# Navigating the new Bizfile: Registering a new business name and new business entity



### Step 1: Log in to Bizfile

- 1. Login as an individual user **OR**
- 2. If you are a CSP user registering for a business name, log in as a business user.

bizile Making Singapor	n as an individual user.		2	
Welco	ess you're a CSP registe would need to login usi	ring for a busin ng as a busines	ess name, ss user.	
Your one-stop digital filing and information	Login	×		
Search for busin	Business User Login with UEN, Corppass to transact on behalf o	> of a business entity.		
Entity Industry F	Individual User	>		
Q Enter entity name	Login with Singpass to transact as an individual w UEN.	ithout a registered		
This site is protected by reCAP	TO STATUS OF COMPLETENCY ON TELES AND SETAR	cabbute		

## **Step 2:** Login using Singpass.



**Step 3:** From the mega menu, click on the "Register" tab and select "Apply for new business entity name".

OIZTIE Making Singapore the best place	for business	- Login
Register 🔺 Manage	✓ Annual filing ✓ Deregister ✓ Others ✓	Buy information 👻 Subscribe Al
Register		
Access eServices to register a nev	ventity or register as a professional	
Access eServices to register a new Register new entity Register as professional	Register as a professional Register eServices to select "Apply for new busi	k on "Register" and ness entity name".
Access eServices to register a new Register new entity Register as professional Update professional status	Register as a professional Register eServices to From the mega menu, click select "Apply for new business entity name	c on "Register" and iness entity name".

**Step 4:** The introduction page displays useful information to guide the users on filing the transaction.

Introduction	ı
This eService allows yo	The introduction page displays useful information to guide the users on filing the transaction.
1 A new business en	tity for the purpose a
<ul> <li>registering a n</li> </ul>	ew business entity
<ul> <li>converting an</li> </ul>	existing sole proprietorship, partnership or local company to a limited
liability partne	ership
<ul> <li>converting an</li> </ul>	existing public accounting firm or public accounting corporation to an
accounting lim	ited liability partnership
<ul> <li>applying for Pi</li> </ul>	ublic Accounting Entity status
<ul> <li>revoking Publi</li> </ul>	c Accounting Entity status (to update the suffix of the entity)
2 An existing busine	ss entity for the purpose of:
<ul> <li>changing its na</li> </ul>	ame
<ul> <li>converting to a</li> </ul>	a different company type
<ul> <li>amalgamating</li> </ul>	local companies
Å	
O Time to complete	5 - 15 minutes
Approval time	Most applications will be approved soon after payment. Complex
	applications requiring further review may take a while longer

## **Step 5:** Click "Start" to proceed with the transaction.

<ul> <li>Register new business entity</li> </ul>
<ul> <li>Conversion to Limited Liability Partnership/Accounting Limited Liability Partnership</li> </ul>
<ul> <li>Application for Public Accounting Entity Status</li> </ul>
<ul> <li>Revocation of Public Accounting Status</li> </ul>
<ul> <li>Update entity information - to update the change in entity name</li> </ul>
<ul> <li>Application to convert to LLP/ALLP</li> </ul>
<ul> <li>Conversion of company type</li> </ul>
<ul> <li>Registration of amalgamation of business entities (where applicable)</li> </ul>
<ul> <li>The business name application fee is non-refundable if the application is rejected, or if you decide to withdraw the name application.</li> </ul>
<ul> <li>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 &amp; Checkpoints Authority) before registering a business entity.</li> </ul>
Check that you have entered all information correctly before submitting your application
Click on "Start" to apply for a business entity nar
Start -

**Step 6:** Proceed to fill in the webform.

apply for new bu	siness entity name	
1	(2)	(3)
Name application details	Review and confirm	Payment
Enter name application To apply for a business entity name, enter and entity details.	r the details including the proposed business name	
Enter name application To apply for a business entity name, enter and entity details. Application type	n information	

**Step 7:** Complete the webform and click "Next" to proceed to the "Review and confirm" page.

Select the most appropriate Singapore Standard Industrial Classification (SSIC) code	Primary business activity
that corresponds to your intended business activity.	Search
	+ Add secondary business activity
Contact information	
Provide an email address for the business entity	Email address
Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.	Email address Complete the webform and click "Next"

Step 8: Review the webform to ensure that the information is correct before subm	nitting.
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Apply for new busi	iness entity name		the second secon
1	2 Review and confirm	③ Payment	
Review and confirm Please review the information below before subm	eview the webform to ensure the prrect before submitting. Itting.	at information is	
Application type			

Step 9: Check the box to complete the declaration.

equipment and supplies (inc binoculars)	graphic Juding
Contact informatio	n
Email address businessname@gmail.com	Complete the declaration
I, ALAN TAN declare	that:
1 The above infor 2 I am aware that	mation submitted is true and correct to the best of my knowledge and I am authorised to file this application/transacton. I may be liable to prosecution if I submit any false or misleading information in this application.

**Step 10:** Click on the "Payment" button to proceed to make payment.

equip binoc	2   Wholesale of photographic xment and supplies (including culars)
Cor	itact information
Emai busin	l <mark>address</mark> essname@gmail.com
	I, ALAN TAN 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/transacton.
	2 I am aware that I may be liable to prosecution if I submit any false or misleading information in this application.
	Click on the "Payment" button to proceed.
C	← Back

**Step 11:** Select the payment method and proceed to make payment.

Select payment method	Payment summary
Complete your payment before 5:53PM to avoid timeouts	ARN241021000082
You will receive an acknowledge message and a receipt upon successful payment.	
Felesthere	1 x Application for New Business \$15. Entity Name
Saved card(s)     Other methods	Make payment
Select saved payment method	
	Make payment
VISA	
08/28 · Visa	( ← Back
Defaile	
Derault	

**Step 12:** You will receive a "Payment successful" message. You can download the receipt and a notification will be sent to your Inbox.

			ent to your moox.
		$\checkmark$	
	Paym	ent successful	
Yo	our name application has been submitted to regist	l and approved. You may use the transac er a new business entity.	tion number below
	Download receipt	Register business entity -	÷
	Pa	yment details	
	ARN	Paid via	EP reference number
Receipt number			-: 207-0-11 h-D

**Step 13:** When your name application is approved, you can proceed to register for a new entity.

You can click the "Register business entity" button on the "Payment successful" page or from the mega menu, under the "Register" tab, click on "Register a new business entity".

a) From the "Payment successful" page:

	Your name	Payme wr application has been submitted to register a net	nen your name application boceed to register for a new	on is approved, you can ew business entity
		Download receipt	Register business entity $\rightarrow$	
		Paymer	it details	
Re	eceipt number CRA241225000005	ARN ARN241225000007	Paid via Debit/Credit Card	EP reference number pi_3QZq8xJUwRqvcgtW09OJMMh 7

b) From the mega menu:

	st place for business $\rightarrow$ Login
Register 🔺 Ma	anage 🔻 Annual filing 🔻 Deregister 👻 Others 👻 🛛 Buy information 👻 Subscribe A
Register	
Access eServices to register	a new entity or register as a professional
Access eServices to register	When your name application is approved, you
Access eServices to register Register new entity Register as professional	When your name application is approved, you can proceed to register for a new entity From the mega menu, click on "Register a new business entity"
Access eServices to register Register new entity Register as professional Update professional state	R eS When your name application is approved, you can proceed to register for a new entity From the mega menu, click on "Register a new business entity"
Access eServices to register Register new entity Register as professional Update professional state Group of companies	R eS Apply for new business entity name Apply for new business entity name When your name application is approved, you can proceed to register for a new entity From the mega menu, click on "Register a new business entity" B Register new business entity name

**Step 14:** On the instruction page of the "Register new business entity" eService, select the approved name application transaction number to retrieve the details and click on "Start"

issuing authority (e.g. Ministry of Manpow registration.	er or Immigration & Checkpoints	Authority) before
<ul> <li>If any position holder is a foreigner, engage entity.</li> </ul>	a corporate service provider to r	egister the business
<ul> <li>If this application is filed b required from the remaini</li> <li>Check that you have enter</li> </ul>	the approved name to retrieve the de	e application transaction tails and click on "Start".
Name application transaction number		
T240008403 •	Retrieve information	
T240007800 BUTIFUL WEDDING EVENT HUB		
T240007853 AS FREE TEST LLP		

Step 15: Enter the required entity information.

Enter entity information	ı		
Start incorporating your company by enteri	ng the company details.		
		Enter entity information.	
Entity information			
	Entity name	AS PHOTO PTE. LTD.	
	Entity type	Local Company	
	Company type	Private Company Limited by Shares	
	Primary business activity	46492   Wholesale of photographic equipment and supplies (including binoculars)	
Financial year end (FYE)			
FYE is the end of a company's accounting period.	Common DVE data		

Step 16: Add position holders according to the entity type that you are registering.

Add position holders including officers and sh ompany secretary, who must be a locally res	nareholders, with at least one locally residing direct ident in Singapore, can be appointed at the point of	tor. The f
ncorporation or within six months thereafter earn more about appointing officers in your	r. company 🔀 Add Pos entity ty	ition holders according to the pe that you are registering.
	•	<ul> <li>Expand all          Collaps     </li> </ul>
Position holder 1		Ŷ
Category		

Step 17: If you are incorporating a company, you will need to provide details of the share capital.

nvested in a company lasses of shares with es of shares. You may prporating a company, you will need to s of the share capital.	re capital refers to the amount of money that shareholders have urchasing shares. It can be in different currencies, and different ing rights and privileges. Start by adding a more currencies as needed. If you are inc
lasses of shares with et of shares. You may prporating a company, you will need to ts of the share capital.	urchasing shares. It can be in different currencies, and different ing rights and privileges. Start by adding a currency and the class more currencies as needed. If you are inc
prporating a company, you will need to ls of the share capital.	ing rights and privileges. Start by adding a currency and the class more currencies as needed. If you are inc
brporating a company, you will need to ls of the share capital.	If you are inc
	provido dota
	•
^	Currency 1
	Urrency
	SINGAPORE DOLLARS

Step 18: details of shares allotted to the shareholders of the company.

	t	
Enter the details of the shares allotted details of the shareholders have alread before completing this section."	to the shareholders of the company. Ensure that the ly been added under the "Add Position Holders" page	
More about allotment of shares [		
Individual shares	Enter details of shares allot shareholders of the compar	ted to the ly.
		^
Shareholder 1		
Shareholder 1 Shareholder		

Step 19: You will also need to provide details of the company's constitution.

A copy signed by the shareholders at point of egistered office address. You will a the compa	of Ilso need to provide details of any's constitution.
Select constitution type () Attach customised constitution Choose this option if you have specific provisions to include	<ul> <li>Use model constitution Choose this option if you do not wish to create your own</li> <li>View model constitution </li> </ul>
Select model constitution type	
	A copy signed by the shareholders at point of gistered office address. You will a the compared office address of the compared office address of the compared o

Step 20: Review the webform to ensure that the information is correct before proceeding.

(1)	(2)		(4)	(5)	_6	-(7)
ntity information	Position holder information	Share capital	Share allotment	Constitution	Review and confirm	Payment
D	d conform	corre	ectly, click on "	Review and con	ifirm".	
Review al	information below	♥ before submitting.				
Review an Please review the Business entit	information below	♥ before submitting.				
Review and Please review the Business entit	information below y information	before submitting. tity type	Company	type	Primary business activ	ity

**Step 21:** Decide if you would like to opt for a Special UEN for your entity.

Entity information	Position holder information	Share capital	Share allotment	Constitution	Review and confirm	Payment
			Dec Spe	ide if you wo cial UEN for	ould like to opt f your entity.	or a
Special	nique Entity	v Number(	Special UEN	1		
Special O	inque Entre	1.1	poordi o Lity			
Select a special UE	N for your registered er	ntity at a fee, instead of	fusing the system-genera	ated UEN.		
Select a special UE Learn more about : Do you wish to sele	N for your registered er Special UEN ect a Special UEN?	ntity at a fee, instead of	using the system-genera	ated UEN.		
Select a special UE Learn more about: Do you wish to sele	N for your registered er Special UEN ect a Special UEN?	<ul> <li>ntity at a fee, instead of</li> <li>No</li> </ul>	fusing the system-genera	ated UEN.		
Select a special UE Learn more about: Do you wish to sele	N for your registered er Special UEN ect a Special UEN?	<ul> <li>tity at a fee, instead of</li> <li>No</li> </ul>	fusing the system-genera	ated UEN.		

**Step 22:** You will be directed to the payment summary page to pay for the transaction. Complete your payment within 30 minutes to avoid timeouts.

You will be directed to pay for the transa	to the navment summary nage
within 30 minutes to	action. Complete your payment avoid timeouts.
Select payment method	Payment summary
Complete your payment before 9:00AM to avoid timeouts.	ARN241024000007
You will receive an acknowledge message and a receipt upon successful payment. Select type	1 x Incorporate new local company \$300
Saved card(s)     Other methods	Total (includes GST) \$300
Select saved payment method	Make payment
(e) VSA	← Back
08/28 · Visa	

**Step 23:** Once your payment is successfully processed, you will receive an acknowledgement message and a copy of the receipt.

Entity information	Position holder information	③ Share capital	Share allotment	Constitution	6	Payment
_	Once your pa	ayment is su	ccessfully proc	cessed, you	will receive	
_	an acknowle	dgement me	ssage and a co	opy of the re	eceipt.	
			$\checkmark$			
		Pay	ment succes	sful		
	Up	Pay oon successful payme	ment succes	sful	with	
	Up	Pay on successful payme instruct	ment succes ent, you will receive a c tions to review your pu	sful confirmation email urchase.	with	

**Step 24:** Go to the Bizfile Inbox to retrieve the Notice of Incorporation. The UEN of your entity will be displayed here.



