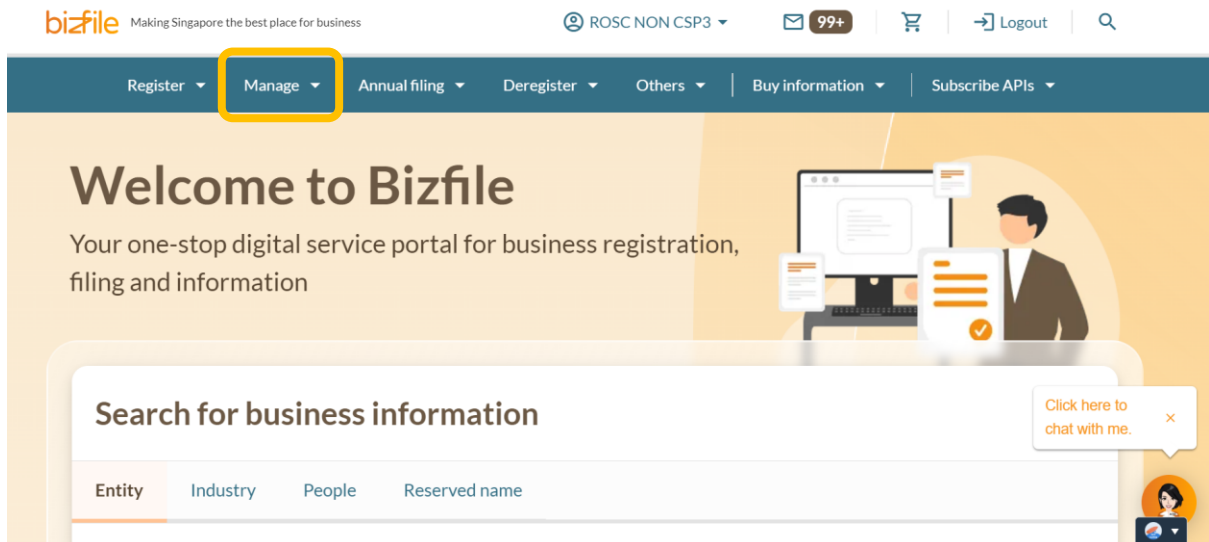


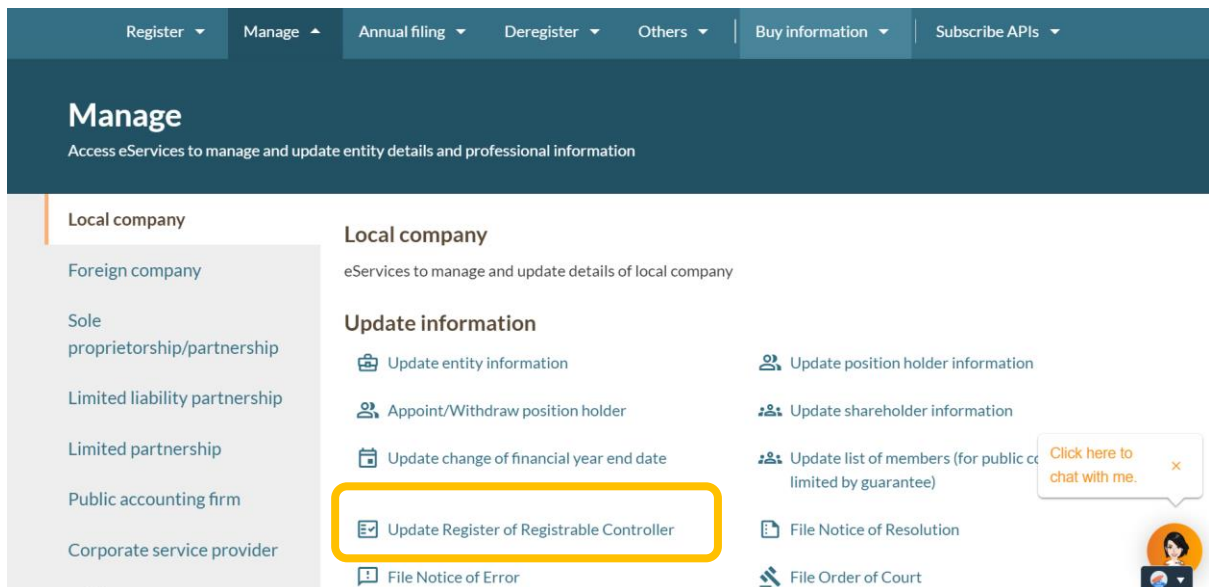
Updated as at 2-Jan-2025

Navigating the new Bizfile: How to file Register of Registrable Controllers (RORC) information on Bizfile

Step 1: Click on 'Manage' under Mega Menu



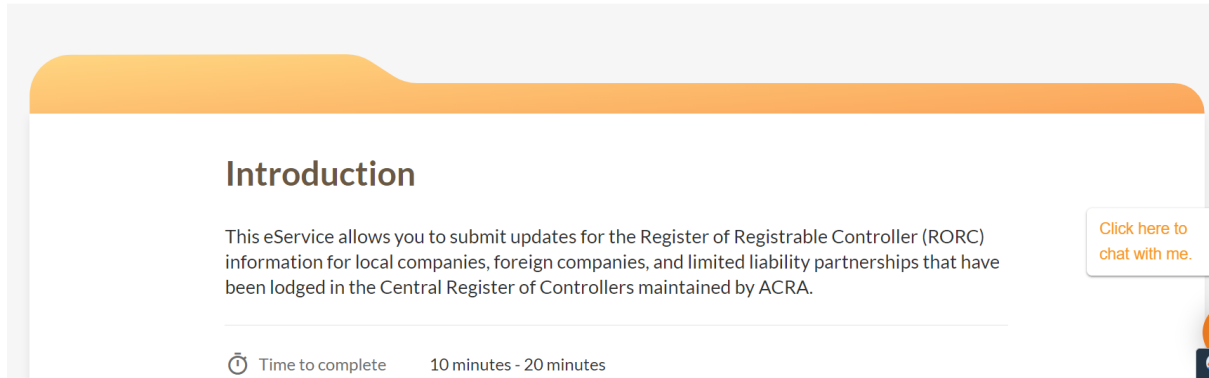
Step 2: Depending on the entity type, click on 'Local company', 'Foreign company' or 'Limited liability partnership' and 'Update Register of Registrable Controller'



Step 3: Prepare the information as indicated on the screen for either individual controller(s) or corporate controller(s)


Update Register of Registrable Controllers

ROSC NON CSP3
20245566S



Introduction

This eService allows you to submit updates for the Register of Registrable Controller (RORC) information for local companies, foreign companies, and limited liability partnerships that have been lodged in the Central Register of Controllers maintained by ACRA.

 Time to complete 10 minutes - 20 minutes

[Click here to chat with me.](#)

Before you start

You will need to prepare the following information:

1 For controllers who are individuals, the prescribed particulars include:

- Full name;
- Aliases, (if any);
- Residential address;
- Nationality;
- Identity card number or passport number;
- Date of birth;
- Email address;
- Contact number;
- Date of becoming a controller; and
- Date of cessation as a controller (if any)

[Click here to chat with me.](#)

2 For controllers that are corporate entities, the prescribed particulars include:

- Name;
- Unique entity number, (if any);
- Address of registered office;
- Legal form of the registrable corporate controller;
- Jurisdiction where the registrable corporate controller is formed;
- Statute which the registrable controller is formed or incorporated;
- Name of corporate entity register of the jurisdiction in which the registrable corporate controller is formed or incorporated, (if any);
- Identification number or registration number issued to the corporate controller when it was formed or incorporated, (if any);
- Date of becoming a controller; and
- Date of cessation as a controller (if any)

Cl
ch

Step 4: Click on ‘Start new transaction’ (or ‘Continue existing draft’ if you had saved a copy previously)

Useful reminders



- All companies, foreign companies and LLPs, unless exempted, are required to lodge the same information in their RORC with ACRA's central RORC within 2 business days after the RORC has been set up.
- Companies, foreign companies and LLPs must lodge any updates to the controllers' information with ACRA within 2 business days after updating the information on their RORC at their end.
- Ensure that the information maintained in your own RORC is accurate and up-to-date before using this eService to lodge the information with ACRA.

[Click here to chat with me](#)

Start new transaction

Continue existing draft →

Step 5:

Scenario 1

Click on 'No' if not exempted* from RORC requirements and 'Yes' if the entity can identify controller(s) and proceed to provide the details under 'Individual Registrable Controllers' or 'Corporate Registrable Controllers'

*Note: Please refer to ACRA's website for the list of exemptions, e.g., listed companies, government agencies, entities wholly owned by the government and Singapore's financial institutions etc.

Update Register of Registrable Controllers

This eService allows you to lodge with ACRA the particulars contained in your Register of Registrable Controllers and to update any changes that have been made on the Register.

Register of Registrable Controllers

Is the entity exempted from Register of Registrable Controllers (RORC) requirements?

Yes

No

The entity has identified controller(s) meeting the definition of a registrable controller as prescribed under the Companies Act 1967 or the Limited Liabilities Partnership Act 2005.

Yes

No

Individual Registrable Controllers

+ Appoint another Registrable Controller

Corporate Registrable Controllers

+ Appoint another Registrable Controller

Scenario 2

Refer to above screenshot and click on 'No' if not exempted from RORC requirements and 'No' if the entity cannot identify controller(s) and proceed to provide the particulars of the individual(s) with executive control

The entity confirms that it is unable to identify any controller meeting the definition of a registrable controller as a prescribed under the companies act 1967 or the Limited Liabilities Partnership Act 2005.

Please note that the entity is required to enter the particulars of the individual(s) with executive control into its RORC and to lodge these particulars with ACRA by completing the section below.

C
ct

Individual Registrable Controllers

+ Appoint another Registrable Controller

Step 6: Input all the fields and click on 'Save'. If the entity has more than one registrable controller, click on '+ Appoint another Registrable Controller'

The screenshot shows a form titled "Registrable Controller #1" with a "This is active" status. The form is divided into several sections:

- Personal Particulars:** Includes fields for "Identification type" (dropdown menu), "Identification no.", "Name", and "Date of birth" (calendar icon).
- Contact Information:** Includes fields for "Email address", "Country code" (dropdown menu), "Add area code", and "Contact number".
- Address type:** Radio buttons for "Local" and "Foreign".
- Controller details:** Includes "Date of becoming a controller" (calendar icon), "Add date of cessation", and "Confirmation by Registrable Controller" (radio buttons for "Yes" and "No").
- Footer:** "Add supporting documents" and "Cancel" / "Delete" / "Save" buttons.

Below the form, there is a dashed box containing the text "+ Appoint another Registrable Controller".

Step 7: Verify the provided details and click on 'Review & confirm'

Singapore
Companies

[← Back](#) [Save draft](#) [Review & confirm →](#)

Review and confirm

Please review the information below before submitting.

Register of Registrable Controllers

Is the entity exempted from Register of Registrable Controllers (RORC) requirements?	The entity has identified controller(s) meeting the definition of a registrable controller as prescribed under the Companies Act 1967 or the Limited Liabilities Partnership Act 2005.
No	Yes

Individual Registrable Controllers

1. Agnes Ng To be added

Personal particulars

Identification type NRIC (Citizen)	Identification number	Name	Nationality Singapore Citizen
Date of birth			

Contact information

Email address	Contact number	Residential address
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Controller Details

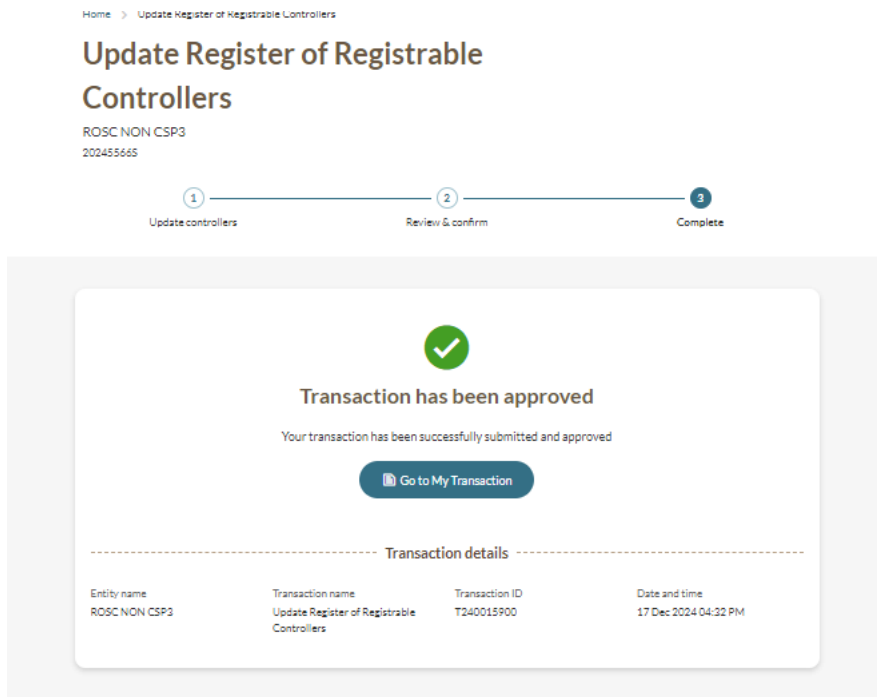
Date of becoming a controller 17 Dec 2024	Date of cessation as a controller	Confirmation by controller
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I, ROSC NON CSP 2, declare the following:

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

[← Back](#) [Submit →](#)

Step 8: You will see the following acknowledgement page if the RORC information has been successfully submitted



Step 9: You can also click on 'Go to My Transaction' to view the summary

