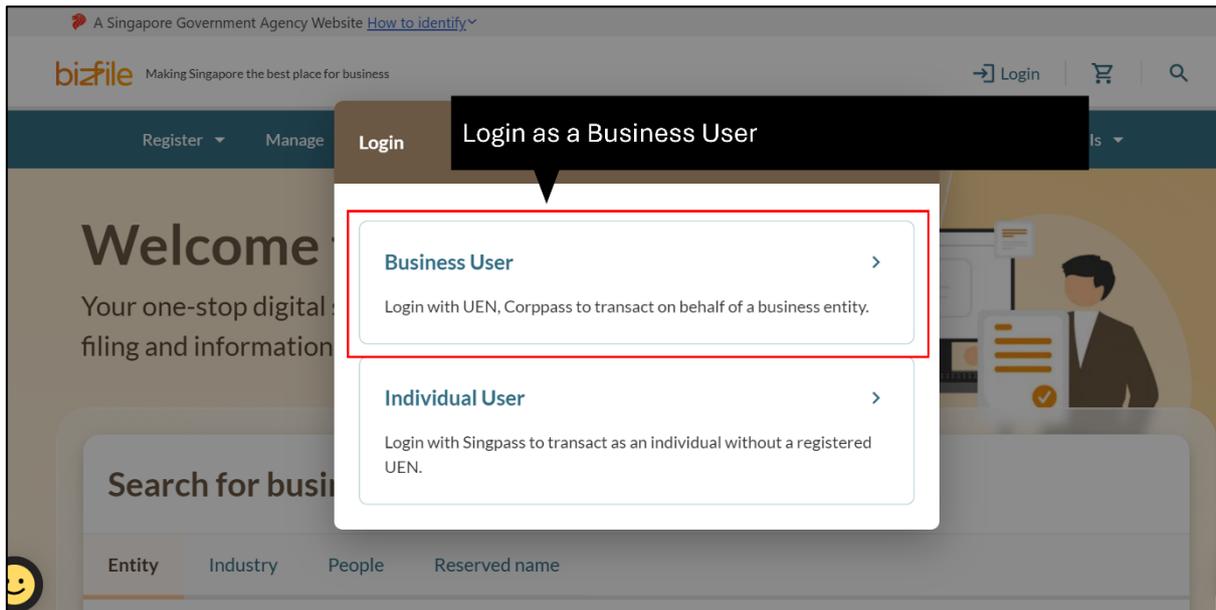


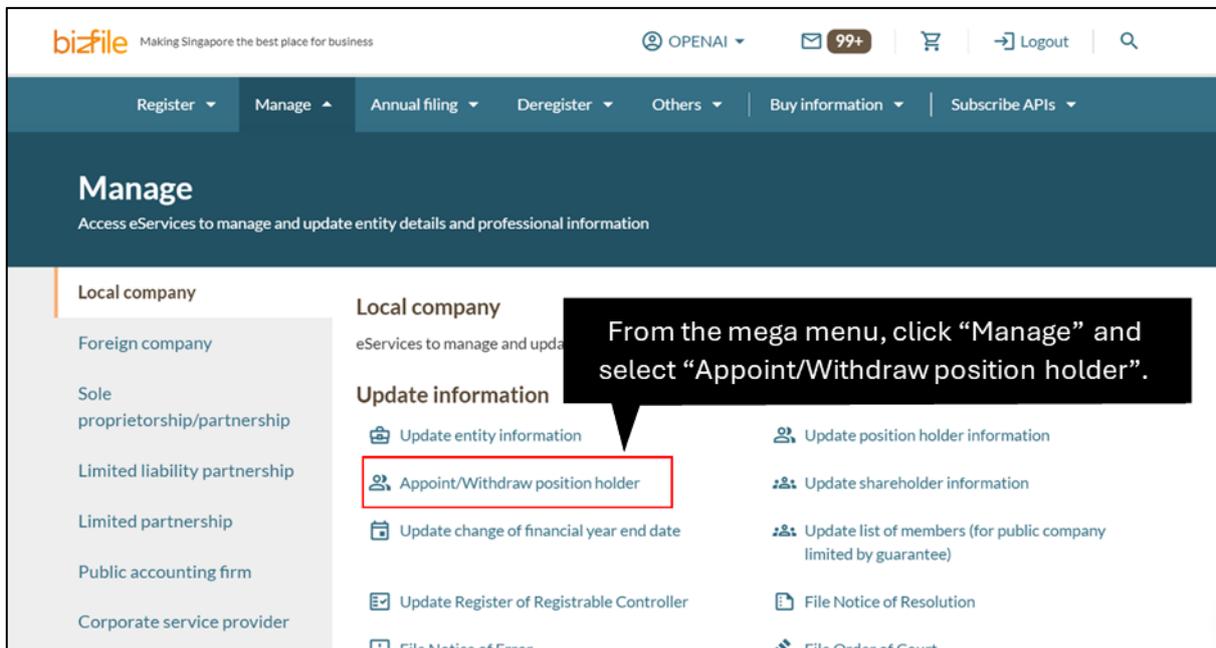
Updated as at 29-Dec-2024

Navigating the new Bizfile: Appoint/Withdraw position holder

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



Step 2: From the mega menu, click "Manage" tab and select "Appoint/Withdraw position holder".



Updated as at 29-Dec-2024

Step 3: This will bring you to the instruction page for appoint/withdraw position holders. Read through the instructions and prepare the necessary information before beginning the transaction. Click 'Start' to proceed.

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Home > eServices > Appoint/Withdraw position holders

Appoint/Withdraw position holders

GL LC 1
T12LC3456M

Introduction

This eService allows you to update the appointment or withdrawal of position holder in the entity.

To update position holder information, proceed to [Update position holder information](#).

🕒 Time to complete	5 minutes - 15 minutes
📅 Approval time	Immediate (up to 14 days if endorsement is required)
💰 Fee	\$0

Before you start

Ensure that you have the following information ready:

- 1 **Appointment of new position holders:**
 - Name of the position holder to be appointed

Useful reminders

- All changes must be lodged with the Registrar in Bizfile within 14 days from the date of change. File the changes on time to avoid incurring late lodgement penalty.
- When making a new appointment for a sole proprietorship, partnership or limited partnership, ensure that all newly appointed owners or partners have cleared their outstanding Medisave liabilities with the CPF board.
- If the newly appointed position holder holds a Foreign Identity Number (FIN), you should first seek consent from the relevant pass issuing authority (e.g. Ministry of Manpower or Immigration & Checkpoints Authority).
- If appointing or withdrawing a position holder who is a foreigner, engage a corporate service provider.
- If an appointment or withdrawal of position holder is filed by another position holder on behalf of the business entity, endorsement is required from the newly added position holders and/or the withdrawn position holder.
- Check that you have entered all information correctly before submitting your application.

Start →

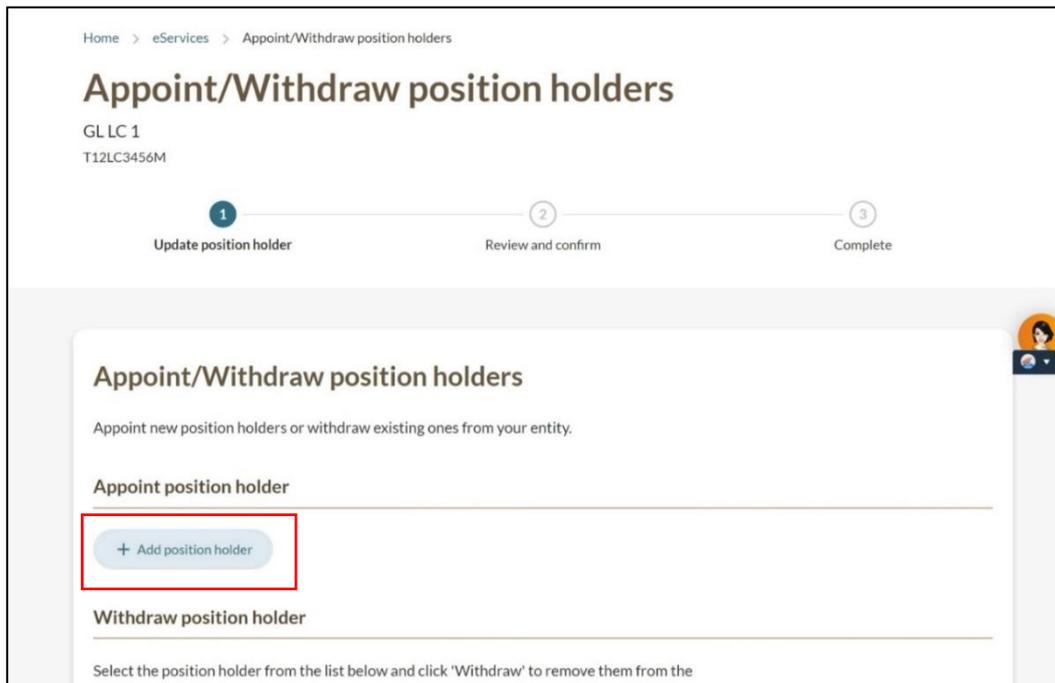
Updated as at 29-Dec-2024

Step 4: [Guide to appoint position holders](#)

Step 5: [Guide to withdraw position holders](#)

Guide to appoint position holders

Step 4A: To appoint a new position holder, click on the “Add position holder” button under the “Appoint position holder” section.



Home > eServices > Appoint/Withdraw position holders

Appoint/Withdraw position holders

GL LC 1
T12LC3456M

- 1 Update position holder
- 2 Review and confirm
- 3 Complete

Appoint/Withdraw position holders

Appoint new position holders or withdraw existing ones from your entity.

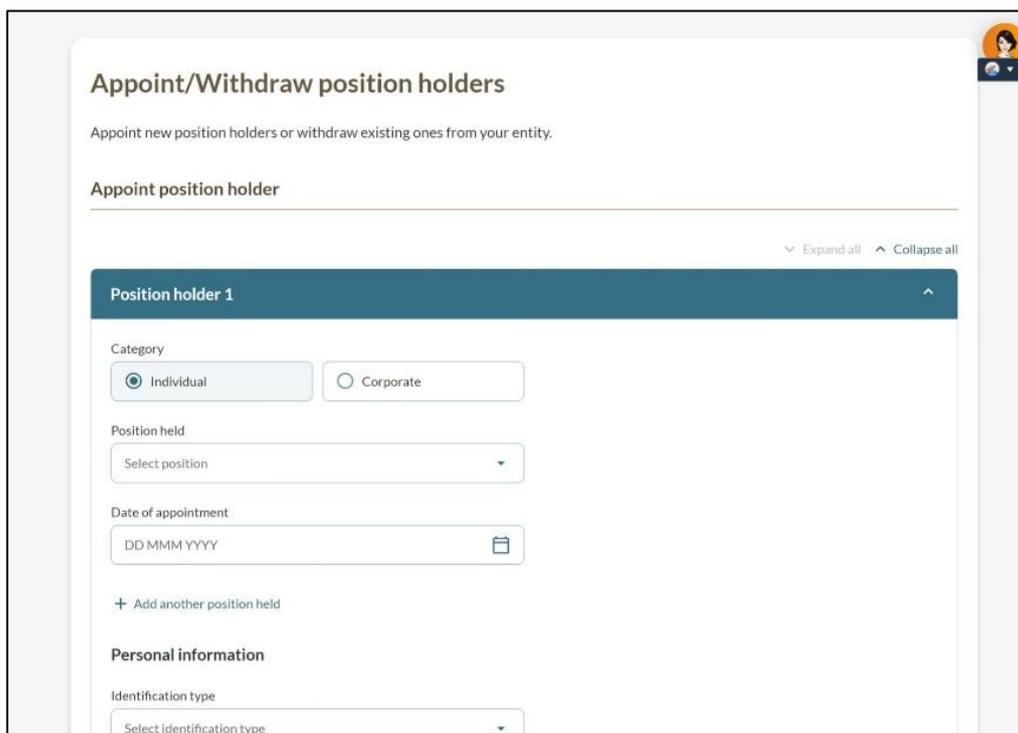
Appoint position holder

+ Add position holder

Withdraw position holder

Select the position holder from the list below and click 'Withdraw' to remove them from the

Step 4B: Fill up the details of the position holder to be appointed.



Appoint/Withdraw position holders

Appoint new position holders or withdraw existing ones from your entity.

Appoint position holder

Expand all Collapse all

Position holder 1

Category
 Individual Corporate

Position held
Select position

Date of appointment
DD MMM YYYY

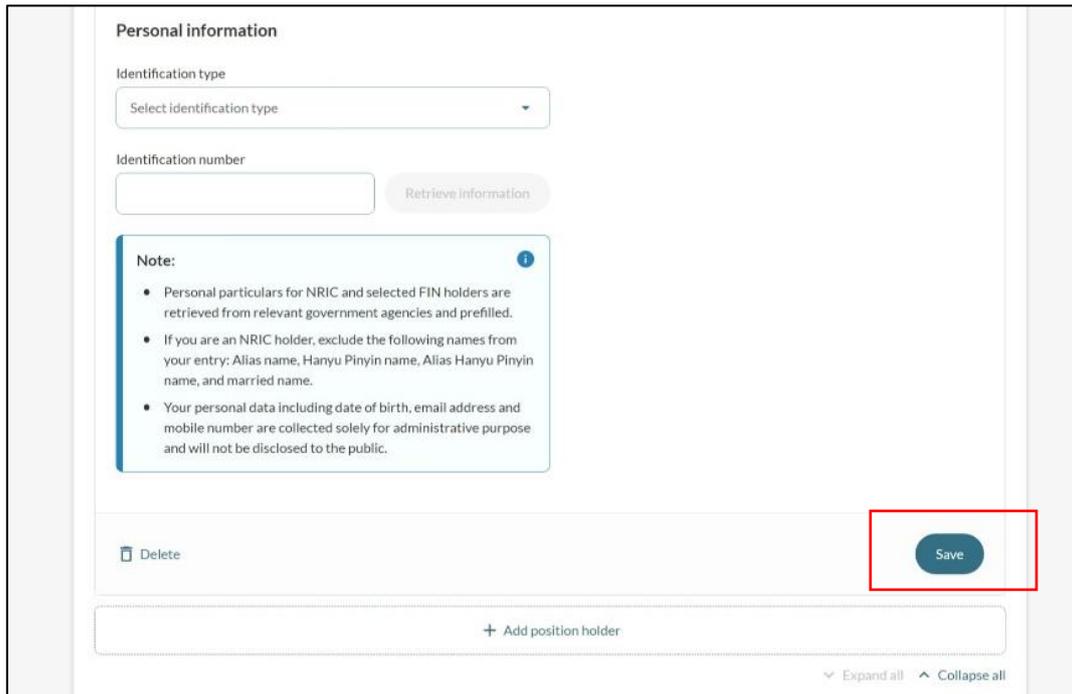
+ Add another position held

Personal information

Identification type
Select identification type

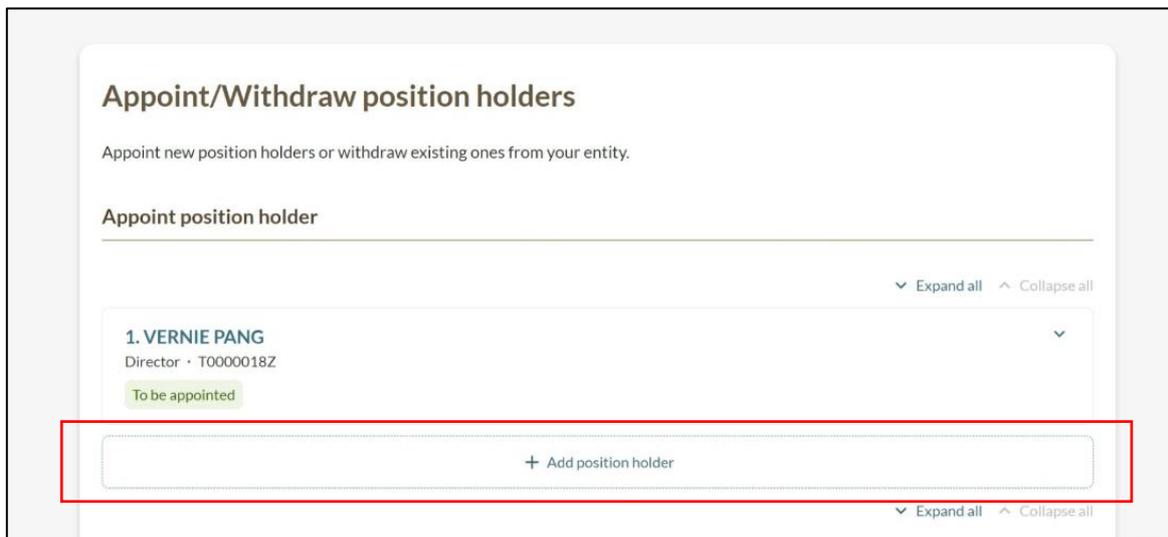
Updated as at 29-Dec-2024

Step 4C: Click “Save” to add the position holder.



The screenshot shows a 'Personal information' form. It includes a dropdown menu for 'Identification type' with the text 'Select identification type'. Below it is an input field for 'Identification number' and a 'Retrieve information' button. A 'Note' box contains three bullet points: 'Personal particulars for NRIC and selected FIN holders are retrieved from relevant government agencies and prefilled.', 'If you are an NRIC holder, exclude the following names from your entry: Alias name, Hanyu Pinyin name, Alias Hanyu Pinyin name, and married name.', and 'Your personal data including date of birth, email address and mobile number are collected solely for administrative purpose and will not be disclosed to the public.' At the bottom left is a 'Delete' button, and at the bottom right is a 'Save' button, which is highlighted with a red rectangle. Below the form is a '+ Add position holder' button and 'Expand all' / 'Collapse all' controls.

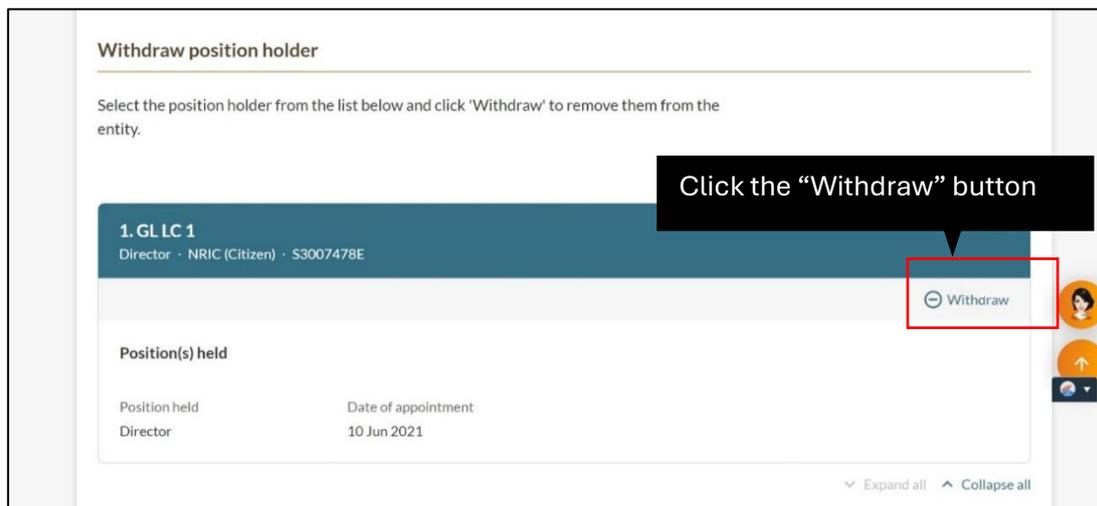
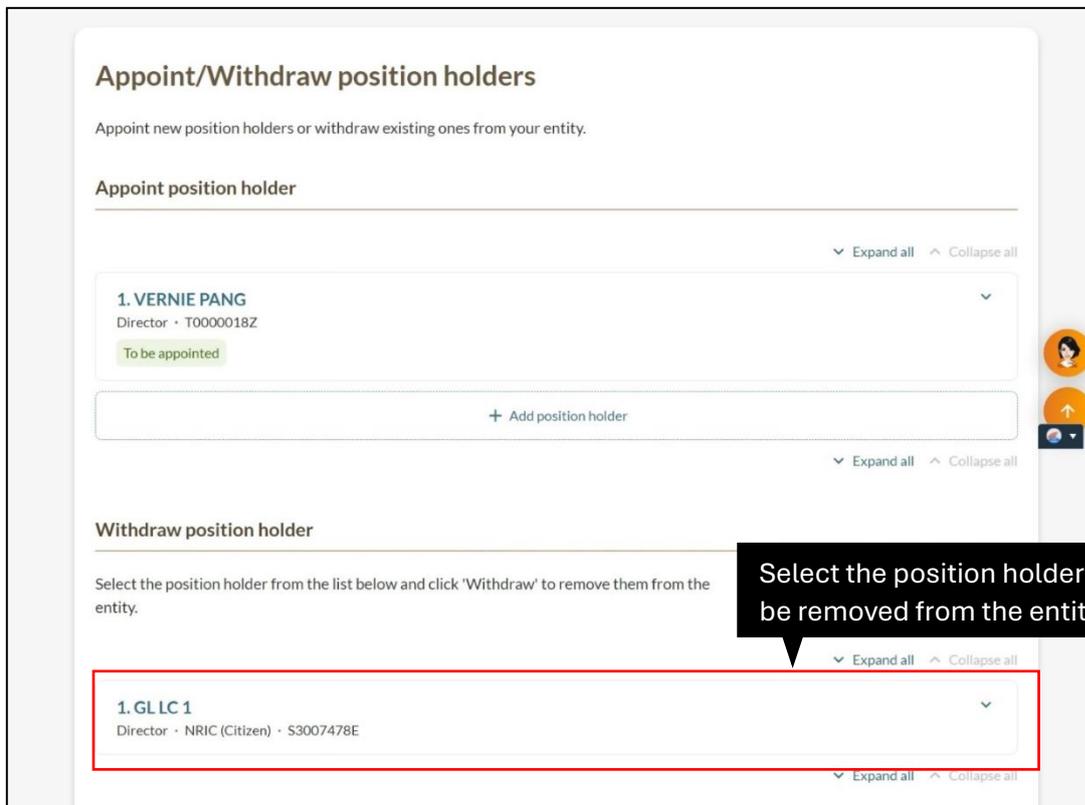
Step 4D: The newly added position holder will be indicated as “To be appointed”. To appoint another position holder, click the “+ Add position holder” button again.



The screenshot shows the 'Appoint/Withdraw position holders' page. It has a sub-header 'Appoint position holder'. Below it is a list of position holders, with the first one being '1. VERNIE PANG', Director, T0000018Z, with a status of 'To be appointed'. At the bottom of the list is a '+ Add position holder' button, which is highlighted with a red rectangle. 'Expand all' and 'Collapse all' controls are visible at the top and bottom of the list area.

Guide to withdraw position holders

Step 5A: To withdraw a position holder, select the position holder from the list of position holder under the “Withdraw position holder” section, and click “Withdraw”.



Updated as at 29-Dec-2024

Step 5B: Enter the details of the withdrawal for the position holder and click “Withdraw”.

The screenshot shows the 'Withdraw position holder' form. At the top, it says 'Select the position holder from the list below and click 'Withdraw' to remove them from the entity.' Below this is a list of position holders, with '1. GL LC 1' selected. The form fields are as follows:

- Withdraw from position: Director
- Date of appointment: 10 Jun 2021
- Date of withdrawal: 01 Dec 2024
- Reason for withdrawal: Disqualified
- Reason for disqualification: Disqualification due to bankruptcy
- Bankruptcy disqualification reason: Section 59(1) AA

At the bottom of the form, there are two buttons: 'Cancel' and 'Withdraw'. The 'Withdraw' button is highlighted with a red box.

Step 5C: Click “Review and confirm” to proceed to the “Review and confirm page”.

The screenshot shows the 'Withdraw position holder' form at the 'Review and confirm' step. The form displays the details of the position holder selected in the previous step:

- Position holder: 1. GL LC 1 (Director · NRIC (Citizen) · S3007478E)
- Position(s) held: Director
- Date of appointment: 10 Jun 2021

At the bottom of the form, there are three buttons: 'Back', 'Save draft', and 'Review and confirm'. The 'Review and confirm' button is highlighted with a red box.

Step 6: Review the webform to ensure that the information is correct before proceeding to submit.



Review and confirm

Please review the information below before submitting.

Appoint position(s)

1. VERNIE PANG

Category	Position held	Date of appointment
Individual	Director	01 Dec 2024

Personal information

Identification type	Identification no.	Name (As per NRIC/Identification document)
NRIC (Citizen)	T0000018Z	VERNIE PANG

Contact information

Contact address	Email	Mobile number
123 SERANGOON NORTH AVENUE 1, SINGAPORE 550123	t@t.com	+65 9876 5432

I, GL LC 1 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](#) [Submit →](#)