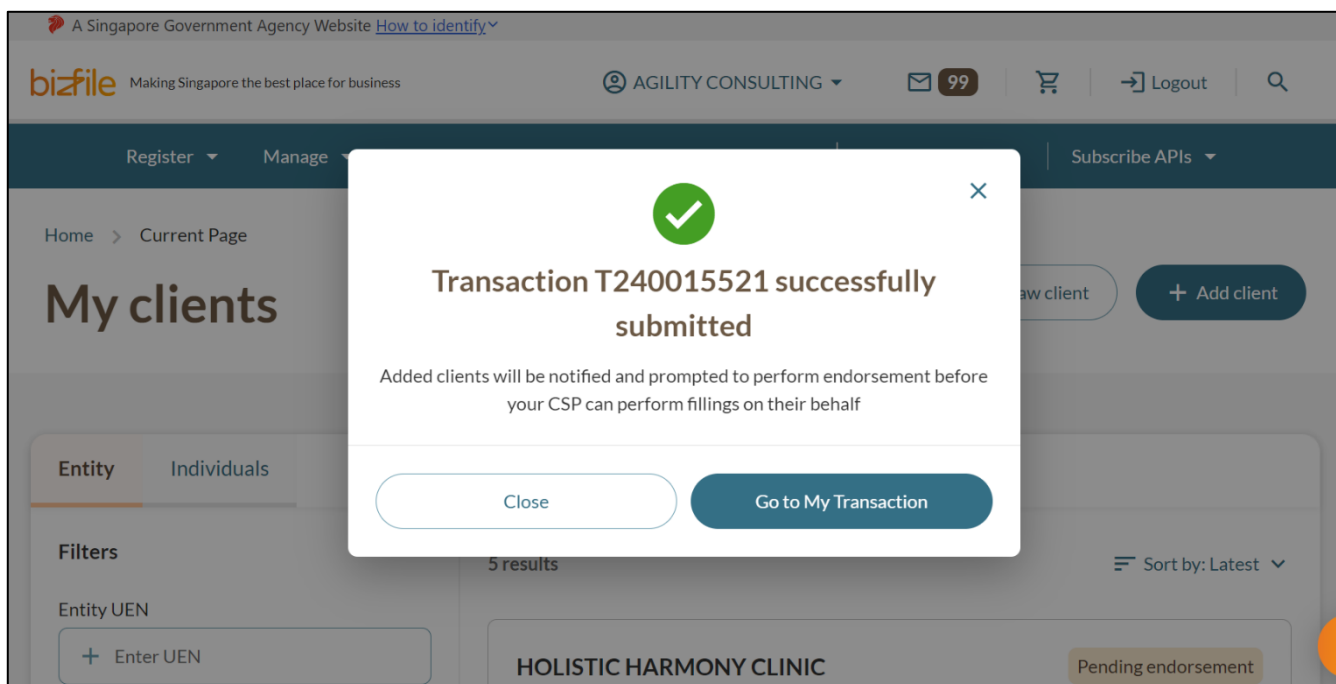


## Navigating the new Bizfile: How to get clients' endorsement

**Step 1:** An endorsement may be required when you add your client to your client list. You will be notified of this after you have successfully added your client in your client list.



Updated as at 29-Dec-2024

**Step 2:** Advise your client to log in to Bizfile using their Corppass to provide endorsement. If they are appointed to more than one entity, please advise them to select the entity under “My entities” to access the dashboard of the entity that you have added them.

The screenshot shows the Bizfile website interface. At the top, there is a navigation bar with the Bizfile logo and the tagline "Making Singapore the best place for business". The user is logged in as "NICOLE LIM (NRIC S1234567F)". The main heading is "My profile". Below this, there is a section titled "Select profile" with a sub-heading "Select a profile and entity to proceed." The "My Entities" section is active, displaying a list of entities. The "HORIZON 60652" entity is highlighted with a red box. The list includes the following entities:

Entity Name	UEN	To-do items
EVIL GENIUSES	202400240D	2
GOOD VIBES	T24LL0116E	0
<b>HORIZON 60652</b>	202400255K	1
HOTSHOT	02400241N	0
IMPOSTER	53400060J	0
MAXIM	202400355E	0
MOTIVE	T24LL0126K	0
OCTOBER TWO	53400161X	0
PARAMOUNT CONSULTING	202400138A	0
PARDAL 5	53489898K	0

At the bottom of the page, there is a pagination control showing "Items per page: 10", "1-10 of 16 item(s)", "From A-Z", and "Page 1 of 2".

Updated as at 29-Dec-2024

**Step 3:** They can find this option under 'Pending Actions' on their dashboard. This notification will be sent to all authorised position holders of your client and the endorsement only needs to be performed by any one of them.

The screenshot displays the bizfile dashboard for user HORIZON 60652. The page features a navigation bar with options like Register, Manage, Annual filing, and Logout. A main heading reads "Welcome to your dashboard!" followed by a sub-heading: "Access all your latest messages, manage your to-do list, and view recent transactions all in one place." Below this, a card for "HORIZON 60652" (202400255K) includes links for "My transactions", "Payment history", and "My clients". The "Pending actions" section, which is highlighted with a red box, shows two items: "Authorisation request for CSP filing access - AGILITY CONSULTING" (due 12 Jan 2025, 30 days) with an "Endorse" button, and "File Annual Return for HORIZON 60652202400255K" (due 31 May 2025, 169 days) with a "File" button. Both items are marked as "Important". The footer contains the ACRA logo and various links like "About Us", "News Room", "Guides", "Feedback", and "Contact Us".

**Step 4:** The client will be directed to the authorisation request form for their endorsement.

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HORIZON 60652 | 14 | Logout

Register | Manage | Annual filing | Deregister | Others | Buy information | Subscribe APIs

Home > Current Page

## Authorisation request for CSP filing access

### Endorsement

The Corporate Service Provider (CSP) has included your entity in the client list and is requesting your endorsement to authorise them to file on behalf of your entity in BizFile. Kindly review the details provided and proceed with the endorsement if you wish to grant the CSP permission to perform filings on your entity's behalf in BizFile. You can view the authorised CSPs in your dashboard under 'My CSPs' and remove their access if you no longer require their filing services.

#### Transaction & CSP details

Transaction number	Lodgement date	CSP UEN	CSP name
T240015521	13 Dec 2024	53400043J	AGILITY CONSULTING

Lodger  
NICOLE LIM

#### Client details

Entity name	Entity UEN	Endorsement due date
HORIZON 60652	202400255K	12 Jan 2025

#### Response and declarations

Response

Accept  Reject

I, NICOLE LIM, declare that:

- The entity gives consent to the above Corporate Service Provider to perform filing on behalf of the entity in BizFile.
- The above information submitted is true and correct to the best of my knowledge and I am authorised to give consent on behalf of the entity.

Submit →

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Updated as at 29-Dec-2024

**Step 5:** Once the client has provided their endorsement, you will receive a message in your inbox in Bizfile. You may now proceed to perform transactions for your client.

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AGILITY CONSULTING

99+

Logout

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > Inbox

# Inbox

[← All messages](#)

## HORIZON 60652 202400255K has approved your CSP's request for filing access

27 Dec 2024 · 11:04 PM



Dear Sir/Madam

Transaction details:

- UEN: 53400043J
- Entity name: AGILITY CONSULTING
- Transaction number: T240015521
- Transaction name: Maintain CSP Client List

HORIZON 60652 (UEN: 202400255K) has provided the consent for your CSP to perform filings on their behalf. You may now proceed to file for your client.

Thank you.  
Accounting and Corporate Regulatory Authority (ACRA)

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