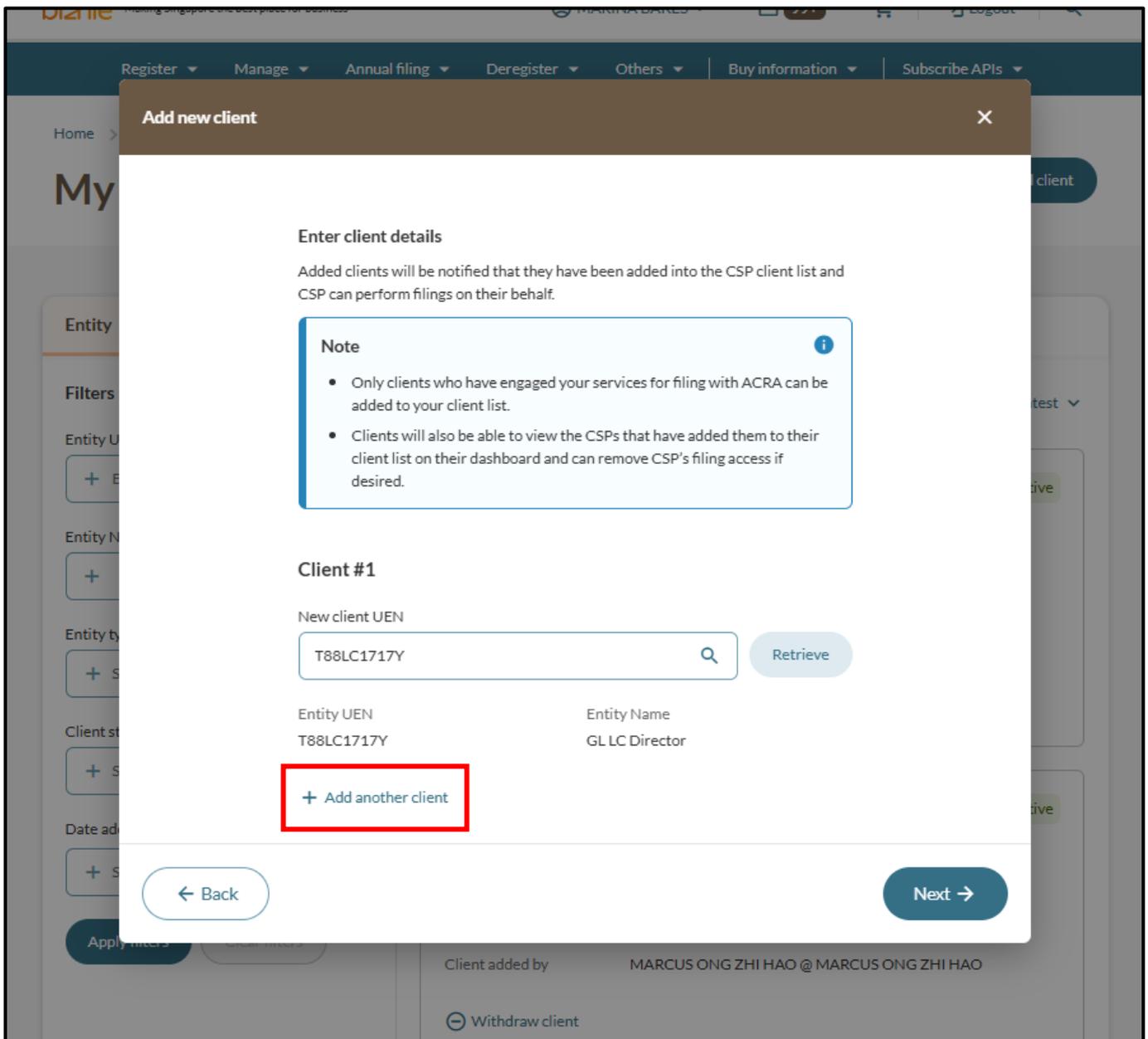
**Step 6:** To add a new client, click the **“Add client”** button.



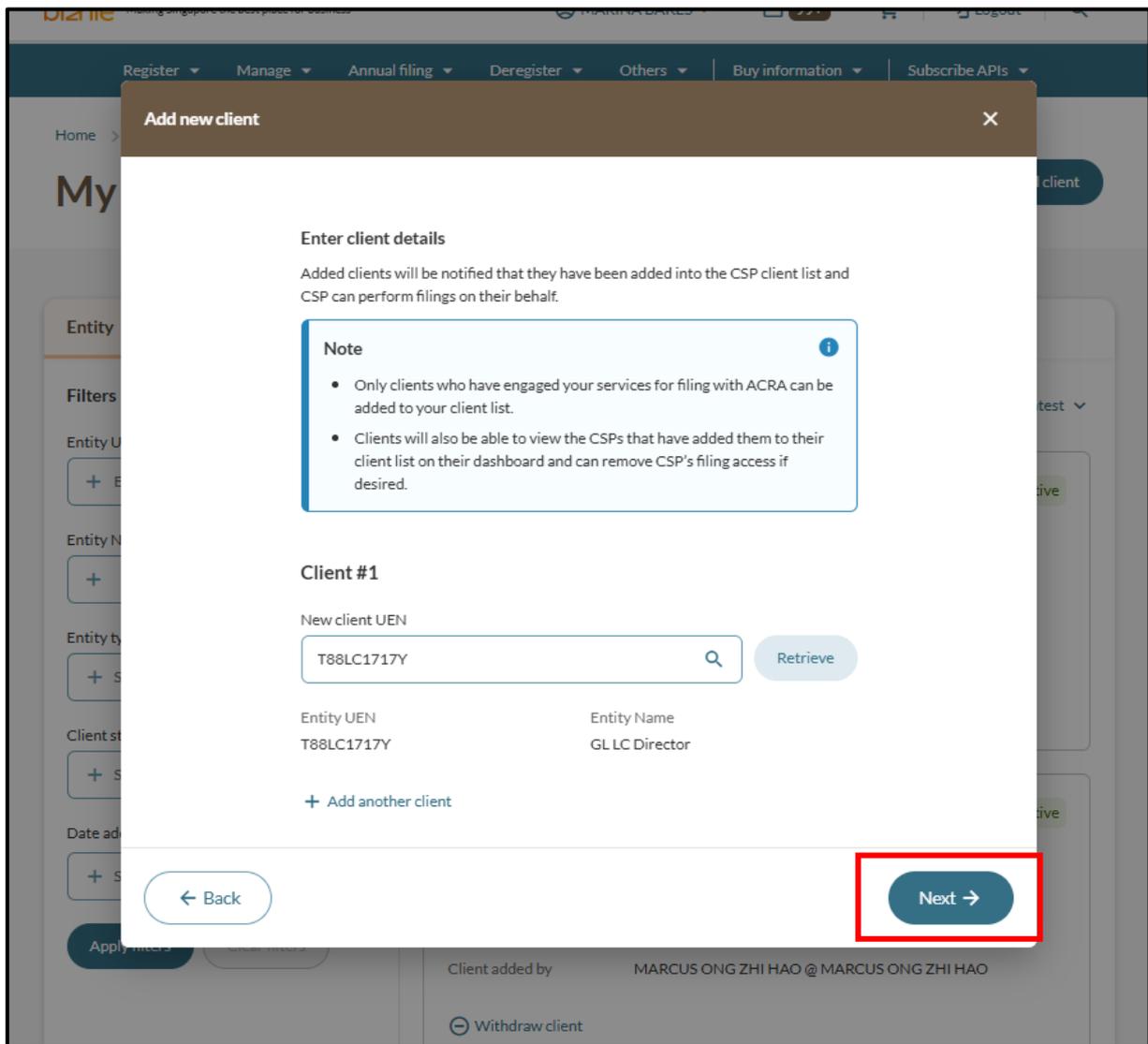
**Step 7:** Enter the client's UEN in the search bar and click **“Retrieve”** to retrieve their details.



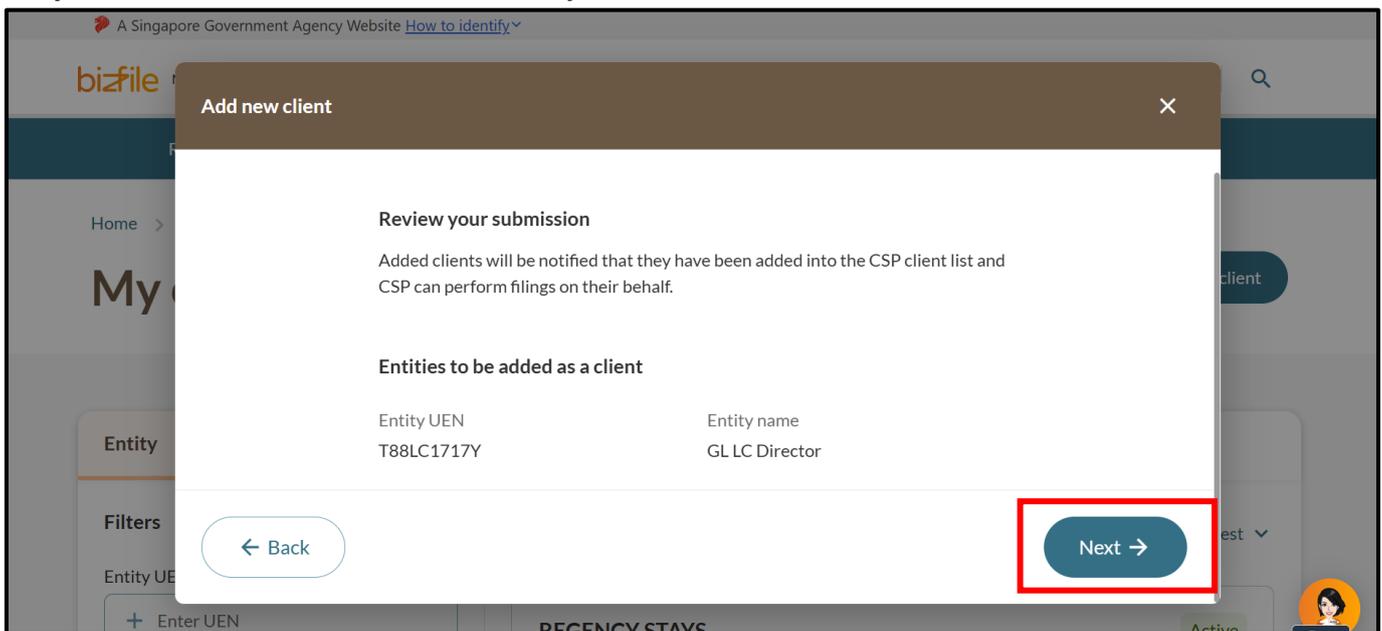
**Step 8:** You may add multiple clients by selecting **“Add another client”**.



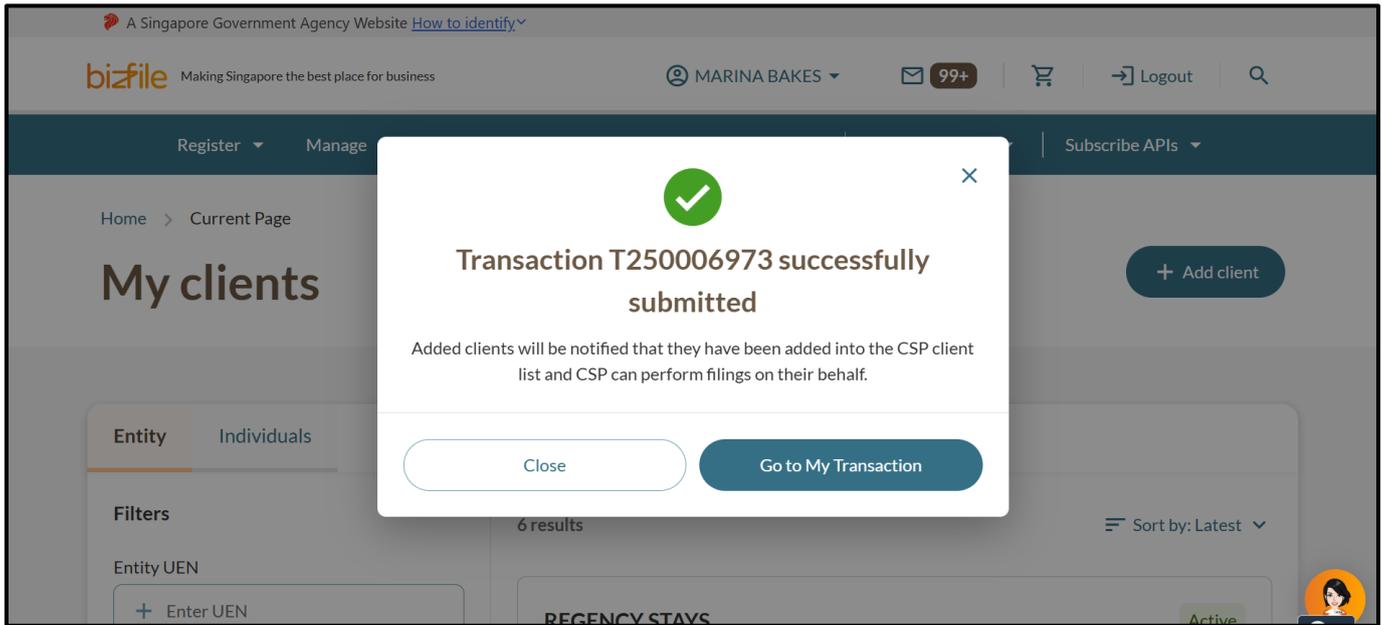
**Step 9:** After retrieving the client’s information, select “**Next**” to proceed.



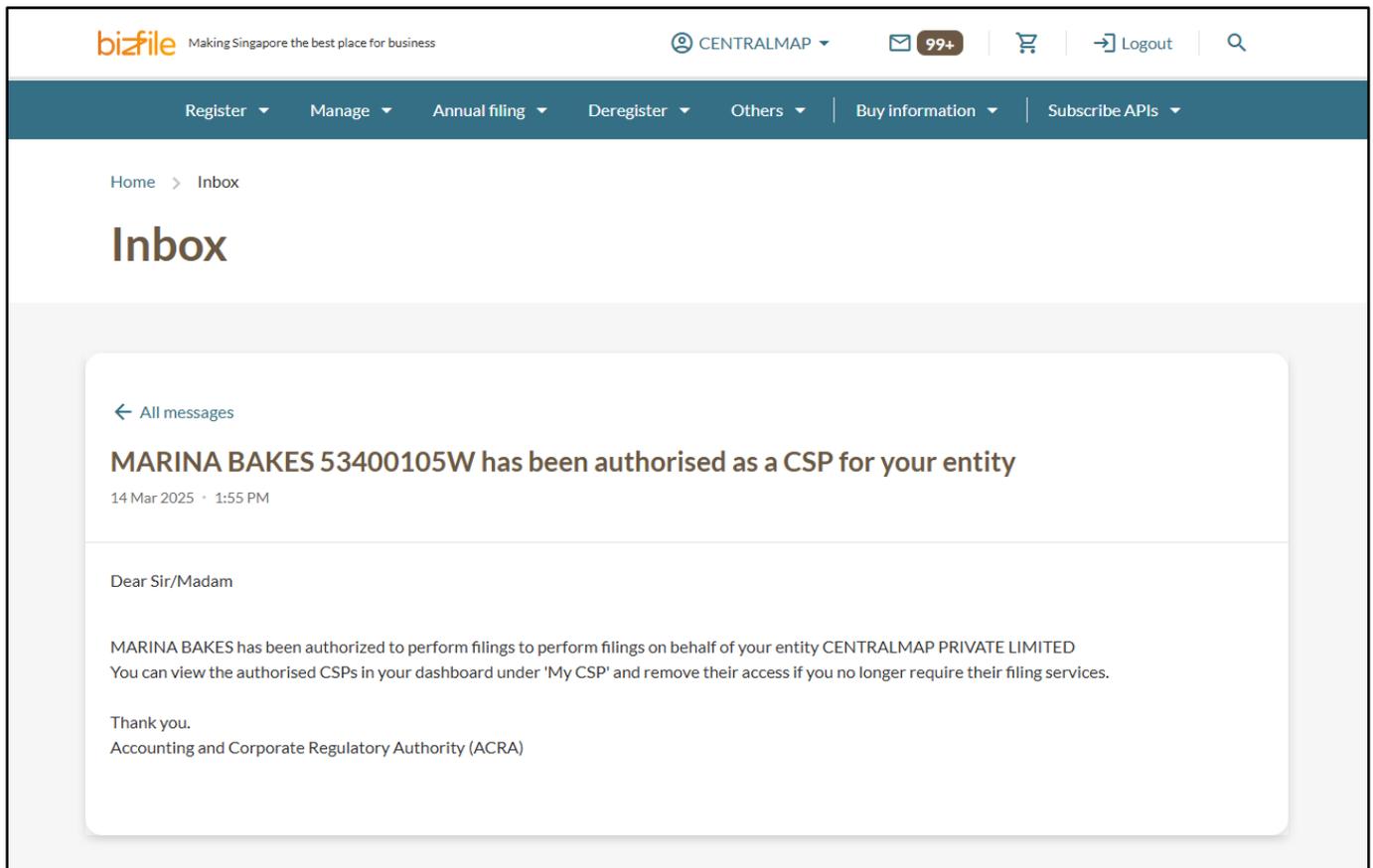
**Step 10:** Review the information carefully before submission. Click “**Next**” to confirm.



**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.



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

The screenshot shows the 'My clients' dashboard on the bizfile website. The page has a header with the bizfile logo and navigation links. Below the header, there are tabs for 'Entity' and 'Individuals'. A 'Filters' section on the left allows users to filter clients by Entity UEN, Entity Name, Entity type, Client status, and Date added as client. The main content area shows 7 results, sorted by 'Latest'. The first client listed is 'GL LC Director', which is highlighted with a red box. This client is marked as 'Active' and has the following details: Entity UEN T88LC1717Y, Entity type Local Company, Entity status In Liquidation - Compulsory Winding Up, Date added as client 14 Mar 2025, and Client added by MARCUS ONG ZHI HAO @ MARCUS ONG ZHI HAO. Below this client, there is a 'Withdraw client' button. The second client listed is 'REGENCY STAYS', also marked as 'Active', with Entity UEN 53500021M.

A Singapore Government Agency Website [How to identify](#)

**bizfile** Making Singapore the best place for business

MARINA BAKES 99+ Logout

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > Current Page

# My clients

[+ 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

7 results [Sort by: Latest](#)

**GL LC Director** Active

Entity UEN T88LC1717Y  
Entity type Local Company  
Entity status In Liquidation - Compulsory Winding Up  
Date added as client 14 Mar 2025  
Client added by MARCUS ONG ZHI HAO @ MARCUS ONG ZHI HAO

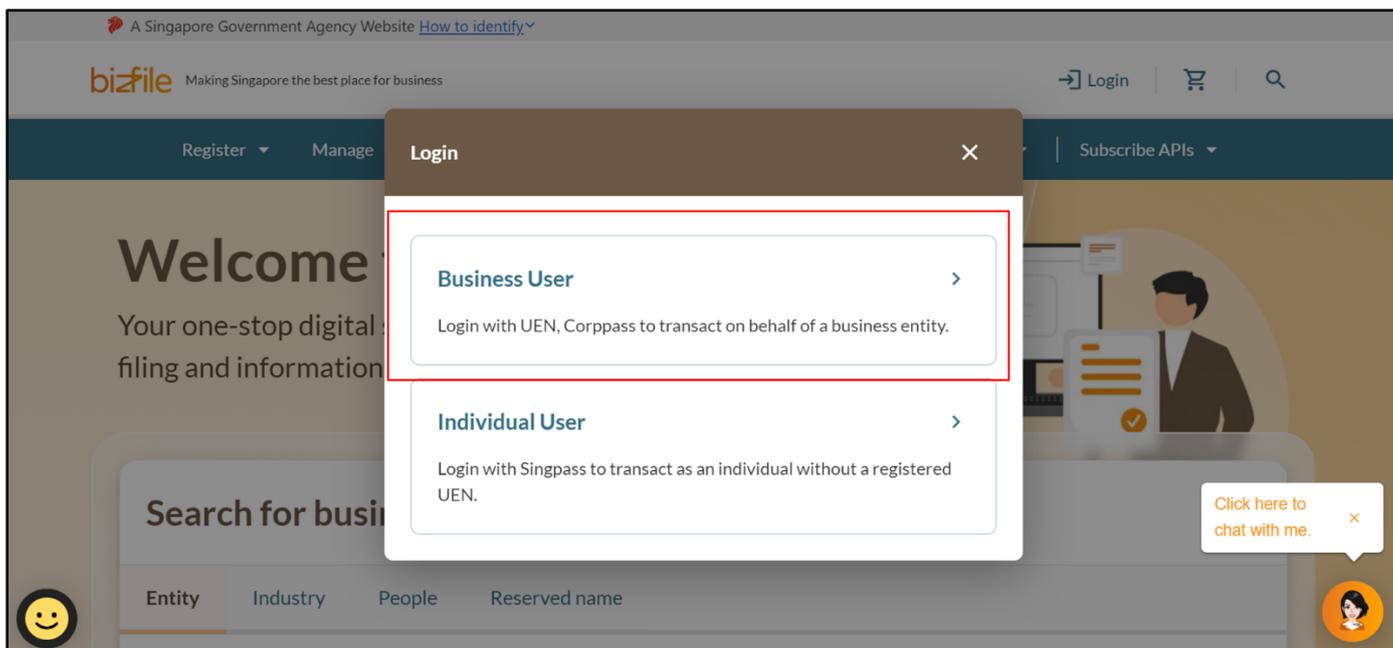
[Withdraw client](#)

**REGENCY STAYS** Active

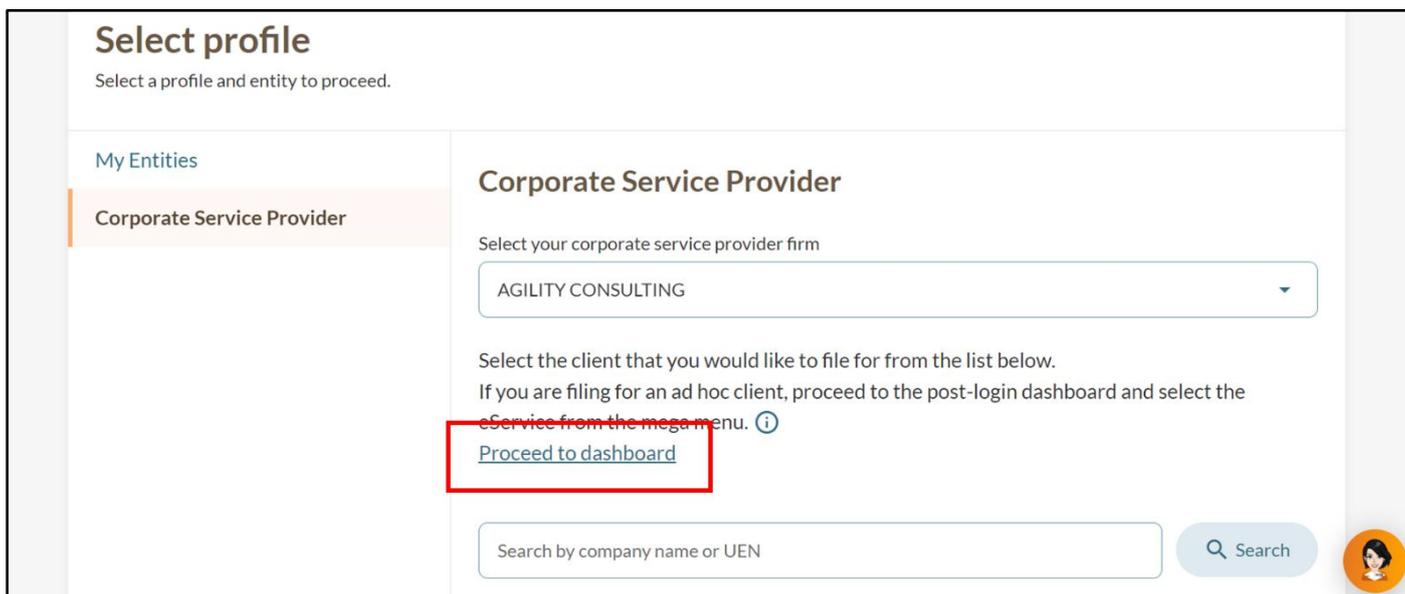
Entity UEN 53500021M

## Step-by-step instructions on withdrawing a client from your client list

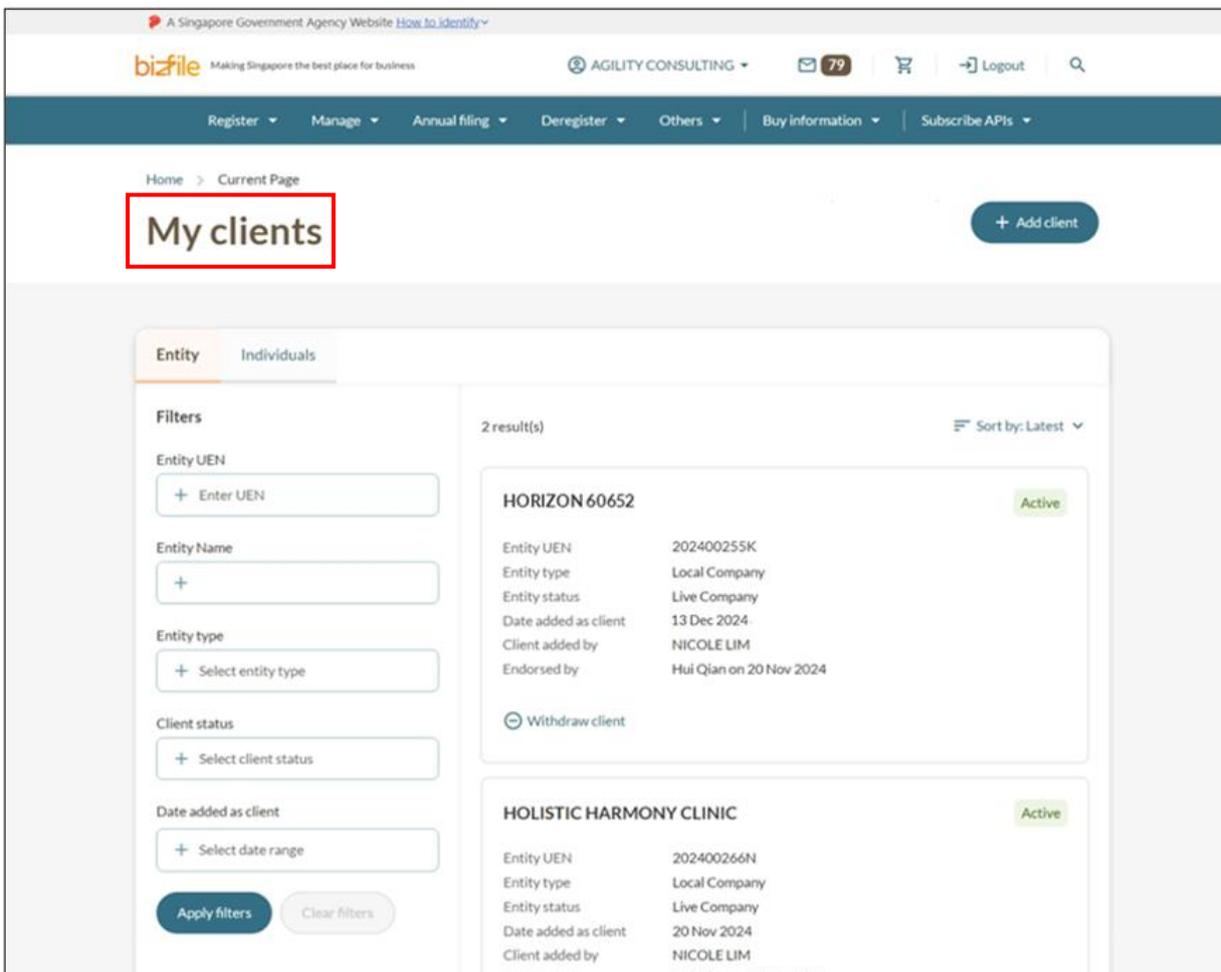
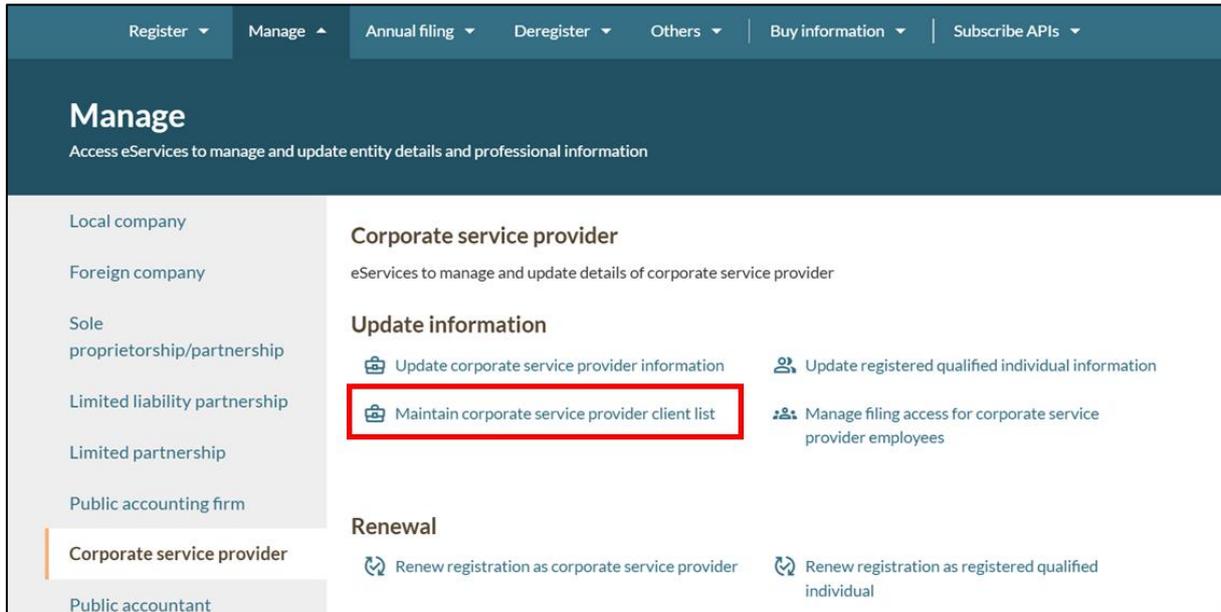
**Step 1:** Login to Bizfile as a “Business User” using Corppass credentials.



**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”.



**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.

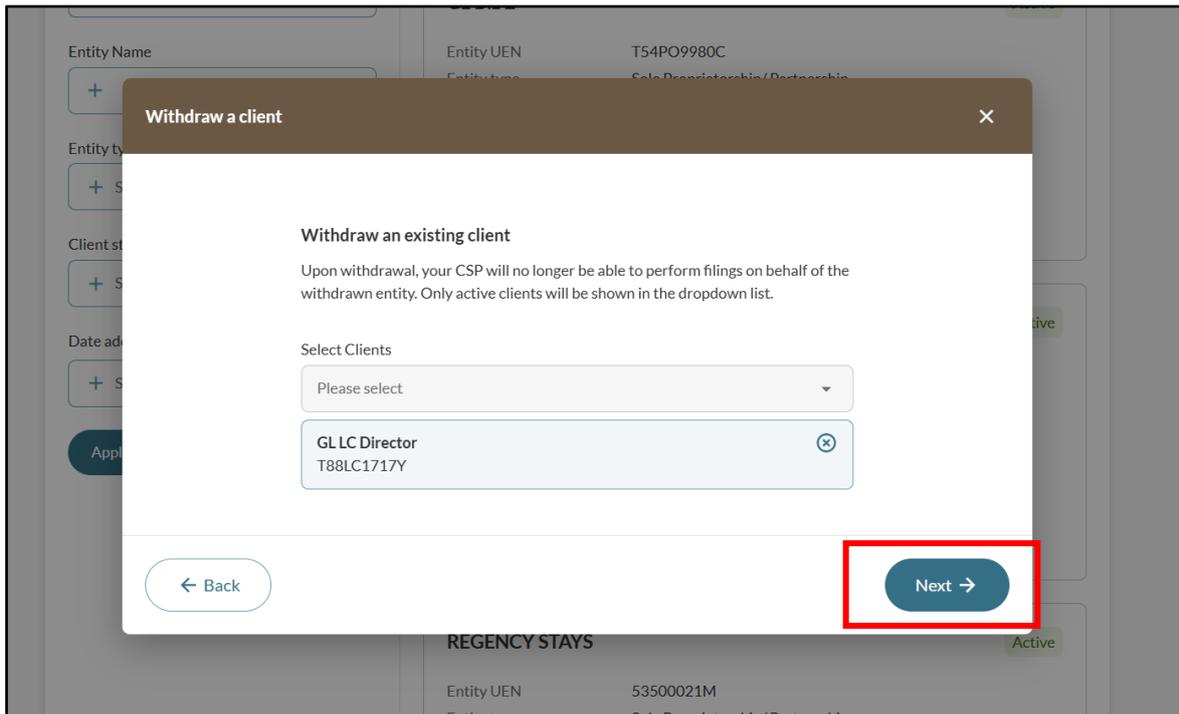


**Step 4:** To withdraw a client, locate the entity and click the **"Withdraw client"** option below their details.

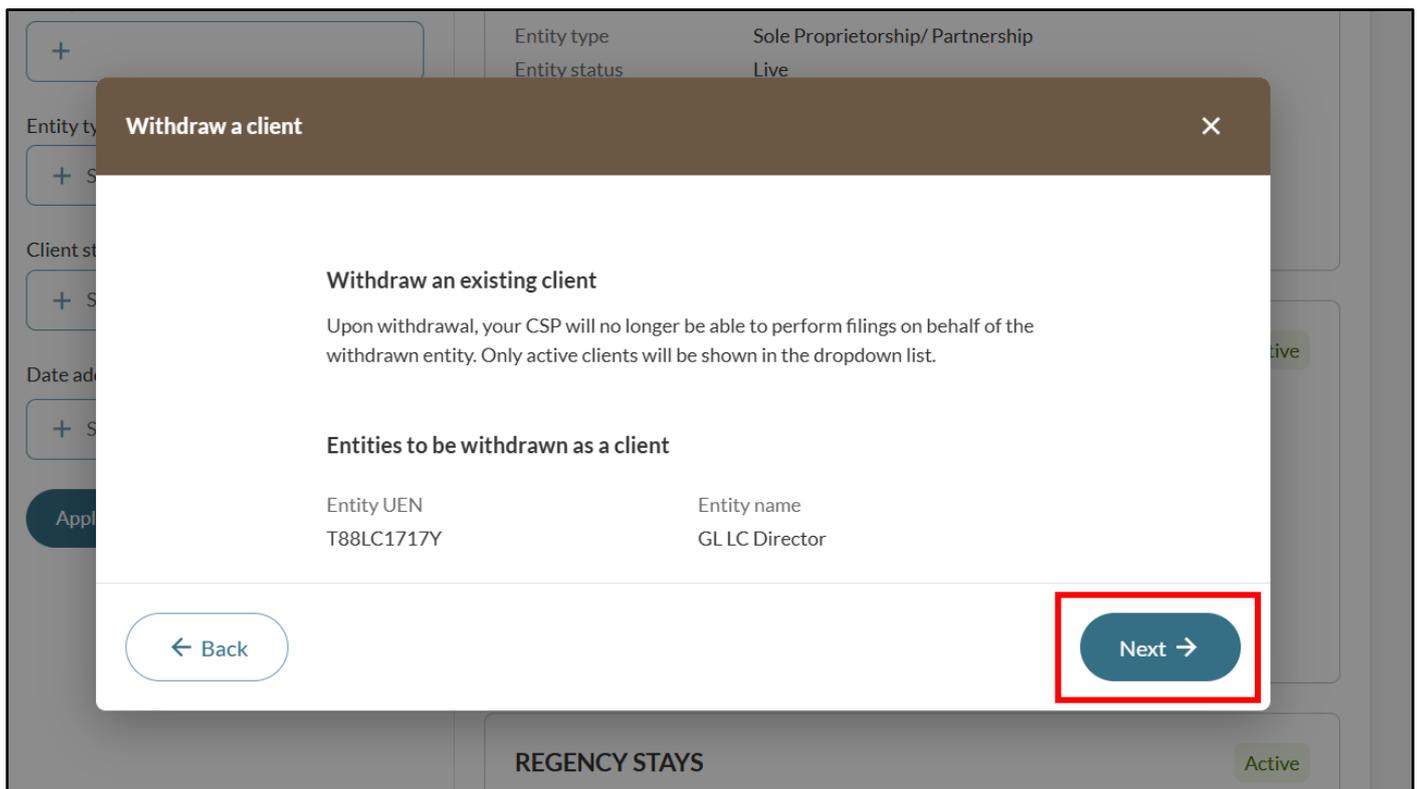
The screenshot shows the 'My clients' page on the bizfile website. The page has a header with the bizfile logo and navigation links. Below the header, there are tabs for 'Entity' and 'Individuals'. A 'Filters' section on the left allows users to filter clients by Entity UEN, Entity Name, Entity type, Client status, and Date added as client. The main content area displays two client entries. The first entry is 'HORIZON 60652', which is marked as 'Active'. Below its details, there is a 'Withdraw client' button highlighted with a red box. The second entry is 'HOLISTIC HARMONY CLINIC', also marked as 'Active'.

| Entity Name             | Entity UEN | Entity type   | Entity status | Date added as client | Client added by | Endorsed by             | Action          |
|-------------------------|------------|---------------|---------------|----------------------|-----------------|-------------------------|-----------------|
| HORIZON 60652           | 202400255K | Local Company | Live Company  | 13 Dec 2024          | NICOLE LIM      | Hui Qian on 20 Nov 2024 | Withdraw client |
| HOLISTIC HARMONY CLINIC | 202400266N | Local Company | Live Company  | 20 Nov 2024          | NICOLE LIM      |                         |                 |

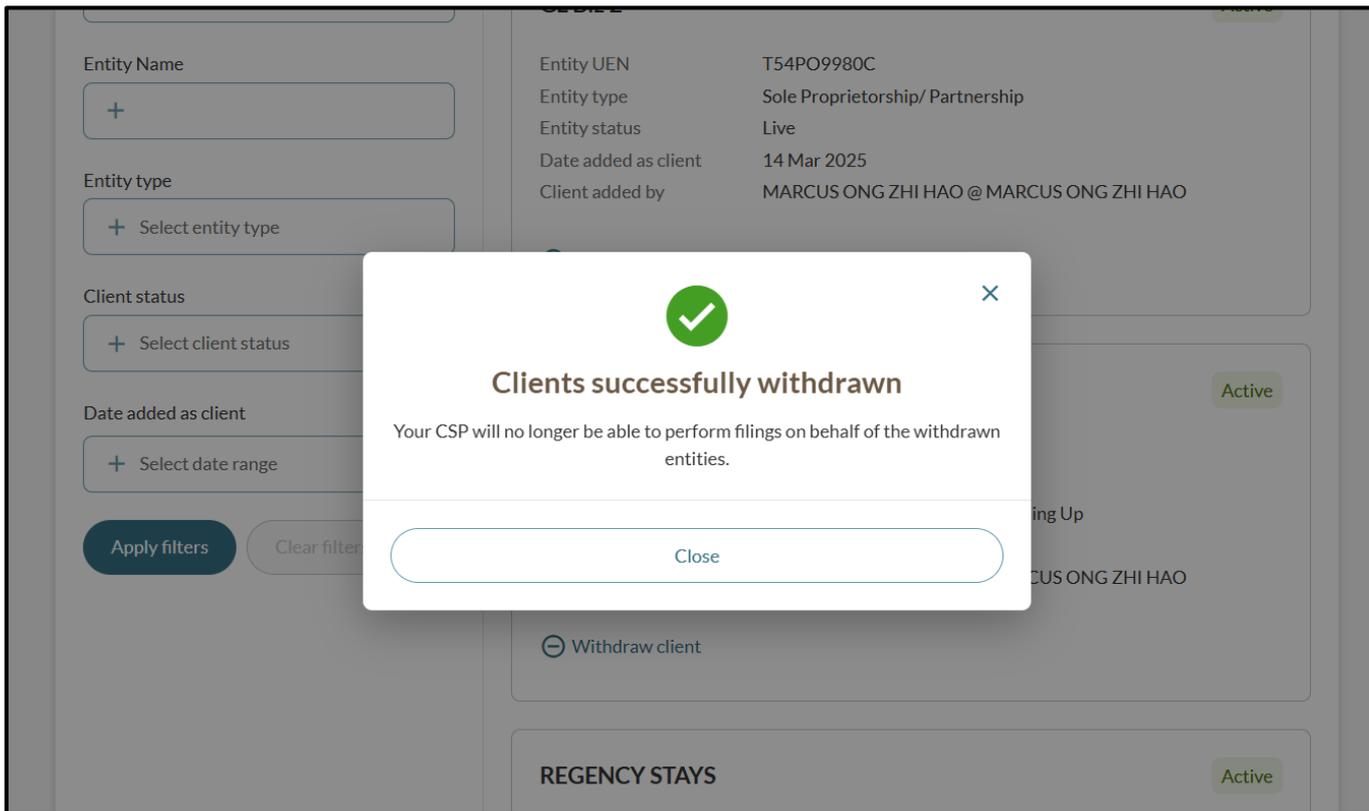
**Step 5:** Before proceeding with the withdrawal, verify the client's name to ensure you are withdrawing the correct entity. Click **"Next"** to proceed.



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



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



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

