

Navigating the new Bizfile: Apply for new business entity name

Before starting a new business or making changes to an existing business entity, you must first register a business name in Bizfile. This e-service caters to both new and existing business entities as follows:

Transactions	Sub-Transaction	Relevant Scenarios	Login
Apply for New Business Entity Name	Application for a New Business Entity Name	i. Register a new business entity ii. Convert an existing sole proprietorship, partnership or local company to a new limited liability partnership iii. Convert an existing public accounting firm or public accounting corporation to a new accounting limited liability partnership iv. Apply for Public Accounting Entity status v. Revoke Public Accounting Entity status (to update the suffix of the entity)	Singpass/Corppass
	Application for a New Business Entity Name for Name Change by Existing Entity, Conversion of Company Type or Amalgamation of Local Companies	i. Change the existing business name ii. Convert to a different company type iii. Amalgamate with local companies	Corppass
	Withdrawal of Name Application	i. Name application pending approval	Singpass/Corppass

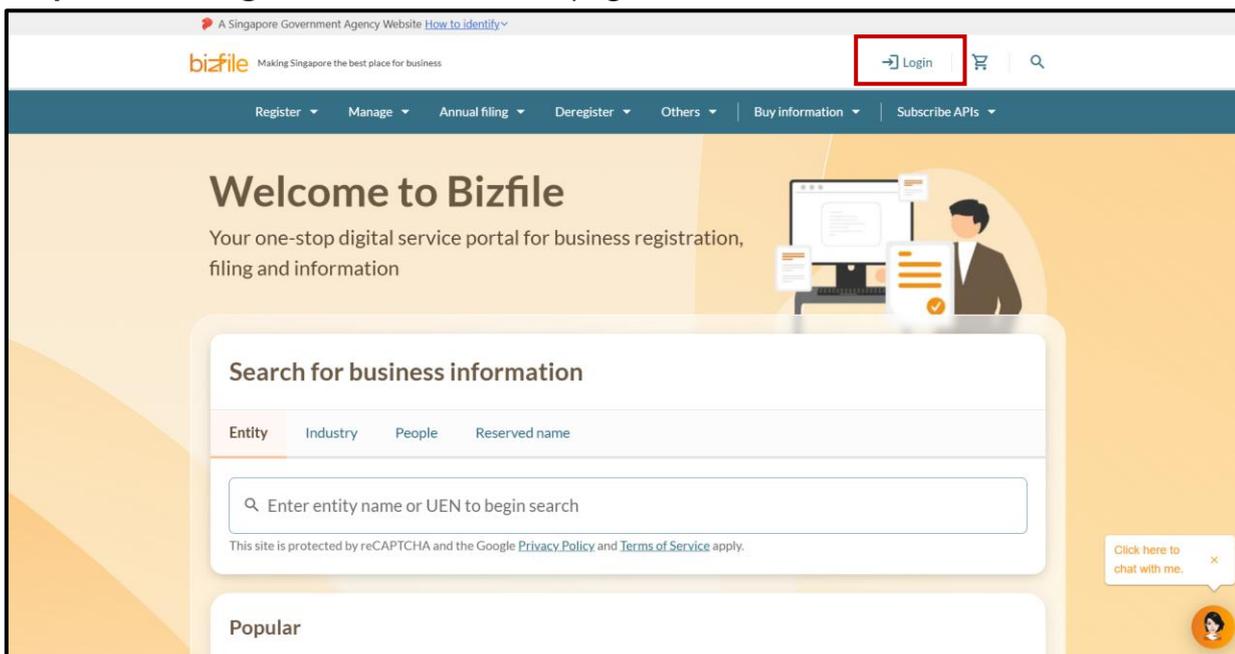
Upon approval, the registered business name will be reserved for **120 days**. If you do not complete your business registration or incorporation within this period, the reservation will expire, and the name will be released for anyone to register.

If you are applying for a business name for registering a new business entity and are not a Corporate Service Provider, you must intend to hold the following positions in the new business entity:

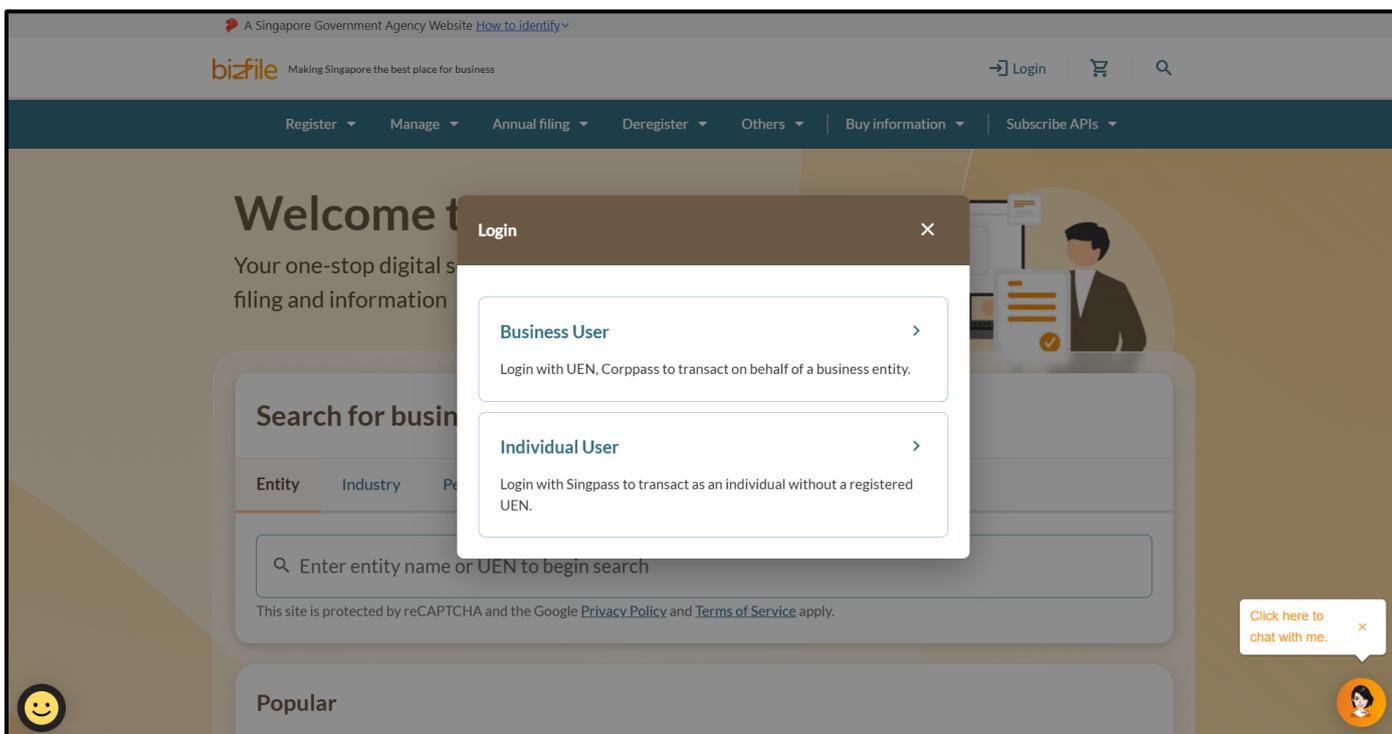
- Owner of a sole proprietorship or partnership
- Authorised Representative of a sole proprietorship or partnership if all owners are not locally resident.
- Director or Secretary of a local company
- Partner or individual Manager of a limited liability partnership
- General Partner or General Partner as a Nominee/Trustee of a limited partnership
- Partner under S18(3)(c) of the Accountants Act or Public Accountant Employee for Public Accounting Firm
- Director under S17(3)(d) of the Accountants Act or Public Accountant Employee for Public Accounting Corporation
- Partner under S18A(3)(e) of the Accountants Act or Public Accountant Employee for Accounting Limited Liability Partnership

Step-by-step instructions to register a new business name for a new business entity

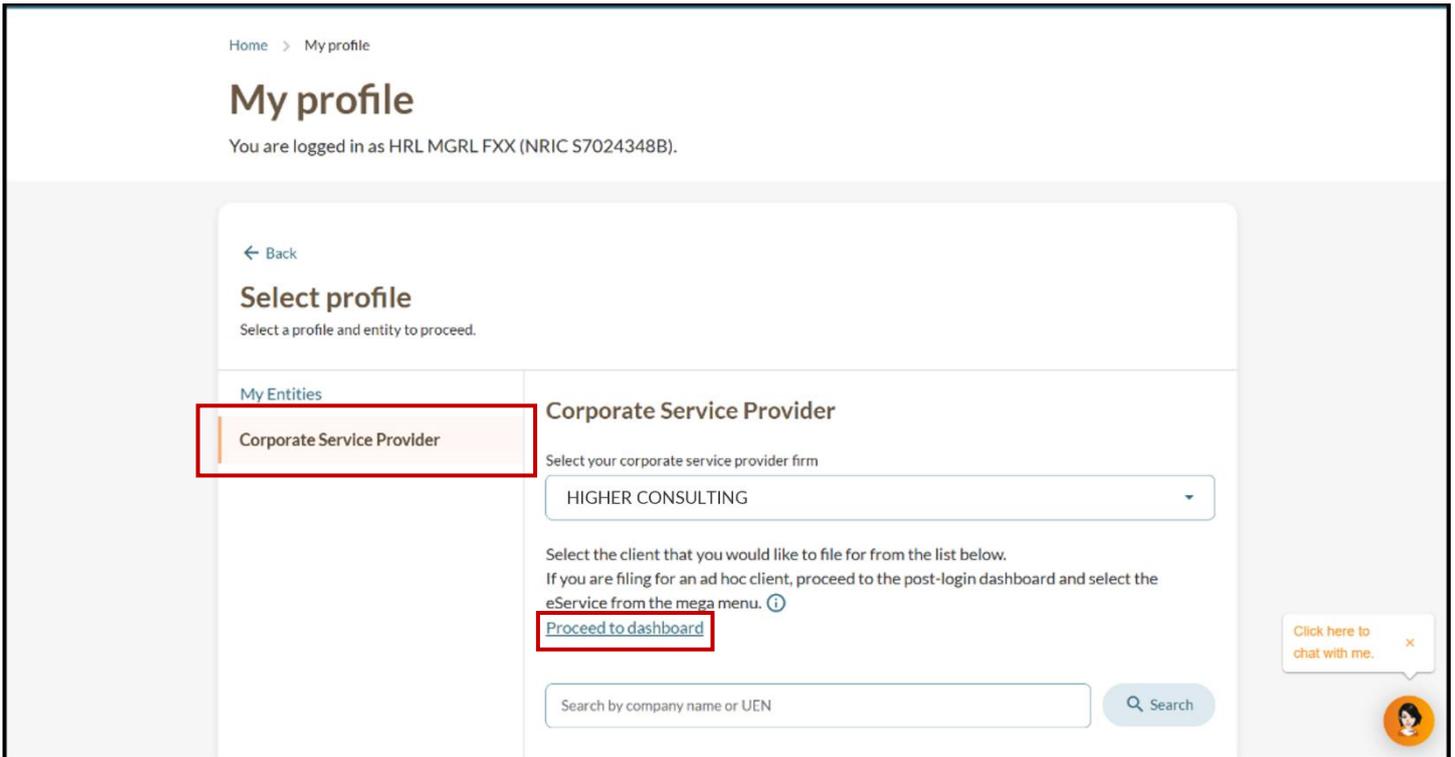
Step 1: Click “Login” on the Bizfile homepage.



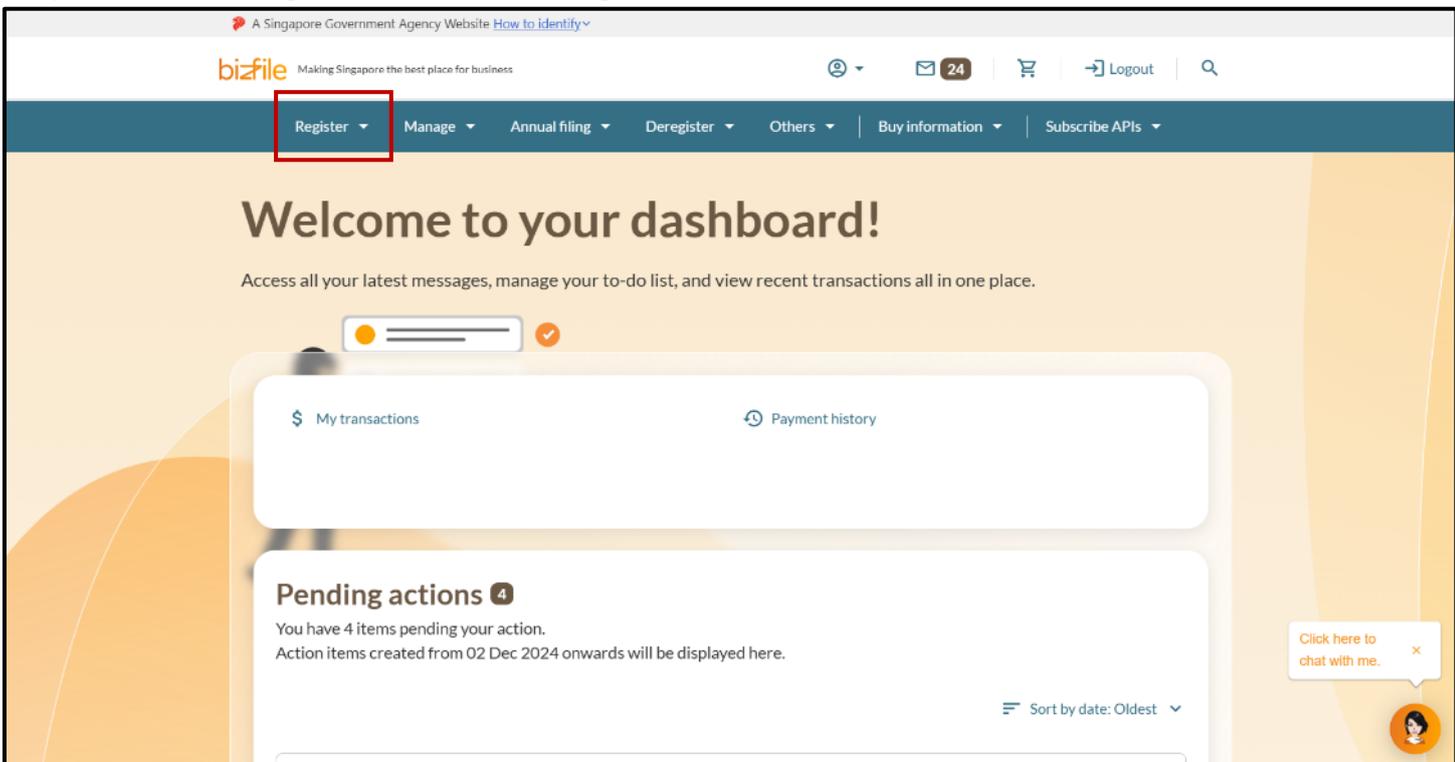
Step 2: For individuals registering a business name for the first time or position holders registering a new entity, log in using Singpass (Individual user) credentials.
For Corporate Service Providers (CSP), log in using Corppass (Business user) credentials.



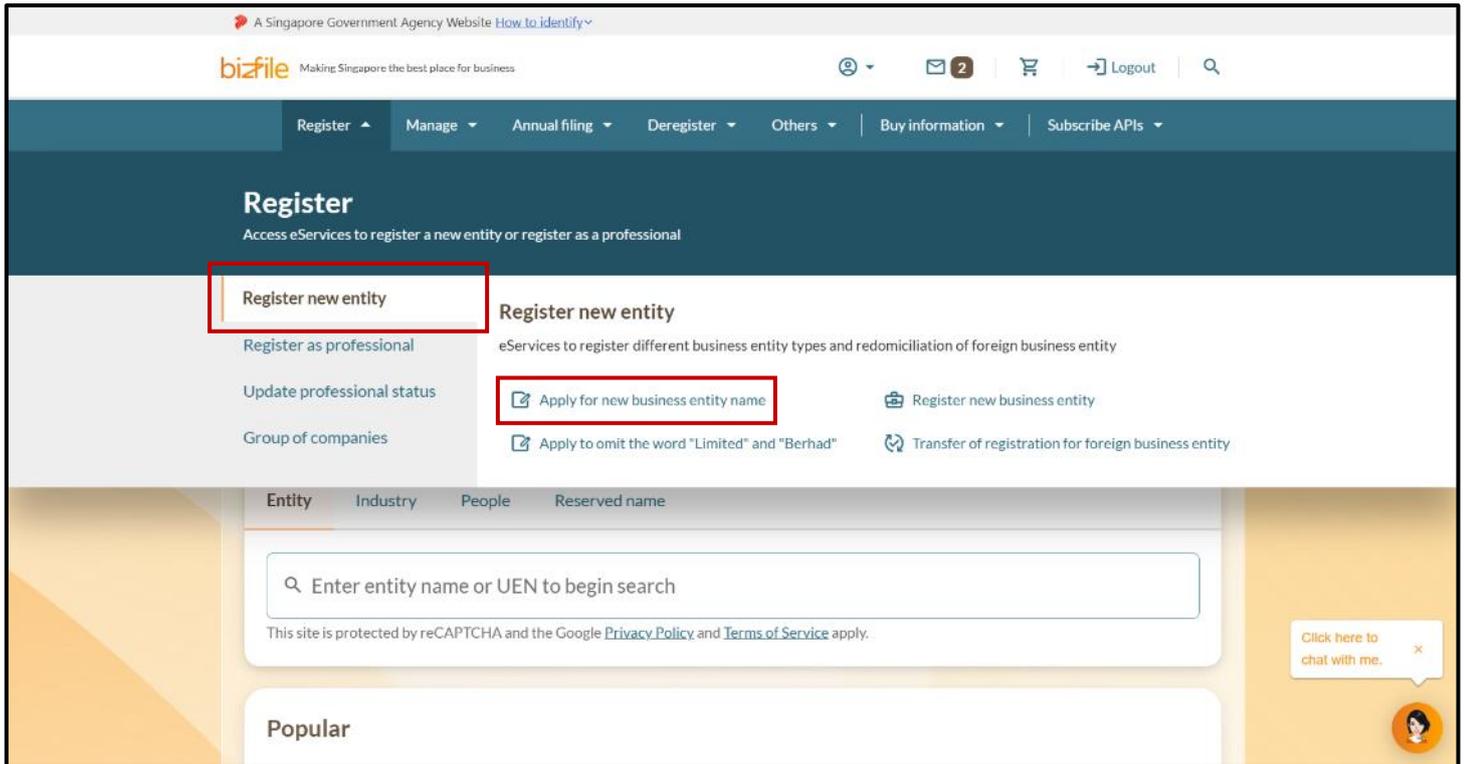
If you are CSP user, after logging into Bizfile, navigate to the **“Corporate Service Provider”** tab and select **“Proceed to dashboard”**.



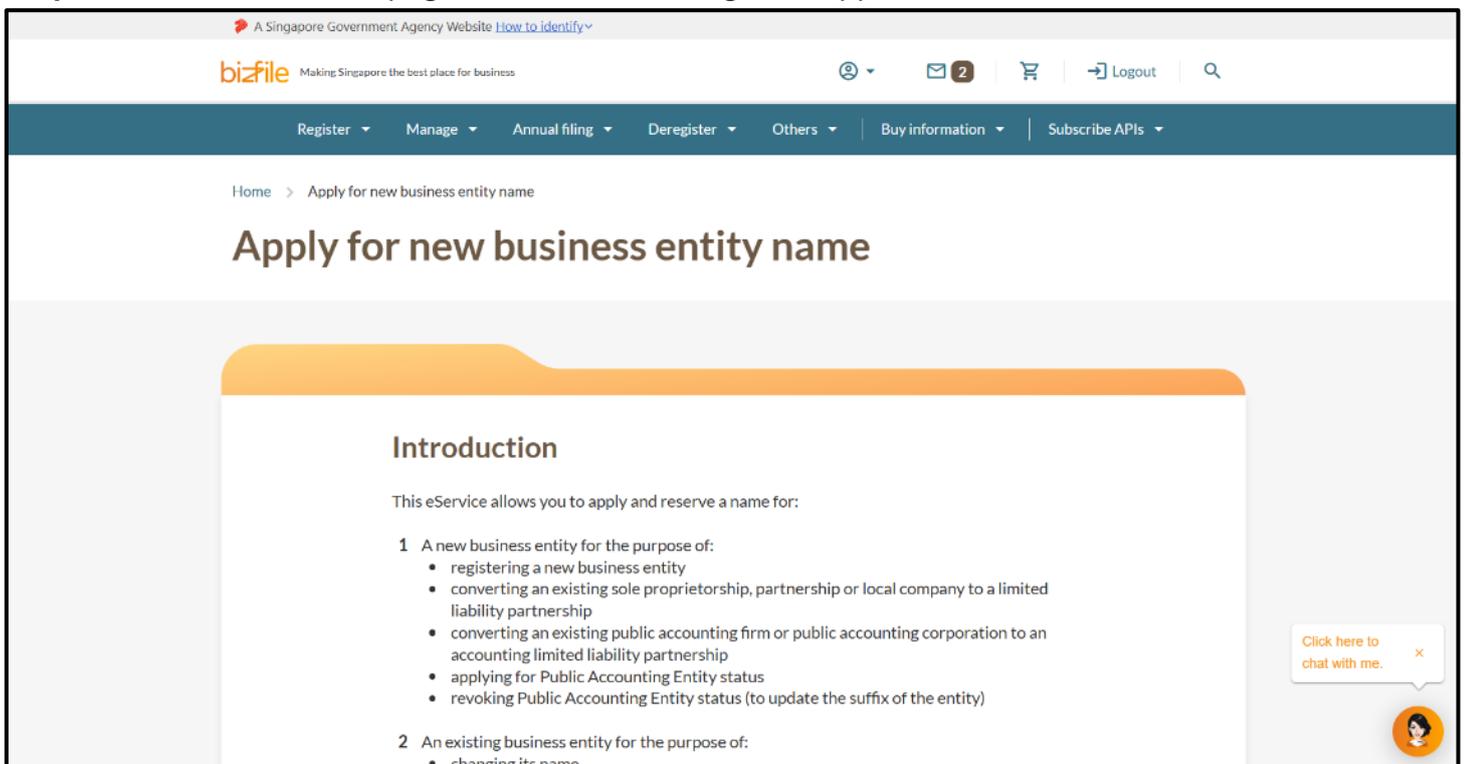
Step 3: From the mega menu, click the **“Register”** tab.



Step 4: Under the “Register new entity” tab, select “Apply for new business entity name”.



Step 5: On the introduction page, click “Start” to begin the application.



Useful reminders 1

- Upon completion of the name application process, please take note of the transaction number for future reference. You will need this number when filing the following transactions:
 - Register new business entity
 - Conversion to Limited Liability Partnership/Accounting Limited Liability Partnership
 - Application for Public Accounting Entity Status
 - Revocation of Public Accounting Status
 - Update entity information - to update the change in entity name
 - Application to convert to Limited Liability Partnership/Accounting Limited Liability Partnership
 - Conversion of company type
 - Registration of amalgamation of business entities (where applicable)
- The business name application fee is non-refundable if the application is rejected, or if you decide to withdraw the name application.
- If you hold a Foreign Identity Number (FIN), you should seek consent from the relevant pass issuing authority (e.g. Ministry of Manpower or Immigration & Checkpoints Authority) before registering a business entity.
- Check that you have entered all information correctly before submitting your application.

Start →

Click here to chat with me. x

Step 6: Under “**Application type**”, select “**Application for a new business entity name**”.

Enter name application information

To apply for a business entity name, enter the details including the proposed business name and entity details.

Application type

You can apply for a name for a new business entity, or for the purpose of changing an existing entity's name, converting a local company to another type, or amalgamating local companies.

Application type

Application for a new business entity name

Application for a business entity name for name change by existing entity, conversion of company type or amalgamation of local companies

Important: Select this option if you are applying for a new business name for the following purpose:

- To register a new business entity
- To convert an existing sole proprietorship, partnership or local company to a new limited liability partnership
- To convert an existing public accounting firm or public accounting corporation to a new accounting limited liability partnership
- To apply for Public Accounting Entity status
- To revoke Public Accounting Entity status (to update the suffix of the entity)

Step 7: Select the business entity type. If the new entity is a local company, specify the company type.

Important: You should select the “Exempt Private Company Limited by Shares” option only if the entity includes corporate shareholders that are Limited Liability Partnerships. If you choose this option and attempt to incorporate the company with non-LLP corporate shareholders, you will not be able to proceed with the incorporation and will need to apply for a new business name with the correct company type.

Step 8: Enter the proposed business entity name, excluding any legal suffixes such as “Pte Ltd” or “LLP”. Click the “**Check availability**” button to verify if the name is available for registration. You can select the appropriate suffix in the subsequent field.

Step 9: If the name application is for registering a foreign company branch, you may include the original legal suffix (such as “Pte Ltd” or “LLP”) from the company’s original name in its country of incorporation, in the proposed entity name. To add “Singapore Branch” or other applicable suffix, select from the drop down list.

The screenshot shows a web form for registering a business entity. The main heading is "Proposed business entity name". Below it, there is a text input field for the "Name of foreign company in place of incorporation" containing "TILLY CONSULTING". To the right of this field is a "Check availability" button. Below the input field, a dropdown menu is open, showing a list of suffix options: "(Singapore Branch)", "Singapore Branch", "Branch Office" (which has a checkmark), and "Branch Office Singapore". The "Yes" radio button is selected for "Add a suffix to the business entity name". To the right of the form, there is a chat bubble that says "Click here to chat with me." and a search button.

Step 10: Select “No” if you choose not to add a suffix.

The screenshot shows the same web form as in Step 9, but with the "No" radio button selected for "Add a suffix to the business entity name". The dropdown menu is now closed. The "Proposed business entity name" field still contains "TILLY CONSULTING". Below the form, there is a "Primary business activity" section with a search button and a "+ Add secondary business activity" button. To the right, the chat bubble and search button are still visible.

Step 11: If your proposed entity name is not available or is identical to an existing registered business name, you may either choose another name, or submit a name review.

application for a business entity name is required.
Guidance on company types [\[link\]](#)

Company type
Exempt Private Company Limited by Shares

Proposed business entity name

Enter your proposed entity name. Avoid names that are identical to existing names, contain prohibited or undesirable words, or bear similarity to government bodies or names protected by law.

Proposed business entity name
CHERRY [Check availability](#)

Proposed entity name is identical to CHERRY. Choose another name or submit a name review.

Suffix ⓘ
PTE. LTD.

Proposed business entity name
CHERRY PTE. LTD.

[Submit name review](#)

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity

[Search](#)

[Click here to chat with me.](#)

Step 12: To submit a name review request, specify the reasons and detailed justification. If the name review involved an identical business name, attached the letter of consent from the director or owner of the existing business entity. This letter must be scanned and submitted in PDF format along with your review request and any other supporting documents.

Request for business name review [Delete](#)

If you have a letter of consent from the director/owner of the other business entity with the identical name, please attach a scanned PDF copy together with your name review. Please note that the business name application fee is non-refundable if the application is rejected, or if you decide to withdraw the name application.

Reason for name review request
Others

Details of the reason for name review request
Consent given from the director/owner of the other business entity with the identical name

Attach supporting documents for name review request

Drag and drop files here or [browse files](#) to upload
Supported formats: JPG, PNG, PDF, DOCX, XLSX, PPTX
Maximum file size: 2MB per file

Embedded images and files will not be scanned for personal information. Consider masking any sensitive personal information before uploading, as it could be part of records accessible to the public.

You may upload up to 1 file(s)

[Click here to chat with me.](#)

Step 13: Under the “**Business activity**” section, specify your business activities by entering the Singapore Standard Industrial Classification (SSIC) code or search using relevant industry keywords. Select your primary business activity from the dropdown list that appears under “**SSIC and Industry name**”.

protected by law. Exclude suffixes such as "Pte Ltd", "Ltd" or "LLP" when entering the proposed business entity name.

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity

66192

SSIC and industry name

66192 | Corporate finance advisory services

Contact information

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address

centralconsulting@gmail.com

Click here to chat with me.

Step 14: Click “**Add secondary business activity**” to add an optional secondary business activity. You can search by either entering the specific SSIC code or using industry keywords to find the appropriate classification for your business activities.

protected by law. Exclude suffixes such as "Pte Ltd", "Ltd" or "LLP" when entering the proposed business entity name.

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity

66192

SSIC and industry name

66192 | Corporate finance advisory services

Contact information

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address

centralconsulting@gmail.com

Click here to chat with me.

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity

66192

SSIC and industry name
66192 | Corporate finance advisory services

Secondary business activity

63209

SSIC and industry name
63209 | Online marketplaces for services n.e.c.

Contact information

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address
centralconsulting@gmail.com

[Click here to chat with me.](#)




Step 15: Provide a valid email address in the "**Contact information**" section to receive updates about your application and digital correspondence from government agencies.

protected by law. Exclude suffixes such as 'Pte Ltd', 'Ltd' or 'LLP' when entering the proposed business entity name.

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity

66192

SSIC and industry name
66192 | Corporate finance advisory services

Contact information

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address
centralconsulting@gmail.com

[Click here to chat with me.](#)




Step 16: Click “Next” to proceed.

protected by law. Exclude suffixes such as "Pte Ltd", "Ltd" or "LLP" when entering the proposed business entity name.

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity

66192

SSIC and industry name

66192 | Corporate finance advisory services

Contact information

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address

centralconsulting@gmail.com

Step 17: Review all entered information carefully on the “Review and confirm” page.

Home > Apply for new business entity name

Apply for new business entity name

1 Name application details 2 Review and confirm 3 Payment

Review and confirm

Please review the information below before submitting.

Application type

Application for a new business entity name

Business entity information

Basic information

Business entity type	Company type	Proposed business entity name	Suffix
Local Company	Exempt Private Company Limited	CENTRAL CONSULTING	PTE. LTD.

Step 18: Check the declaration box to complete the declaration and click **“Payment”** to proceed.

Basic information

Business entity type	Company type	Proposed business entity name	Suffix
Local Company	Exempt Private Company Limited by Shares	CENTRAL CONSULTING	PTE. LTD.

Primary business activity

Business entity activity
66192 | Corporate finance advisory services

Contact information

Email address
centralconsulting@gmail.com

I, KOH JUNYUAN, declare that:

- 1 The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
- 2 I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

← Back

Payment →

Click here to chat with me. ×

Step 19: You will be directed to the payment summary page. Select the payment method and click **“Make payment”** to complete the transaction.

1 Name application details 2 Review and confirm 3 Payment

Select payment method

Complete your payment before 1:02PM to avoid timeouts.
You will receive an acknowledge message and a receipt upon successful payment.

Select type

Saved card(s) Other methods

Select saved payment method

VISA
**** 3220
07/28 - Visa
Default

+ Add card

Payment summary

ARN250303000015

1 x Apply for new business entity name	\$15.00
--	---------

Total (includes GST) \$15.00

Make payment

← Back

Click here to chat with me. ×

Step 20: Upon successful payment, you will receive an acknowledgement message and a receipt.

The screenshot shows a three-step progress bar at the top: 1. Name application details, 2. Review and confirm, and 3. Payment. The 'Payment' step is highlighted with a green checkmark. Below the progress bar, a large green checkmark icon is centered above the text 'Payment successful'. A message states: 'Your name application has been submitted and is pending approval.' Two buttons are visible: 'Download receipt' and 'Go to My Transaction'. Below this, a 'Payment details' section contains a table with the following information:

Payment details			
Receipt number	ARN	Paid via	EP reference number
ACRA250311000012	ARN250311000012	Debit/Credit Card	pi_3R1MIdJUwRqvcgtW1qVgS6pa
Date and time	Amount paid		

On the right side, there is a chat bubble that says 'Click here to chat with me.' and a small circular profile icon.

For applications requiring further review by referral authorities, the process may take up to 15 working days. You will receive notification of the outcome in your Bizfile inbox.

The screenshot shows an email inbox with the following content:

Home > Inbox

Inbox

[← All messages](#)

Application for new business entity name T250007027 is approved
14 Mar 2025 · 10:44 PM

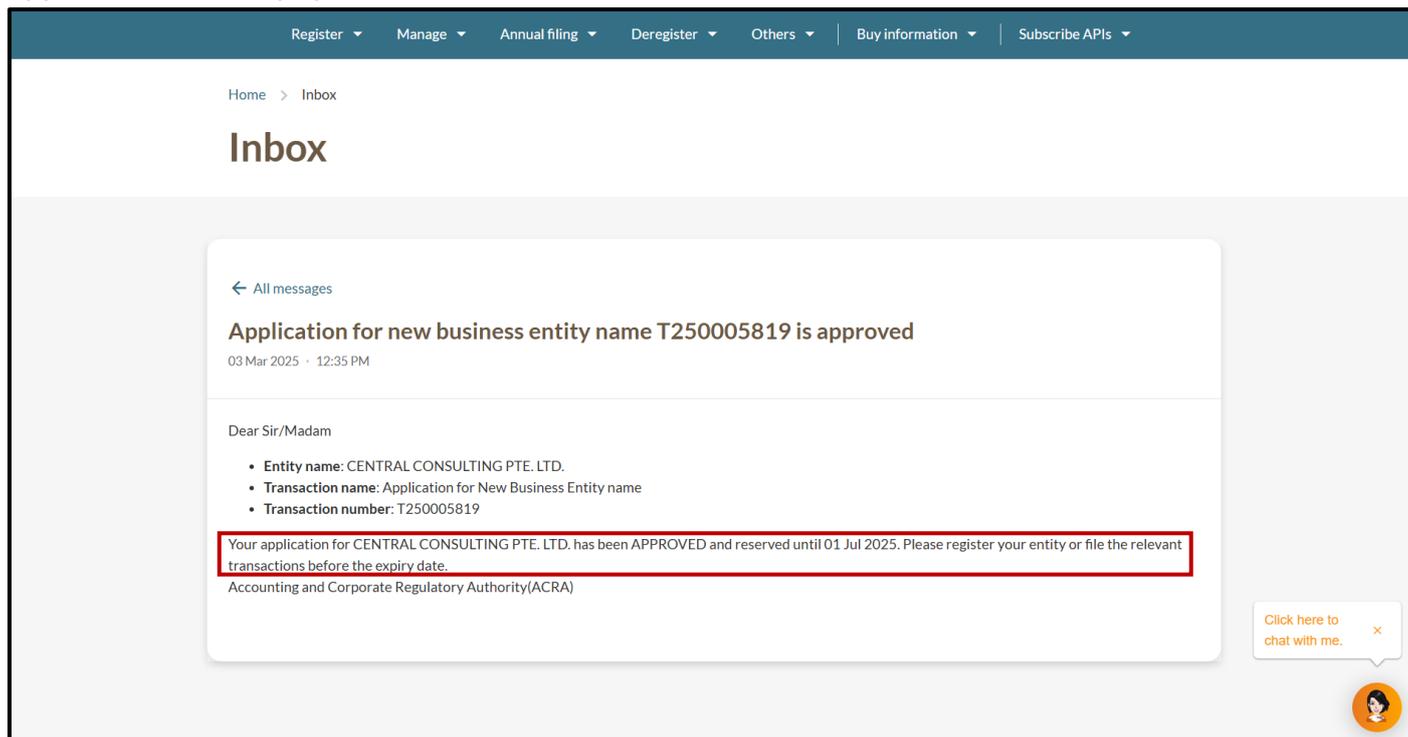
Dear Sir/Madam

- Entity name: CHERRY PTE. LTD.
- Transaction name: Application for New Business Entity name
- Transaction number: T250007027

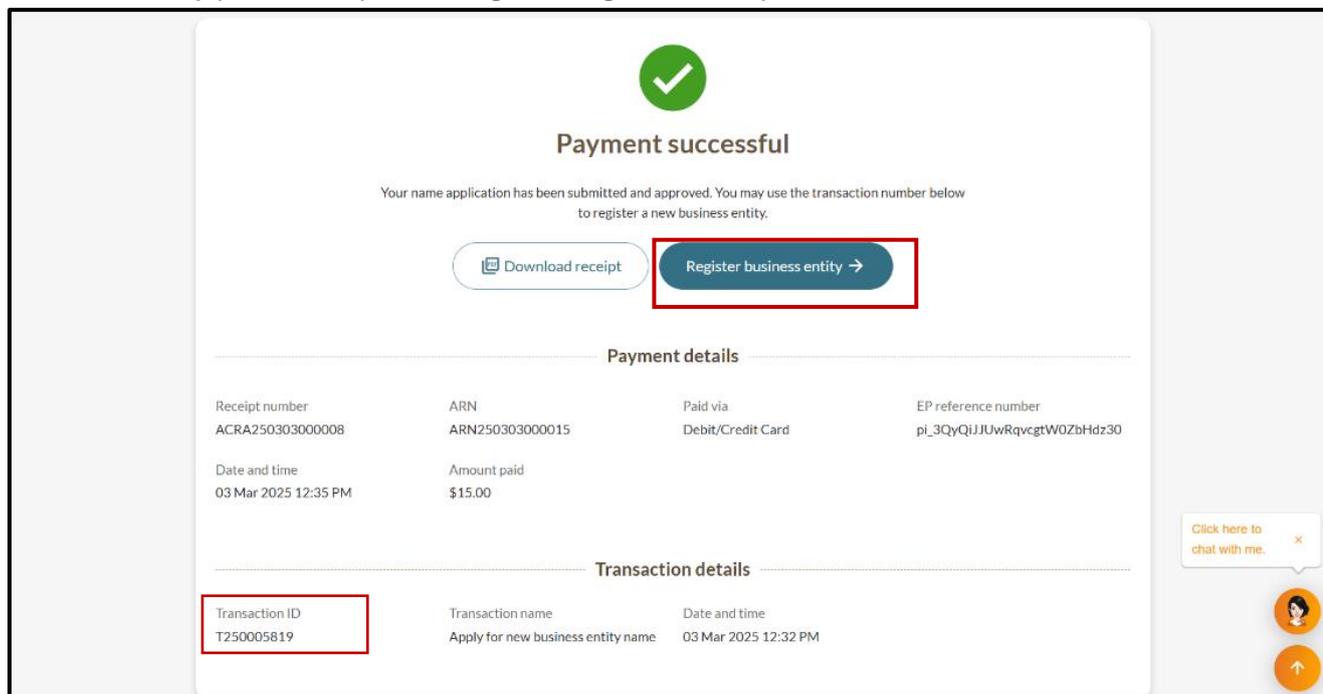
Your application for CHERRY PTE. LTD. has been APPROVED and reserved until 12 Jul 2025. Please register your entity or file the relevant transactions before the expiry date.
Accounting and Corporate Regulatory Authority(ACRA)

On the right side, there is a chat bubble that says 'Click here to chat with me.' and a small circular profile icon.

Step 21: For name application approved immediately after payment, you will receive an acknowledgement message and receipt. A notification will be sent to your Bizfile Inbox confirming the approval and the expiry date for the reserved name.

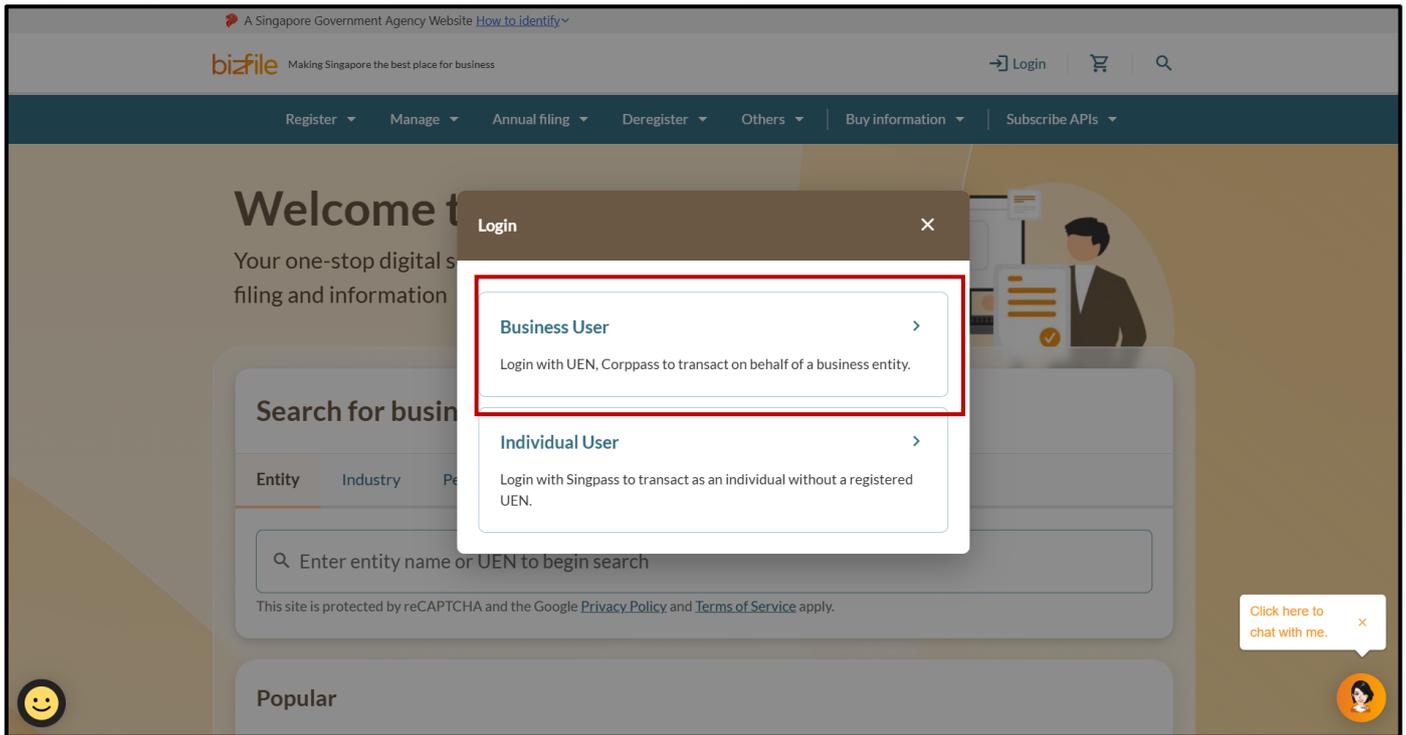


Step 22: You may proceed with business registration by clicking **“Register business entity”** on the acknowledgement page. Remember to note down your transaction number, as you will need it for registering the new entity or subsequent transactions such as converting the existing entity to a limited liability partnership or amalgamating local companies.

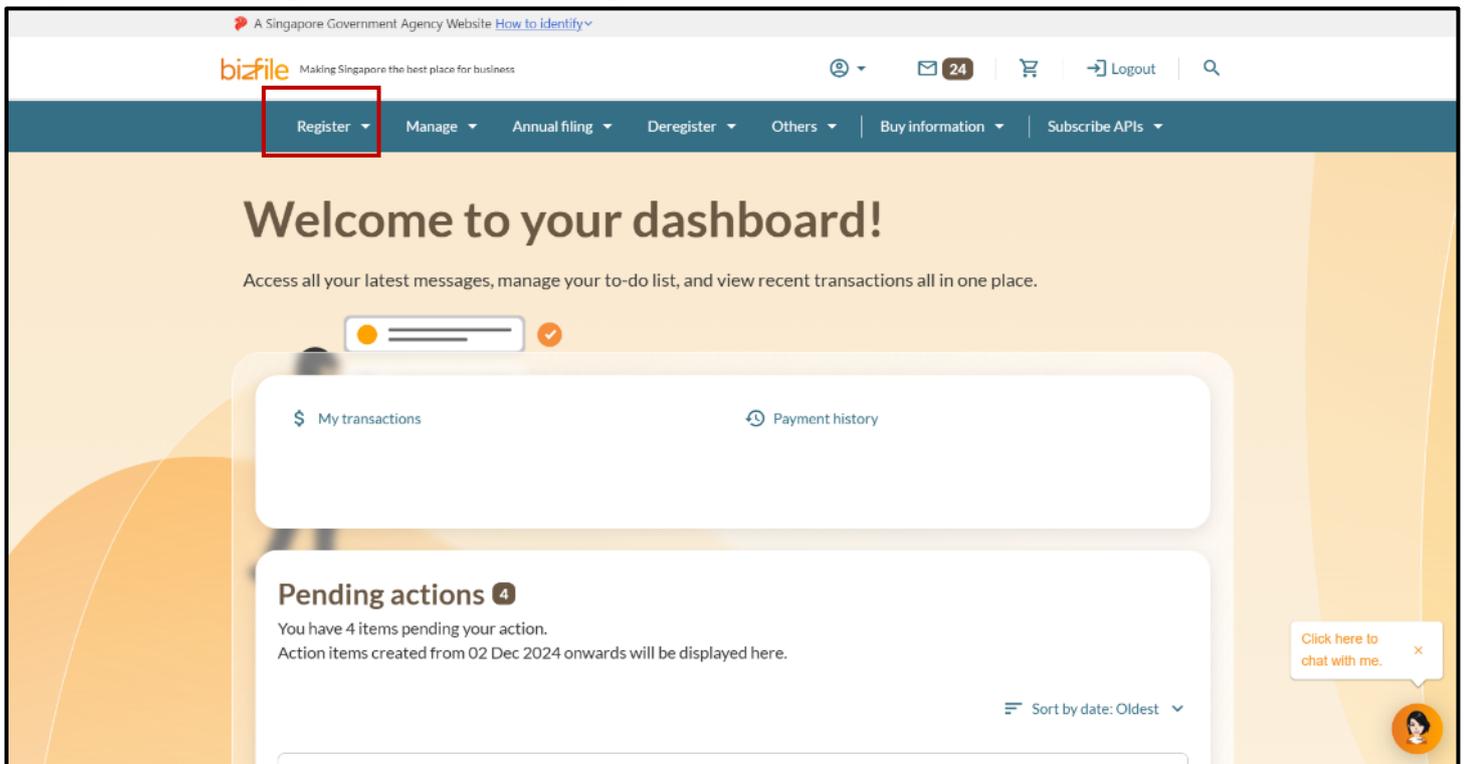


Step-by-step instructions to register a new business name for an existing business entity to change its business name

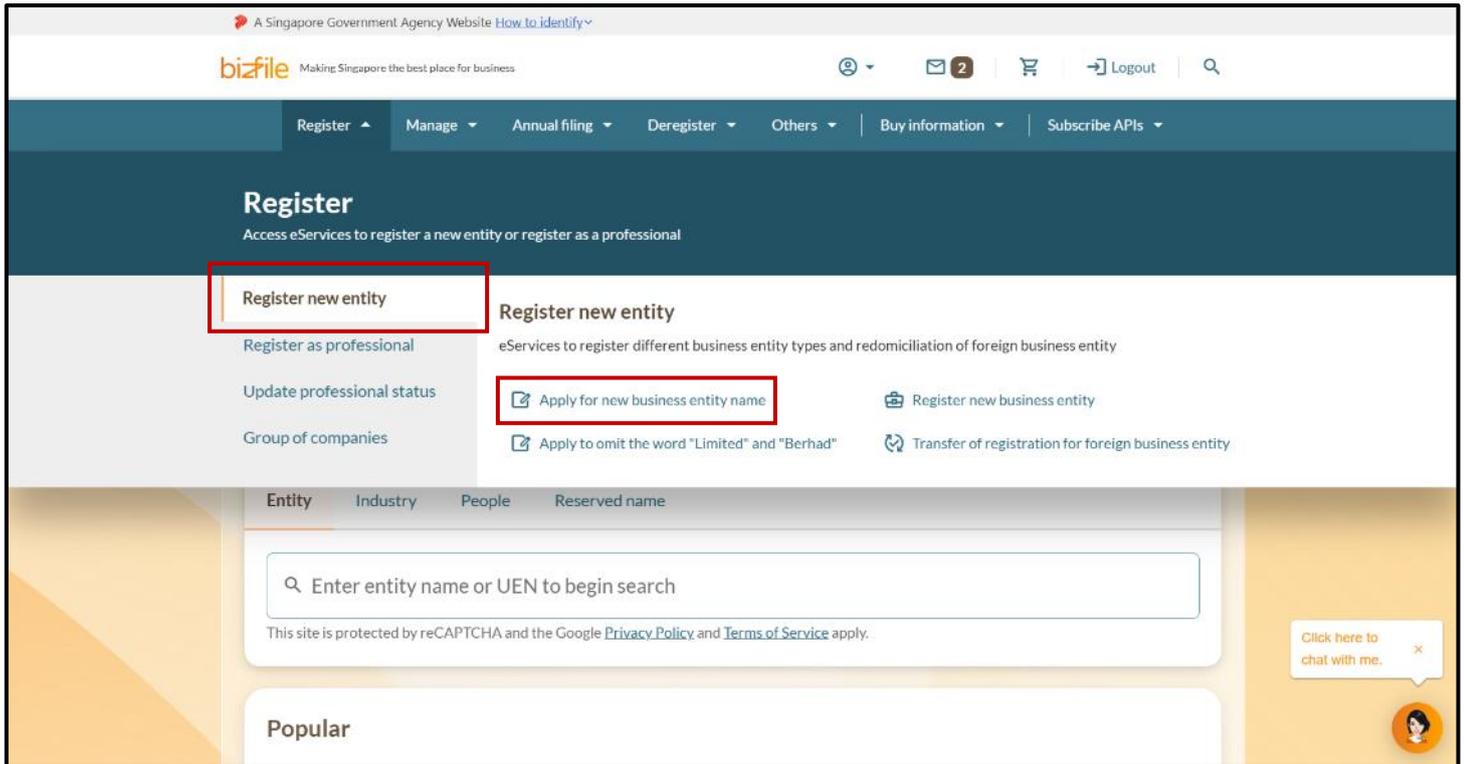
Step 1: Log in to Bizfile using Corppass (Business user) credentials.



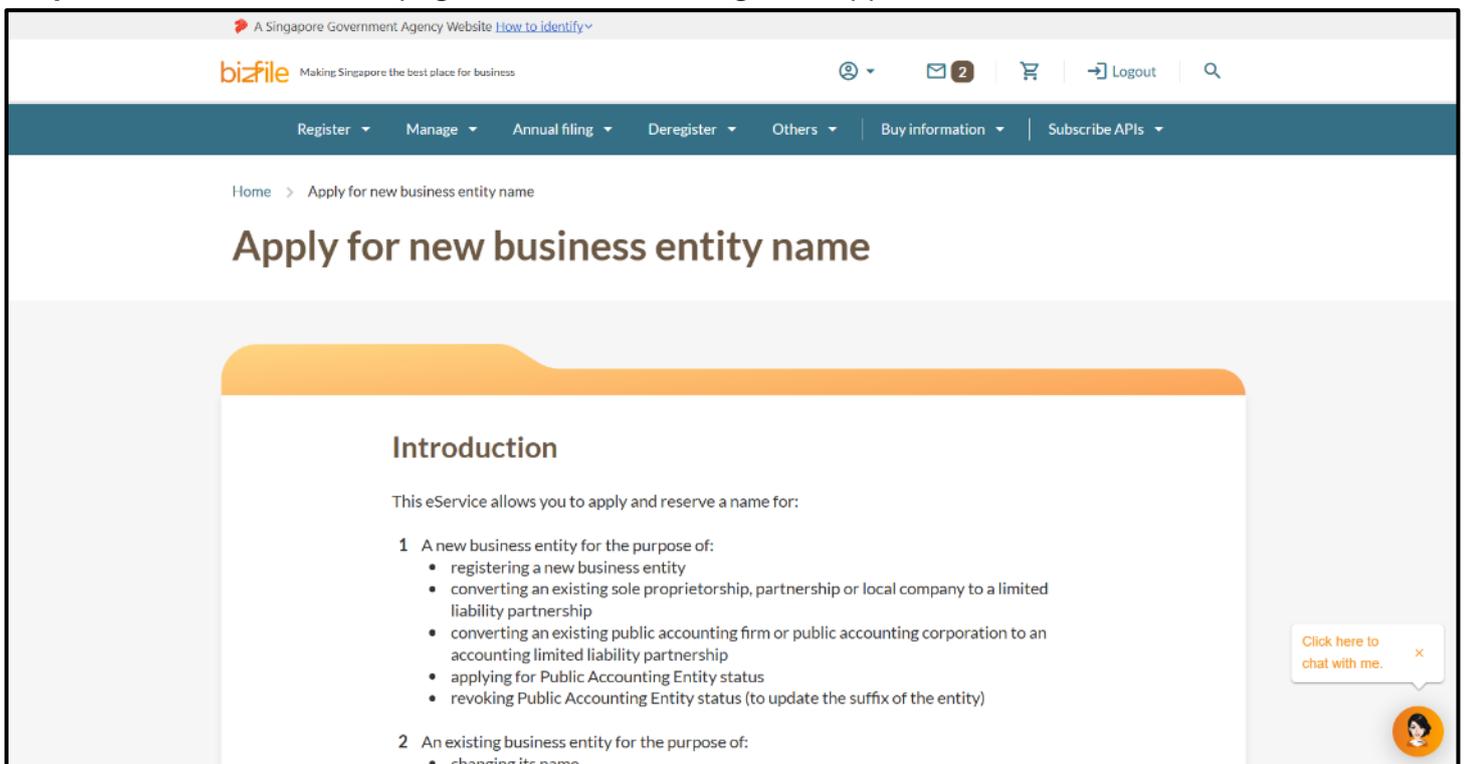
Step 2: From the mega menu, click the “Register” tab.



Step 3: Under the “Register new entity” tab, select “Apply for new business entity name”.



Step 4: On the introduction page, click “Start” to begin the application.



Useful reminders

- Upon completion of the name application process, please take note of the transaction number for future reference. You will need this number when filing the following transactions:
 - Register new business entity
 - Conversion to Limited Liability Partnership/Accounting Limited Liability Partnership
 - Application for Public Accounting Entity Status
 - Revocation of Public Accounting Status
 - Update entity information - to update the change in entity name
 - Application to convert to Limited Liability Partnership/Accounting Limited Liability Partnership
 - Conversion of company type
 - Registration of amalgamation of business entities (where applicable)
- The business name application fee is non-refundable if the application is rejected, or if you decide to withdraw the name application.
- If you hold a Foreign Identity Number (FIN), you should seek consent from the relevant pass issuing authority (e.g. Ministry of Manpower or Immigration & Checkpoints Authority) before registering a business entity.
- Check that you have entered all information correctly before submitting your application.

Start →

Click here to chat with me. x

Step 5: Under “Application type”, select “Application for a New Business Entity Name for Name Change by Existing Entity, Conversion of Company Type or Amalgamation of Local Companies”.

Enter name application information

To apply for a business entity name, enter the details including the proposed business name and entity details.

Application type

You can apply for a name for a new business entity, or for the purpose of changing an existing entity’s name, converting a local company to another type, or amalgamating local companies.

Application type

Application for a new business entity name

Application for a business entity name for name change by existing entity, conversion of company type or amalgamation of local companies

Important: Select this option if you are applying for a new business name for the following purpose:

- To change the business name for an existing registered business entity
- To convert a local company to a different company type
- To amalgamate with local companies

Step 6: Select the purpose for the application.

Application type

You can apply for a name for a new business entity, or for the purpose of changing an existing entity's name, converting a local company to another type, or amalgamating local companies.

Application type

- Application for a new business entity name
- Application for a business entity name for name change by existing entity, conversion of company type or amalgamation of local companies

Purpose

Select purpose

- Name change for existing business entity
- Conversion of company type
- Amalgamation

Details of existing business entity

Enter UEN to retrieve business entity information.

Enter UEN

Step 7: Enter the UEN of the existing business entity and click “Retrieve information”.

entity, conversion of company type or amalgamation of local companies

Purpose

Name change for existing business entity

Details of existing business entity

Enter UEN to retrieve business entity information.

UEN

Business entity type	Local Company
Company type	Exempt Private Company Limited by Shares
Business entity name	CREATIVE CONSULTING
Suffix	PTE. LTD.

Proposed business entity name

Enter your proposed business entity name. It cannot be identical to an existing name or contain prohibited, undesirable, or gazetted words.

Proposed business entity name

Exclude suffixes such as "Pte Ltd", "Ltd" or "LLP" when entering the proposed business entity name.

Contact information

[Click here to chat with me.](#)

Step 8: Enter the proposed business entity name, excluding any legal suffixes such as “Pte Ltd” or “LLP”. Click the **“Check availability”** button to verify if the name is available for registration. You can select the appropriate suffix in the subsequent field.

Business entity name: CREATIVE CONSULTING
Suffix: PTE. LTD.

Proposed business entity name

Enter your proposed business entity name. It cannot be identical to an existing name or contain prohibited, undesirable, or gazetted words.

Proposed business entity name: WEE CONSULTING Check availability

Proposed business entity name is available

Suffix ⓘ: PTE. LTD.

Proposed business entity name: WEE CONSULTING PTE. LTD.

Contact information

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address: [Empty field]

← Back Save draft Next →

[Click here to chat with me.](#)

Step 9: For Foreign Company Branches, you may include the original legal suffix (such as “Pte Ltd” or “LLP”) from the company’s original name in its country of incorporation, in the proposed entity name. To add “Singapore Branch” or another applicable suffix, select from the drop down list.

Proposed business entity name

Enter your proposed entity name. Avoid names that are identical to existing names, contain prohibited or undesirable words, or bear similarity to government bodies or names protected by law.

Name of foreign company in place of incorporation: TILLY CONSULTING

Proposed business entity name: TILLY CONSULTING Check availability

Proposed business entity name is available

Add a suffix to the business entity name

Yes No

Suffix ⓘ: Branch Office

(Singapore Branch)

Singapore Branch

Branch Office ✓

Branch Office Singapore

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity: [Empty field] Search

[Click here to chat with me.](#)

Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 10: Select **“No”** if you choose not to add a suffix.

required.

Proposed business entity name

Enter your proposed entity name. Avoid names that are identical to existing names, contain prohibited or undesirable words, or bear similarity to government bodies or names protected by law.

Name of foreign company in place of incorporation
TILLY CONSULTING

Proposed business entity name
TILLY CONSULTING [Check availability](#)

Proposed business entity name is available

Add a suffix to the business entity name
 Yes No

Proposed business entity name
TILLY CONSULTING

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity

[Search](#)

[+ Add secondary business activity](#)

[Click here to chat with me.](#)

Step 11: If your proposed entity name is not available or is identical to an existing registered business name, you may either choose another name, or submit a name review. Click **“Submit name review”** to submit a name review.

application for a business entity name is required.
[Guidance on company types](#)

Company type
Exempt Private Company Limited by Shares

Proposed business entity name

Enter your proposed entity name. Avoid names that are identical to existing names, contain prohibited or undesirable words, or bear similarity to government bodies or names protected by law.

Proposed business entity name
CHERRY [Check availability](#)

Proposed entity name is identical to CHERRY. Choose another name or submit a name review.

Suffix ⓘ
PTE. LTD.

Proposed business entity name
CHERRY PTE. LTD.

[Submit name review](#)

Business activity

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code that corresponds to your intended business activity.

Primary business activity

[Search](#)

[Click here to chat with me.](#)

Step 12: To submit a name review request, specify the reasons and detailed justification. If the name review involved an identical business name, attached the letter of consent from the director or owner of the existing business entity. This letter must be scanned and submitted in PDF format along with your review request and any other supporting documents.

Request for business name review Delete

If you have a letter of consent from the director/owner of the other business entity with the identical name, please attach a scanned PDF copy together with your name review. Please note that the business name application fee is non-refundable if the application is rejected, or if you decide to withdraw the name application.

Reason for name review request
Others

Details of the reason for name review request
Consent given from the director/owner of the other business entity with the identical name

Attach supporting documents for name review request

Drag and drop files here or [browse files](#) to upload
Supported formats: JPG, PNG, PDF, DOCX, XLSX, PPTX
Maximum file size: 2MB per file
Embedded images and files will not be scanned for personal information. Consider masking any sensitive personal information before uploading, as it could be part of records accessible to the public.
You may upload up to 1 file(s)

[Click here to chat with me.](#)

Step 13: Provide a valid email address in the **"Contact information"** section to receive updates about your application and digital correspondence from government agencies.

Proposed business entity name

Enter your proposed business entity name. It cannot be identical to an existing name or contain prohibited, undesirable, or gazetted words.

Proposed business entity name
WEE CONSULTING Check availability

Proposed business entity name is available

Suffix ⓘ
PTE. LTD.

Proposed business entity name
WEE CONSULTING PTE. LTD.

Contact information

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address
weeconsulting@cc.com

[Back](#) [Save draft](#) [Next](#)

[Click here to chat with me.](#)

Step 14: Click “Next” to proceed.

Proposed business entity name

Enter your proposed business entity name. It cannot be identical to an existing name or contain prohibited, undesirable, or gazetted words.

Proposed business entity name
WEE CONSULTING [Check availability](#)
Proposed business entity name is available

Suffix ⓘ
PTE. LTD.

Proposed business entity name
WEE CONSULTING PTE. LTD.

Contact information

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address
weeconsulting@cc.com

[← Back](#) [Save draft](#) [Next →](#)

[Click here to chat with me.](#)

Step 15: Review all entered information carefully on the “Review and confirm” page.

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

bizfile Making Singapore the best place for business

Register Manage Annual filing Deregister Others Buy information Subscribe APIs Logout

Home > Apply for new business entity name

Apply for new business entity name

1 Name application details 2 **Review and confirm** 3 Payment

Review and confirm

Please review the information below before submitting.

Application type

Application for a business entity name for name change by existing entity, conversion of company type or amalgamation of local companies

Purpose Name change for existing business entity

[Click here to chat with me.](#)

Step 16: Check the declaration box to complete the declaration and click **“Payment”** to proceed.

The screenshot shows a form with the following sections:

- Suffix:** PTE.LTD.
- Proposed business entity name:** WEE CONSULTING
- Contact information:** Email address: weeconsulting@cc.com
- Declaration box (highlighted with a red border):**
 - I, willow raisa moore, declare that:
 - The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
 - I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.
- Navigation:** A 'Back' button on the left and a 'Payment' button on the right (highlighted with a red border).
- Chat:** A 'Click here to chat with me.' button and a chat icon in the bottom right corner.

Step 17: You will be directed to the payment summary page to pay for the transaction. Select the payment method and click **“Make payment”** to proceed.

The screenshot shows a payment summary page with the following elements:

- Progress bar:** 1 Name application details, 2 Review and confirm, 3 Payment (current step).
- Select payment method:**
 - Complete your payment before 12:37PM to avoid timeouts. You will receive an acknowledge message and a receipt upon successful payment.
 - Select type:** Saved card(s), Other methods
 - Select saved payment method:** VISA **** 3220 07/28 - Visa (Default)
 - + Add card
- Payment summary:**
 - ARN250305000020
 - 1 x Apply for change of existing entity name \$15.00
 - Total (includes GST) \$15.00
 - Make payment** button (highlighted with a red border)
 - Back button
- Chat:** A 'Click here to chat with me.' button and a chat icon in the bottom right corner.

Step 18: Upon successful payment, you will receive an acknowledgement message and a receipt.

Payment successful

Your name application has been submitted and approved. You may use the transaction number below to register a new business entity.

[Download receipt](#) [Register business entity →](#)

Payment details

Receipt number	ARN	Paid via	EP reference number
ACRA250303000008	ARN250303000015	Debit/Credit Card	pi_3QyQjJUUwRqvcgtW0ZbHdz30
Date and time	Amount paid		
03 Mar 2025 12:35 PM	\$15.00		

Transaction details

Transaction ID	Transaction name	Date and time
T250005819	Apply for new business entity name	03 Mar 2025 12:32 PM

[Click here to chat with me.](#)

For applications requiring further review by referral authorities, the process may take up to 15 days. You will receive notification of the outcome in your Bizfile inbox.

Home > Inbox

Inbox

[← All messages](#)

Application for new business entity name T250007027 is approved

14 Mar 2025 · 10:44 PM

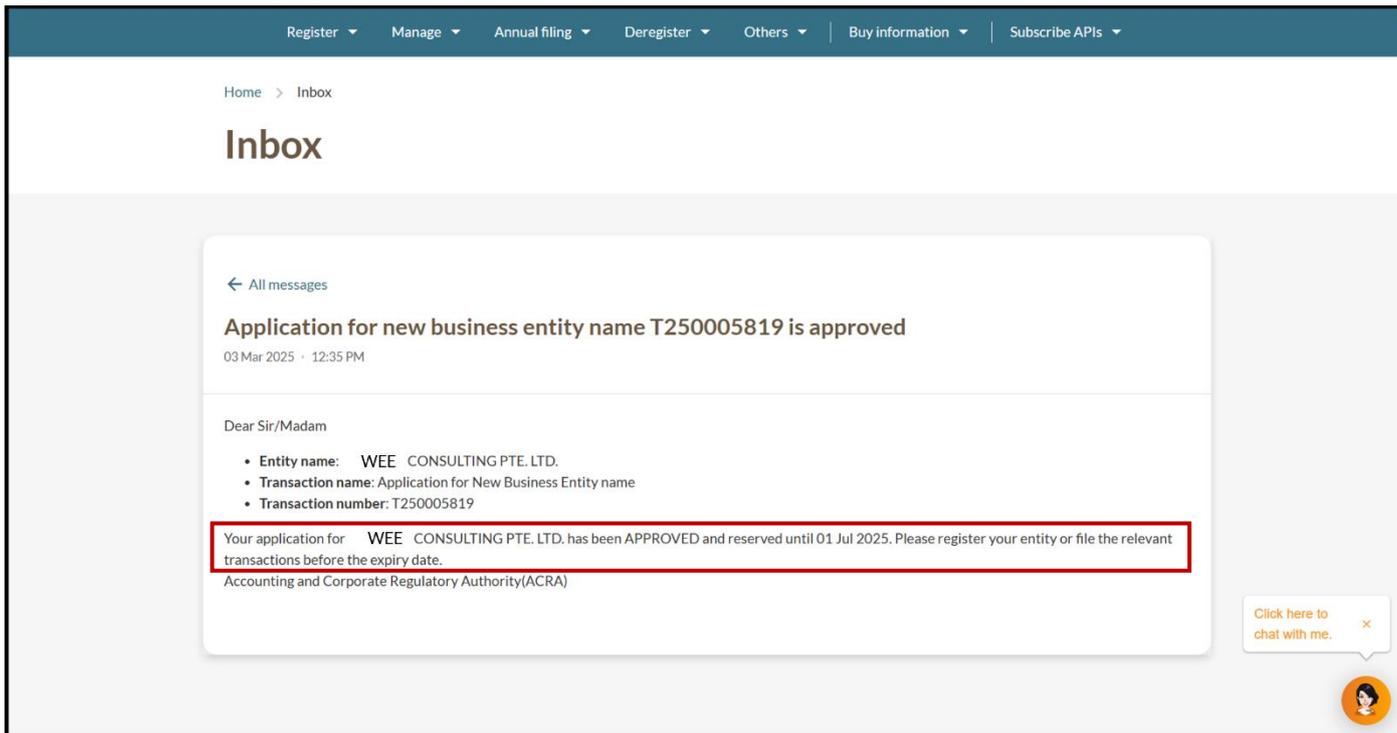
Dear Sir/Madam

- **Entity name:** CHERRY PTE. LTD.
- **Transaction name:** Application for New Business Entity name
- **Transaction number:** T250007027

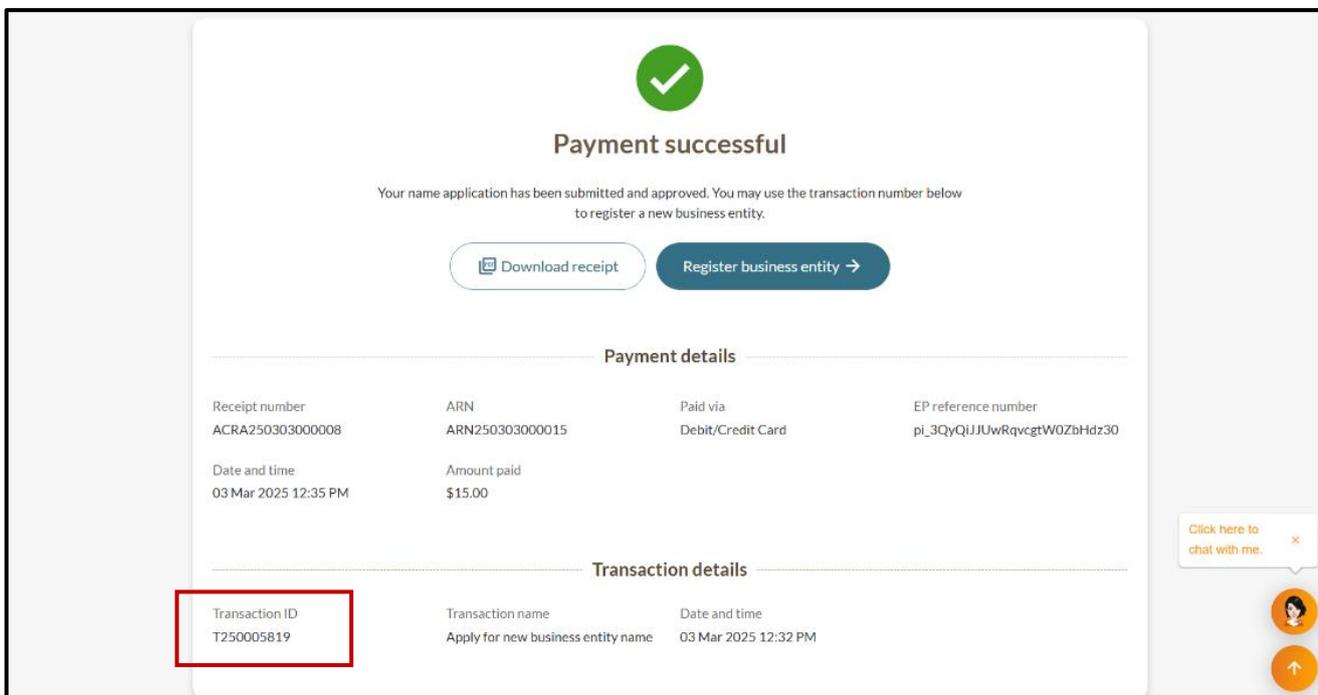
Your application for CHERRY PTE. LTD. has been APPROVED and reserved until 12 Jul 2025. Please register your entity or file the relevant transactions before the expiry date.
Accounting and Corporate Regulatory Authority(ACRA)

[Click here to chat with me.](#)

Step 19: For name application approved immediately after payment, you will receive an acknowledgement message and receipt. A notification will be sent to your Bizfile Inbox confirming the approval and the expiry date for the reserved name.



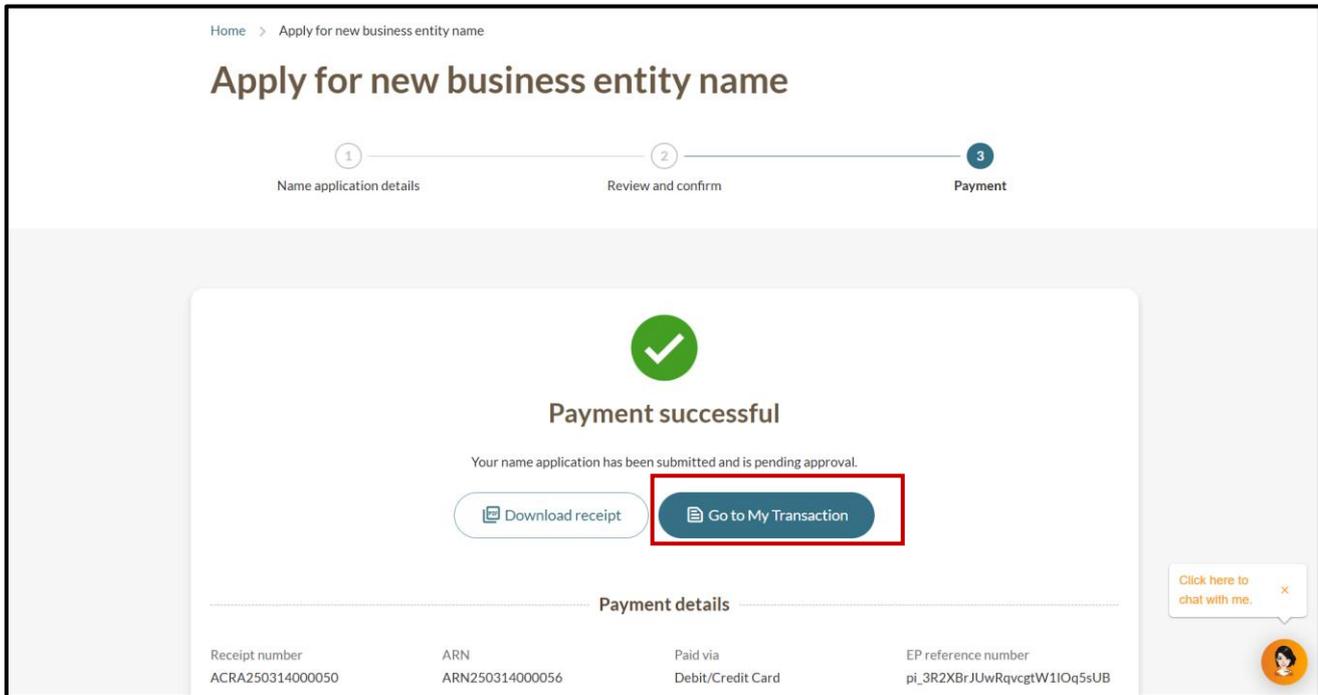
Remember to note down your transaction number, as you will need it to file the subsequent transactions.



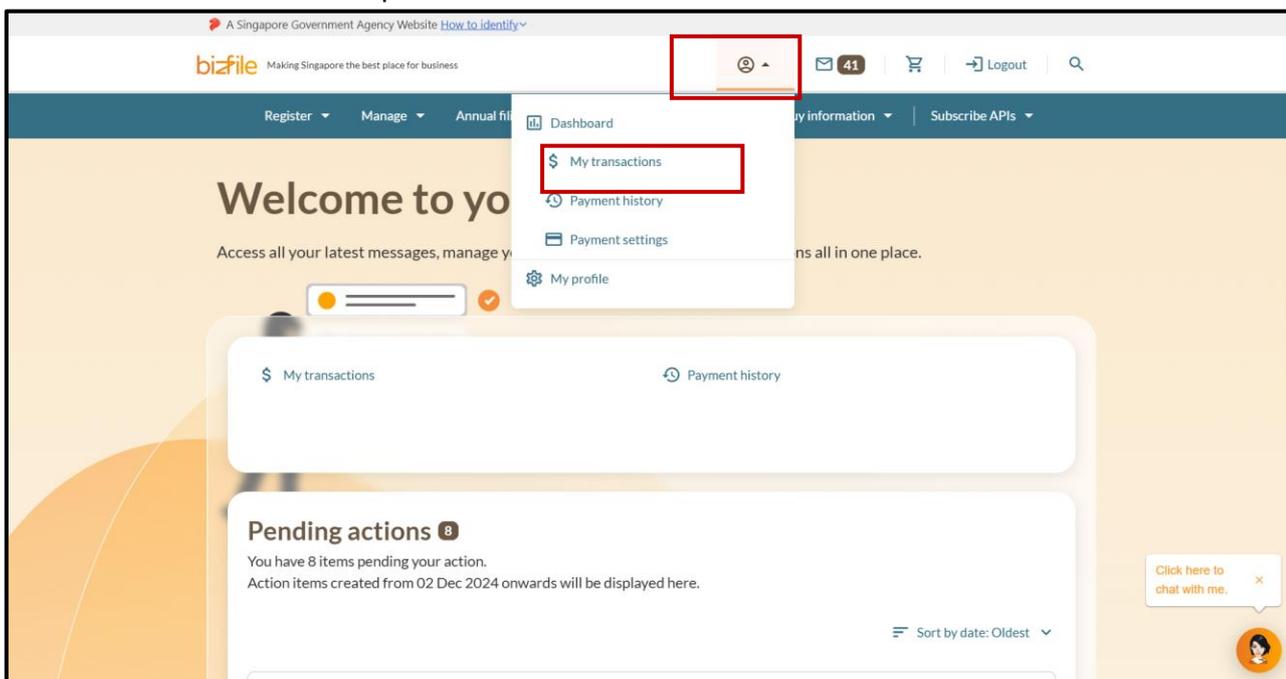
Step-by-step Instructions to withdraw a name application

You can only withdraw a business name application while it is pending approval. However, please note that if you choose to withdraw your application, the business name application fee will not be refunded.

Step 1: Select **“Go to My Transaction”** immediately after submission on the acknowledgement page.



Step 2: Alternatively, log in to Bizfile, click on your profile in the top menu bar, and select **“My transactions”** from the dropdown menu.



Step 3: On “My transactions” page, locate the relevant name application transaction and click “Withdraw”.

Home > Dashboard > My transactions

My transactions

Filters × 10 results Filters Sort by: Latest

Transaction ID
+ Please enter transaction ID

Entity UEN
+ Please enter entity UEN

Transaction type
+ Please enter transaction type

Select date range
+ Select date range

[Apply filters](#) [Clear filters](#)

Note

- Transaction details are available only for filings made within the past 7 days. For earlier transactions, visit iShop to purchase the relevant extracts.

T250007051 - Apply for new business entity name

Entity UEN	Not applicable
Entity name	Not applicable
Transaction status	Pending approval
Lodgement date	14 Mar 2025

[Withdraw](#)

T250007047 - Apply for new business entity name

[Click here to chat with me.](#)

Step 4: Carefully review the information displayed to ensure you are withdrawing the correct name application, then click “Withdraw”.

Withdrawal of application

[← Back](#)

Lodger and entity details

Transaction no.	Entity UEN	Entity name	Transaction status
T250007051	Not applicable	Not applicable	Pending approval
Lodger name	Lodger ID	Lodgment date	Filed by CSP?
Willow Raisa Moore	S9991522F	14 Mar 2025	NO
CSP name	Not applicable		

Uploaded Documents

T250007051_BR01A_1.pdf	PDF (47.6 KB)
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[Withdraw](#)

[Click here to chat with me.](#)

Step 5: Click **“Proceed”** on the confirmation page.

Transaction no. T250007051	Entity UEN Not applicable	Entity name Not applicable	Transaction status Pending approval
Lodger name Willow Raisa Moore	Lodger ID S9991522F	Lodgment date 14 Mar 2025	Filed by CSP? NO
CSP name Not applicable			

Withdraw application?
This application will no longer be processed.
Proceed to withdraw the application?

Cancel Proceed

Withdraw →

Click here to chat with me.

Step 6: You will see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful withdrawal of the name application.

Withdrawal of application

Transaction submitted successfully

The application has been withdrawn.

Go to My Transaction

Transaction details

Transaction ID T250007051	Transaction name Apply for new business entity name	Date and time 14 Mar 2025 12:00 AM
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Click here to chat with me.

Updated as of 28 Mar 2025