

Navigating the new Bizfile: Obtaining Endorsements

Endorsements are required to maintain the integrity of corporate filings and ensure proper authorisation of various business processes for business entities registered with ACRA.

Endorsement is required when an individual files the following Bizfile transactions:

Transaction	Sub-scenario (if applicable)	Profile	Navigation
Registration of new business entity	i. Endorsing as an individual position holder	Individual User (Singpass)	Select here
	ii. Endorsing as a corporate position holder or corporate shareholder	Business User (Corppass)	Select here
Appointment / Withdrawal of position holder	N/A	Individual User (Singpass)	Select here
Application to strike off business entity	N/A	Business User (Corppass)	Select here
Registration as a Corporate Service Provider (CSP)	N/A	Individual User (Singpass)	Select here

Endorsements for new business registrations must be completed within **60 days** from submission. For all other transactions, endorsements must be completed within **14 days**. The application will lapse if endorsements are not completed by the deadline, requiring a new submission.

Endorsement requirements for new business registration

When registering a new business entity, all proposed position holders must provide their endorsement before the registration can be completed. This requirement ensures that all parties have consented to their roles in the new entity. There are two exceptions to this requirement:

- The position holder who submits the registration application is not required to provide separate endorsement.
- If a Corporate Service Provider (CSP) or Group Companies files the registration or incorporation, endorsement is not required from the position holders.

The endorsement requirements vary depending on the type of entity being registered, and apply to both individual and corporate position holders. Refer to the table below to determine which positions need to provide endorsement.

Entity type	Who needs to endorse
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 • Shareholder (Individual/Corporate – at incorporation only)

	<ul style="list-style-type: none"> Member (for Company Limited by Guarantee) (Individual/Corporate)
Foreign Company Branch	No endorsement required - registration for foreign company branch must be filed by a CSP
Limited Partnership	<ul style="list-style-type: none"> General Partner (Individual/Corporate) General Partner as Nominee / Trustee (Individual/Corporate) 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)(c) Public Accountant Employee
Public Accounting Corporation	<ul style="list-style-type: none"> Director Secretary Shareholder Director under Section 17(3)(d) Public Accountant Employee

For corporate position holders/shareholders, the endorsement can be completed by an authorised officer such as a director or secretary, who will act on behalf of the corporate entity.

Endorsement requirements for appointment / withdrawal of position holders

When a position holder is being appointed or withdrawn from an entity, they must endorse the change. If the transaction is filed by a CSP, no endorsement is required from the appointed or withdrawn position holder.

The positions that require endorsement differ according to the type of entity, and this applies to both individual and corporate position holders. Refer the table below to determine which positions require endorsement.

Entity type	Appointment/Withdrawal – who needs to endorse
Business	<ul style="list-style-type: none"> Appointed Nominee/ Trustee (Individual/Corporate) Appointed Authorised Representative
Limited Partnership	<ul style="list-style-type: none"> Appointed General Partner (Individual/Corporate)

	<ul style="list-style-type: none"> • Appointed General Partner as Nominee / Trustee (Individual/Corporate) • Manager
Limited Liability Partnership	<ul style="list-style-type: none"> • Appointed Partner (Individual/Corporate) • Appointed Manager (Individual/Corporate)
Local Company	<ul style="list-style-type: none"> • Appointed Director / Alternate Director • Appointed Secretary
Public Accounting Firm	<ul style="list-style-type: none"> • Partner • Partner under Section 18A(3)(c) • PA Employee
Accounting Limited Liability Partnership	<ul style="list-style-type: none"> • Partner • Manager (Individual/Corporate) • Partner under Section 18A(3)(c) • Public Accountant Employee
Public Accounting Corporation	<ul style="list-style-type: none"> • Director • Secretary • Director under Section 17(3)(d) • Public Accountant Employee

Endorsement/Consent for striking off

When an application to strike off an entity is submitted, all position holders must provide their consent before the application can be approved. However, there are two exceptions to this requirement:

- The position holder who submitted the striking off application is not required to endorse their consent.
- If a Corporate Service Provider (CSP) files the striking off application, endorsement is not required from the position holders.

Entity type	Who needs to endorse
Limited Liability Partnership	<ul style="list-style-type: none"> • Partners (Individual and Corporate)
Local Company	<ul style="list-style-type: none"> • Directors
Accounting Limited Liability Partnership	<ul style="list-style-type: none"> • Partners • Partners under Section 18A(3)(c)
Public Accounting Corporation	<ul style="list-style-type: none"> • Directors • Directors under Section 17(3)(d)

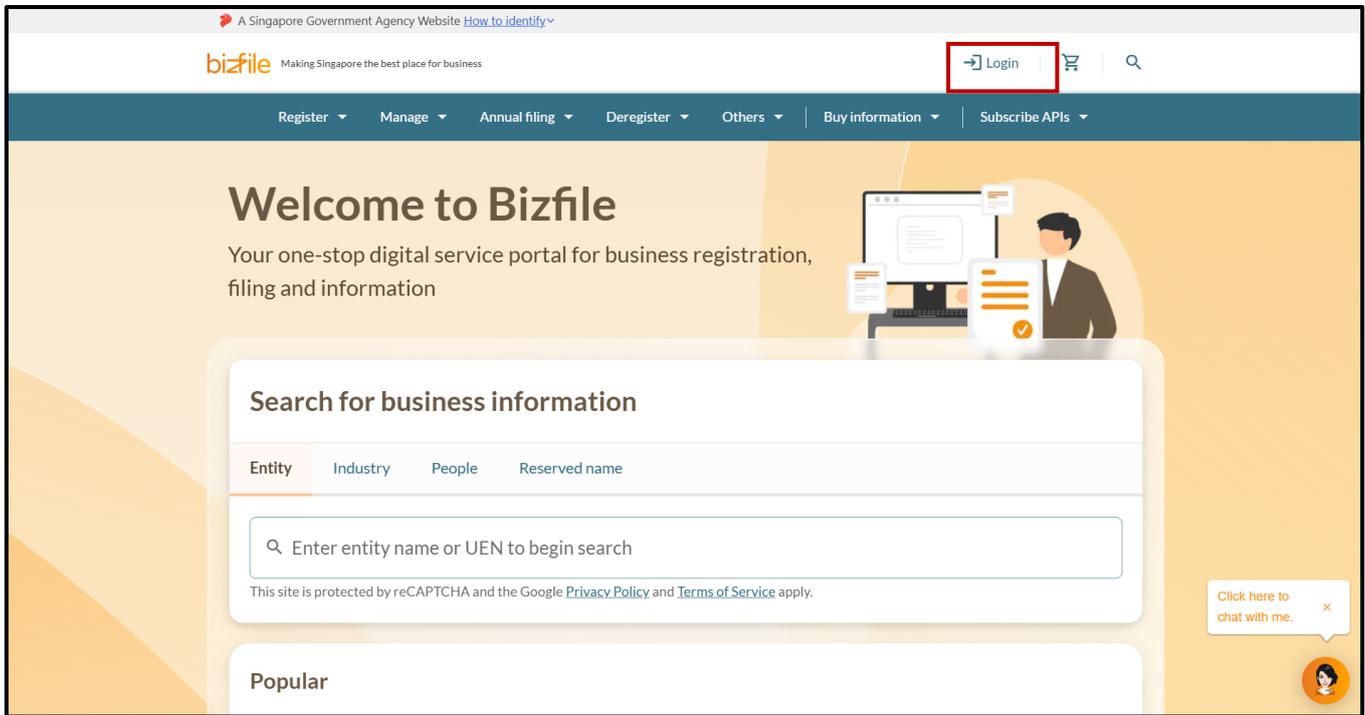
Endorsement requirements for registration of Corporate Service Provider

When an entity submits a registration as a Corporate Service Provider, endorsement is required from the appointed Qualified Individuals.

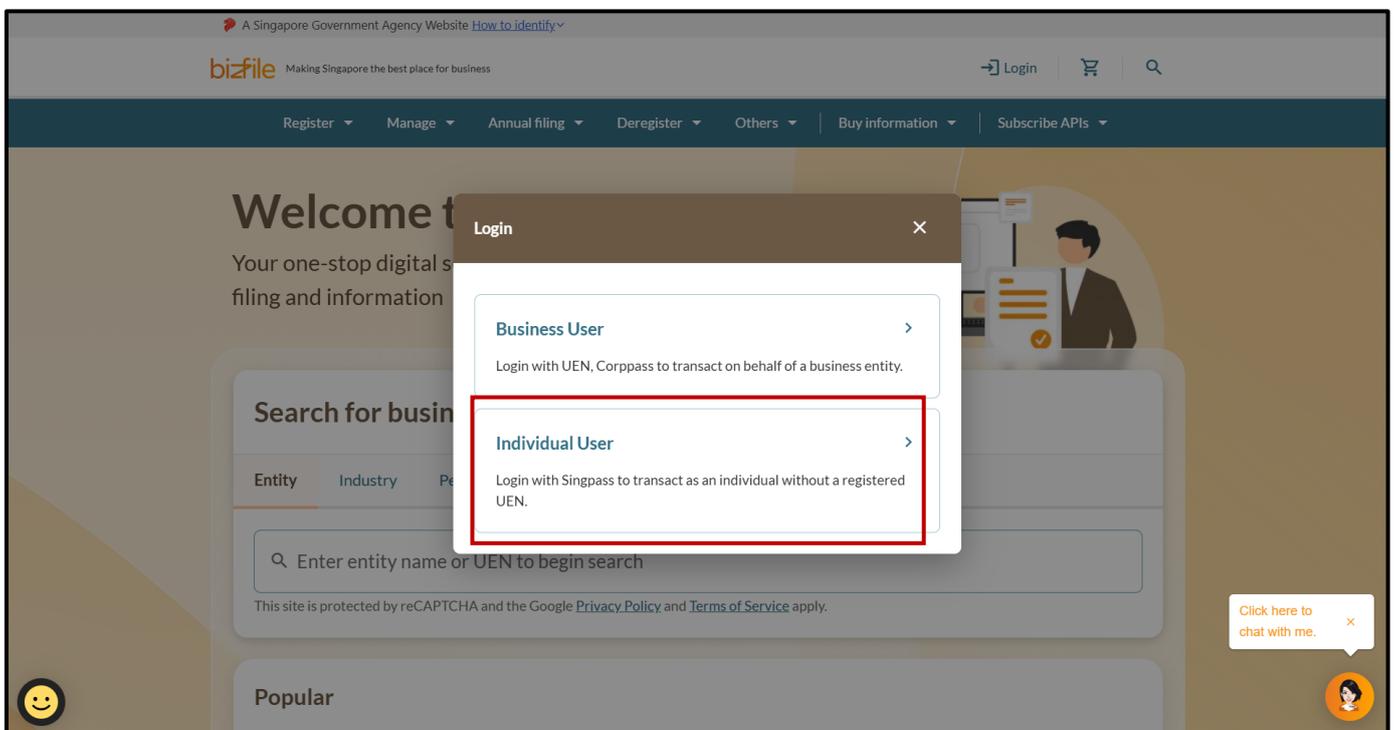
Step-by-step instructions for endorsement for new business registration

1) You are endorsing as an individual position holder

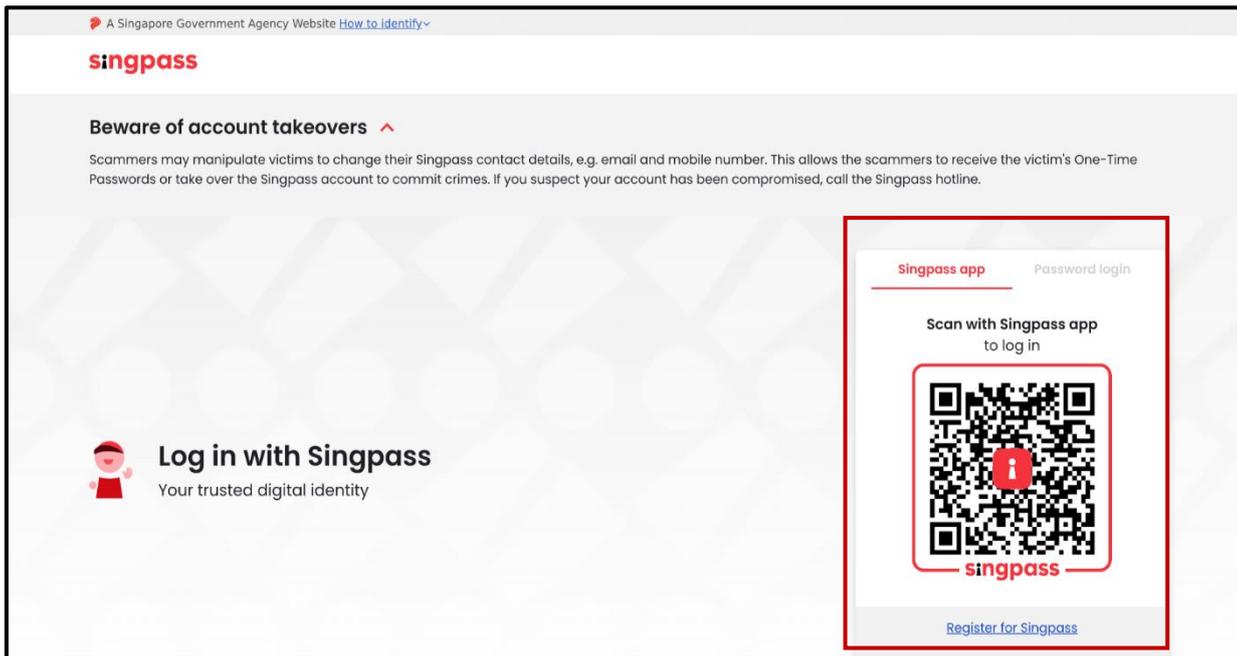
Step 1: Click “Login” on the Bizfile homepage



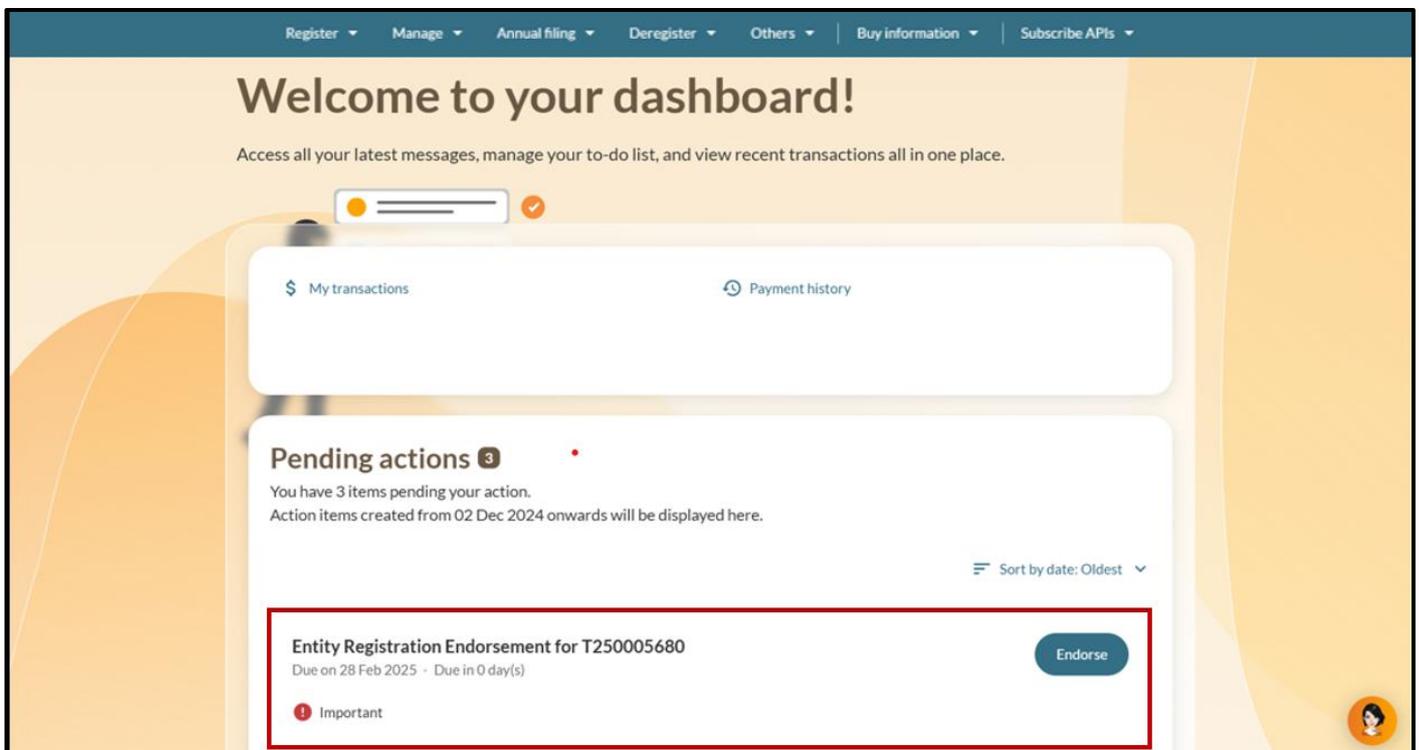
Step 2: Select “Individual User” to login via Singpass



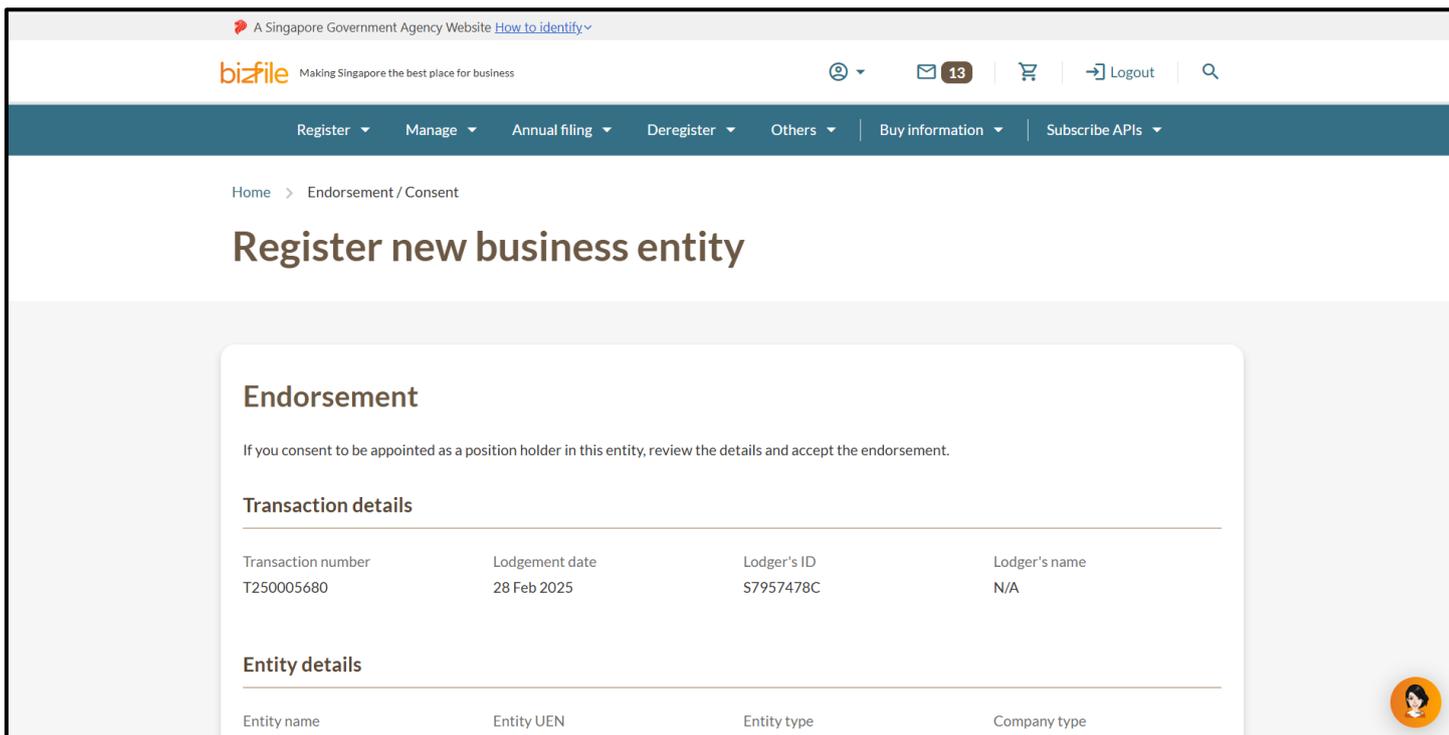
Step 3: When redirected to the Singpass login page, scan the QRcode using the Singpass app or enter your password to sign in.



Step 4: Once logged in, you will be directed to your Bizfile dashboard. Look for the “Pending actions” section where you will find your endorsement request. Click “Endorse” next to the relevant business entity.

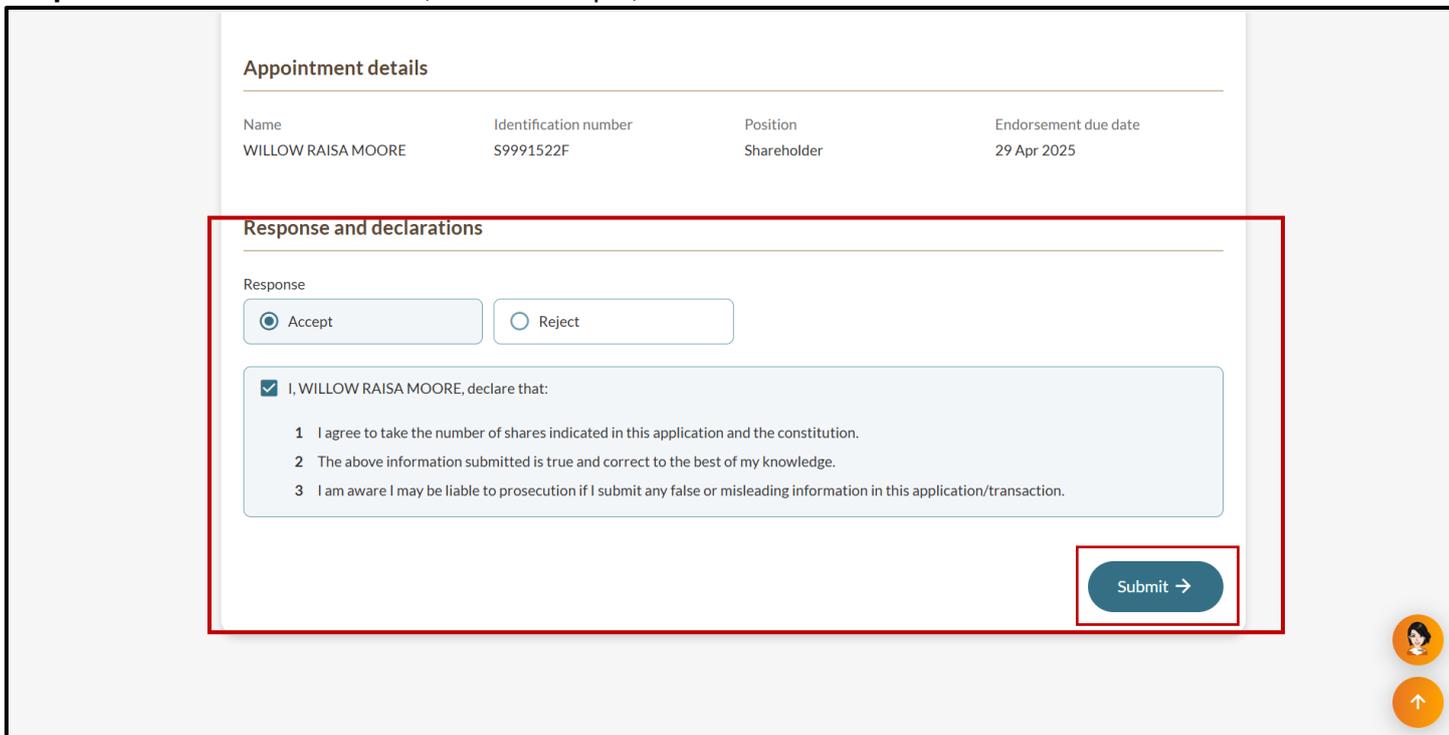


Step 5: Review the business registration information.

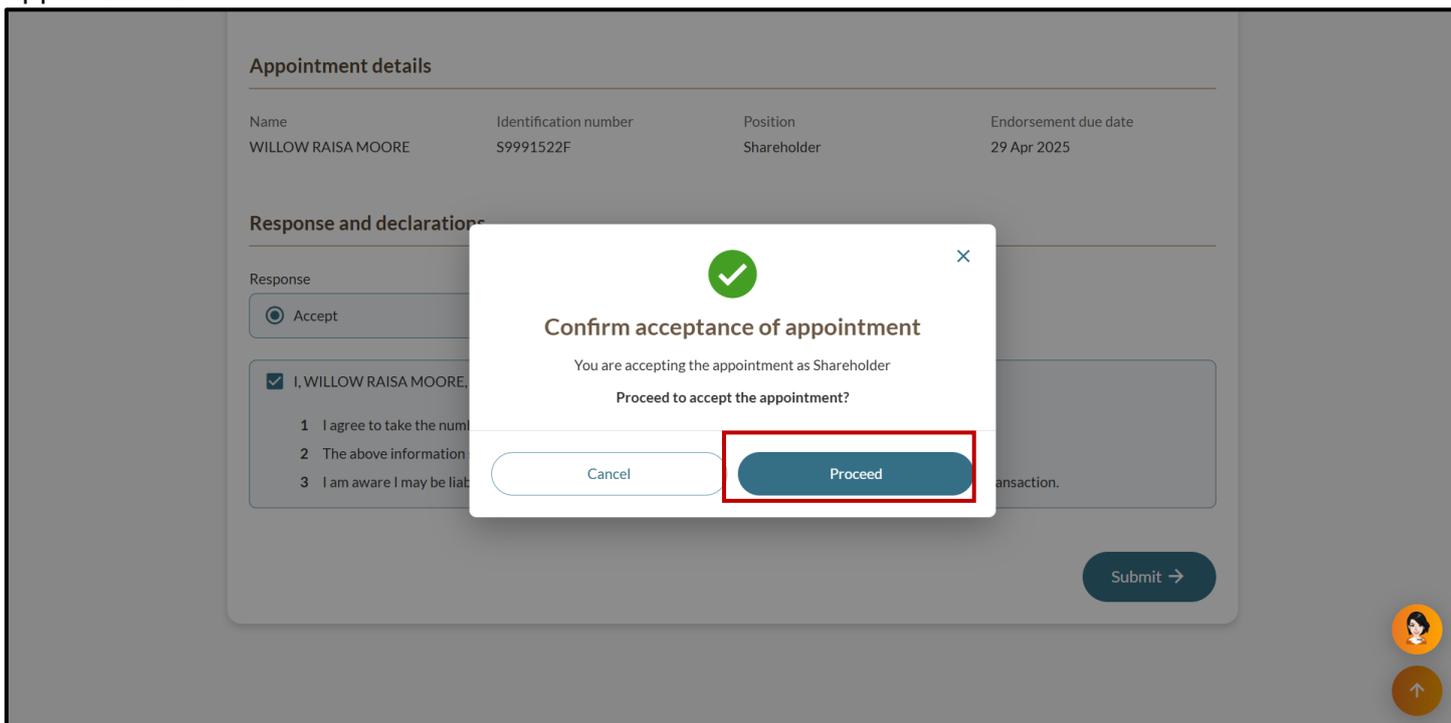


Step 6: Review each endorsement action carefully. If you hold multiple positions, you will need to complete separate endorsement for each position.

Step 7: For each endorsement, click “Accept”, tick the declaration checkbox and select “Submit”.

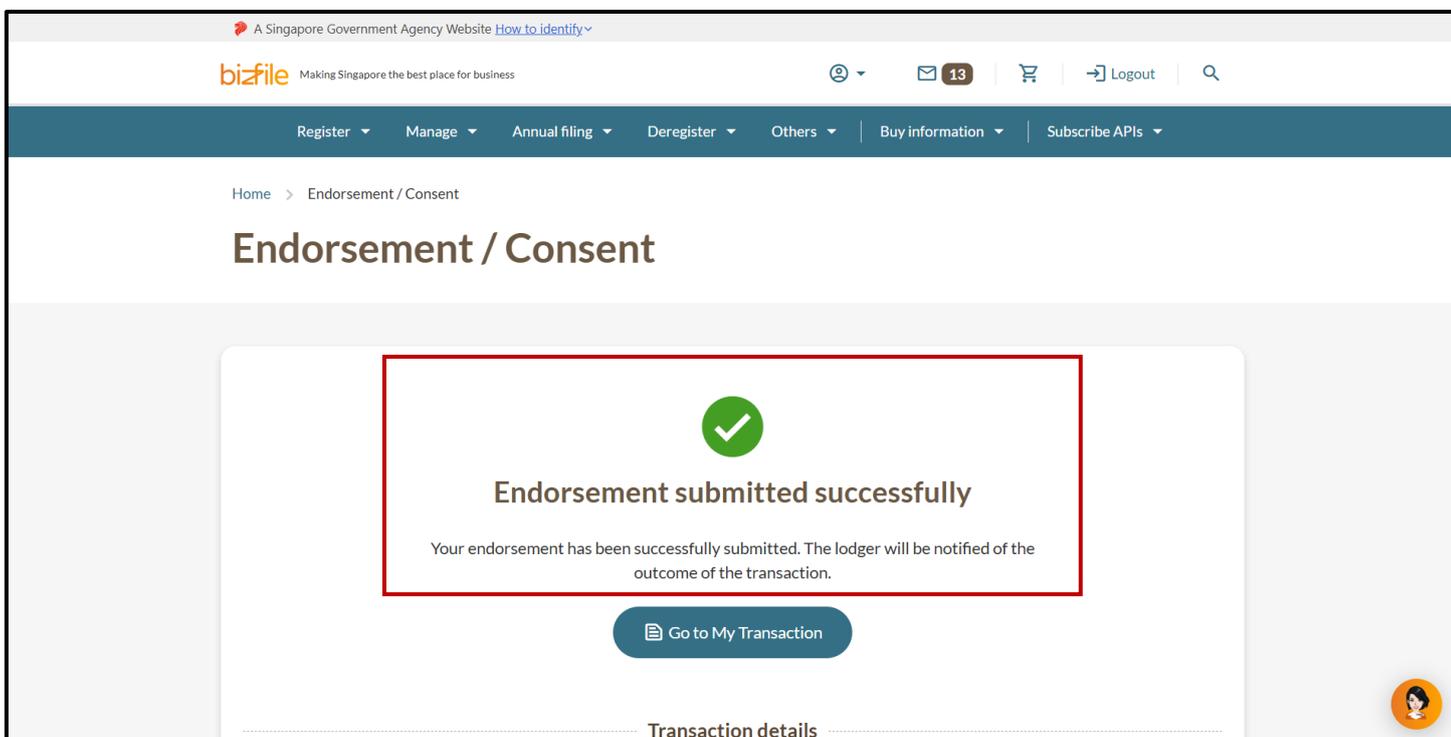


Step 8: When the confirmation pop-up appears, select “Proceed” to confirm acceptance of the appointment.



Step 9: You should see a confirmation message indicating that your endorsement has been submitted successfully. Ensure that you see a confirmation message for each successful endorsement.

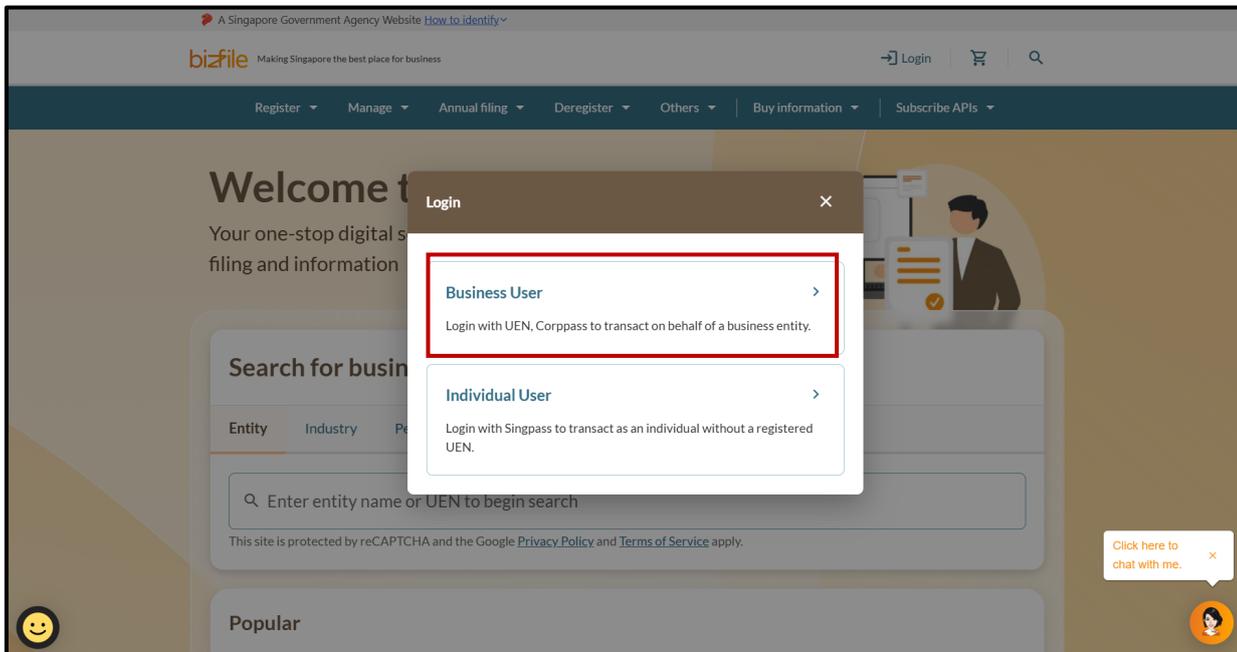
Verify that you have completed all required endorsements, particularly if you hold multiple positions within the entity.



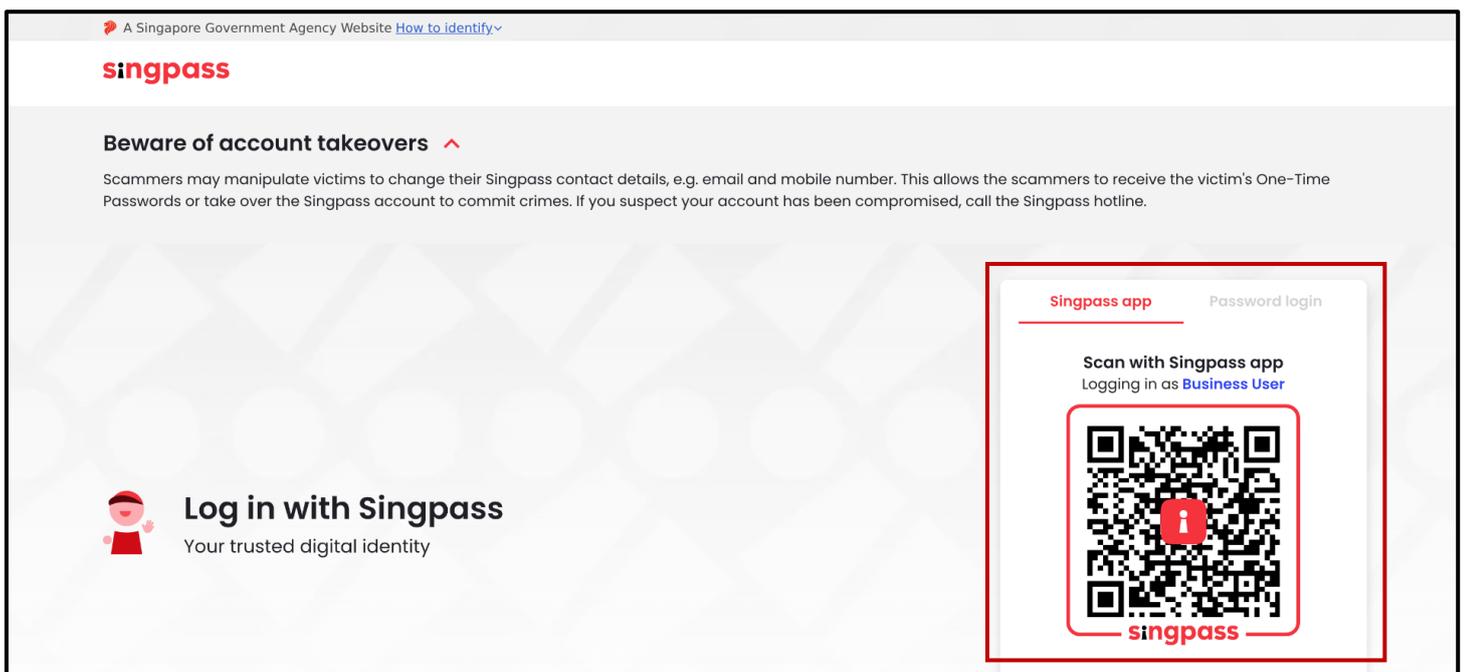
2) You are endorsing as a corporate position holder or corporate shareholder

For corporate position holders and corporate shareholders, the endorsement can be completed by an authorised officer such as a director or secretary, who will act on behalf of the corporate entity.

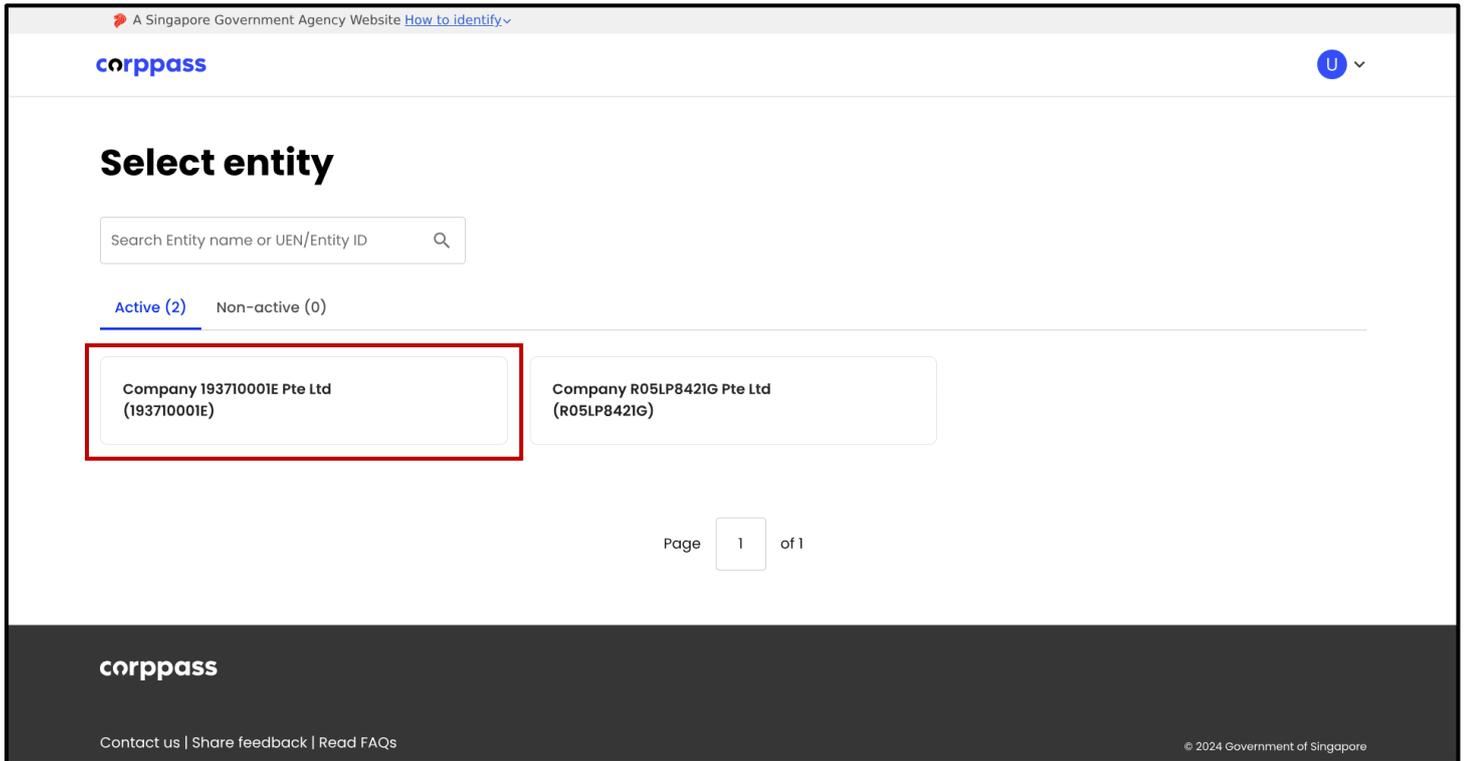
Step 1: Login to Bizfile using Corppass (Business User) credentials.



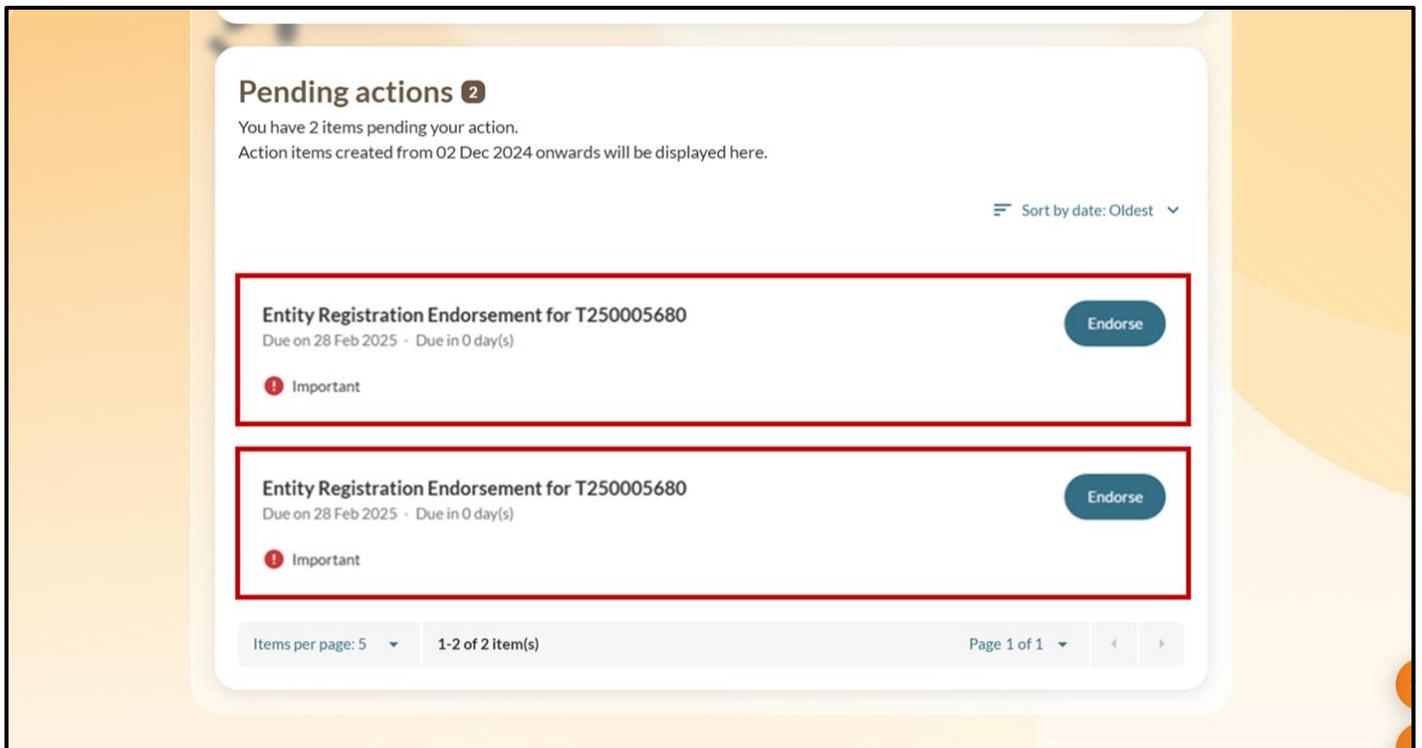
Step 2: Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QRcode via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.



Step 3: Select the entity you are representing.



Step 4: On your dashboard, locate the endorsement notifications under the "Pending Actions" section.



Step 5: Review each endorsement action carefully. If you hold multiple positions, you will need to complete separate endorsement for each position.

Step 6: For each endorsement, click “Accept”, tick the declaration checkbox and select “Submit”.

The screenshot shows a form titled "Appointment details" with the following information:

Name	Identification number	Position	Endorsement due date
WILLOW RAISA MOORE	S9991522F	Shareholder	29 Apr 2025

Below this is the "Response and declarations" section, which is highlighted with a red border. It contains:

- A "Response" section with two radio buttons: "Accept" (selected) and "Reject".
- A declaration section with a checked checkbox and the text: "I, WILLOW RAISA MOORE, declare that:" followed by three numbered points:
 - 1 I agree to take the number of shares indicated in this application and the constitution.
 - 2 The above information submitted is true and correct to the best of my knowledge.
 - 3 I am aware I may be liable to prosecution if I submit any false or misleading information in this application/transaction.
- A "Submit →" button at the bottom right of the section, also highlighted with a red border.

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

Step 7: When the confirmation pop-up appears, select “Proceed” to confirm acceptance of the appointment.

The screenshot shows the same "Appointment details" and "Response and declarations" form as in Step 6, but with a confirmation pop-up dialog overlaid in the center. The dialog is titled "Confirm acceptance of appointment" and contains the following text:

Confirm acceptance of appointment

You are accepting the appointment as Shareholder

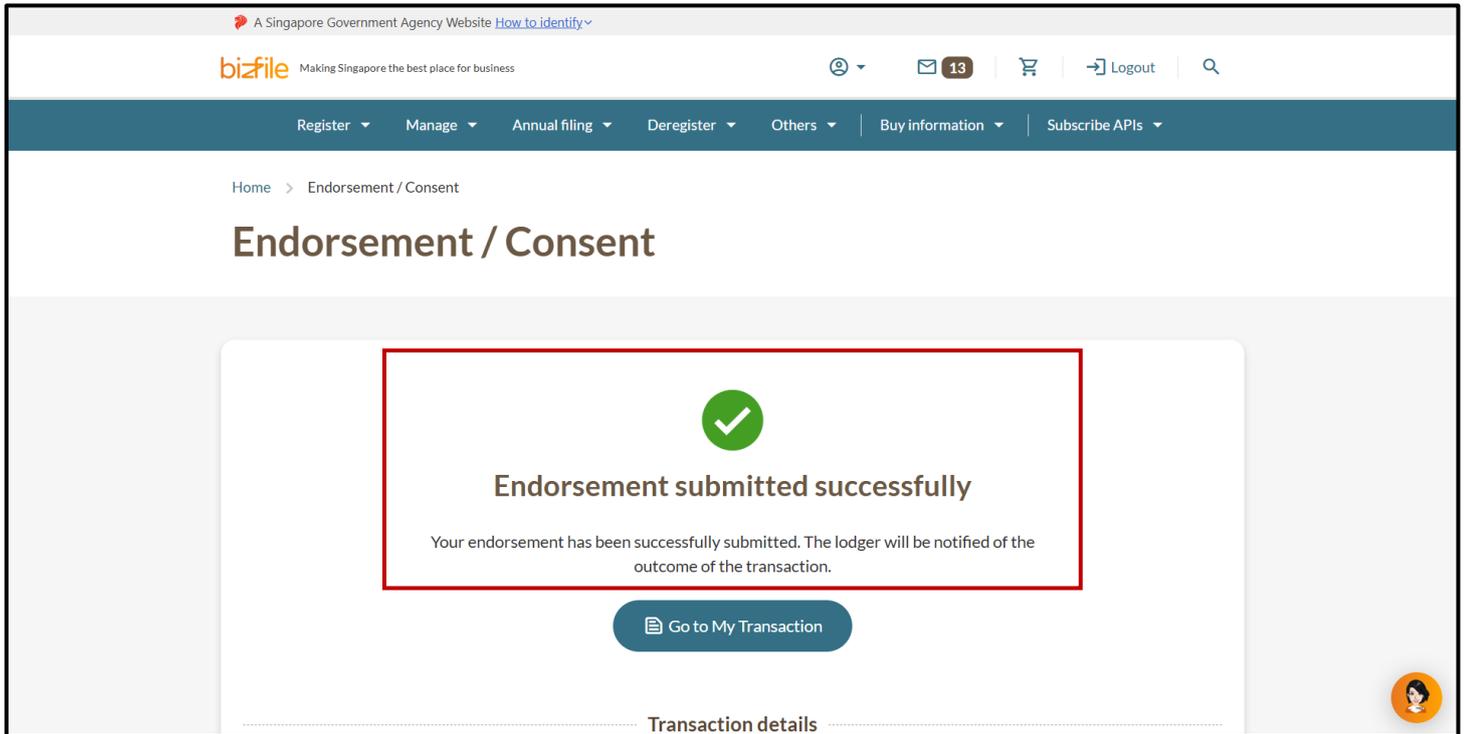
Proceed to accept the appointment?

At the bottom of the dialog are two buttons: "Cancel" and "Proceed". The "Proceed" button is highlighted with a red border.

The background form is dimmed, but the "Accept" radio button and the declaration section are still visible.

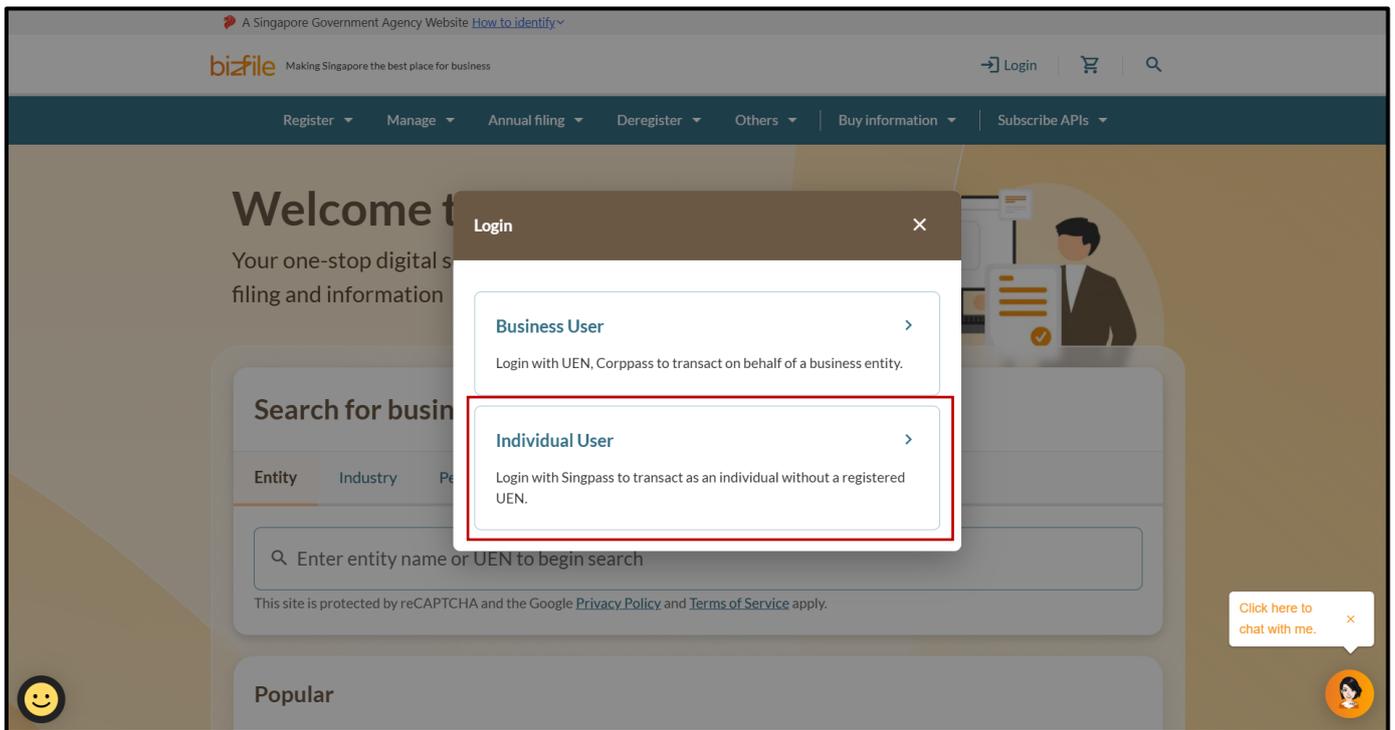
On the right side of the page, there are two circular icons: a user profile icon and an upward arrow icon.

Step 8: Ensure that you see a confirmation message for each successful endorsement submission.

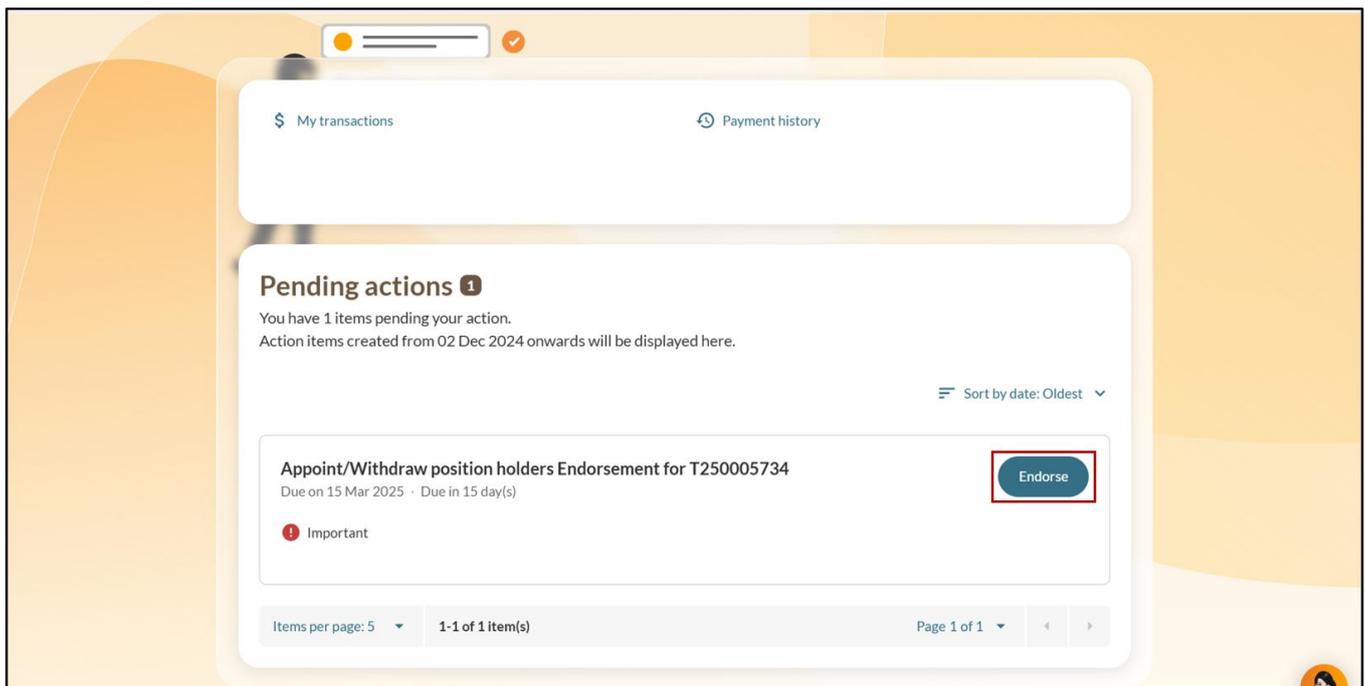


Step-by-step instructions for endorsement for appointment or withdrawal of position holder

Step 1: Login to Bizfile using Singpass (Individual user) credentials.



Step 2: On your personal dashboard, locate the “Pending actions” card and click “Endorse” next to the relevant appointment or withdrawal notification.



Step 3: To proceed with the position holder update, select “Accept” and complete all required question. Tick the declaration checkbox and select “Submit”.

Response and declarations

Response

Accept Reject

Select the option that applies

I am fully qualified to act as a director

I am acting as director with permission of Official Assignee

I am acting as director with leave of court

I am acting as director with leave of court and permission of Official Assignee

I, LYNN TAN, declare that:

- 1 I consent to act as a director of the above company with effect from 01 Mar 2025
- 2 I shall be personally responsible for the discharge of all obligations attached to the company under the Companies Act.
- 3 I am not disqualified from acting as director in that
 - 3.1 I am at least 18 years of age, of full capacity and not an undischarged bankrupt in Singapore or any other foreign jurisdiction;
 - 3.2 There is no disqualification order made by the High Court of Singapore against me currently in force;
 - 3.3 That within a period of 5 years preceding the date of this statement,
 - a I have not been convicted in Singapore or elsewhere, of any offence involving fraud or dishonesty punishable on conviction with imprisonment of 3 months or more^;

Step 4: When the confirmation pop-up appears, select “Proceed” to confirm acceptance of the appointment.

register.

e I have not been convicted of any offence under Part XII of the Securities and Futures Act (Chapter 289) where the conviction was on or after 01 Jul 2015.

f I have not been subject to the imposition of a civil penalty under Section 232 of the Securities and Futures Act (Chapter 289) on or after 01 Jul 2015.

g I am not disqualified or subject to a disqualification order under Section 34, 35, 36 of the Limited Liability Partnerships Act (Chapter 163A) from being a manager of a limited liability partnership.

4 I am not debarred under Section 155B of the Companies Act from acting as a director of the company.

5 The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.

6 I am aware I may be liable for a period of 5 years after his/her release from prison and continues for a period of 5 years after his/her release from prison.

^ Where the disqualified person is a director of a company, the disqualification order continues for a period of 5 years after his/her release from prison and continues for a period of 5 years after his/her release from prison.

You are accepting the appointment as Director

Proceed to accept the appointment?

Submit →

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Step 5: You should then see a confirmation message indicating that your endorsement has been successfully submitted.

Home > Endorsement / Consent

Endorsement / Consent



Endorsement submitted successfully

Your endorsement has been successfully submitted. The lodger will be notified of the outcome of the transaction.

[Go to My Transaction](#)

Transaction details

Transaction ID	Transaction name	Date and time
T250005734	Appoint/Withdraw position holders	01 Mar 2025 01:46 AM

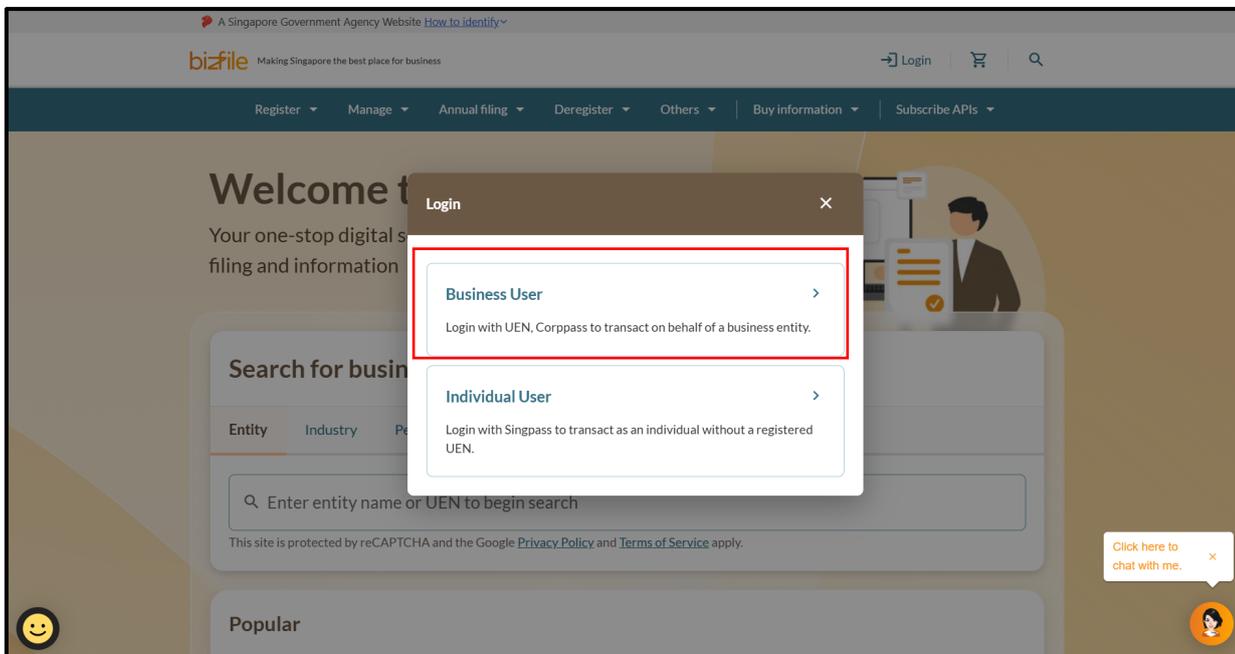


Step-by-step instructions to endorse striking off application

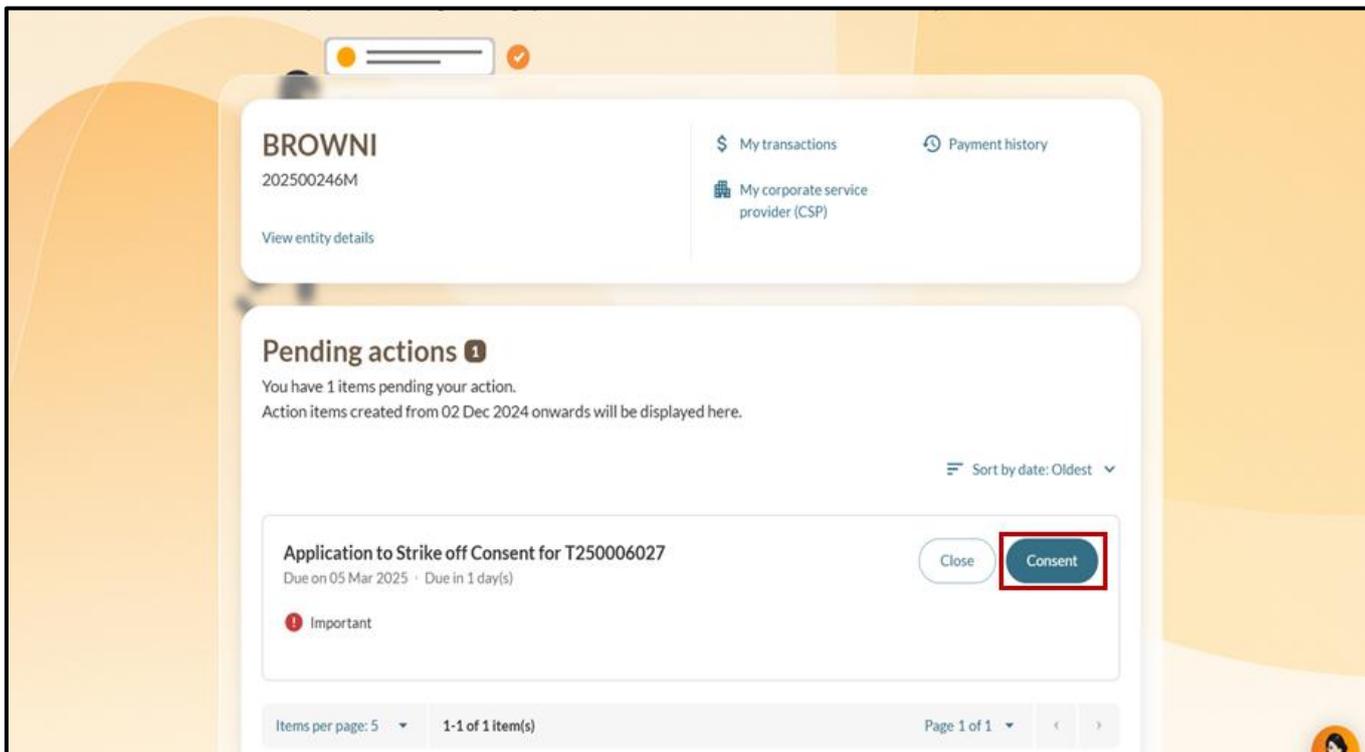
After a striking off application is submitted, all position holders must endorse their consent before the application can be approved.

To provide your consent as a position holder:

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



Step 2: On your personal dashboard, locate the “Pending actions” card and click “Consent” next to the relevant striking off application that requires your consent.



Step 3: Review the transaction information and entity details.

Home > Endorsement / Consent

Apply to strike off business entity

Consent

Your entity has applied to be struck off from the Register. Please provide your consent to proceed with the striking off process.

Transaction information

Transaction number	Lodgement date	Lodger's ID	Lodger's name
T250006027	04 Mar 2025	S1126564B	SITI NOR

Entity details

Entity name	Entity UEN	Entity type	Company type
BROWNI 311	202500246M	Local Company	Exempt Private Company Limited by Shares

Reason for striking off

- Entity has ceased to carry on business or operations.

Step 4: If all information is correct, click “Accept” followed by “Submit”

BROWNI 311	202500246M	Local Company	Exempt Private Company Limited by Shares
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Reason for striking off

- Entity has ceased to carry on business or operations.

Consent information

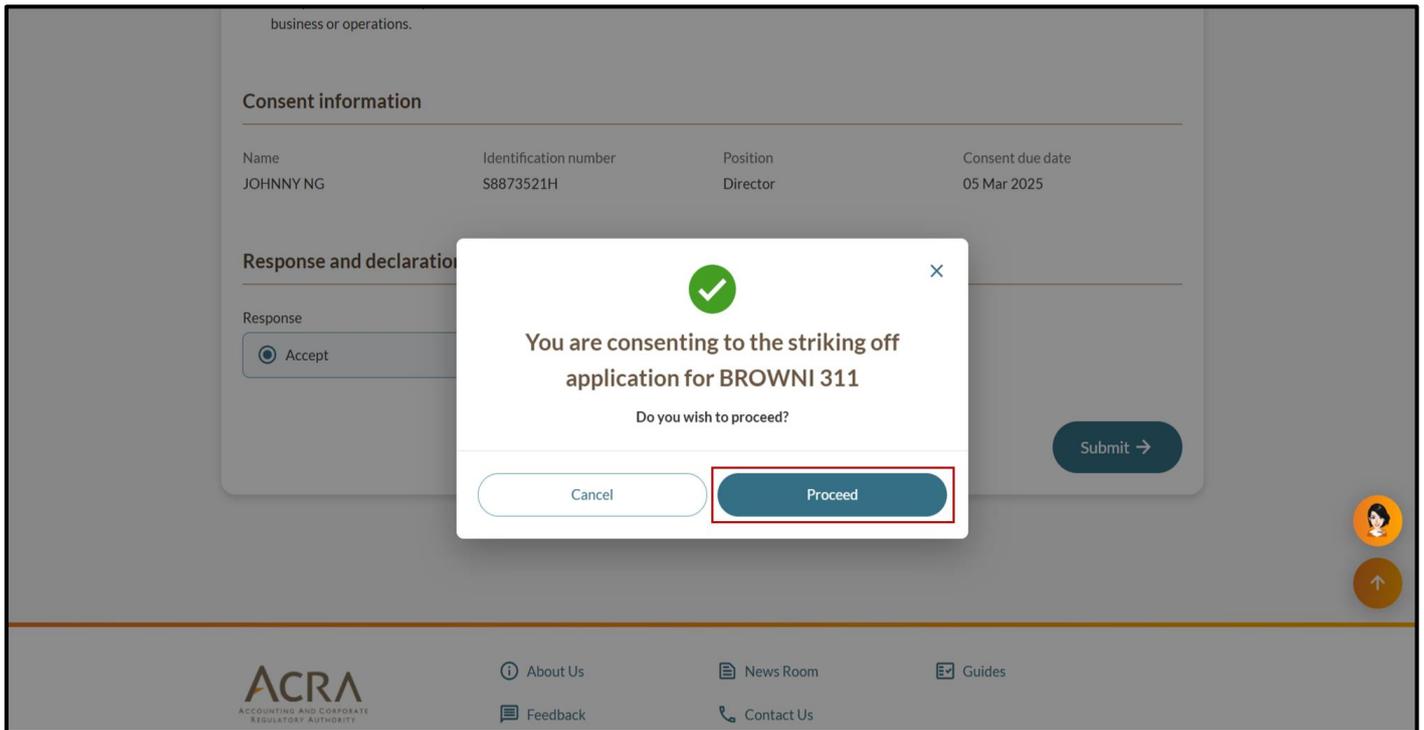
Name	Identification number	Position	Consent due date
JOHNNY NG	S8873521H	Director	05 Mar 2025

Response and declarations

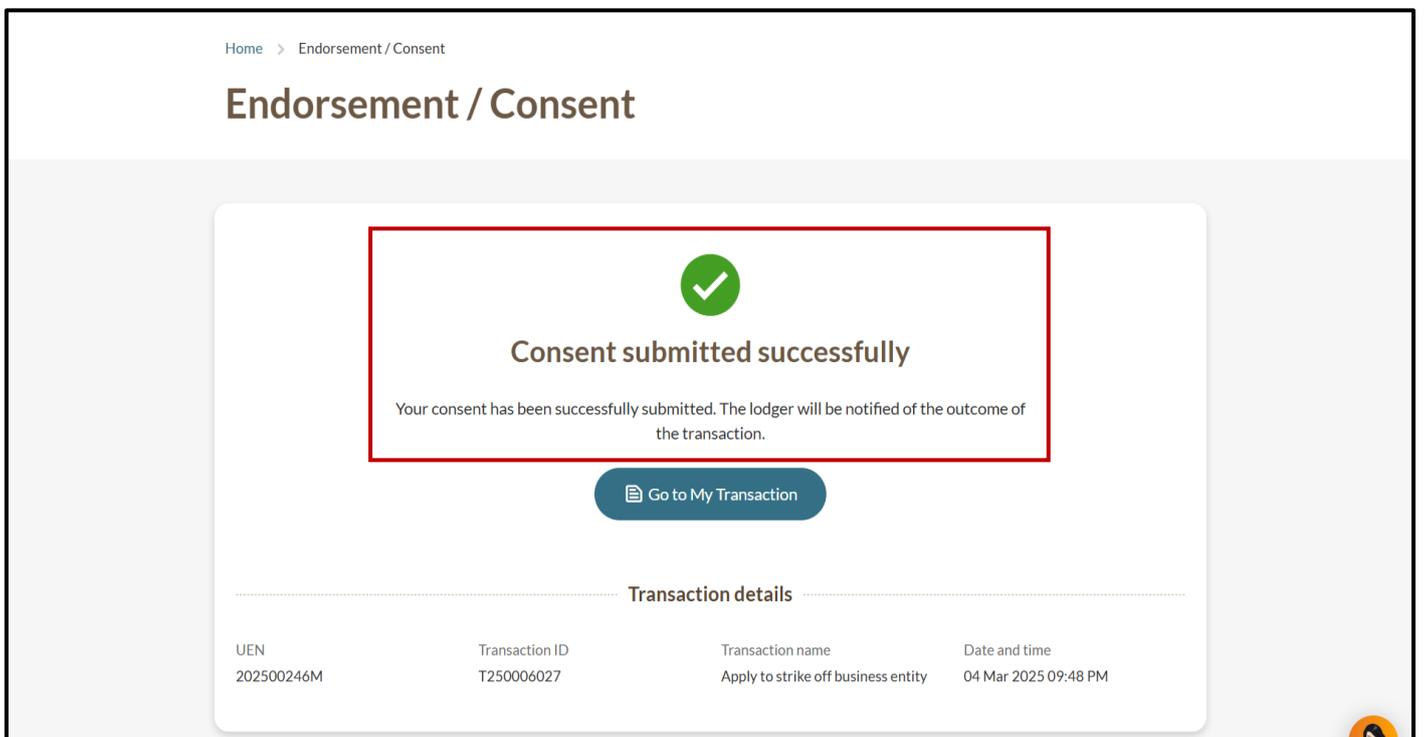
Response

Accept Reject

Step 5: A confirmation pop-up will appear. Select “Proceed” to confirm your consent.



Step 6: You will see a confirmation message indicating that your consent has been submitted successfully.

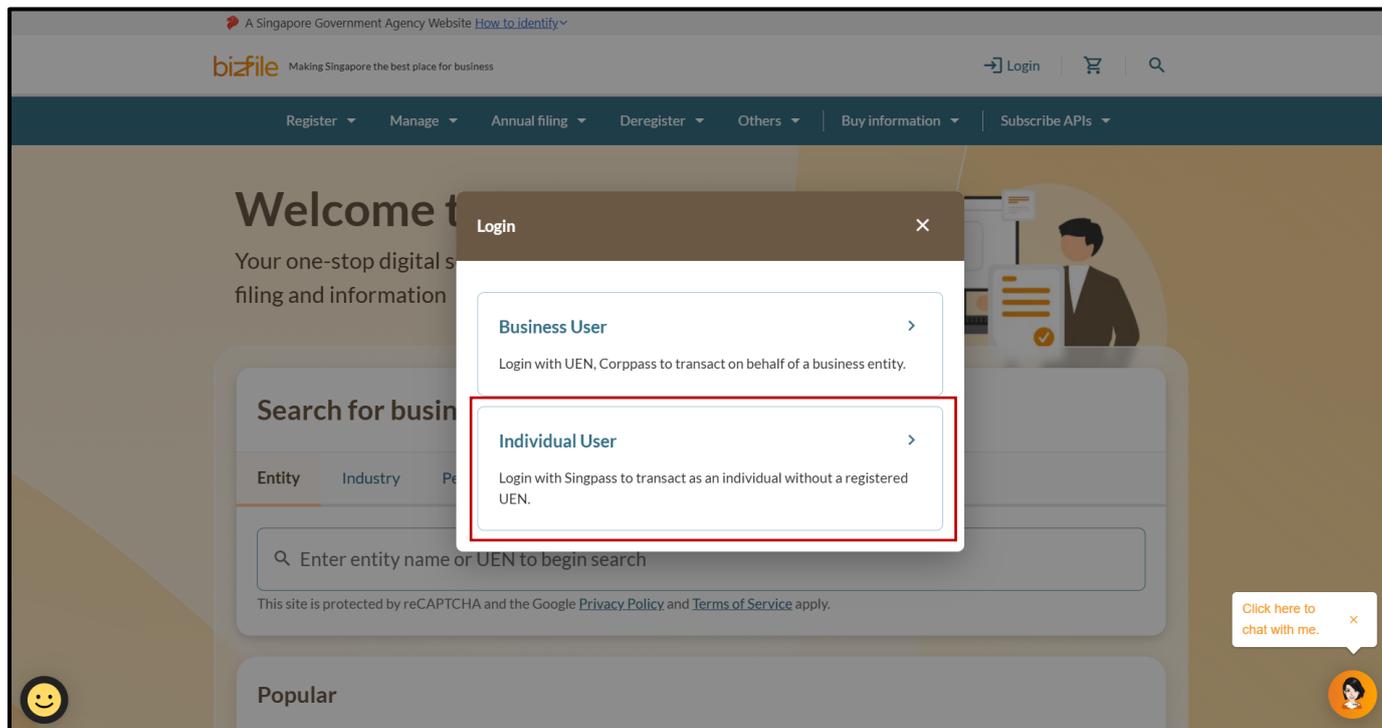


Step-by-step instructions for endorsement for registration of Corporate Service Provider (CSP)

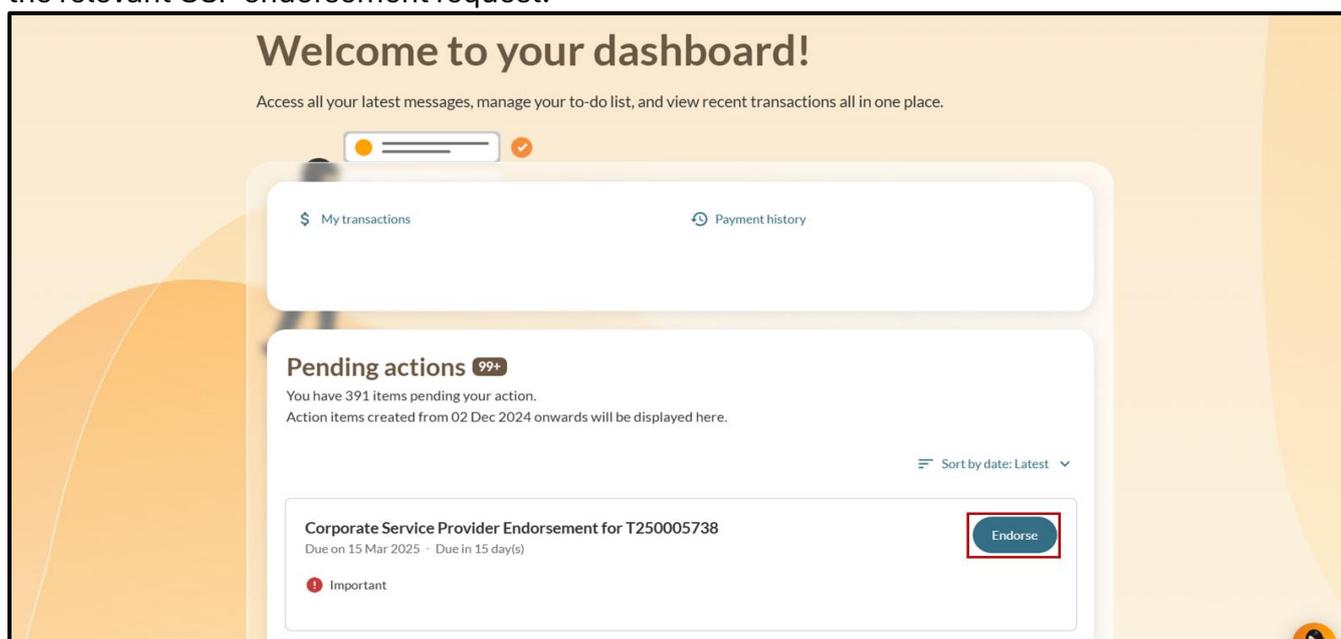
Before a CSP registration application can be approved, it must be endorsed by the appointed Qualified Individual.

To complete the endorsement as a Qualified Individual:

Step 1: Login to Bizfile using Singpass (Individual user) credentials.



Step 2: On your personal dashboard, locate the “Pending actions” card and click “Endorse” next to the relevant CSP endorsement request.



Step 3: Review the information displayed on screen. Click “Accept”, tick the declaration checkbox and select “Submit”.

The screenshot shows a registration form with three main sections: Transaction details, Qualified Individual details, and Response and declarations. The 'Response and declarations' section includes radio buttons for 'Accept' and 'Reject', a checkbox for a declaration, and a 'Submit' button.

Transaction details			
Transaction number	Lodgement date	Entity UEN	Entity name
T250005738	01 Mar 2025	202500099Z	LIVESTRONG
Lodger STEPHEN CURRY			

Qualified Individual details		
Name	Identification number	Endorsement due date
KLAY THOMPSON	S9845186B	15 Mar 2025

Response and declarations

Response

Accept Reject

I, KLAY THOMPSON declare that I consent to act as a Register Qualified Individual of the above Corporate Service Provider

The above information submitted is true and correct to the best of my knowledge. I am aware I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

Step 4: When the confirmation pop-up appears, select “Proceed” to confirm acceptance of the appointment.

The screenshot shows the same registration form as in Step 3, but with a confirmation pop-up dialog box overlaid. The dialog box contains a green checkmark icon, the text 'You are accepting the appointment as a qualified individual', and the question 'Proceed to accept the appointment?'. There are 'Cancel' and 'Proceed' buttons in the dialog box.

Confirmation Pop-up:

I, KLAY THOMPSON declare that I consent to act as a Register Qualified Individual of the above Corporate Service Provider

The above information submitted is true and correct to the best of my knowledge. I am aware I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

Step 5: You should then see a confirmation message indicating that your endorsement has been successfully submitted.

