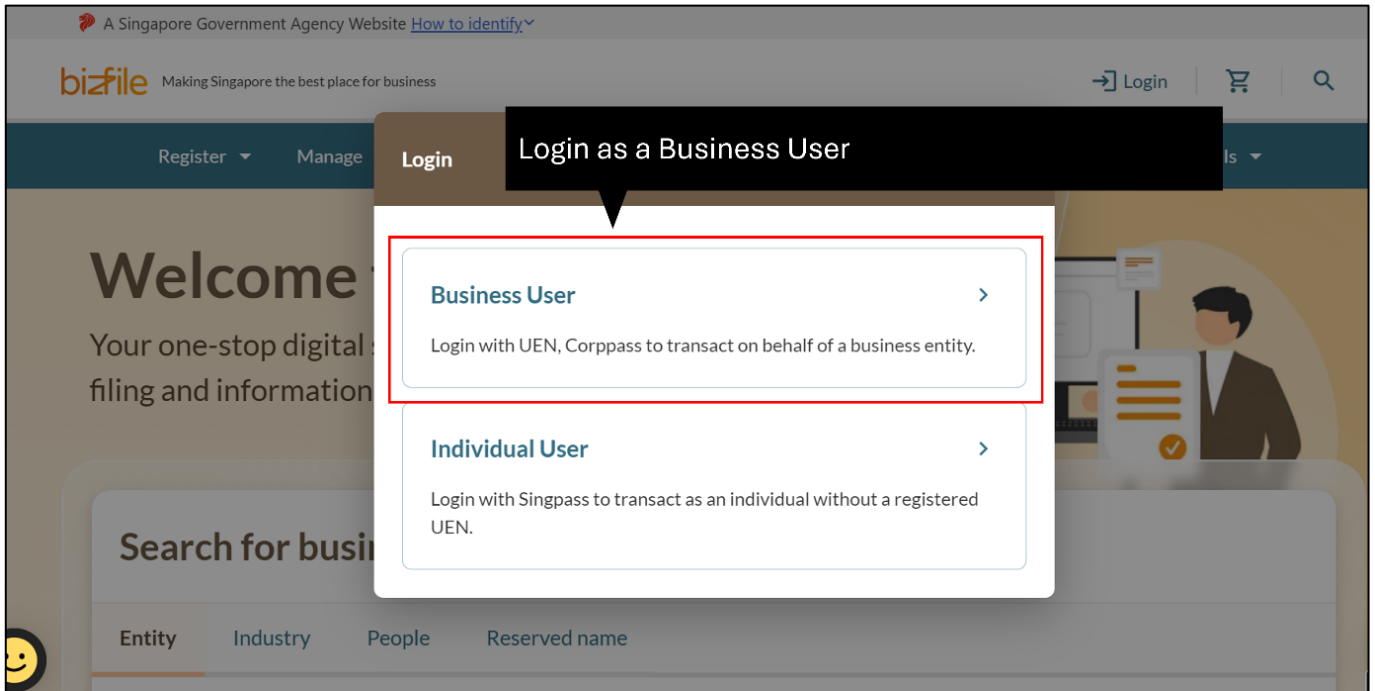


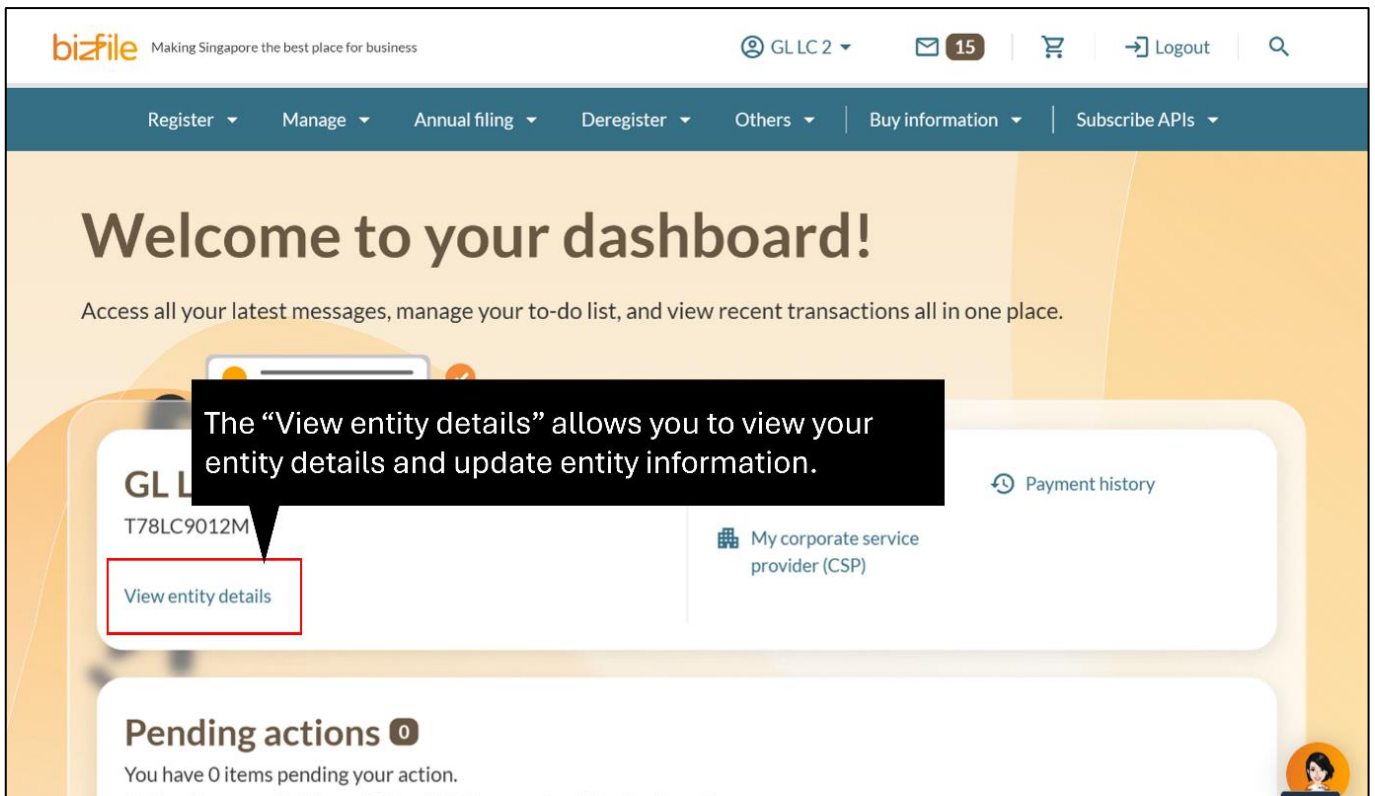
## Navigating the new Bizfile: Update entity information

### Step 1: Log in to Bizfile as a “Business user”



### Step 2: You can view your entity details and update entity information by:

- a) Clicking on “View entity details” on the post-login dashboard



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b) You can also access the entity information page from the mega menu. Click on the “Manage” tab and select “Update entity information”.

The screenshot shows the bizfile website interface. At the top, the logo 'bizfile' is followed by the tagline 'Making Singapore the best place for business'. Navigation links include 'OPENAI', '99+', and 'Logout'. A mega menu is open, showing options like 'Register', 'Manage', 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. The 'Manage' section is active, displaying a list of entity types on the left and a grid of 'Update information' options on the right. The 'Update entity information' link is highlighted with a red box, and a callout box points to it with the text: 'From the mega menu, click “Mange” and select “Update entity information”.'

Click on the respective links below to see a guide on how to update different information:

- [Step 3: Update "Basic information"](#)
  - [Step 3A: Update entity name](#)
  - [Step 3B: Update entity email address](#)
- [Step 4: Update business activities](#)
- [Step 5: Update other entity information](#)
  - [Step 5A: Update office address](#)
  - [Step 5B: Update office hours](#)

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### Step 3: Update “Basic information”

To update the entity’s basic information like entity name and email address, click the corresponding “Edit” button for the “Basic information” section.

Home > Dashboard > Entity information

## Entity information

**GL LC 2**  
T78LC9012M  
Last updated 11 Nov 2024 04:45 PM

**Entity Profile**

- Basic information
- Business activities
- Office address
- Office hours
- Registers address
- Free business products

**Position Holders**

**Share capital and Shareholders**

### Entity Profile

#### Basic information

Last updated 11 Nov 2024 04:45 PM

UEN	T78LC9012M
Entity name	GL LC 2
Entity type	Local Company
Entity status	Live Company
Company type	Exempt Private Company Limited by Shares
Company listing status	Unlisted
Entity status date	20 Mar 2024

[Edit](#)

### Step 3A: Update entity name

a) Select “Update entity name” to update the entity name.

**Edit basic information**

Select “Update entity name” to update the entity name.

Undo

Basic information to be updated

- Update entity name
- Update entity email address

#### Update entity name

Current business entity: GL LC 2

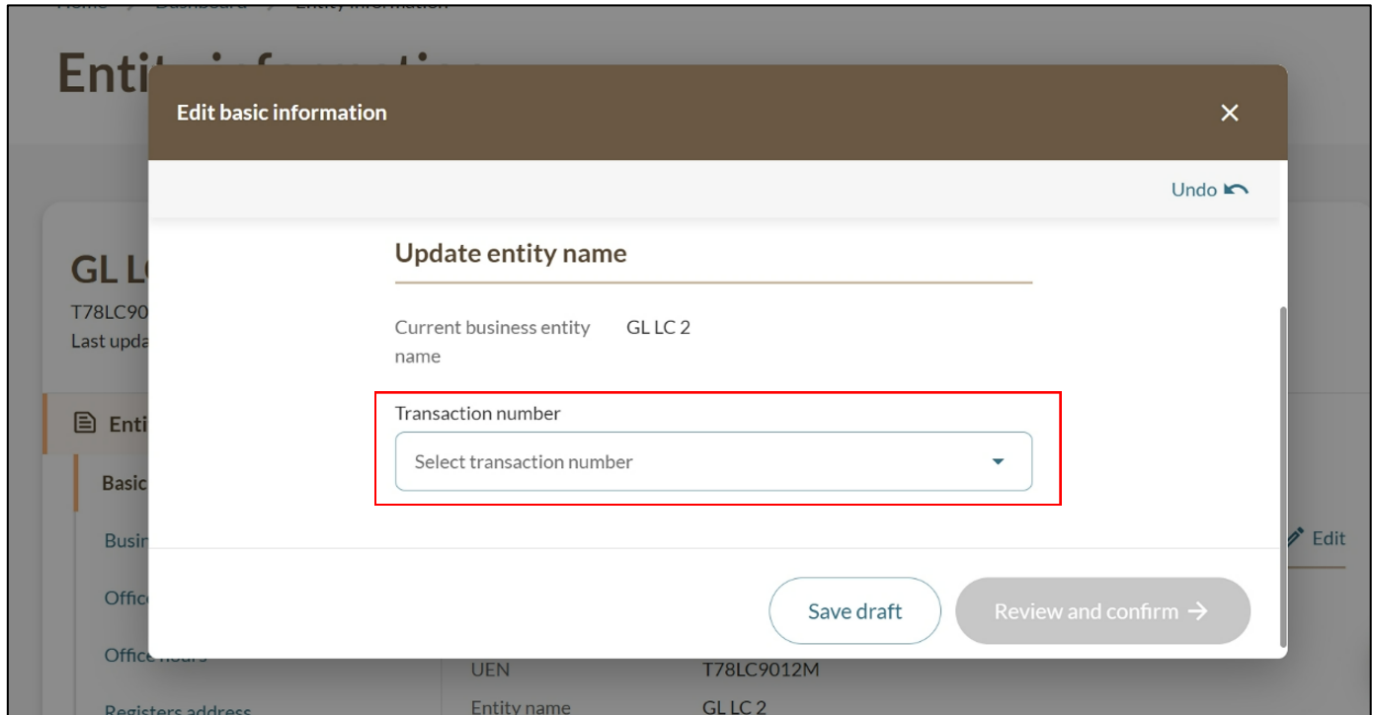
Transaction number

UEN: T78LC9012M

Entity name: GL LC 2

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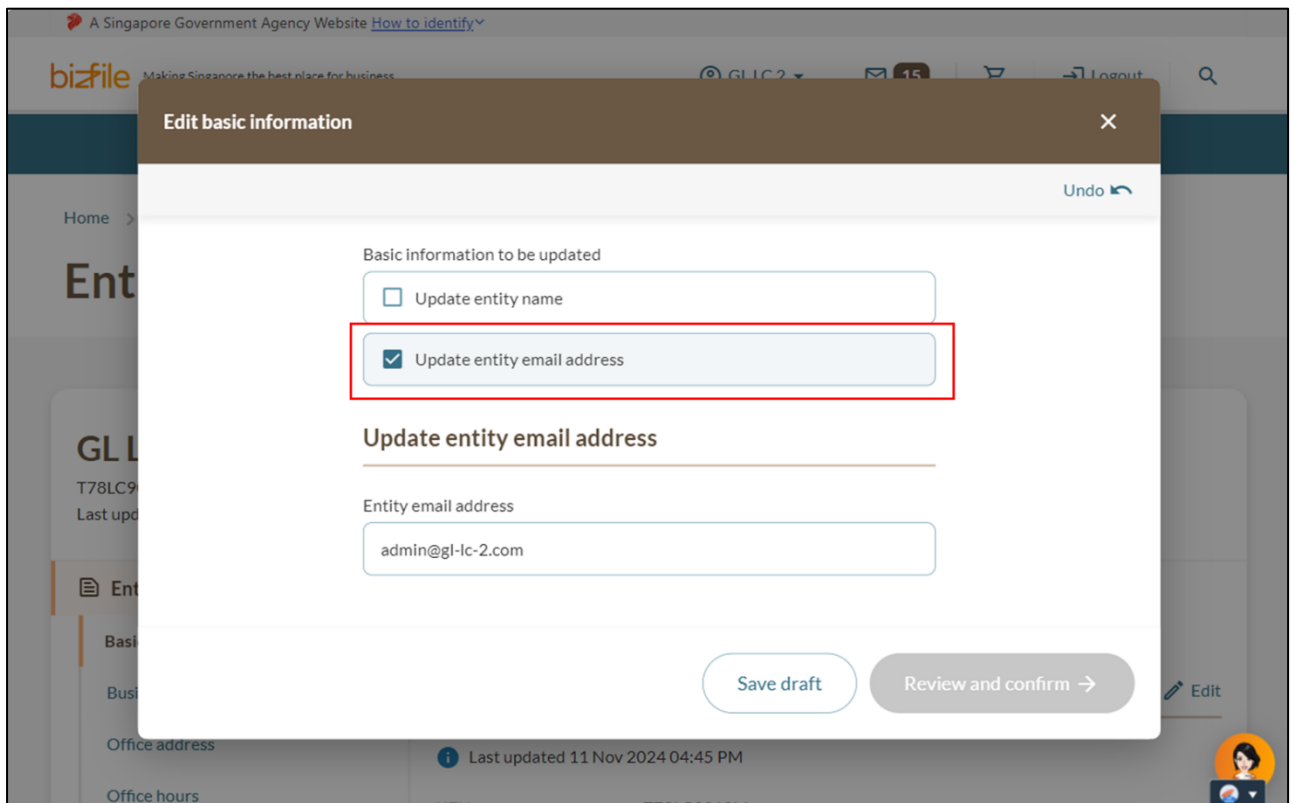
- b) Select the approved name application transaction number to retrieve the details to proceed to update the entity name. If you do not have an approved name, apply for a new entity name using the “Apply for new business entity name” eService.



The screenshot shows a modal window titled "Edit basic information" with a close button (X) in the top right corner. Below the title bar is an "Undo" button with a curved arrow icon. The main section is titled "Update entity name" and has a horizontal line below it. Underneath, it displays "Current business entity name" as "GL LC 2". A dropdown menu labeled "Transaction number" is highlighted with a red rectangular box; the text inside the dropdown is "Select transaction number". At the bottom of the modal, there are two buttons: "Save draft" and "Review and confirm" with a right-pointing arrow.

### Step 3B: Update entity email address

- a) Select “Update entity email address” to update the entity email address. The current entity email address will be displayed.



The screenshot shows the same "Edit basic information" modal window. In the "Basic information to be updated" section, there are two checkboxes: "Update entity name" (unchecked) and "Update entity email address" (checked). The "Update entity email address" checkbox is highlighted with a red rectangular box. Below this section is a heading "Update entity email address" followed by a text input field labeled "Entity email address" containing the text "admin@gl-ic-2.com". At the bottom, the "Save draft" and "Review and confirm" buttons are visible. The background shows the bizfile website interface with a user profile icon and a "Logout" button.

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- b) To update the entity email address, enter the new email address and click “Review and confirm” to proceed to the “Review and confirm” page. Review the webform to ensure that the information is correct before proceeding to submit.

A Singapore Government Agency Website [How to identify](#)

**bizfile** Making Singapore the best place for business

GLC2

15

Logout

**Edit basic information**

Undo

Basic information to be updated

Update entity name

Update entity email address

**Update entity email address**

Entity email address

admin@gl-lc-2.com

Save draft

Review and confirm →

Edit

Last updated 11 Nov 2024 04:45 PM

#### Step 4: Update business activities

- a) To update the primary and secondary business activities, click the “Edit” button for the “Business activities” section.

Free business products

Position Holders

Share capital and Shareholders

Entity type: Local Company

Entity status: Live Company

Company type

Company listing

Entity status date

Email address

Date of incorporation

**Business activities** [Edit](#)

Last updated 11 Nov 2024 04:45 PM

Primary business activity	43210
Primary business activity description	Electrical works
Secondary business activity	70209
Secondary business activity description	Management consultancy services n.e.c.

**Office address** [Edit](#)

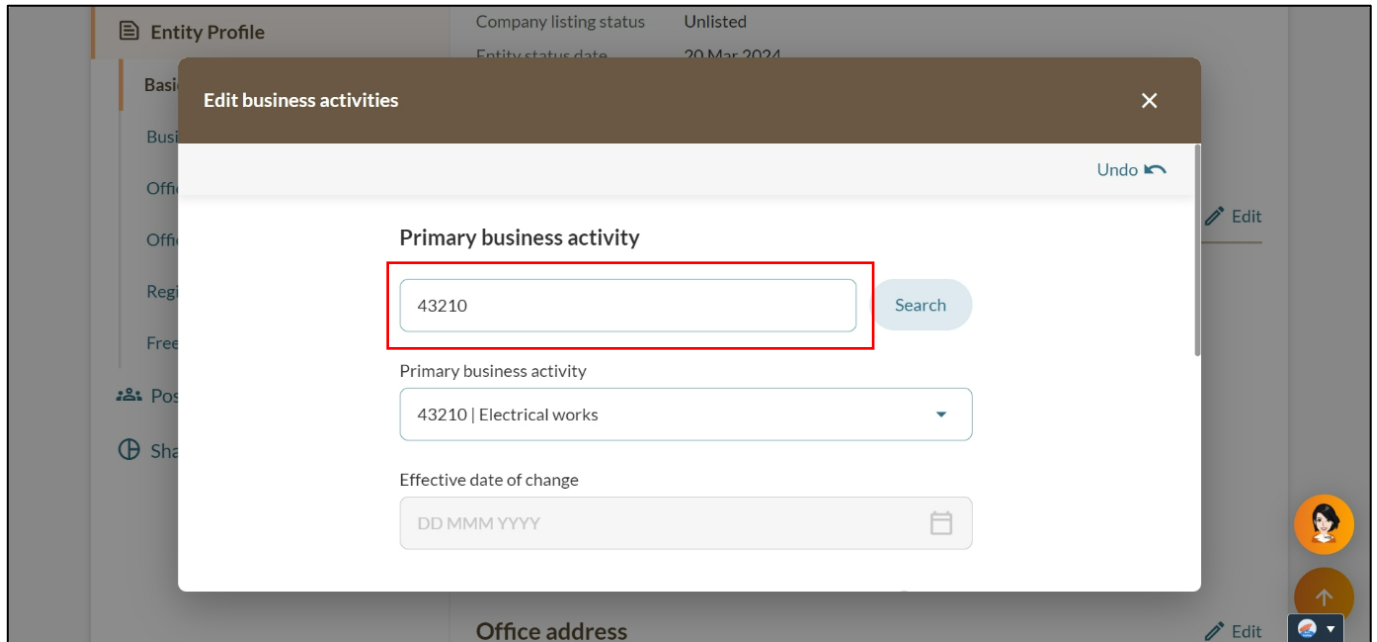
Last updated 11 Nov 2024 04:45 PM

250 NORTHBRIDGE ROAD, #05-01 SINGAPORE 100470

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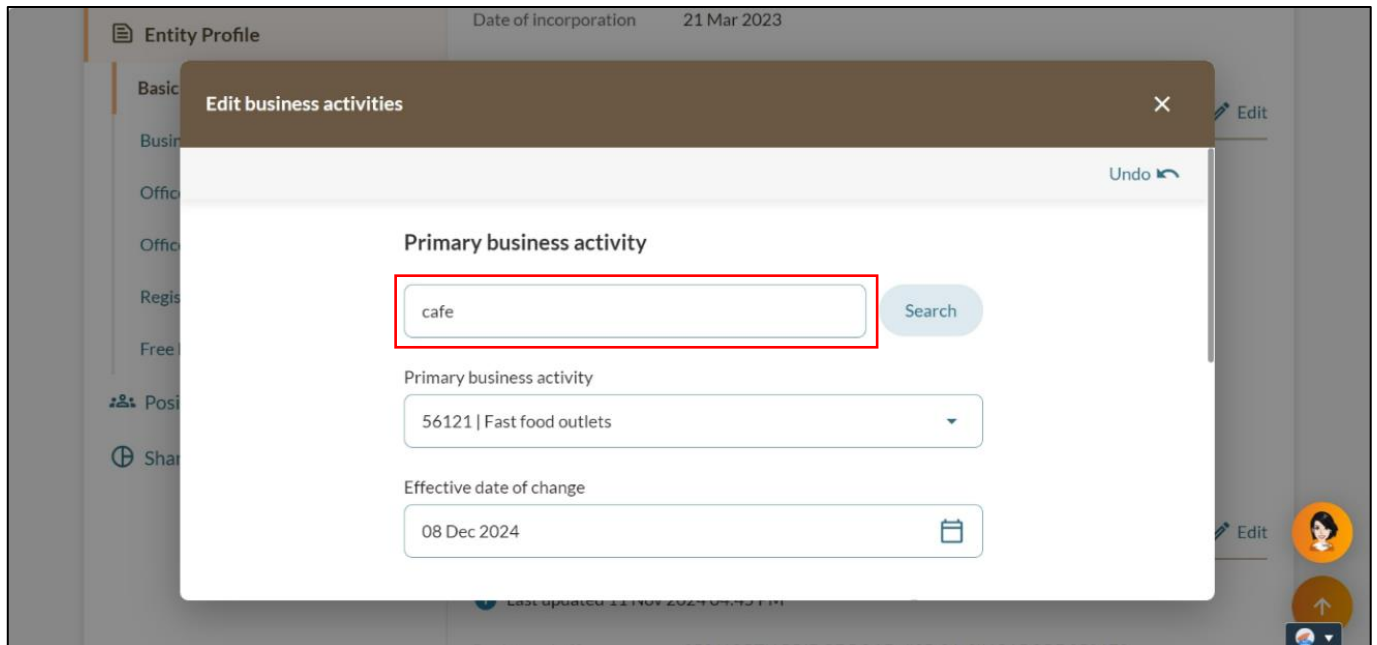
b) The current business activity will be displayed. To update the business activity, enter the SSIC or keyword to search for the business activity. Select the business activity from the search results in the dropdown list.

i. Search by SSIC:



The screenshot shows the 'Edit business activities' dialog box in a software application. The dialog has a title bar with a close button (X) and an 'Undo' button. Below the title bar, the text 'Primary business activity' is displayed. A text input field contains the SSIC code '43210', which is highlighted with a red rectangular box. To the right of the input field is a blue 'Search' button. Below the input field, a dropdown menu shows the selected activity: '43210 | Electrical works'. At the bottom of the dialog, there is a date picker labeled 'Effective date of change' with the placeholder text 'DD MMM YYYY' and a calendar icon.

ii. Search by keyword:



The screenshot shows the 'Edit business activities' dialog box in a software application. The dialog has a title bar with a close button (X) and an 'Undo' button. Below the title bar, the text 'Primary business activity' is displayed. A text input field contains the keyword 'cafe', which is highlighted with a red rectangular box. To the right of the input field is a blue 'Search' button. Below the input field, a dropdown menu shows the selected activity: '56121 | Fast food outlets'. At the bottom of the dialog, there is a date picker labeled 'Effective date of change' with the date '08 Dec 2024' and a calendar icon.

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- c) Enter the effective date of change and click “Review and confirm” to proceed to the “Review and confirm” page. Review the webform to ensure that the information is correct before proceeding to submit.

The screenshot shows a modal window titled "Edit business activities" with a close button (X) and an "Edit" button. The modal contains the following fields:

- Primary business activity:** A text input field containing "cafe" and a "Search" button.
- Primary business activity:** A dropdown menu showing "56121 | Fast food outlets".
- Effective date of change:** A date input field containing "08 Dec 2024" and a calendar icon. This field is highlighted with a red border.

Background text from the main page includes "Entity Profile", "Date of incorporation 21 Mar 2023", and a sidebar with "Basic", "Business", "Office", "Office", "Registered", "Free", "Posi", and "Share".

### Step 5: Update other entity information

To update other entity information, click the “Edit” button for the corresponding section.

The screenshot shows the "Office address" section of the entity profile. The "Edit" button is highlighted with a red box. The section includes the following information:

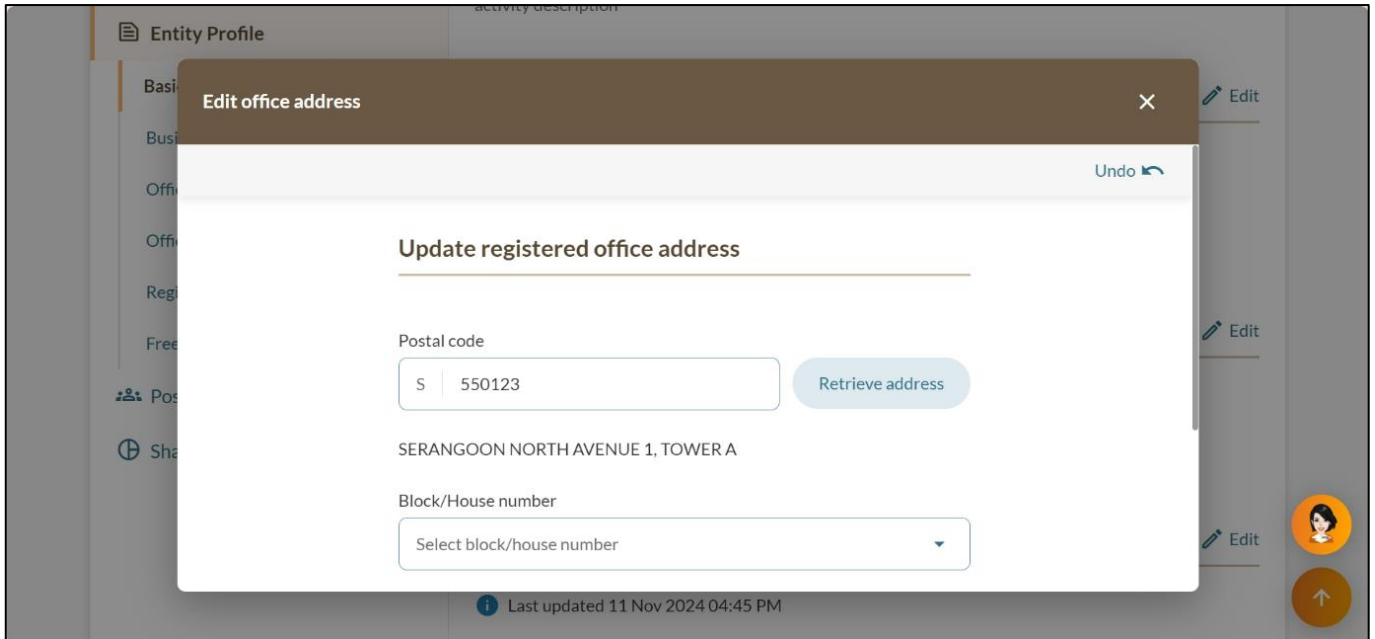
- Secondary business activity description:** Management consultancy services n.e.c.
- Office address:** 250 NORTH BRIDGE ROAD, #35-01, SINGAPORE 250179
- Registered office address:** 250 NORTH BRIDGE ROAD, #35-01, SINGAPORE 250179
- Office hours:** Working hours
- Registers address:** Address where register of members and index is kept other than registered office address

Each section has an "Edit" button highlighted with a red box. A "Last updated 11 Nov 2024 04:45 PM" message is displayed below each section.

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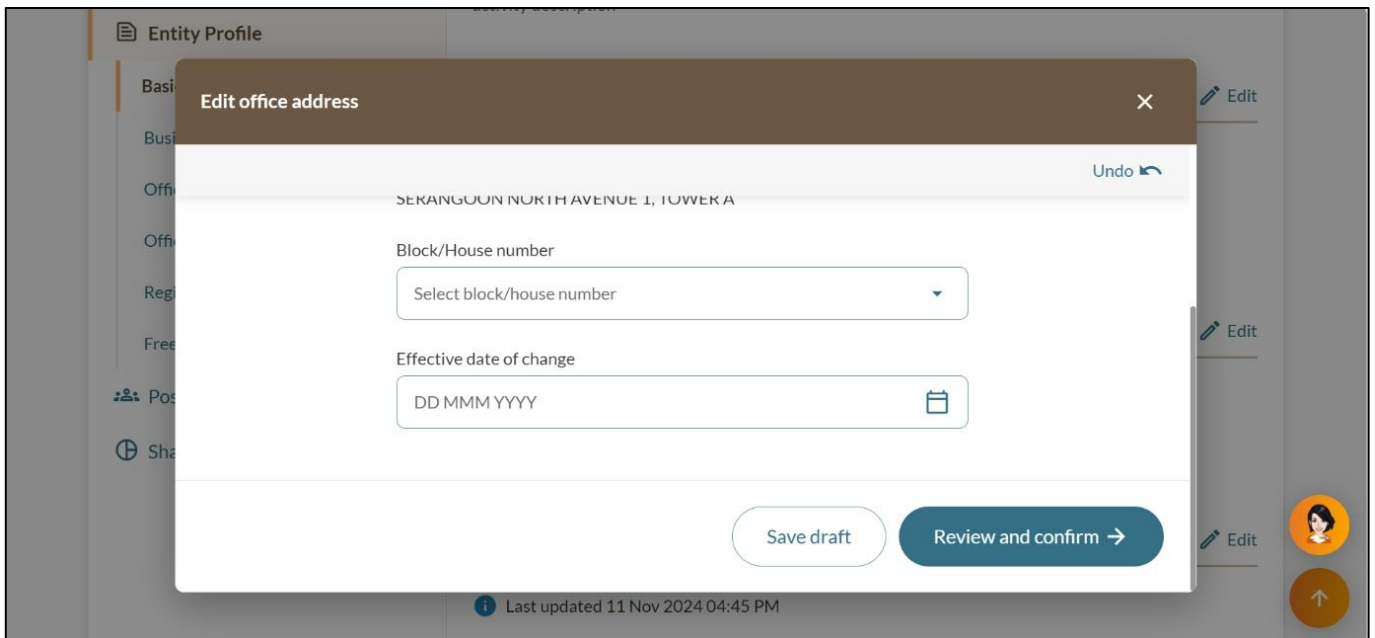
### Step 5A: Update office address

- a) The current office address will be displayed. To update the office address, enter the new postal code to retrieve the new address.



The screenshot shows a modal window titled "Edit office address" with a close button (X) and an "Undo" button. The main heading is "Update registered office address". Below this, there are three input fields: "Postal code" (containing "S 550123"), "Block/House number" (a dropdown menu with "Select block/house number" selected), and a "Retrieve address" button. The current address "SERANGOON NORTH AVENUE 1, TOWER A" is displayed below the postal code field. At the bottom, there is a status bar indicating "Last updated 11 Nov 2024 04:45 PM".

- b) Enter the "Effective date of change" and click "Review and confirm" to proceed to the "Review and confirm" page. Review the webform to ensure that the information is correct before proceeding to submit.



The screenshot shows the same "Edit office address" modal window. The "Postal code" field is now empty. The "Block/House number" dropdown is still visible. The "Effective date of change" field is now filled with "DD MMM YYYY" and has a calendar icon. At the bottom, there are two buttons: "Save draft" and "Review and confirm" (with a right arrow). The status bar at the bottom indicates "Last updated 11 Nov 2024 04:45 PM".



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**Step 5B:** Update office hours

- a) The current office hours will be displayed. To update the office hours, select and enter the new working hours.

The screenshot shows the 'Edit office hours' dialog box. The 'Working hours' section has two radio button options. The first option, 'At least 3 hours but less than 5 hours during ordinary business hours on each business day.', is selected. The second option is 'At least 5 hours during ordinary business hours on each business day.'. Below this is a dropdown menu for 'Number of working hours' with the text 'Select number of work hours'. At the bottom, there is a field for 'Effective date of change' with the placeholder text 'kept other than registered office'.

- b) Enter the “Effective date of change” and click “Review and confirm” to proceed to the “Review and confirm” page. Review the webform to ensure that the information is correct before proceeding to submit.

The screenshot shows the 'Edit office hours' dialog box. The 'Effective date of change' field is now filled with the placeholder 'DD MMM YYYY' and has a calendar icon to its right. At the bottom of the dialog, there are two buttons: 'Save draft' and 'Review and confirm →'. The 'Review and confirm' button is highlighted in a darker blue color.