

Navigating the new Bizfile: Appoint/Withdraw position holders

Business entities must notify ACRA within 14 days of any appointment or withdrawal of position holders, including both individual and corporate position holders. Most position holder changes require endorsement from the appointed or withdrawn position holders, which must be completed within 14 days of the initial submission, for the changes to be effectively updated with ACRA.

However, endorsement is not required for the following:

- When the transaction is filed by a Corporate Service Provider
- When the lodger submits their own appointment transaction
- Appointment of auditors

If the appointed/withdrawn position holder is a foreigner, engage a Corporate Service Provider to file the transaction.

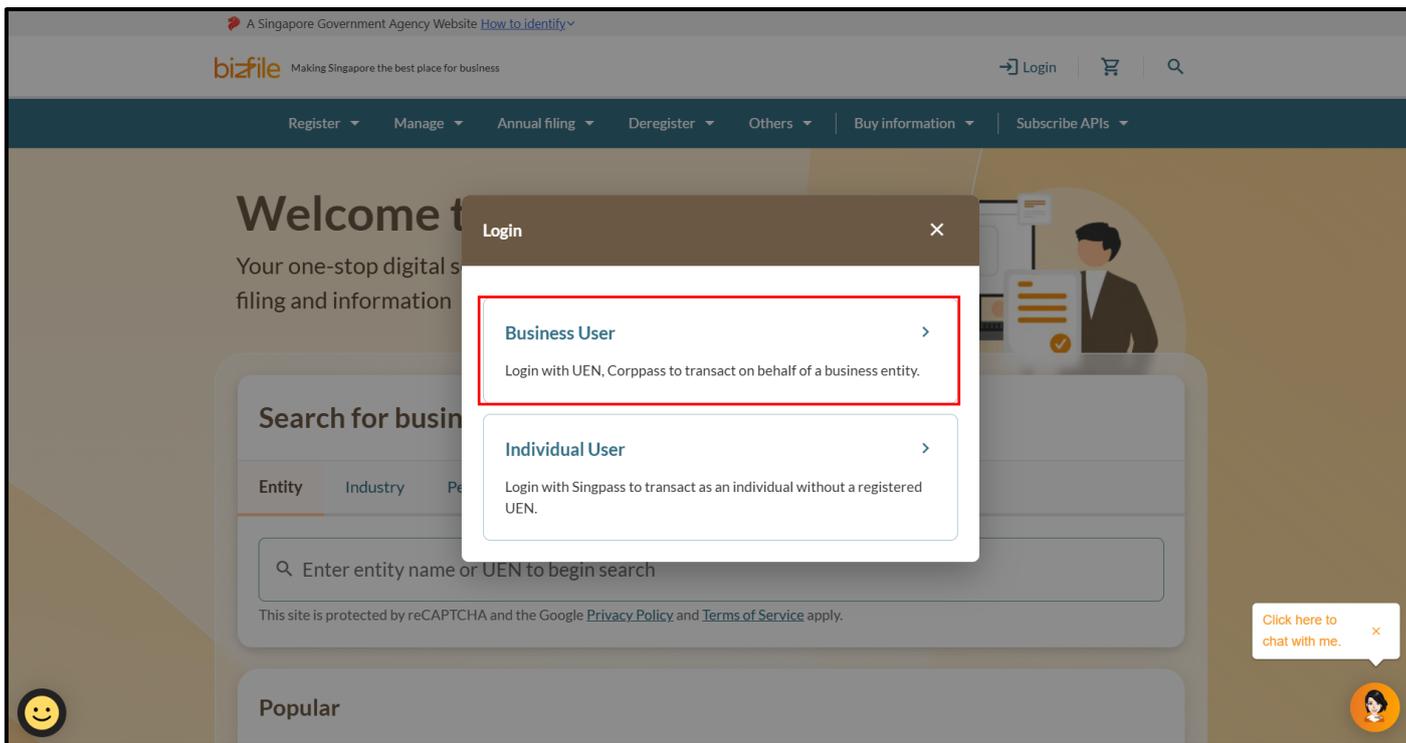
The specific requirements for reporting appointments and withdrawals vary by entity type. Please refer to the table below to determine which position holder changes you need to update with ACRA.

Entity type	Appointed/Withdrawn position holders
Sole proprietorship/Partnership	<ul style="list-style-type: none"> • Owner (Individual/Corporate) • Nominee / Trustee (Individual/Corporate) • Authorised Representative
Local Company	<ul style="list-style-type: none"> • Director / Alternate Director • Secretary • CEO • Auditor
Foreign Company Branch	<ul style="list-style-type: none"> • Director • Authorised Representative
Limited Partnership	<ul style="list-style-type: none"> • General Partner (Individual/Corporate) • General Partner as Nominee / Trustee (Individual/Corporate) • Limited Partner • Manager
Limited Liability Partnership	<ul style="list-style-type: none"> • Partner (Individual/Corporate) • Manager (Individual/Corporate)
Public Accounting Firm	<ul style="list-style-type: none"> • Partner • Partner under Section 18A(3)(c) • Public Accountant Employee
Accounting Limited Liability Partnership	<ul style="list-style-type: none"> • Partner • Manager (Individual/Corporate) • Partner under Section 18A(3)(e) • Public Accountant Employee
Public Accounting Corporation	<ul style="list-style-type: none"> • Director • Secretary • Director under Section 17(3)(d) • Public Accountant Employee

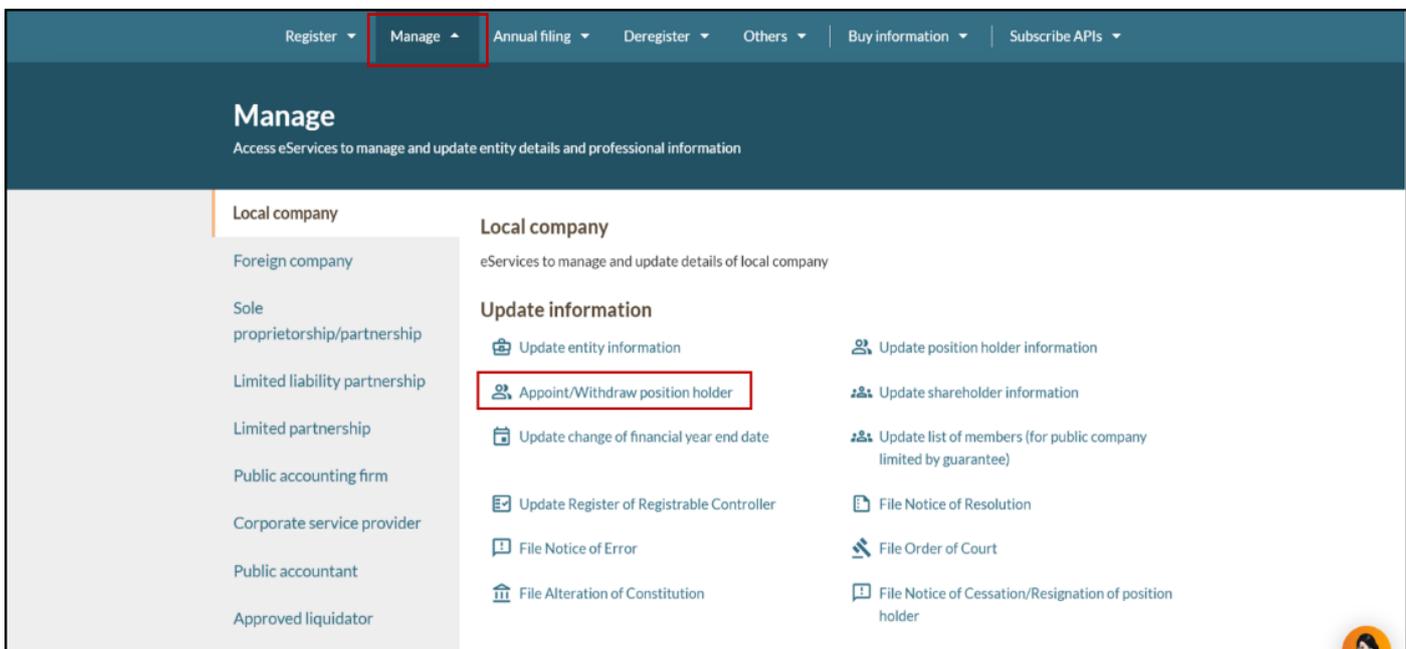
Step-by-step Instructions to file appointment/withdrawal of position holders

To appoint a position holder

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



Step 2: Once logged in, navigate to the **“Manage”** tab on the mega menu and select **“Appoint/Withdraw position holder”**.



Step 3: On the “**Appoint/Withdraw position holder**” introduction page, select “Start new transaction” or “Continue existing draft” to proceed with an existing draft update.

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
 - Personal details such as address and contact information
 - Identification information such as NRIC or FIN number
- 2 Withdrawal of existing position holders:**
 - Name of the position holder to be withdrawn
 - Date of withdrawal of the position holder
 - Reason for withdrawal

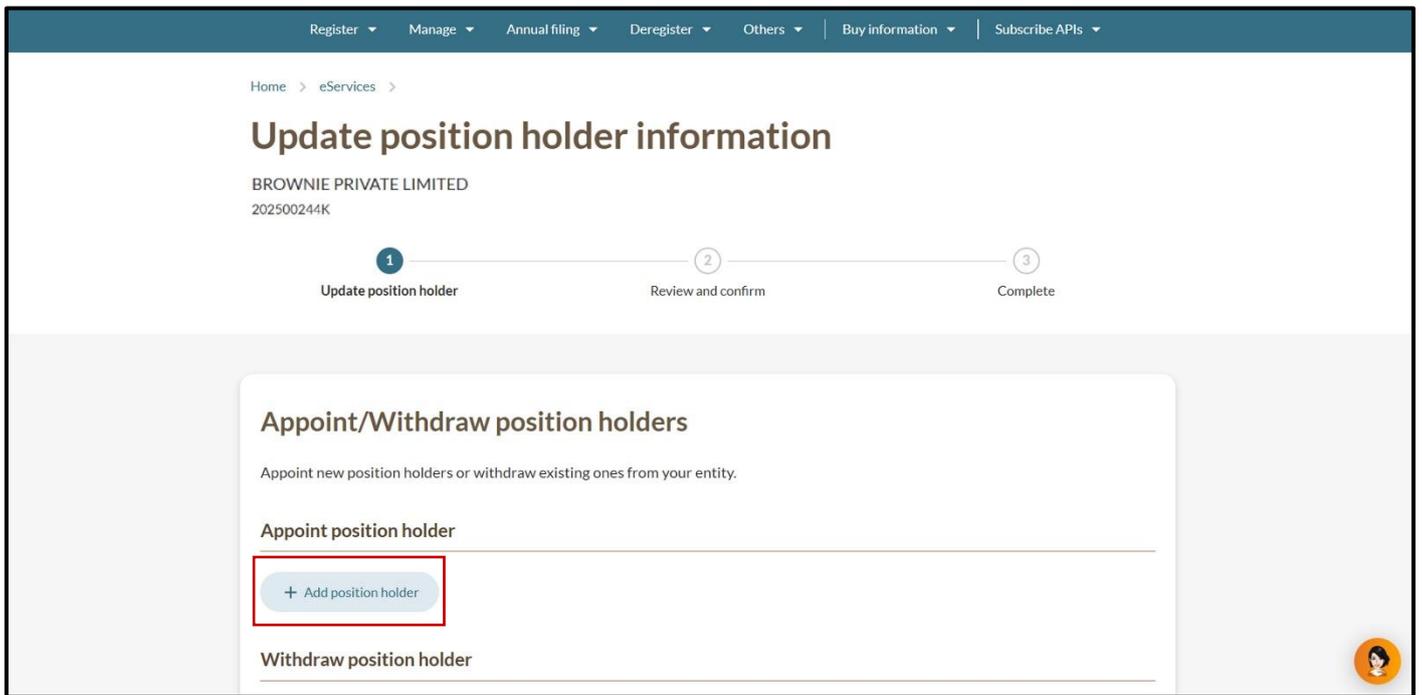
The transaction will be updated immediately if endorsement is not required for the appointment or withdrawal of position holders. If endorsement is required, it must be completed within 14 days from the initial submission date for the appointment or withdrawal to be effectively updated with ACRA. Failure to complete the endorsement within 14 days may result in rejection of the transaction.

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.

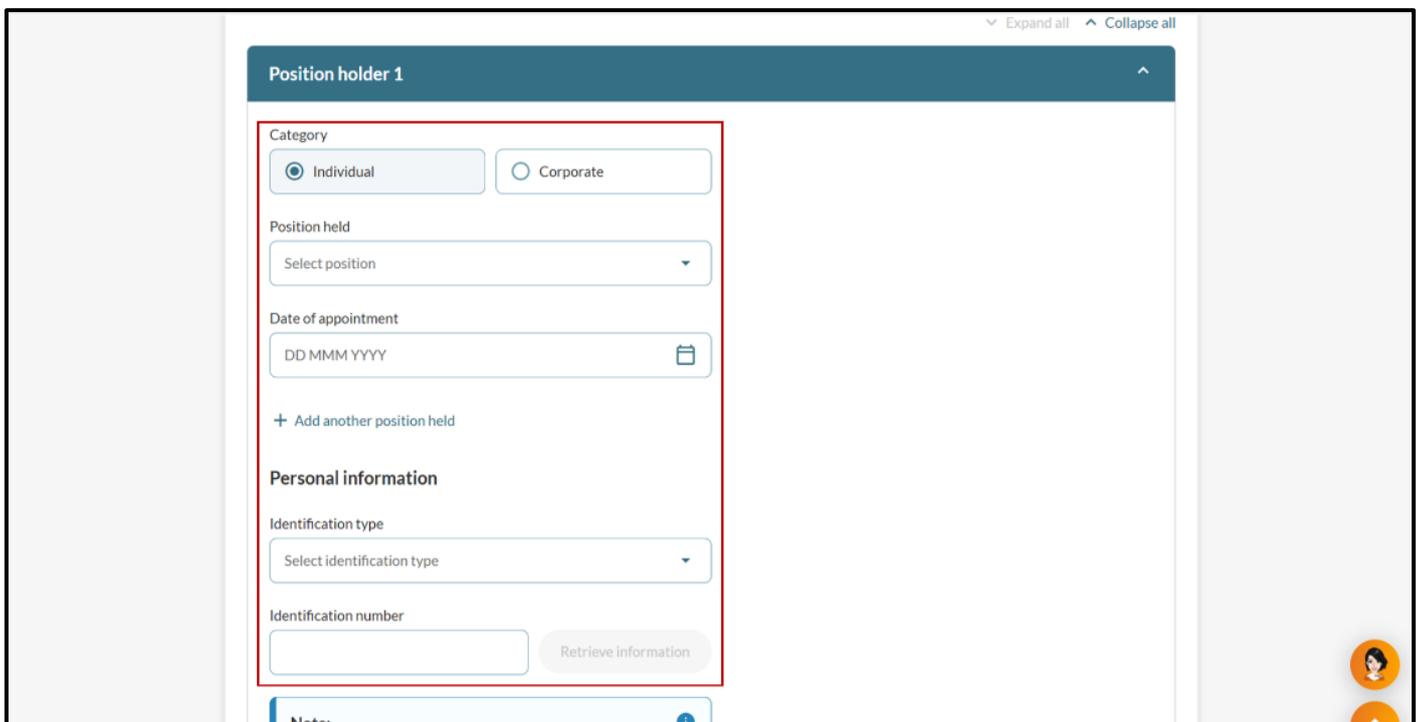
[Start new transaction](#) [Continue existing draft →](#)

Step 4: Under “Appoint position holder” section, click “Add position holder”.



Step 5: When entering the position holder's information, specify whether they are an individual or a corporate entity. Enter all required details for your selected category and click "Save" to proceed.

For individual position holders, provide their personal particulars.



Step 6: If the individual uses a passport or FIN for identification, include their nationality/citizenship details.

The screenshot shows a form with the following fields and sections:

- Identification type:** A dropdown menu with "Passport / Others" selected.
- Nationality/Citizenship:** A dropdown menu with "Malaysian" selected, highlighted with a red border.
- Identification number:** A text input field containing "A81234567" and a "Retrieve information" button.
- Note:** A blue box containing an information icon and three bullet points:
 - Personal particulars for NRIC and selected FIN holders are retrieved from relevant government agencies and pre-filled.
 - 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.
 - 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.
- Name (As per NRIC/Identification document):** A text input field containing "Tim Lim".
- Date of birth:** A date picker field showing "19 Oct 1988".

On the right side of the form, there are two orange circular icons: a user profile icon and an upward arrow icon.

Step 7: For corporate position holders, the required information varies based on the entity type. For corporate position holders in a sole proprietorship or partnership, provide the required information.

If the corporate entity is registered locally, enter their UEN and click the “Search” button.

The screenshot shows a form titled "Position holder 1" with the following fields and sections:

- Category:** Two radio button options: "Individual" and "Corporate". The "Corporate" option is selected and highlighted with a red border.
- Position held:** A dropdown menu with "Nominee/Trustee" selected.
- Date of appointment:** A date picker field showing "01 Mar 2025".
- + Add another position held:** A button to add more information.
- Corporate position holder detail:** A section with the question "Is the corporate position holder registered locally?" and two radio button options: "Yes" (selected) and "No".
- UEN:** A text input field containing "202500244K", highlighted with a red border.
- Entity name:** A text input field containing "BROWNIEEE" and a "Search" button.

On the right side of the form, there are two orange circular icons: a user profile icon and an upward arrow icon.

Step 8: The relevant entity name and address will be automatically populated. Include the beneficiary information for Nominee/trustee and click “Save”

Entity name
BROWNIEEE Search

UEN	202500244K
Entity name	BROWNIEEE PRIVATE LIMITED
Address	401 COMMONWEALTH DRIVE, #3-03 HAW PAR TECHNO CENTRE, SINGAPORE 149598

Beneficiary information

Type of beneficiary

Class of Children

Corporate

Individual

Entity name
Sunray

Nature of business
Energy

Address type

Local Foreign

Postal code
S | 149598 Retrieve address

401, COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE

Level Unit

- -

Address doesn't have level and unit

Delete Save

Step 9: For Limited Liability Partnership corporate position holders, complete all necessary information and click “Save”.

Position holder 1

Category

Individual Corporate

Position held

Manager

Date of appointment

01 Mar 2025

+ Add another position held

Corporate position holder detail

Is the corporate position holder registered locally?

Yes No

UEN

202500244K

Entity name

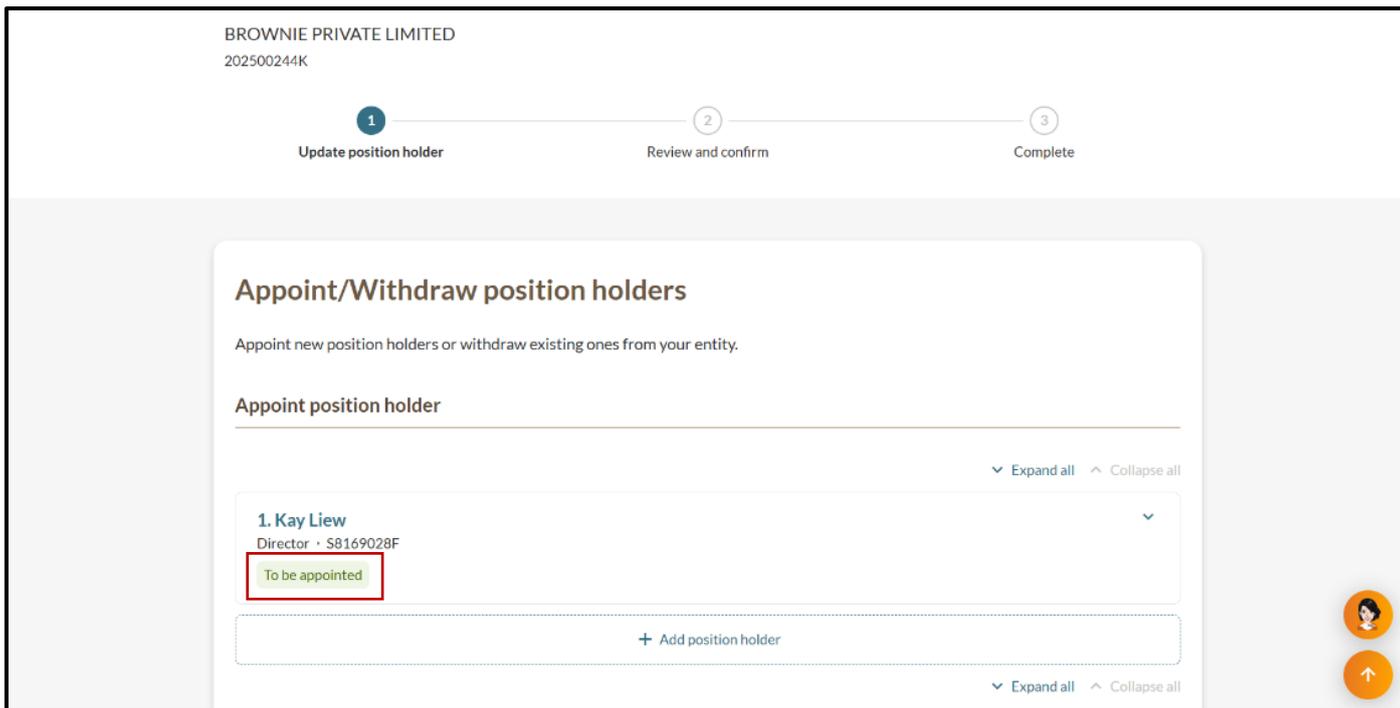
BROWNIEEE Search

UEN	202500244K
Entity name	BROWNIEEE PRIVATE LIMITED
Address	401 COMMONWEALTH DRIVE, #3-03 HAW PAR TECHNO CENTRE, SINGAPORE 149598

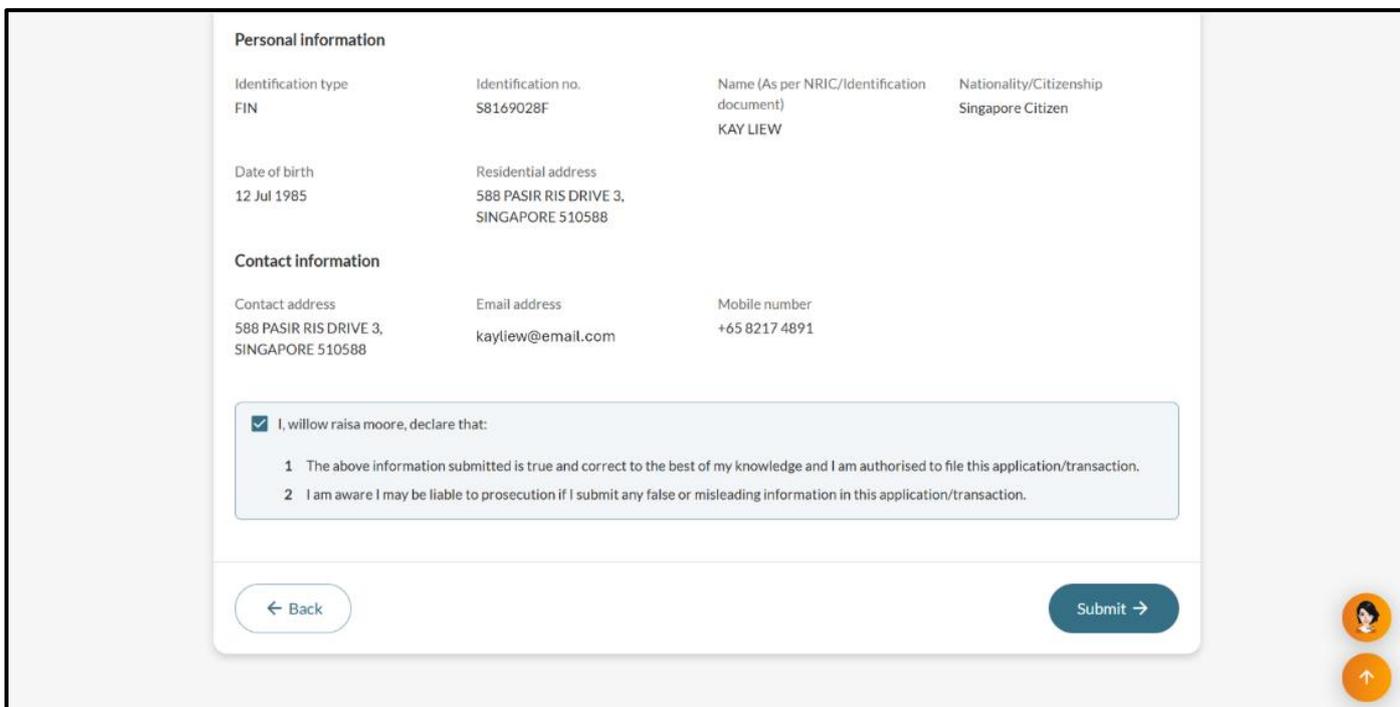
Delete Save

+ Add position holder

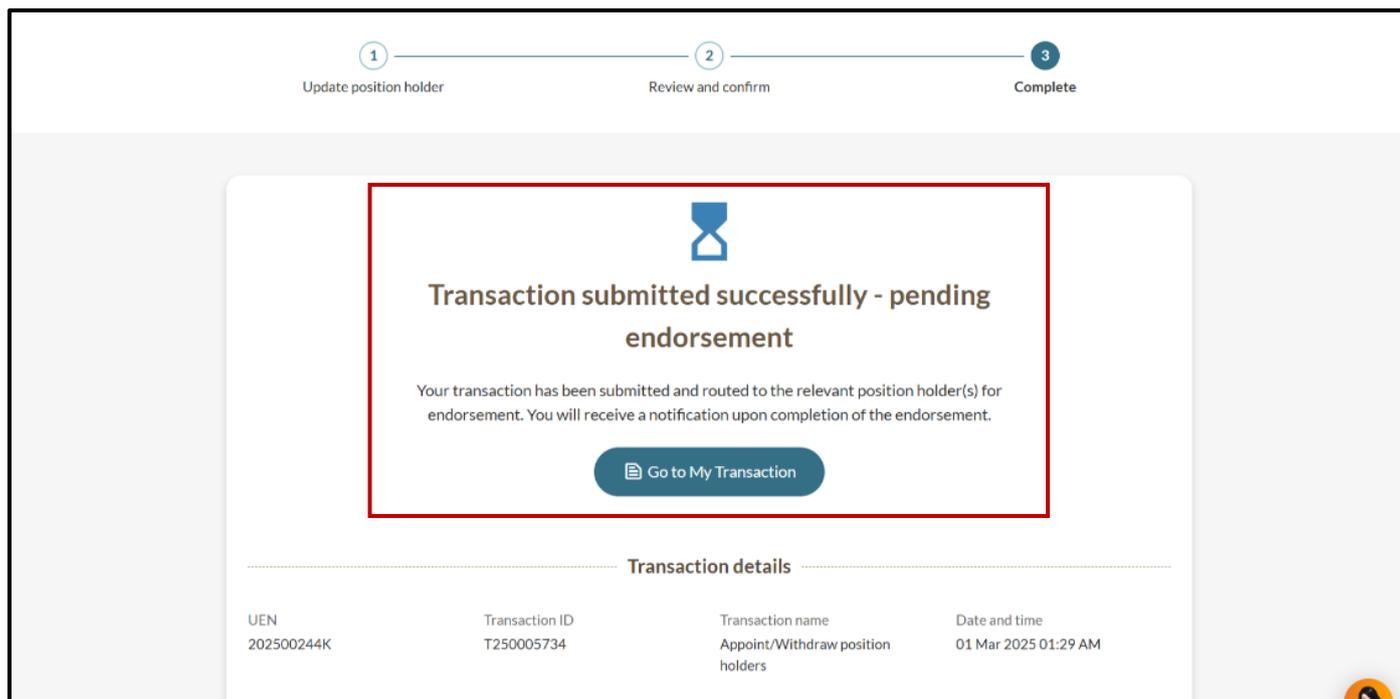
Step 10: Verify that the tag **“To be appointed”** appears below the appointed position holder’s name before clicking on **“Review and Confirm”**.



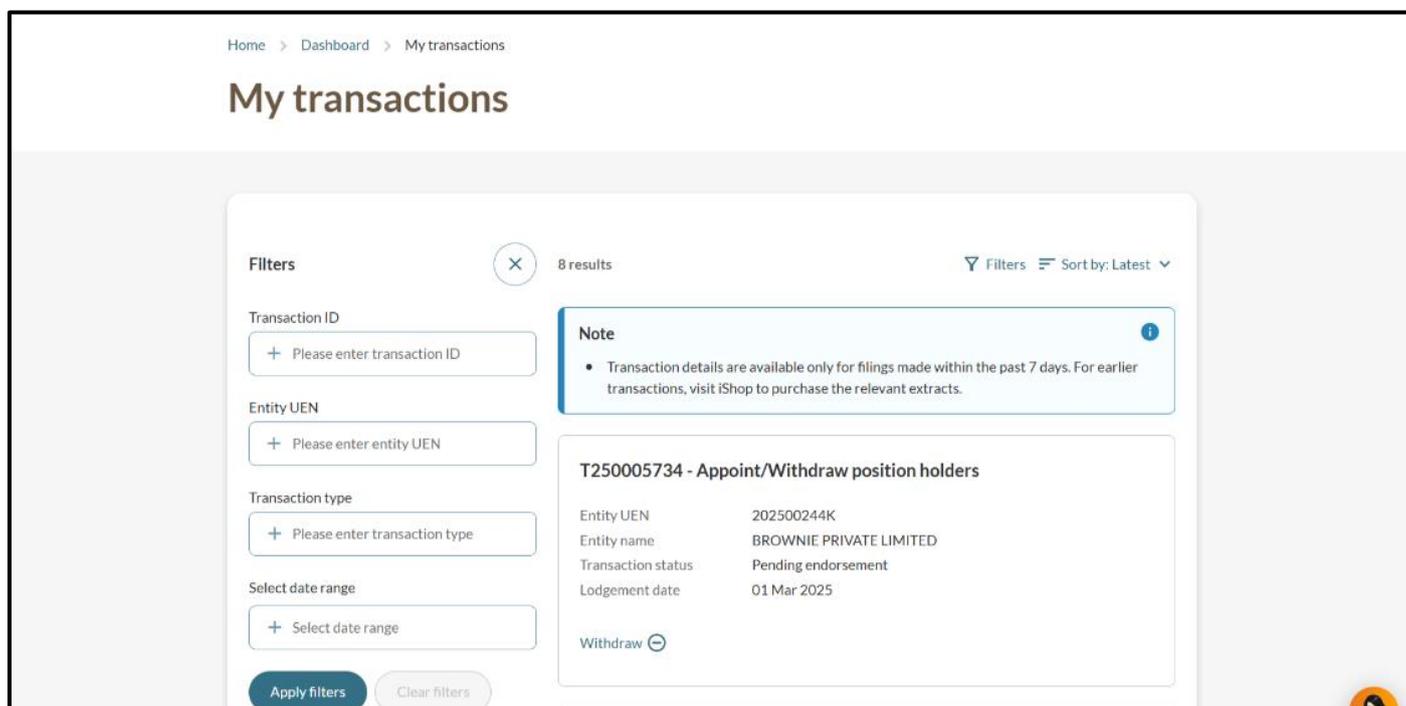
Step 11: Under the **Review and confirm** section, review all entered information carefully. Check the declaration box to confirm the accuracy of the information, then click "Submit".



Step 12: You will see a confirmation message indicating that the transaction was submitted successfully, and routed to the appointed position holder for endorsement.



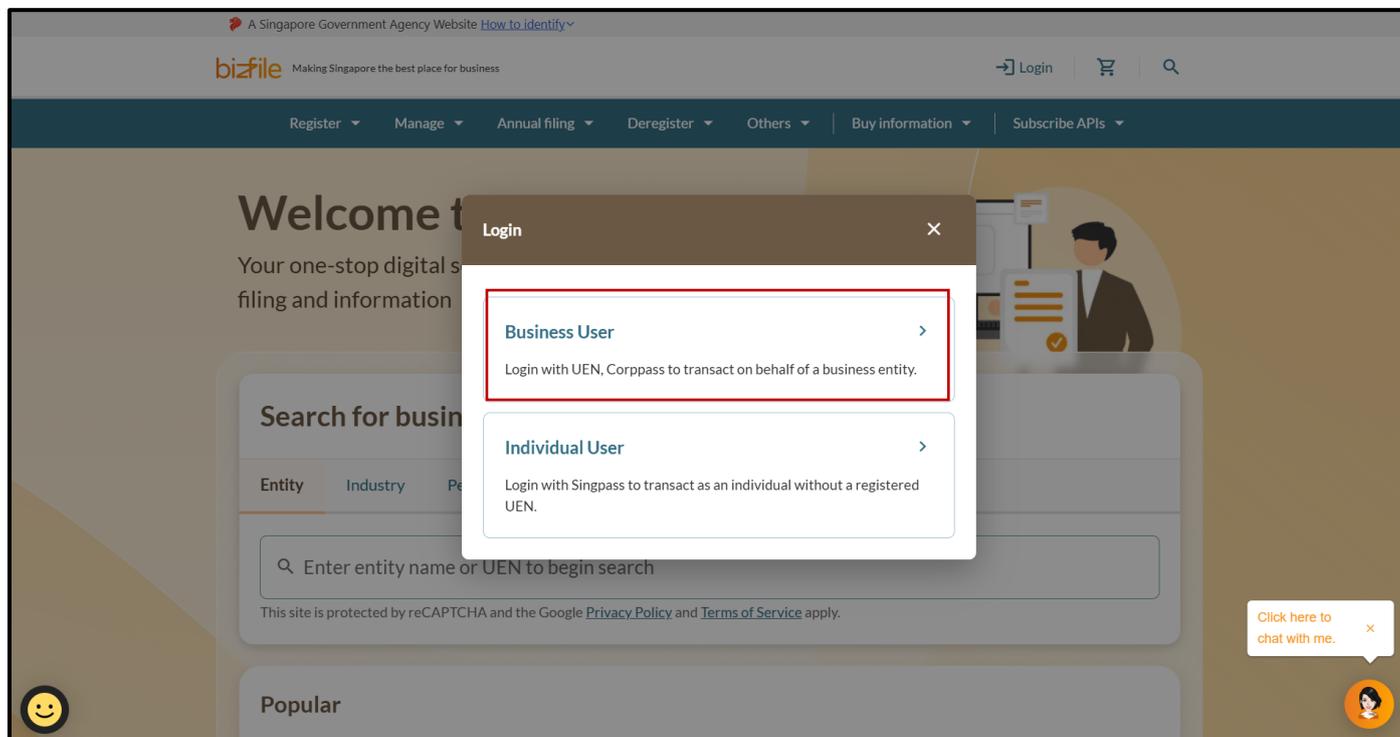
Step 13: You can track your submission status under the "My transactions" page, where it will appear as pending endorsement. After the appointed position holder completes their endorsement, you will receive a notification in your Bizfile Inbox confirming the successful appointment.



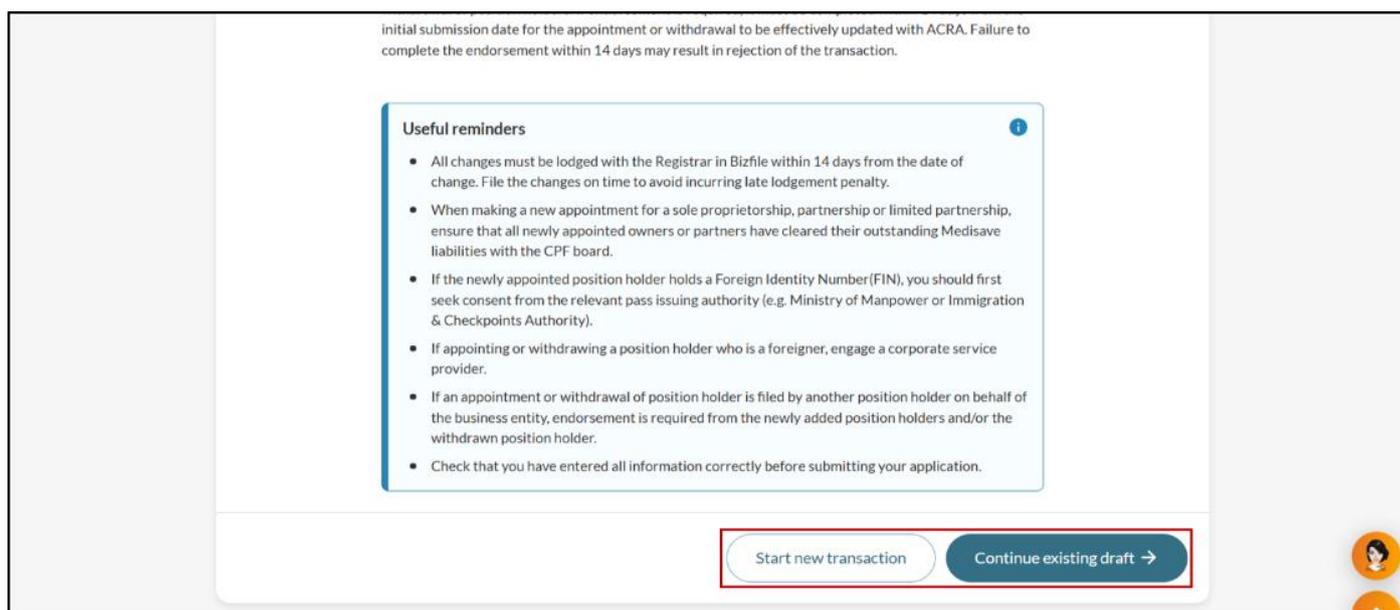
To Withdraw a position holder

Important: If you are the lodger, you can file a transaction to withdraw yourself from the entity. However, if you are a Company Officer, you cannot withdraw yourself. Another authorised position holder in the company must submit the withdrawal on your behalf.

Step 1: Log in to Bizfile using your Corppass (Business user) credentials. Once logged in, navigate to the **"Manage"** tab in the mega menu and select **"Appoint/Withdraw position holder"**.



Step 2: On the **"Appoint/Withdraw position holders"** introduction page, you can either start a new transaction or continue with an existing draft.



Step 3: In the “Withdraw position holder” section, locate and expand the details of the position holder you wish to withdraw.

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 entity.

Expand all Collapse all

- 1. Tan Ko**
Director, Shareholder · FIN · S7957478C
- 2. Lynn Tan**
Director · FIN · S3134948F
- 3. Lee Yang**
Director, Chief Executive Officer, Shareholder · Passport / Others · K2133344R

Step 4: Click “Withdraw”.

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

Expand all Collapse all

- 1. Tan Ko**
Director, Shareholder · FIN · S7957478C

Withdraw

Position(s) held

Position held	Date of appointment	Position held	Date of appointment
Director	28 Feb 2025	Shareholder	28 Feb 2025

- 2. Lynn Tan**
Director · FIN · S3134948F
- 3. Lee Yang**
Director, Chief Executive Officer, Shareholder · Passport / Others · K2133344R
- 4. willow raisa moore**
Director, Managing Director, Shareholder · NRIC (Citizen) · S9991522F

Expand all Collapse all

Step 5: Specify which position the individual is being withdrawn from, provide the date of withdrawal and select an appropriate reason from the dropdown list.

The screenshot shows a web interface for withdrawing a position holder. At the top right, there are links for "Expand all" and "Collapse all". The main content area is titled "1. Tan Ko" and contains the following fields:

- Withdraw from position:** A dropdown menu with "Director" selected.
- Date of appointment:** 28 Feb 2025
- Date of withdrawal:** A date picker showing "01 Mar 2025".
- Reason for withdrawal:** A dropdown menu with "Please select" chosen. Below it, a list of reasons is visible: Deceased, Disqualified, Resigned, and Others.

A "Withdraw" button is located at the bottom right of the form. Below the form, the entry for "2. Lynn Tan" is partially visible, showing "Director · FIN · S3134948F". On the right side of the page, there are two circular navigation icons: a profile icon and an up arrow icon.

Step 6: After completing these details, click “Withdraw” to proceed.

This screenshot shows the same form as in Step 5, but with the "Reason for withdrawal" dropdown menu set to "Resigned". The "Withdraw" button at the bottom right is now highlighted with a red box. Additionally, a "Cancel" button is visible at the bottom left. Below the form, there is a link that says "+ Withdraw another position". The rest of the interface, including the "Expand all/Collapse all" links and the right-side navigation icons, remains the same.

Step 7: For individuals holding multiple positions (excluding Shareholder and Member roles), you have the option to select “Withdraw another position” if needed.

3. Lee Yang ^

Withdraw from position
Chief Executive Officer ▾ 🗑️

Date of appointment
28 Feb 2025

Date of withdrawal
01 Mar 2025 📅

Reason for withdrawal
Resigned ▾

+ Withdraw another position

Cancel Withdraw

4. Willow Raisa Moore v
Director, Managing Director, Shareholder · NRIC (Citizen) · S9991522F

Expand all Collapse all

Profile icons: User, Up arrow

Date of withdrawal
01 Mar 2025 📅

Reason for withdrawal
Resigned ▾

Withdraw from position
Director ▾ 🗑️

Date of appointment
28 Feb 2025

Date of withdrawal
01 Mar 2025 📅

Reason for withdrawal
Resigned ▾

+ Withdraw another position

Cancel **Withdraw**

Profile icons: User, Up arrow

Step 8: Verify that the tag **“To be withdrawn”** appears below the appointed position holder’s name before clicking on **“Review and Confirm”**.

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

▼ Expand all ▲ Collapse all

1. Tan Ko ▼
Director, Shareholder · FIN · S7957478C
To be withdrawn

2. Lynn Tan ▼
Director · FIN · S3134948F

3. Lee Yang ▼
Director, Chief Executive Officer, Shareholder · Passport / Others · K2133344R

4. willow raisa moore ▼
Director, Managing Director, Shareholder · NRIC (Citizen) · S9991522F

▼ Expand all ▲ Collapse all

← Back Save draft **Review and confirm →**



Step 9: Under the **“Review and confirm”** section, review all entered information carefully. Check the declaration box and click "Submit".

Review and confirm

Please review the information below before submitting.

Withdraw from position

1. Tan Ko

Withdraw from position	Date of appointment	Date of withdrawal	Reason for withdrawal
Director	28 Feb 2025	01 Mar 2025	Resigned

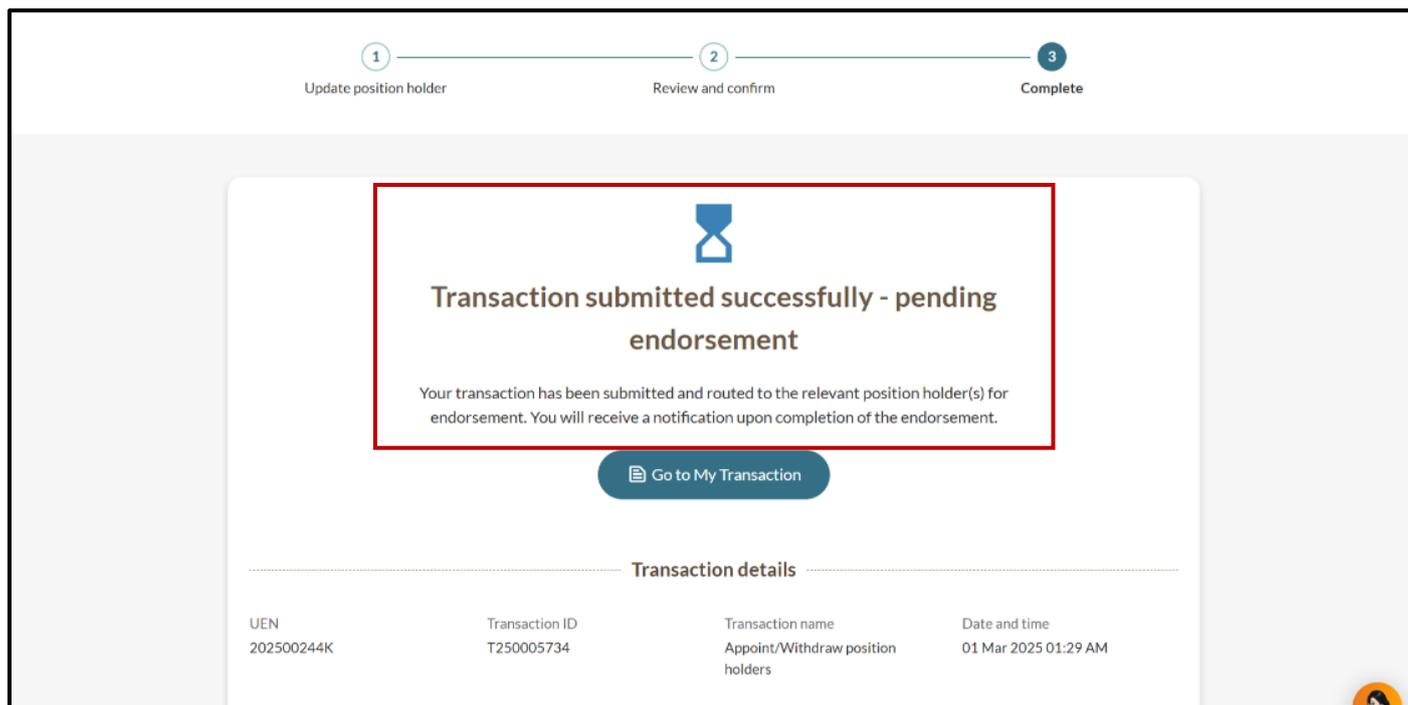
I, willow raisa moore, declare that:

- 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 I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

← Back **Submit →**



Step 9: You will see a confirmation message indicating that the transaction was submitted successfully. The withdrawal will be routed to the position holder for endorsement. Other position holders in the entity will receive notification of his withdrawal.



Step 10: You can track your submission status under the "My transactions" page, where it will appear as pending endorsement. After the withdrawn position holder completes their endorsement, you will receive a notification in your Bizfile Inbox confirming the successful withdrawal.

