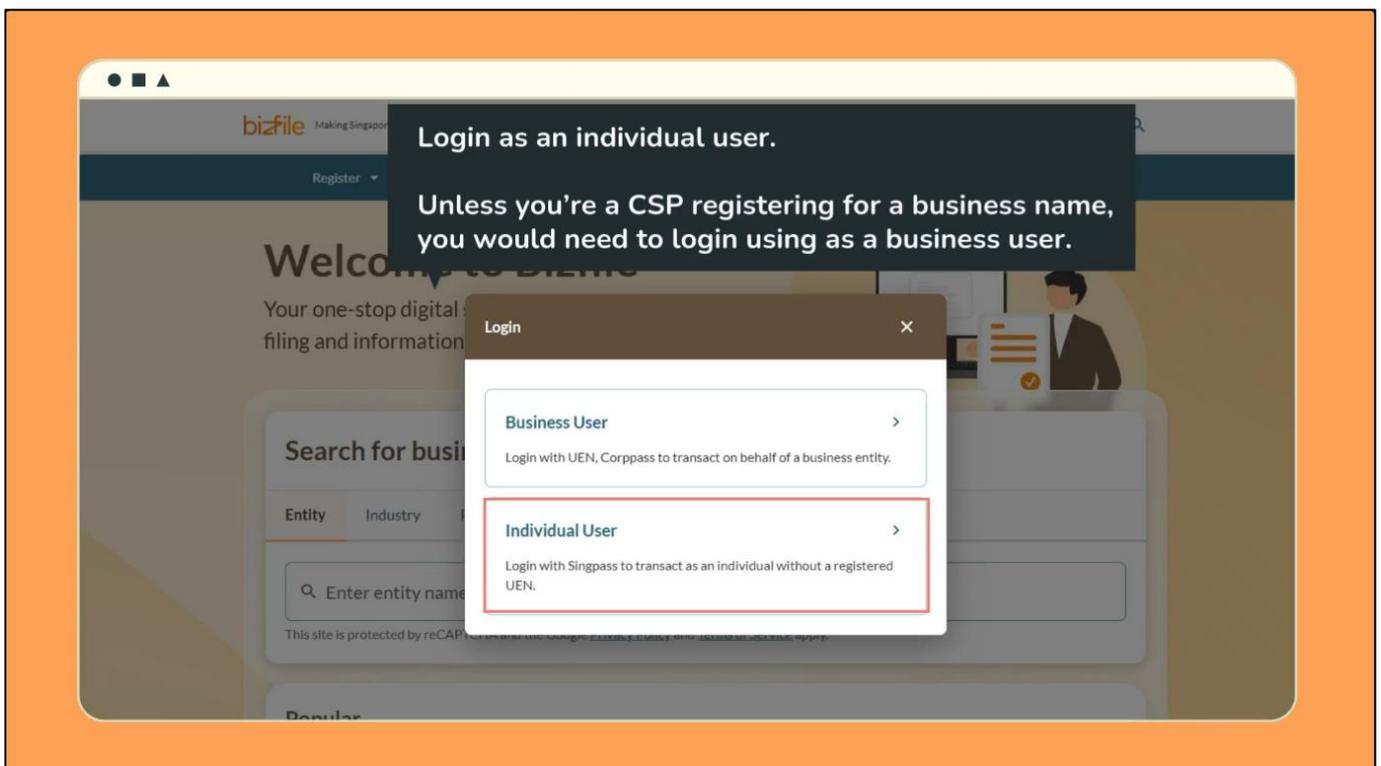


Navigating the new Bizfile: Registering a new business name and new business entity



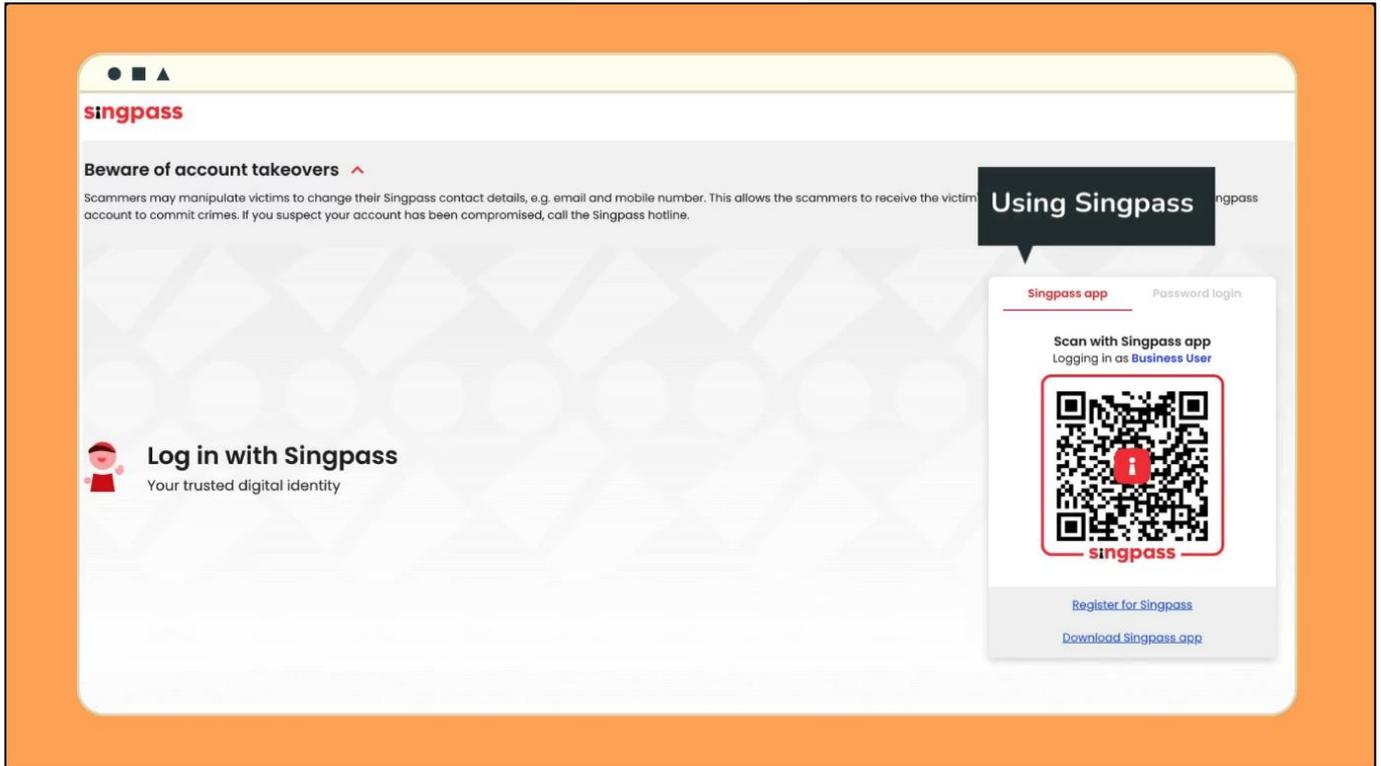
Step 1: Log in to Bizfile

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.

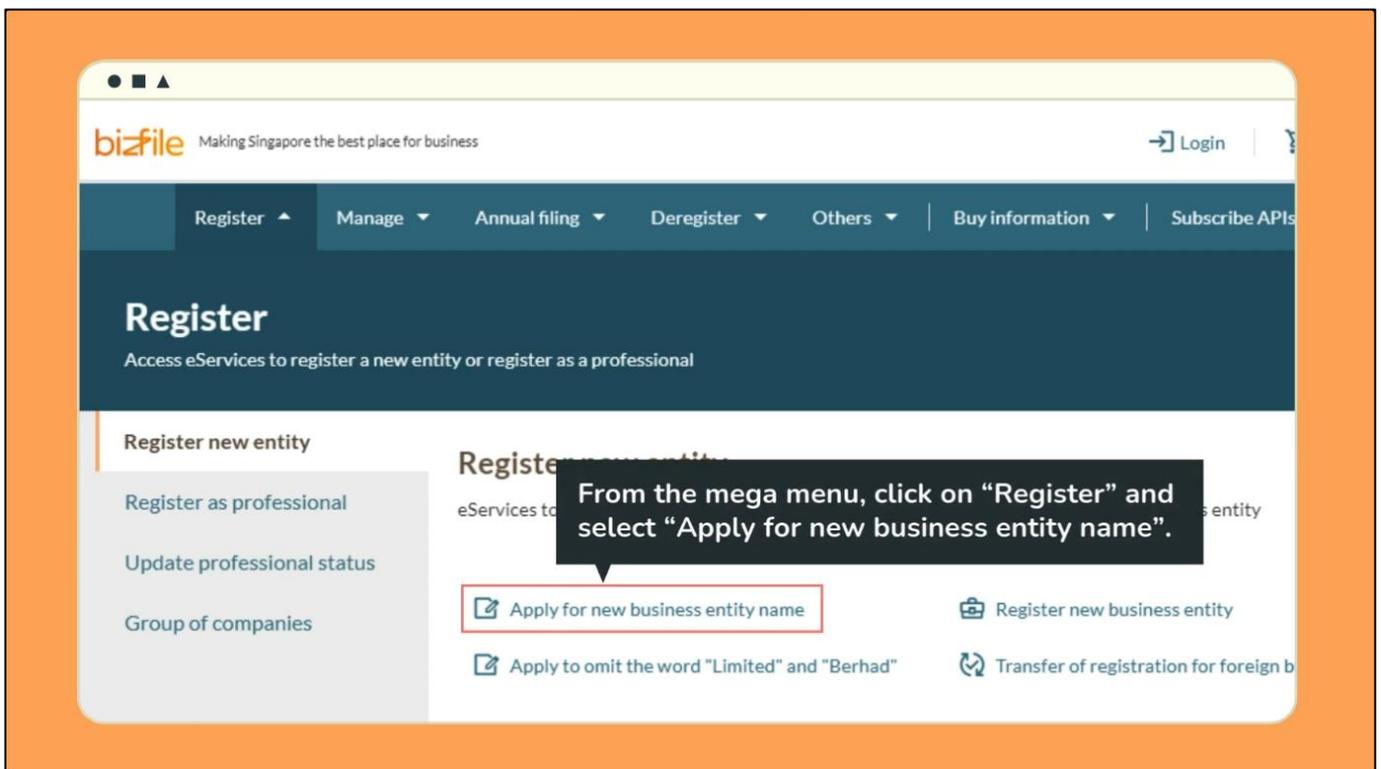


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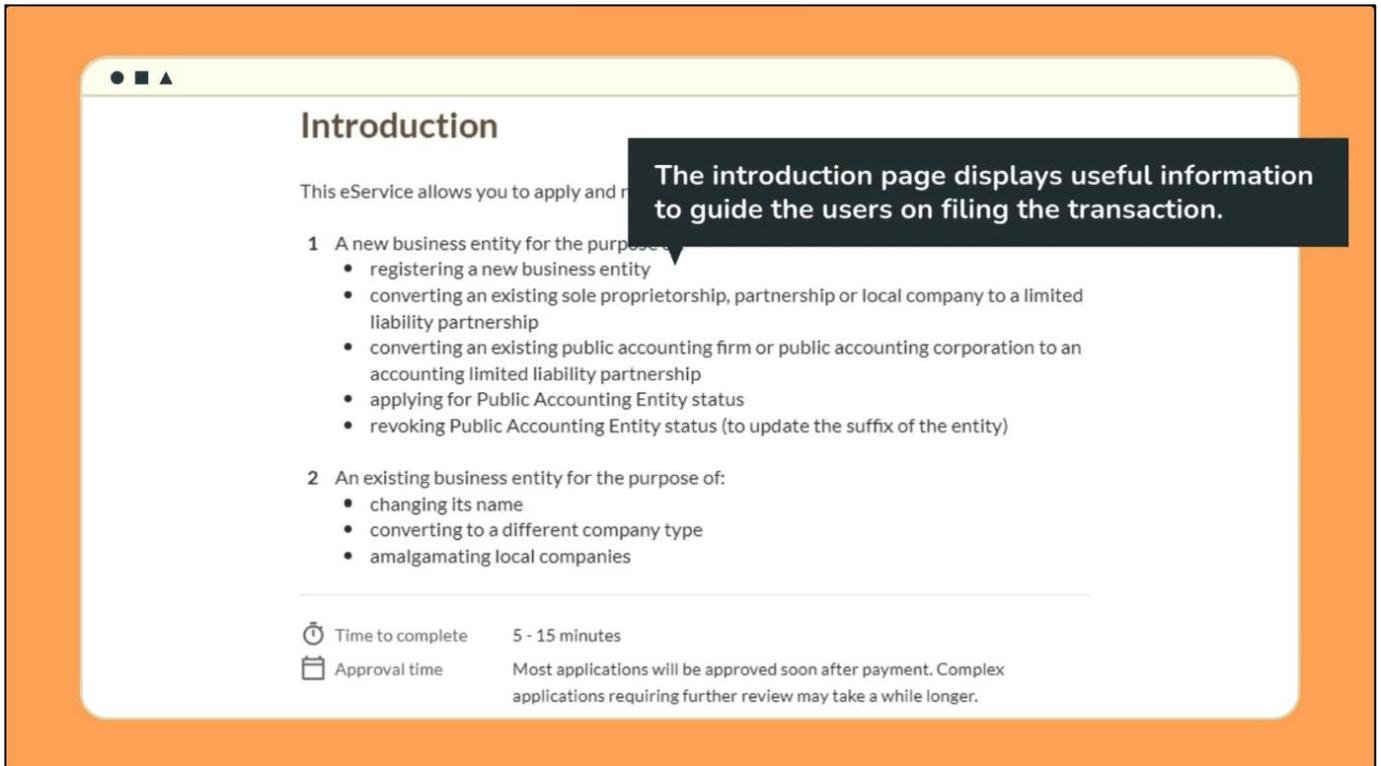
Step 2: Login using Singpass.



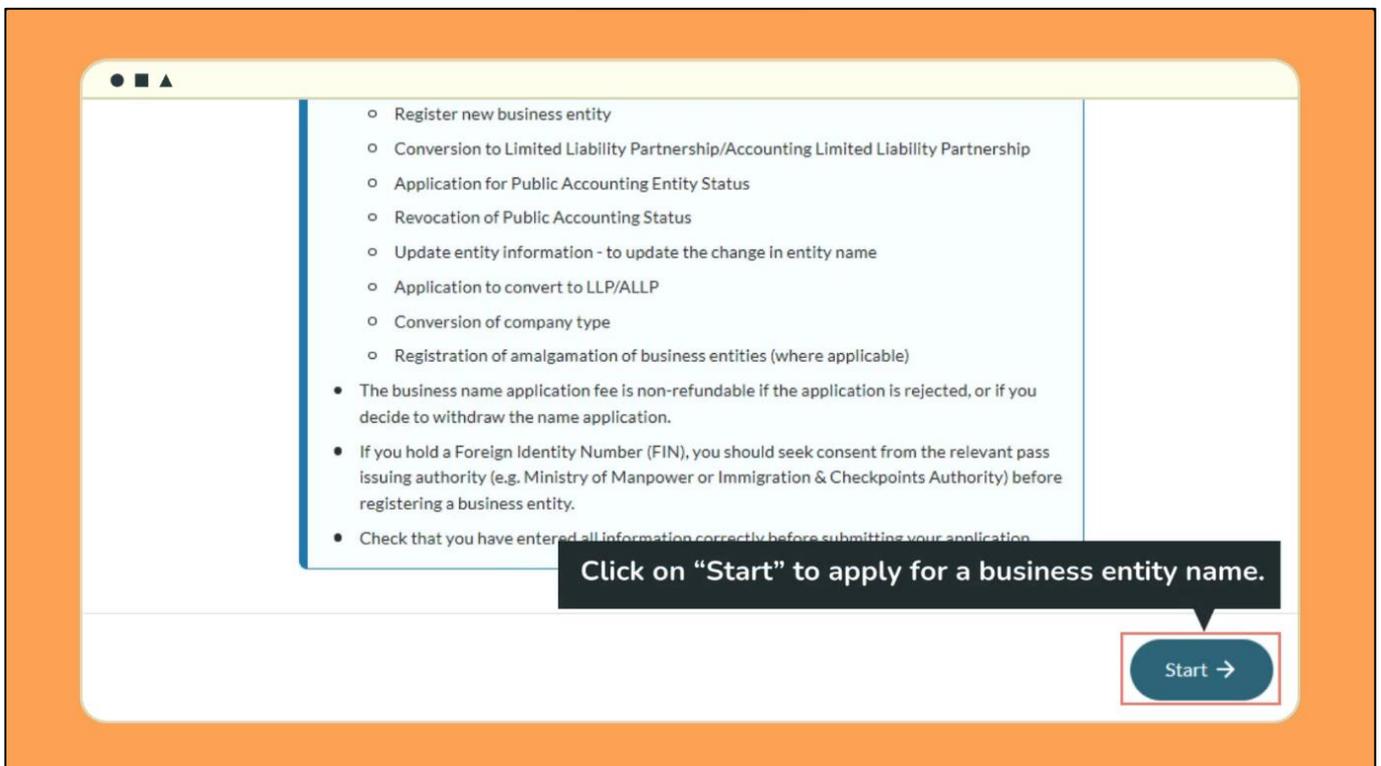
Step 3: From the mega menu, click on the “Register” tab and select “Apply for new business entity name”.



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



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



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Step 6: Proceed to fill in the webform.

Apply for new business entity name

1 Name application details 2 Review and confirm 3 Payment

Fill in the webform

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

Application type

Application type for a new business entity name

Step 7: Complete the webform and click “Next” to proceed to the “Review and confirm” page.

Business activity

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

Primary business activity

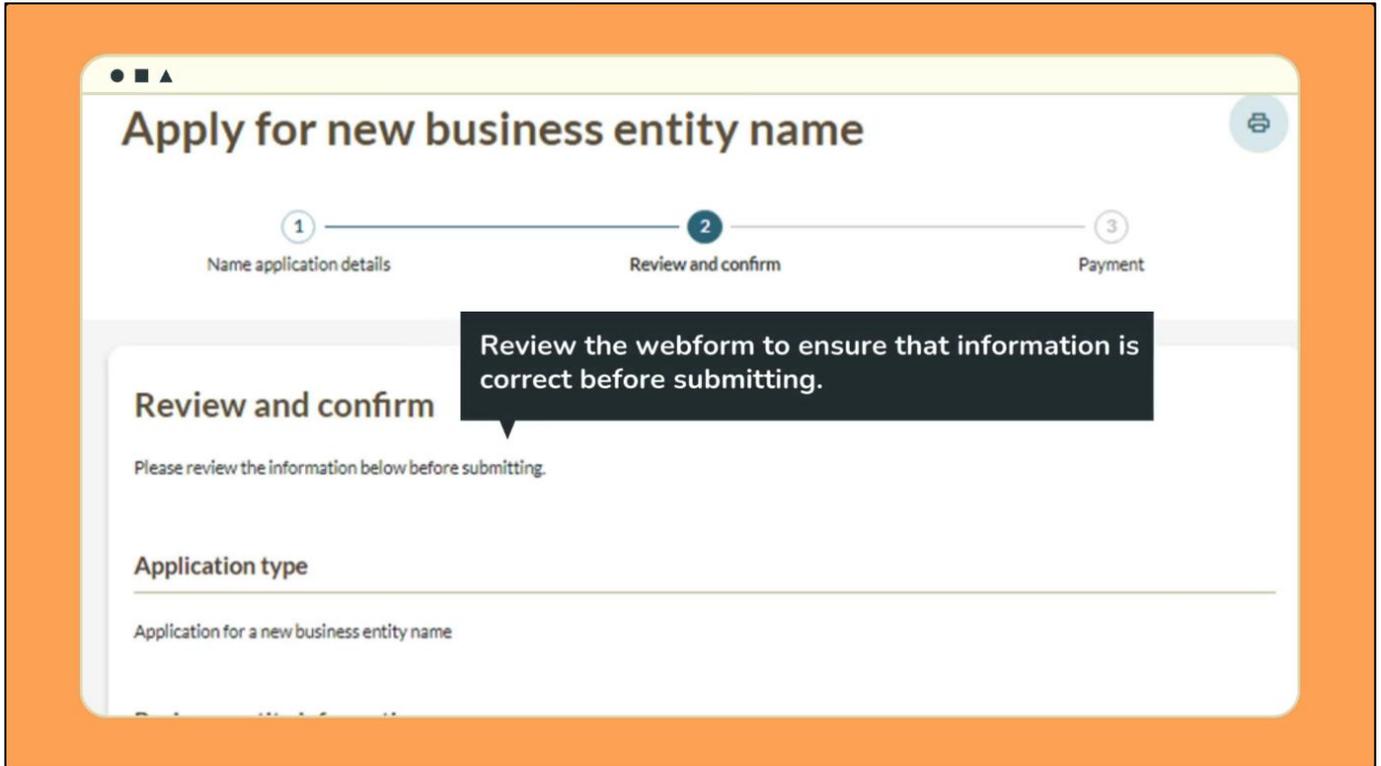
Contact information

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

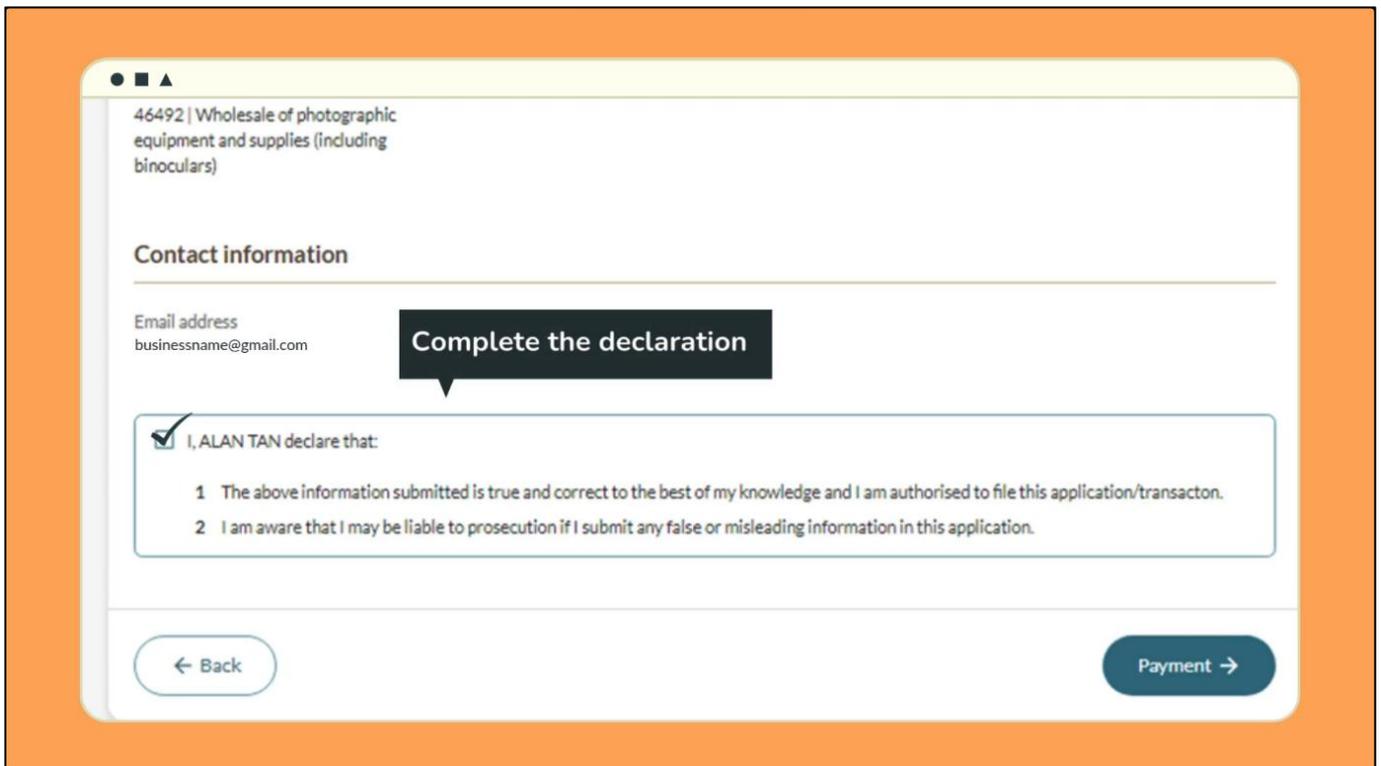
Email address

Complete the webform and click “Next”.

Step 8: Review the webform to ensure that the information is correct before submitting.

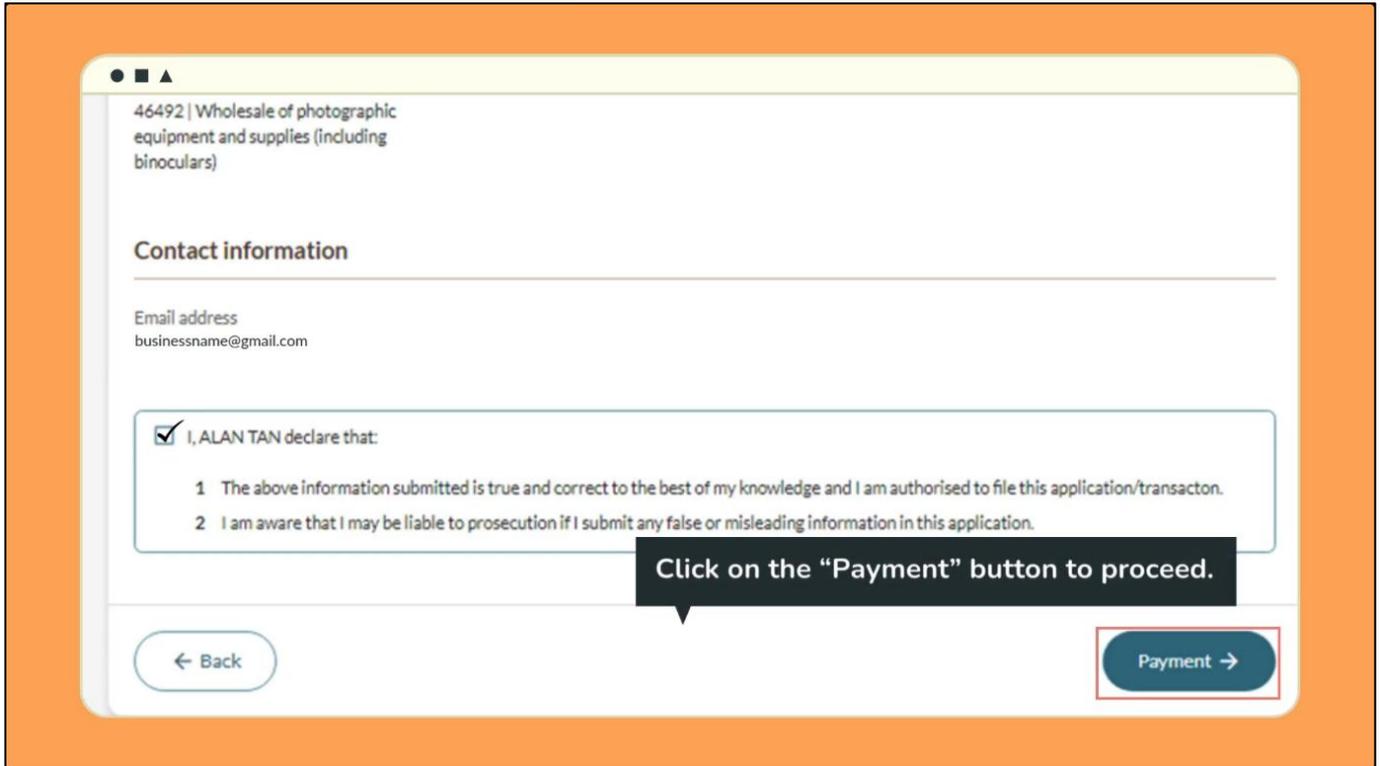


Step 9: Check the box to complete the declaration.

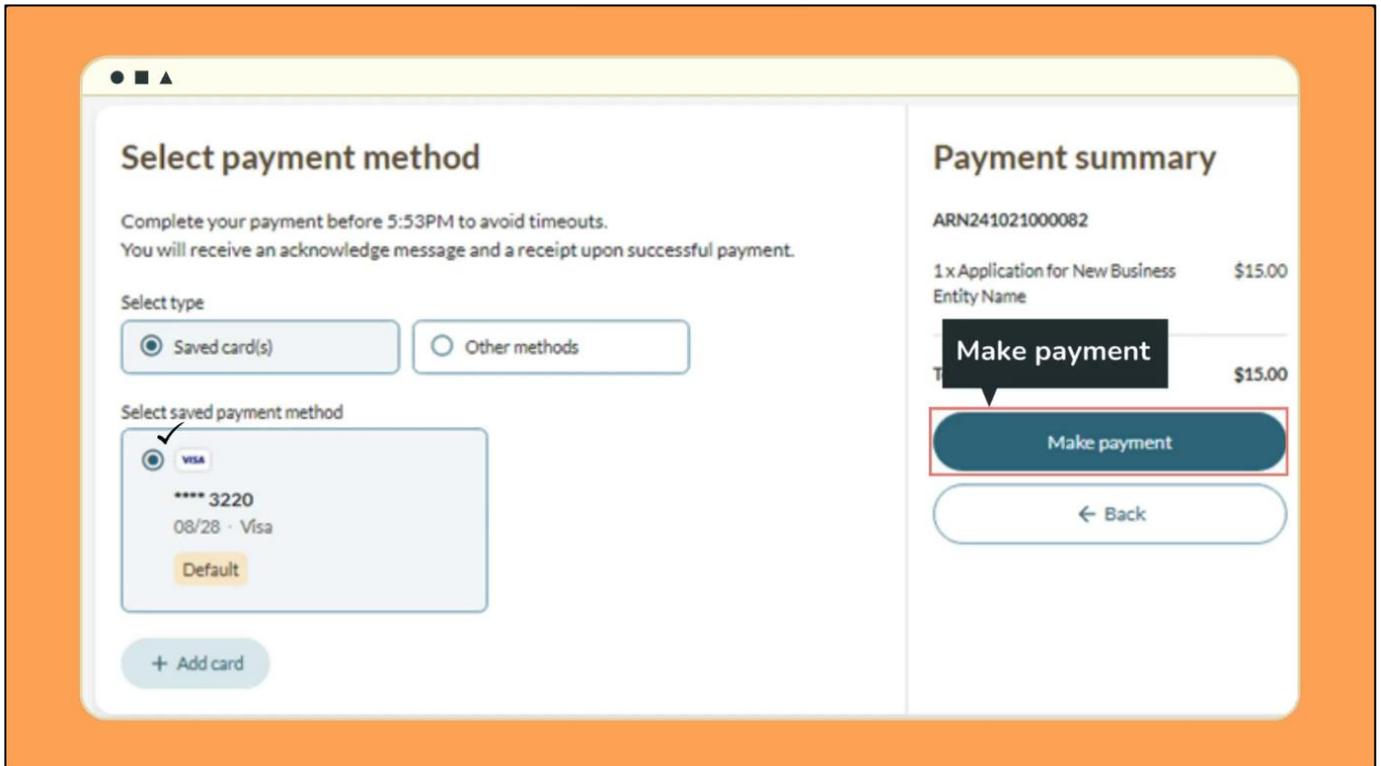


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Step 10: Click on the “Payment” button to proceed to make payment.

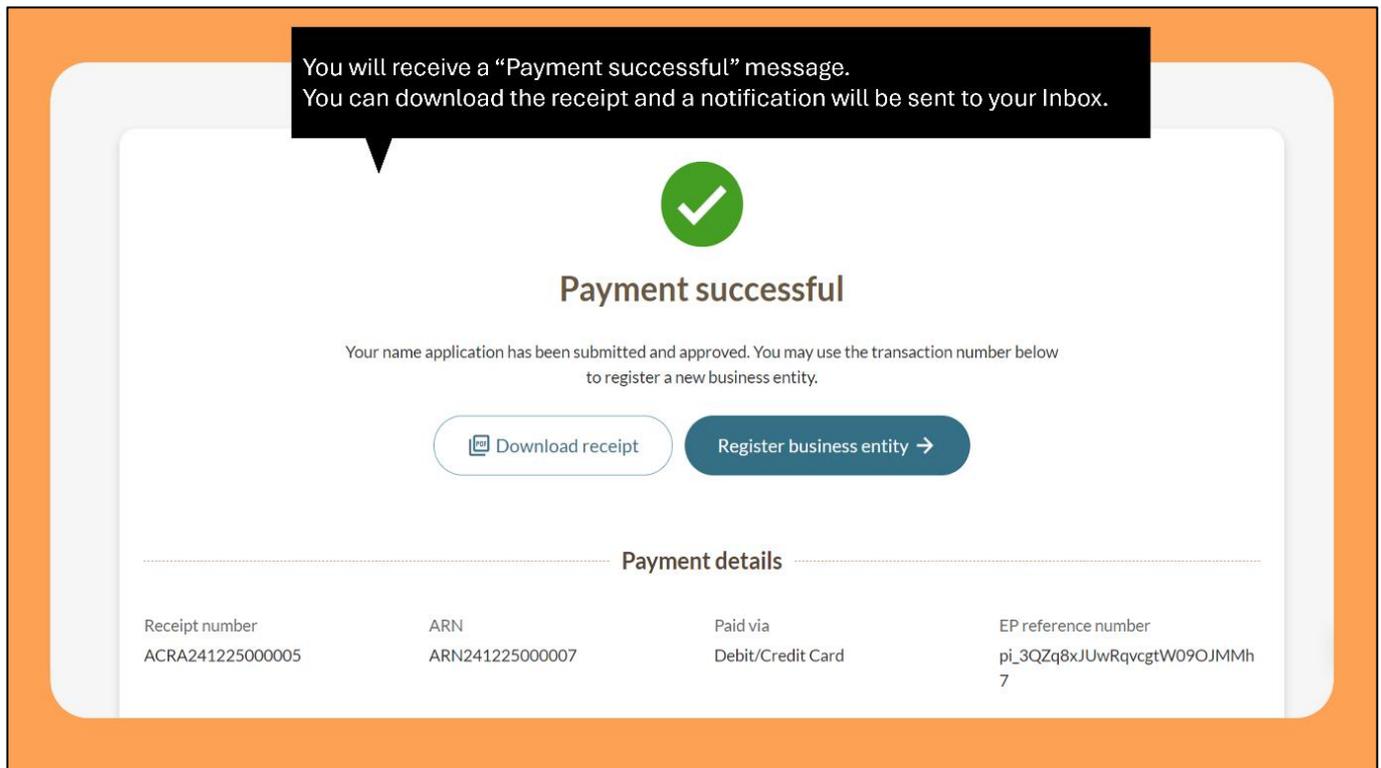


Step 11: Select the payment method and proceed to make payment.



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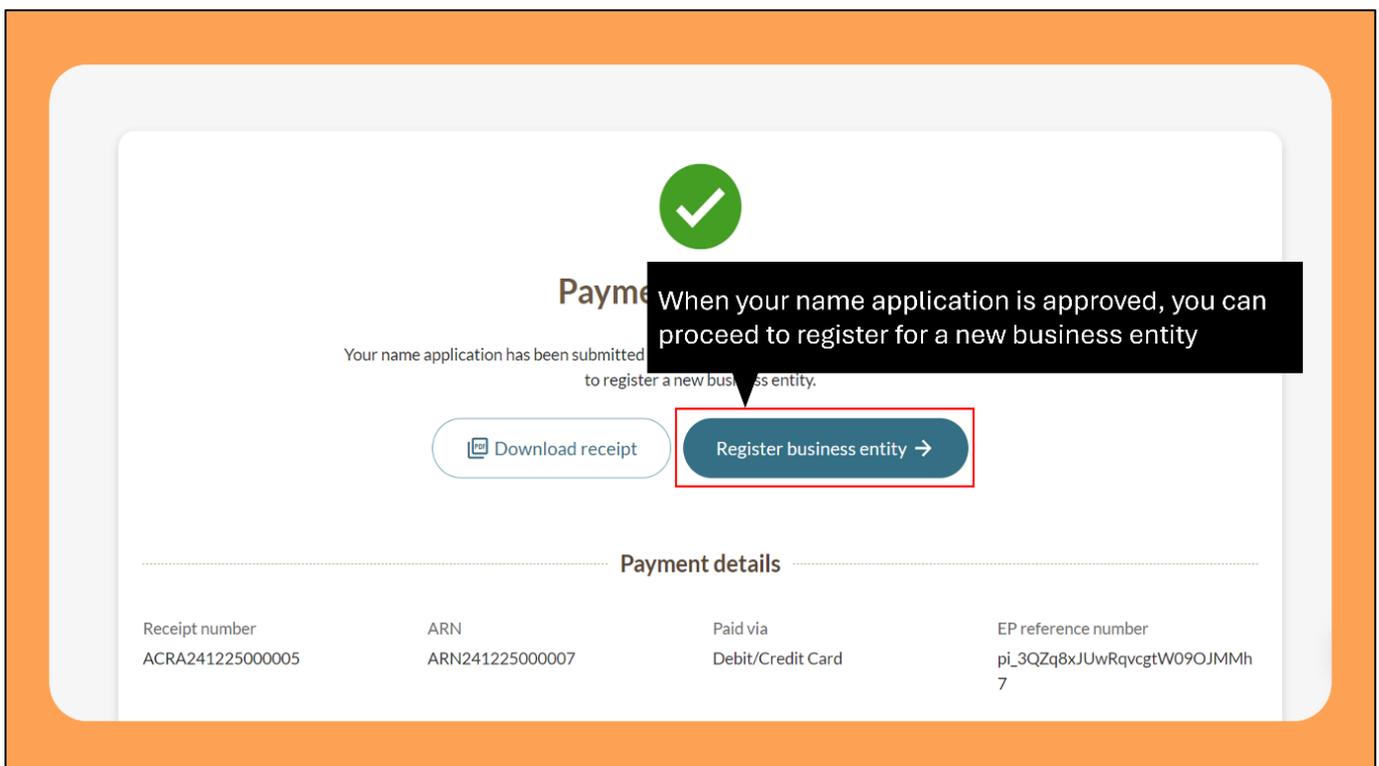
Step 12: You will receive a “Payment successful” message. You can download the receipt and a notification will be sent to your Inbox.



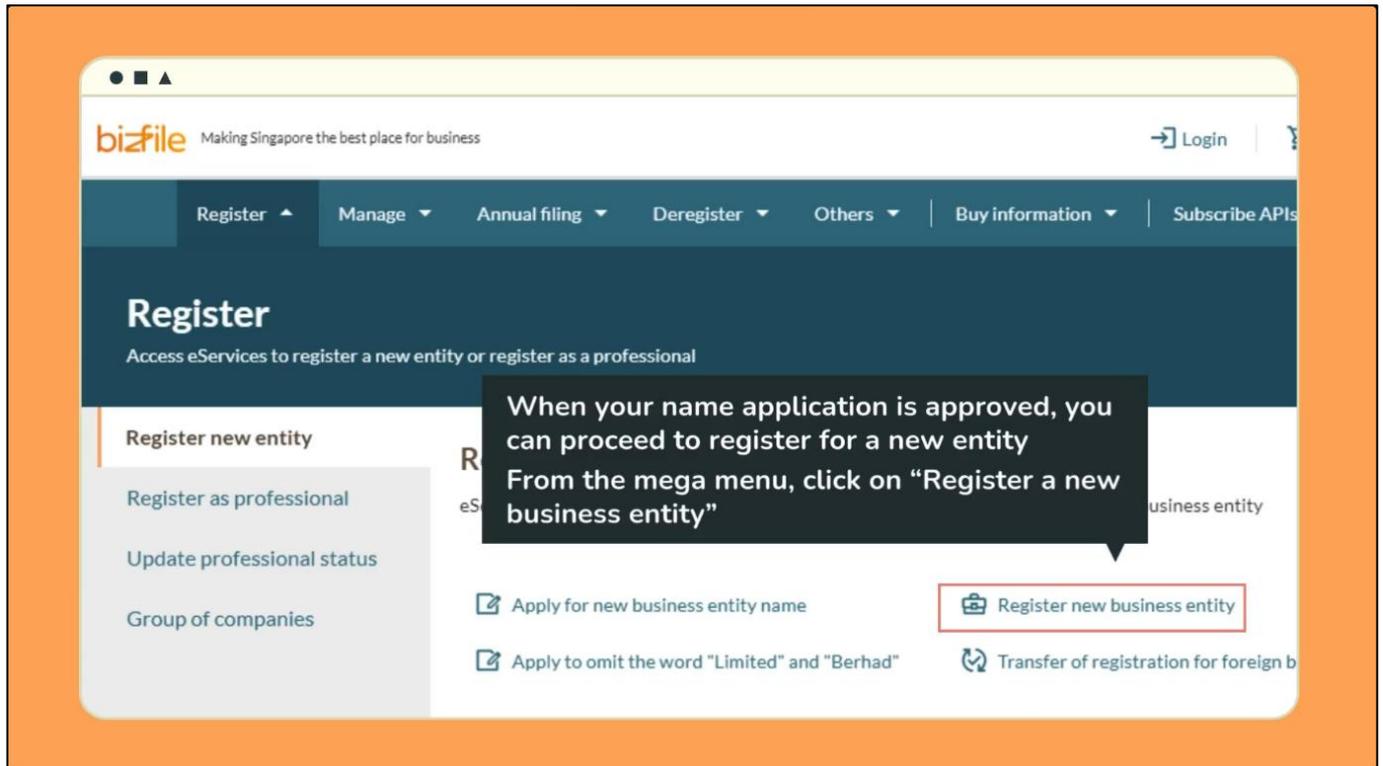
Step 13: When your name application is approved, you can proceed to register for a new entity.

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”.

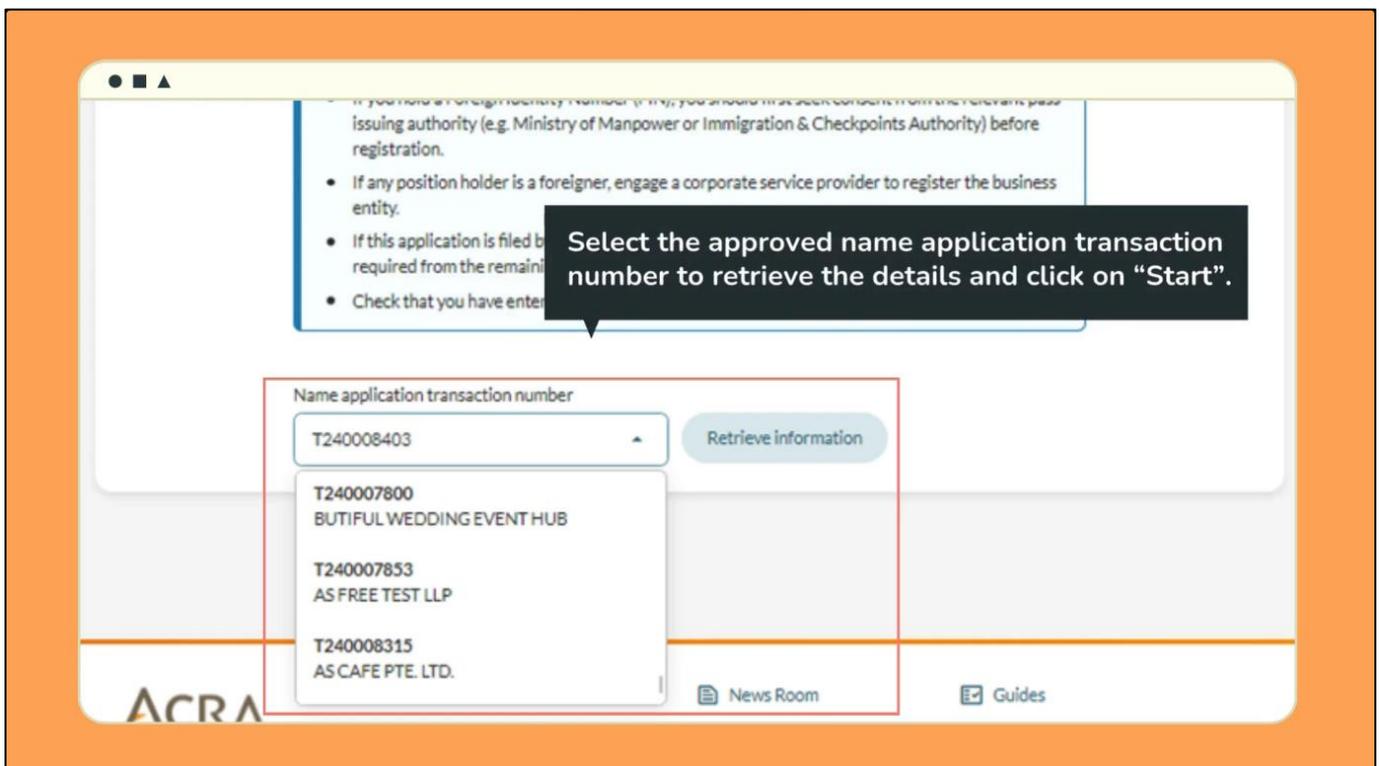
a) From the “Payment successful” page:



b) From the mega menu:



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"



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Step 15: Enter the required entity information.

Enter entity information

Start incorporating your company by entering the company details.

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. It will determine when your corporate filings

[Common FYE date](#)

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

Add position holders

Add position holders including officers and shareholders, with at least one locally residing director. The company secretary, who must be a locally resident in Singapore, can be appointed at the point of incorporation or within six months thereafter.

[Learn more about appointing officers in your company](#)

[Expand all](#) [Collapse all](#)

Position holder 1

Category

Individual Corporate

Position held

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

The screenshot shows a web form titled "Enter share capital". Below the title is a paragraph of explanatory text: "Share capital refers to the amount of money that shareholders have invested in a company by purchasing shares. It can be in different currencies, and different classes of shares with varying rights and privileges. Start by adding a currency and the classes of shares. You may add more currencies as needed." A dark callout box with white text points to the form, stating: "If you are incorporating a company, you will need to provide details of the share capital." The form has a section header "Currency 1" and contains a dropdown menu for "Currency" with "SINGAPORE, DOLLARS" selected, and a radio button for "Shares payable" with "All in cash" selected. There are "Expand all" and "Collapse all" links on the right side of the form.

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

The screenshot shows a web form titled "Enter share allotment". Below the title is a paragraph of explanatory text: "Enter the details of the shares allotted to the shareholders of the company. Ensure that the details of the shareholders have already been added under the 'Add Position Holders' page before completing this section." Below this is a link: "More about allotment of shares". A dark callout box with white text points to the form, stating: "Enter details of shares allotted to the shareholders of the company." The form has a section header "Individual shares" and a sub-section header "Shareholder 1". It contains a dropdown menu for "Shareholder" with "Alan Tan-S1524624C" selected. There are "Expand all" and "Collapse all" links on the right side of the form.

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

Enter constitution

Submit a copy of your company's constitution. A copy signed by the shareholders at point of incorporation must be kept at the company's registered office address.

Submit constitution

The constitution is a legal document that sets out the rules and regulations for how a company is run. It outlines the rights and responsibilities of the company's directors, shareholders, and officers, and provides a framework for how decisions are made and how the company operates.

More about constitution [↗](#)

Select constitution type ⓘ

Attach customised constitution
Choose this option if you have specific provisions to include

Use model constitution
Choose this option if you do not wish to create your own
[View model constitution](#) [↗](#)

Select model constitution type

Adapt the constitution in fees

Adapt the constitution which

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

1 — 2 — 3 — 4 — 5 — **6** — 7

Entity information Position holder information Share capital Share allotment Constitution **Review and confirm** Payment

Review and confirm

Please review the information below before submitting.

Business entity information

Entity name	Entity type	Company type	Primary business activity
AS PHOTO PTE LTD.	Local Company	Private Company Limited by Shares	46492 Wholesale of photographic equipment and supplies (including binoculars)

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

The screenshot shows a web interface for selecting a Special UEN. At the top, a navigation bar includes 'Entity information', 'Position holder information', 'Share capital', 'Share allotment', 'Constitution', 'Review and confirm', and 'Payment'. The main heading is 'Special Unique Entity Number (Special UEN)'. Below it, a sub-heading reads: 'Select a special UEN for your registered entity at a fee, instead of using the system-generated UEN. [Learn more about Special UEN](#)'. The question 'Do you wish to select a Special UEN?' is followed by two radio button options: 'Yes' (unselected) and 'No' (selected). At the bottom, there are 'Back' and 'Proceed' buttons.

Decide if you would like to opt for a Special UEN for your entity.

Special Unique Entity Number (Special UEN)

Select a special UEN for your registered entity at a fee, instead of using the system-generated UEN. [Learn more about Special UEN](#)

Do you wish to select a Special UEN?

Yes No

[← Back](#) [Proceed →](#)

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.

The screenshot shows a web interface for selecting a payment method. At the top, a navigation bar includes 'Entity information', 'Position holder information', 'Share capital', 'Share allotment', 'Constitution', 'Review and confirm', and 'Payment'. The main heading is 'Select payment method'. Below it, a sub-heading reads: 'Complete your payment before 9:00AM to avoid timeouts. You will receive an acknowledge message and a receipt upon successful payment.' The 'Select type' section has two radio button options: 'Saved card(s)' (selected) and 'Other methods'. The 'Select saved payment method' section shows a 'VISA' card with details: '**** 3220', '08/28 - Visa', and 'Default'. On the right, the 'Payment summary' section shows 'ARN241024000007', '1 x Incorporate new local company \$300.00', and 'Total (includes GST) \$300.00'. At the bottom, there are 'Make payment' and 'Back' buttons.

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

Select payment method

Complete your payment before 9:00AM 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
08/28 - Visa
Default

Payment summary

ARN241024000007

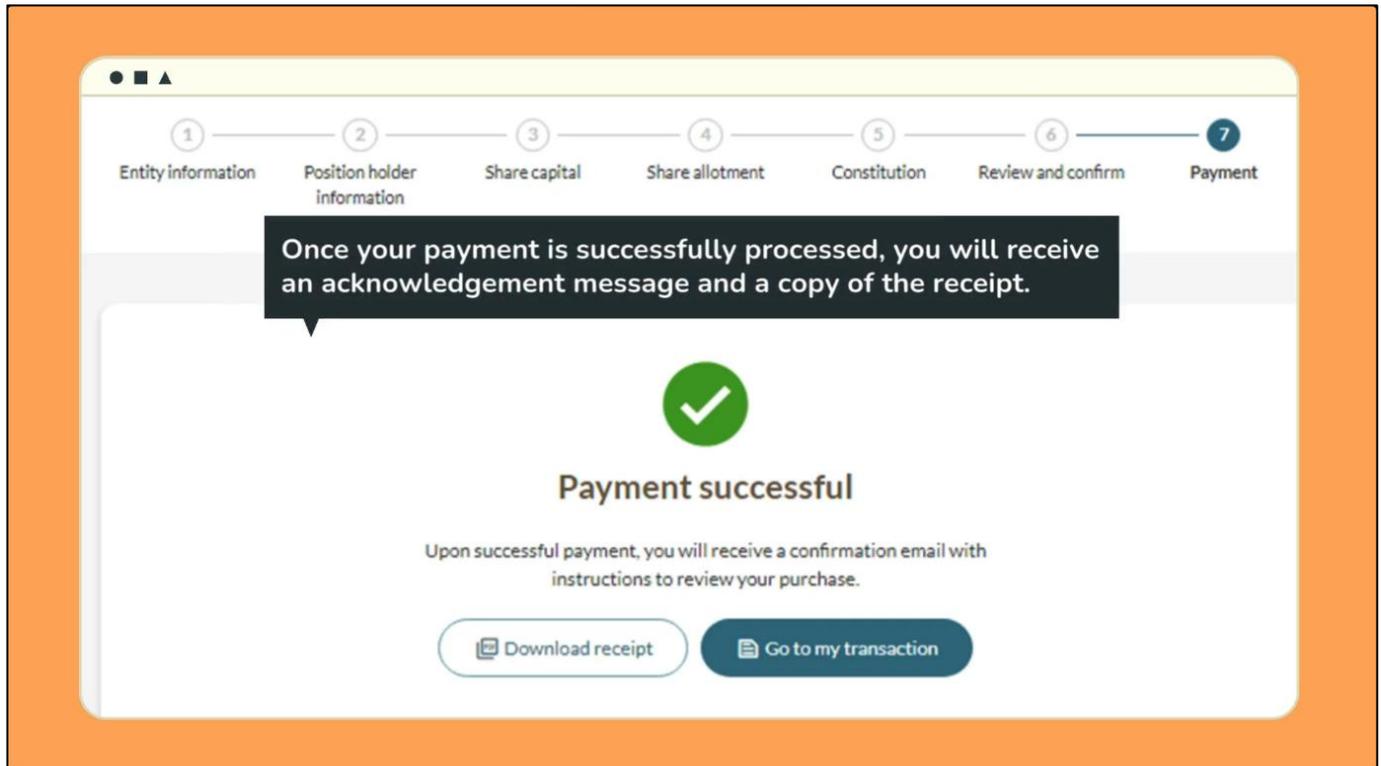
1 x Incorporate new local company \$300.00

Total (includes GST) \$300.00

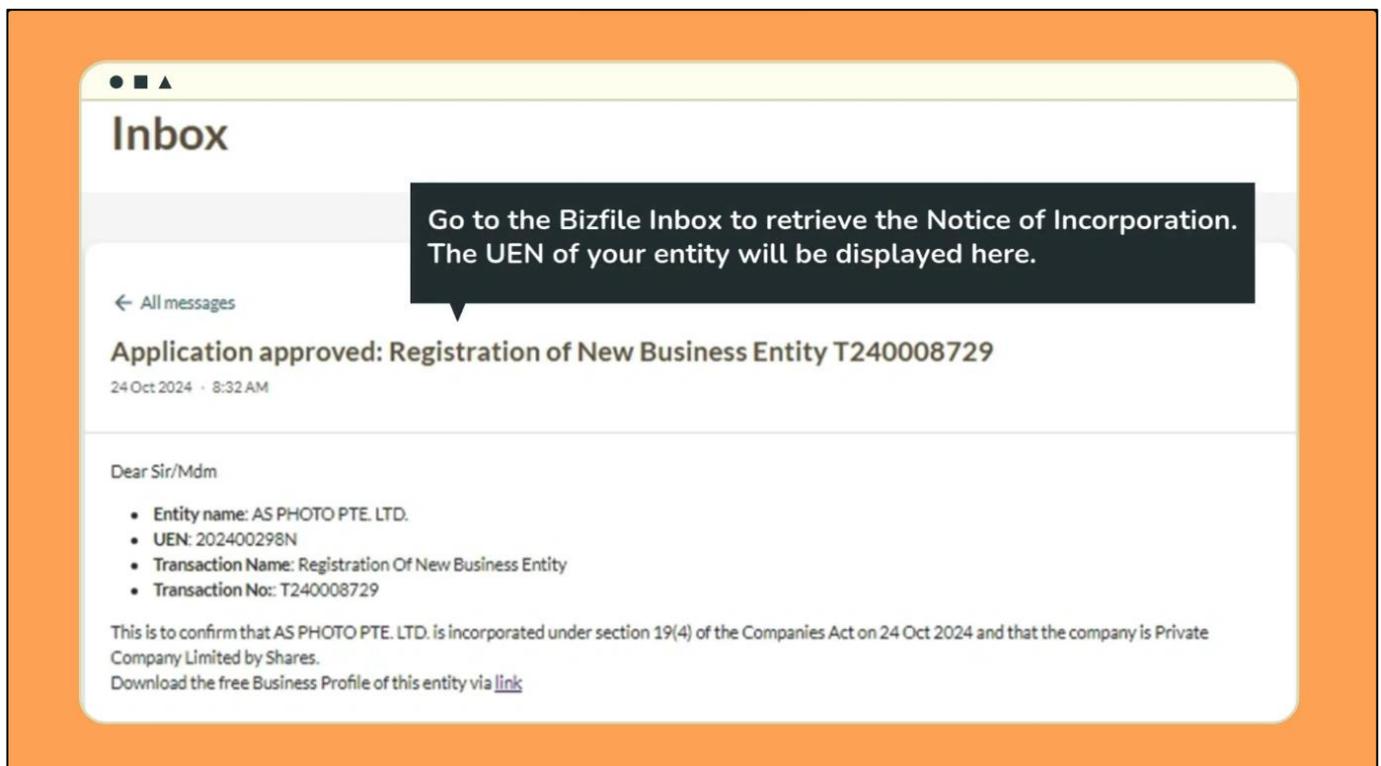
[Make payment](#) [← Back](#)

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



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



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Thank you!

For more information, visit us at:
<https://www.acra.gov.sg>

