Enhanced BizFile Keeping it customer focused

ACRA-SAICSA SEMINAR: KEY LEGISLATIVE REFORMS TO THE COMPANIES ACT AND BUSINESS REGISTRATION ACT, AND KEY FEATURES OF THE ENHANCED BIZFILE SYSTEM

Accounting and Corporate Regulatory Authority January 2015



Agenda

- Making the Leap to Digital Filing
- The next phase of Digital Filing

Enhanced BizFile

- New Features
- Walkthrough of key common transactions



Making the Leap to digital filing

- Prior to 2003, *manual processes* from registration to extraction of information
- Long waiting time during peak periods counters served about 800 people during office hours (8 am to 5 pm)
- Services were available only during office hours/working days
- Long approval process approval of name & incorporation took 14 days, information updated between 14 to 21 days



Making the Leap to digital filing

2003 - Bizfile system commissioned

- Allows for quick and transparent end-to-end transactions from registration to incorporation
- □ Over 300 e-services available 24/7
- Enables real time corporate information to be made available to the public
- Reduce Business Costs
- Ability for system to monitor statutory disclosure requirements



1 61			CONTACT INFO FEEDBACK SITE MAP
DIZFILE	ACRA's one -stop busines	ss services portal	
Home About Bizfile e-	Services e-Guides		ACRA Home
e-Services quick access	SEARCH @ Learn More Entities (Including PA and	d PAF)	LOGIN ⊡ SingPass @
By Entities	Public Accountants		
Public Accountant Related Services	© e-Services	inter a	1 the
		Search By Name 💌	
Deposit Services	SEARCH	Comparison Table	
Transaction Status Enquiry	BUSINESS FIRM (SP or Partnership) LOCAL C (Public/Pr	OMPANY FOREIGN rivate Ltd) COMPANY	BizFile currently supports Internet Explorer 8.0 and below.
Payment	LIMITED LIABILITY	LIMITED	We will include other browsers
Refund	PARTNERSHIP	PARTNERSHIP	in our latere ermentesnerne.
Referral Authority	What is a Business Firm?	?	ANNOUNCEMENT
	A business is a sole propriet	orship (SP) or a partnership.	
iShop@ACRA Purchase of Information	Register A Business Now		<u>ACRA's Corporate</u> Compliance and
buy now -	e-Services		available now.
Financial Statements	Changes / Updates	AddressBusiness Name	1) <u>BizFile Maintenance</u>
in XBRL Show me >	Renewal > Endorsement >		BizFile will not be available on 9 Dec 2012
	() Help! I made a mistake	e in online transaction!	from 12 midnight to 8am due to system maintenance.

The next phase of Digital Filing

Enhanced BizFile

bizfile



What's New?

Making it more User Friendly:

- Simplified User Interface: streamlined processes including one-step incorporation, merging of online functions
- Customised Dashboard: displaying user-related information in one screen

BizFile transactions go Mobile:

- BizFile transactions made available through mobile apps
 - Business renewal / expiry date enquiry
 - Transaction status enquiries
 - Information services made available
 - Business and company profiles
 - Purchasing of extracts





- 1. My Entity
- 2. Professional Status
- 3. Check Status
- 4. My Profile
- 5. Alert Center
- 6. Deposit Service Account

- 7. Payment Cart
- 8. Saved Transactions
- 9. Messages
- 10. Information requested by ACRA



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My Dashboard - My Entity



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(Business/LP)	1708	QI	REGISTERED	5/12/2014	Pavment Cart 🛛 😒

My Dashboard - My Entity







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My Dashboard - Professional Status



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My Dashboard - Check Status



QUICKACCESS

Start Typing eService Name

- > Transaction Status
- > Striking Off Status
- > FA/QI Enquiry
- > PA/PAE Enquiry
- > Refund Application
- > Payment Cart
- > Directory Search
- Offence/Summons Enquiry
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- (Business/LP)
- > Refund Enquiry

Setup Your Quick Link

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RECOMMENDED LINKS

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My Dashboard - My Profile



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My Dashboard - Alert Center



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- 7. Payment Cart
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My Dashboard - Deposit Service Account



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		Entity Public Accountant / Liquidator
🔒 Explore eServices 🛩	Buy Information 🐱 About Bizfile 👻 Sear	rch and Buy Information
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My Dashboard - Payment Cart



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(Business/LP)	1708 QI REGISTERED	5/12/2014	- ayment cure
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My Dashboard - Payment Cart



Allow payment for Payment Cart multiple transactions Remove Check Out iShop Entity Name/Person Amount **UEN/ID No** Product ~ Name (\$GD) 16.50 ✓ 53228587E AI INTERNATIONAL SERVICES Business Profile with Certificate of Production (BIZ) Date Added 01/10/2014 5.15 ✓ 53228587E Business Profile (Business) FAI INTERNATIONAL SERVICE: Date Added 01/10/2014 BizFile ~ **UEN/ID No** Entity Name Transaction Description Amount (SGD) 16.50 Change of Company Details 1 53228587E FAI INTERNATIONAL SERVICES Filing Fee SGD 75.00 Late Lodgement SGD 0.00 Waiver Amount SGD 0.00 Composition Amount SGD 75.00 Date Added 01/10/2014 5.15 ~ Business Profile (Business) 53228587E FAI INTERNATIONAL SERVICE Date Added 01/10/2014 Payable Amount SGD 22.00 GST SGD 1.44



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My Dashboard - Saved Transactions

CHECK Status ****



 Buy Information
 Download ACRA Mobile App
 Previously saved transactions are found here

LINKS

RECOMMENDED

Saved Transactions See all 13		
Transactions UEN	Transaction Number	Date
Application for New Company	C140010177	13/10/2014
Application for a New Business	B140552824	10/10/2014
Change in Officer Particulars T11LP00	035G LP14000716	10/10/2014
Application for a New Business	B140552807	10/10/2014
Application for a New Business	B140552789	10/10/2014
Showing 1 of 3 Pages 《 Back	1 2 3 Next	»

Messages See all	a 🖄
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		Ē		
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Endorsement Required				
Application for approval of New Public Accounting	é			
Your application has been approved LP Na		Ē		13/10/2014
Showing 1 of 32 Pages	45	Nex	t	»

Information requested by ACRA

Transaction No	Comment	From	Date	Reply
No data to display.				



- 1. My Entity
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My Dashboard - Messages







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My Dashboard ACRA - Information requested by ACRA

RECOMMENDED

LINKS

> Buy Information

> Download ACRA Mobile App

Saved Transactions See all	13		
Transactions	UEN	Transaction Number	Date
Application for New Company		C140010177	13/10/2014
Application for a New Business .	•	B140552824	10/10/2014
Change in Officer Particulars	T11LP0035G	LP14000716	10/10/2014
Application for a New Business .		B140552807	10/10/2014
Application for a New Business .		B140552789	10/10/2014
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Messages See all



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No data to display.

New Feature - Simplified User Interface



- Improved Screen layout
- Streamlined transaction
- Preview your transaction
- Payment Cart for multiple transactions

New Feature - Simplified User Interface



- □Improved Screen layout
- Streamlined transaction
- Preview your transaction
- Payment Cart for multiple transactions

Simplified User Interface - Improved screen layout





New Feature - Simplified User Interface



- Improved Screen layout
- Streamlined transaction
- Preview your transaction
- Payment Cart for multiple transactions

Simplified User Interface - Streamlined transaction




New Feature - Simplified User Interface



- Improved Screen layout
- Streamlined transaction
- □ Preview your transaction
- Payment Cart for multiple transactions

Simplified User Interface - Preview Page



Change of Company Details

Exit to Dashboard	Exit to eService List	Exit Preview Print
Entity Information		
UEN 201000045H Entity Name TACARE SERVICES (ASIA) PTE. LTD.		
Change in Activity		
Current Primary Activity 62023 COMPUTER FACILITIES New Primary Activity	MANAGEMENT ACTIVITIES	

COMPUTER PROGRAMMING, CONSULTANCY AND RELATED ACTIVITIES

Current Primary User-Described Activity

New Primary User-Described Activity

Effective date of change

Declaration Section

I, LEE HUNG, S2013705A, declare 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 form.

Print

ACCOUNTING AND CORPORA

REGULATORY AUTHORITY

New Feature - Simplified User Interface



- Improved Screen layout
- Streamlined transaction
- Preview your transaction
- Payment Cart for multiple transactions



Guidance and Help Feature

Glossary

Checklist

- Interactive guide on filing and product purchase
- Guided Assistant Tool for choosing entity type

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Guidance and Help Feature

- Glossary
- Checklist
- Interactive guide on filing and product purchase
- Guided Assistant Tool for choosing entity type

Guidance & Help Feature - Checklist



REGULATORY AUTHORITY



Guidance and Help Feature

- Glossary
- Checklist
- Interactive guide on filing and product purchase
- Guided Assistant Tool for choosing entity type



Guidance and Help Feature

- Glossary
- Checklist
- Interactive guide on filing and product purchase
- Guided Assistant Tool for choosing entity type

Guidance & Help Feature - Guided Assistant





New feature – New Mobile Services

- Existing services :
 - > Business Directory Search
 - > AGM Calculator
 - > Ask ACRA



ACRA On The Go

- Additional services
 - Simple transactional services e.g. business renewal, selected i-Shop purchases
 - Status enquiry
- Available on mobile phones and tablets (android and iOS)







Main Menu



Directory Search



Results **Directory Search**

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☷	Directory Search
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UEN:	T11Q1234X
Entity Name:	ABC Pte Ltd
UEN:	T11Q1234X
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S/No:	2222222
UEN: Entity Name	T11Q1234X ABC Pte I td
Indentidication No:	S12345A
Name:	Jason
Offence Type: Summons No:	24a 111111
Warrant of Arrest:	Y
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Email Address:	
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Street Name*:	
Level:	
Unit:	
Buiding/Estate Name	
Foreign Address	
Foreign Contact No.	
○ Opt-In for ACRA Em	ail Updates
Country of Residence	Singapore <
	Confirm

Walkthrough of Key Common Transactions

Enhanced BizFile



Application for New Company Name

bızfile					HELP	GLOSSARY	BUSINESS TOOLS
bızfile		Click on Local Company Inder Explore eServices		ACRA Entity	Home Ne	Singapo Integrity • ws &Events Cou ublic Accountant /	re Government Service • Excellence ntact Us FeedBack
Explore eServices 🔺	Buy Inform	 About Bizfile 		Search and I	Buy Informat	ion	Q
 AN Business Limited Partnership Limited Liability (%) Local Company > My Er Foreign Company Messi Public Accounting F Public Accountant Chec Approved Liquidato Corporate Service F Group of Companie Mana Others 	Firm For Providers S	Local Company A company is a business entity perpetual succession and can so distinguished by the company of limited by shares and public co Learn More about Local Co	incorporated in Sir sue or be sued in its type e.g. private co ompany limited by g ompany	ngapore. A com s own name. Co ompany, exemp guarantee	pany has riş mpanies ha t private co	ghts to own prop ve different setu mpany, public co eServ	erties, has ips and are ompany
QUICKACCESS Start Typing eService Name	201000732E	CLIMATROL AIR 10/01/2010					
 Transaction Status Striking Off Status 	201006199H	DISMAN 112 P1 24/03/2010	(<u>e</u>)	LUCAL COMPAN			

3 4 5 Next

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Transaction Status					
Striking Off Status					
FA/QI Enquiry	Showing 1 of 25 Pages	«	Back	1	2
PA/PAE Enquiry					

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bızfıle	HELP	GLOSSARY	BUSINESS TOOLS
bizfile	ACRA Home M	Singapor Integrity • S News &Events Con Public Accountant /	Te Government Service • Excellence tact Us FeedBack Liquidator
Image: Constraint of the second s	h and Buy Inform	nation	Q
ANNOUNCEMENT :		Read A	Nore > 😣
Select Entity Type >> Local Company			

To set up a company and start doing business in Singapore, a company must first be incorporated. To do so, one must submit an application online via BizFile upon the approval of its name. The application for all types of business is similar and the *person incorporating the local company may choose one of the following ways: Log into BizFile using his/her identification number and SingPass to submit an online transaction (For self-incorporation, the proposed directors, secretary and subscribers must all be Singapore NRIC holders). This can be done from home, office or at one of ACRA's BizFile Kiosks at our premises. Please refer to the step-by-step guide.

By Business Cycle By Alphabet			
STARTING			
Transactions	Click on	Fee	CheckList
WITHDRAWAL OF NAME APPLICATION	Application	S\$ 0	\$
NOTICE OF COMPLIANCE BY COMPANY THAT HAS/HAS NOT ISSUED PROSPECTUS	for New	S\$	\$
EXTENSION OF NAME RESERVATION PERIOD	Company	S\$ 0	\$
INCORPORATE A PRIVATE COMPANY/PUBLIC COMPANY/CLG	Name	S\$	\$
REGISTRATION OF AMALGAMATION	0 days	S\$	\$
APPLICATION FOR NEW COMPANY NAME	0 days	S\$ 15	\$
CHANGES			
Transactions	Days	Fee	CheckList



Application for New Company Name

Exit to Dashboard	Exit to eService List		Save Transaction	Prev	iew	Sub	mit
Company Information			0	TIME TO AUTOSAVE	2 mins	35	Sec
Company Type* PRIVATE COMPANY LIMITED BY SHA Company has obtained approval "Berhad" to its name Proposed Entity Name* WONDERFUL THINGS IN THE WORL Suffix* PTE. LTD. • Primary Activity* 46523 Search Primary Activity Primary User-Described Activity D REPAIR OF ELECTRONIC PRODUCTS Secondary Activity Secondary Activity	ARES from the Registrar to register as a company w D WHOLESALE OF PAGERS, HANDPHONES AND OT escription WHOLESALE OF ELECTRONIC COMPONENTS Description	ithout the addition of the word Availa THER TELECOMMUNICATIONS APP	"Limited" or	Fill Comp Appr Autho Office	Form pany Inform oval from R orities er Details	ation	
Approval from Referral A	uthorities		0				
In-Principle Approval Obtained fro	m Other Authorities? \bigcirc Yes \circledast No						



Others

Category*		
Individual		
Identification Type*	Identification No*	
NRIC (Citizen)	S2011389H	
Name (As per NRIC/Identification Do	cument)* Nationality*	
MARY TAN	SINGAPOREAN	•
Date of Birth*		
11/11/1970	1000 1111	
Local Fixed line No	Local Mobile No	Email Address*
	90098008	ESD.UAT@GMAIL.COM
Local Address Foreign Address Postal Code* 079903	5	
Block/House No 10 Street Name		





Officer Details				0
Name	Identification No./UEN	Position Held		
MARY TAN	S2011389H	Director Shareholder	Edi	t 🗙
JOHN TAN	S2014166B	Director	Edi	t 🗙
Add Officer				
< Exit to Dashboard	Exit to eservice Li	st		Save Tra

Preview Page



Application for New Company Name

Exit to Dashboard Exit to eService List	Exit Preview Confirm Print
Company Information	•
PRIVATE COMPANY LIMITED BY SHARES	Company has obtained approval from the Registrar to register as a company without the addition of the word "Limited" or "Berhad" to its name
Proposed Entity Name	Suffix
WONDERFOL THINGS IN THE WORLD	PIE. LID.
Primary Activity	Primary User-Described Activity Description
46523 WHOLESALE OF PAGERS, HANDPHONES AND OTHER TELECOMMUNICATIONS APPARATUS	REPAIR OF ELECTRONIC PRODUCTS
Secondary Activity 46522 WHOLESALE OF ELECTRONIC COMPONENTS	Secondary User-Described Activity Description
Approval from Referral Authorities	
In-Principle Approval Obtained from Other Authorities? No	
Officer Details [1/2]	0
Position Held	Category
Director	INDIVIDUAL
Name (As per NRIC/Identification Document)	Identification Type
JOHN TAN	NRIC (Citizen)
Identification No	Nationality





Paid Amount SGD 55.0



Е

RECEIPT

Receipt No. : ACR20141014733328 EP Reference No. : 20141014110341836 Paid By : S20141668 Paid Via : Internet Banking through Enets GST Registration No. M9-0008879-T Date 14 OCT 2014 11:10:46

	S/No.	Transaction No. Entity Name/UEN	Description	Amount	(SGD)
	1	C145003502	Registration for Alternate Address		40.00
l					
5			Application for New Company Name		15.00
l					
Ì					
	GST(SGI))		TOTAL(SGD)	55.0
	This is a c	computer-generated receipt. No signature is required.			
F	lt is impo	rtant to print a copy of the receipt for future reference.			

Print





Exit to Dashboard	Exit to eService List Proceed
Just Before you start:	Checklist Here is a checklist to help you Incorporate a Private Company/Public Company/CLG Approved Name Application transaction number Details of proposed director and company officers - include address, ID number, ID type, Nationality and contact information Shares and shares allotment details (if applicable) Registered office address If any director/shareholder appointed is a Print Checklist Transaction No C145003502
Exit to Dashboard	Exit to eService List Proceed



	d (Exit to eServi	ice List			Save Transaction	Preview	Submit
mpany Detail	ls Share Capital Details	Shareholder Details	Registered Offic	e and Constitu	tion	TIME TO AUTOSAME 0 mins 19 Se	ec
Currency	Currency Description		Number of Shares		Delete	 Company Deta Company 	ils Iy
,		Ordinary	Preference	Others		Informa	tion
SGD	SINGAPORE, DOLLARS					Compan	
Share Cap	Dital Information				•	Approva Share Capital Share C	al Details apital
Shares Payab	ole*					Informa Shareholder D	tion etails
● In Cash ●	Otherwise in Cash U Both					 List of Shareho 	1.1()-
Advancent							older(In
Class Of Share	Ordinary	Preference	Others			 Group S Allotme 	ider(in ihare nt
Class Of Share Number of	Ordinary	Preference	Others			 Group S Allotme Registered Off Constitution 	inder(in ihare nt ïce and
Class Of Share Number of Shares Amount	Ordinary	Preference	Others	;		 Group S Allotme Registered Off Constitution Register and Cor 	inder(in ihare nt ice and red Offi istitutio
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Class Of Share Number of Shares Amount of Issued Share Capital Amount of Paid	Ordinary	Preference	Others			 Group S Allotme Registered Off Constitution Register and Cor Register Address Working Constitution 	hare nt ice and red Offi astitutio g Hours ution



Are there Sub-Classes of the Shares for this Allotment?* Yes ONO Sub-Class of Preference Delete sub-class Ordinary Others Share No data to display. Add Sub-Class Sub-Class of Share v Ordinary Preference Others Cancel Add Share Capital Cancel



Are there Sub-Clas	sses of the Shares for this Allo	tment?*		
Sub-Class of Share	Ordinary	Preference	Others	Delete
No data to display.				
Add Sub-Class				
Sub-Class of Share	A T			
Ordinary	500			
Preference	0			
Others	0			
Add Sub-Class	Cancel			
Add Share Capita	Cancel			



	Ordinary	Preference	Others	
Number of Shares	1000	0		0
Amount of Issued Share Capital	1000	0		0
Amount of Paid Up Share Capital	1000	0		0
re there Sub-Clas Yes O No	ses of the Shares for this Allotment	t?*		
Share	Ordinary	Preference	Others Del	ete si
				_





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Shareholder Details

TIME TO 1 mins 38 Sec

6

- Company Details
 - Company
 Information
 - Company Activity
 - Officers Details
 - In Principal Approval
- Share Capital Details
 - Share Capital Information
- Shareholder Details
 - List of Shareholder(Individ
 - Group Share Allotment
- Registered Office and Constitution
 - Registered Office and Constitution
 - Registered Office Address
 - Working Hours
 - Constitution
 - Declaration

List of Shareholders(Individual/Corporate)

Identification No. /IJEN	Namo	Currency	N	umber of Shares	5	Delete
Identification No./ OEN	Mullie	currency	Ordinary	Preference	Others	Delete
S2013818A	RUPIKA TEST	SGD, SINGAPORE, DOLLARS				8

Shareholding Details RUPIKA TEST (S2013818A)

Select Currency

Allotment Details

Class Of Share	Ordinary	Preference	Others
Number of Shares			
Amount of Paid Up Share Capital			
Shares held in trust			
Name of the trust			

○ Yes ○ No

Edit Shareholding
Group: A

Select Currency*

SINGAPORE, DOLLARS

oup Share Allotment	RE. DOLLARS, SGD-			Address Working
Class Of Share	Ordinary	Preference	Others	Constituti Declaratic
Number of Shares				
Amount of Paid Up Share Capital				
Shares held in trust				
Name of the trust				
List of Shareholders Identification No	Name		Delete	
No data to display.				
Existing Sharehol Add Group Sharehol	lder ding Cancel			

•

 Registered Office and Constitution

> Registered Office and Constitution



Submit

Amount of Paid Up Share Capital	10	00	0		0	
Shares held in trust						
Name of the trust						
Yes No Sub-Class of s Sub-Class Sub-Class Sub-Class	hare for the selected cur ass of Share Ordina -Class A	rrency ry Preferen	nce Others		0	
Edit Sharehol	ding		Click on "Ed Shareholdin	it g″		
oup share A	llothent		to update th details			
Group Name	Currency	Ordinary	Preterence	Others	Delete	
New Group						
to Dashboard	< Exit to eSe	rvice List			Save Transaction	Preview

Incorporate a Private Company/Public Company/CLG

ixit to Dashboard	Exit to eS	ervice List				Save Transaction	Preview Submit
Company Details Share	e Capital Details	s Shareholder Details	Registe	red Office and	Constitutio	n	AUTOSAVE 1 mins 4 Sec
List of Shareholder	rs(Individua	ll/Corporate)				0	 Company Details Company Information Company Activity
			N	umber of Share	es		 Officers Details
Identification No./UEN	Name	Currency	Ordinary	Preference	Others	Delete	In Principal
S2013818A	RUPIKA TEST	SGD, SINGAPORE, DOLLARS	1000				 Share Capital Details
							 Share Capital Information
Group Share Allotn	nent					0	Shareholder Details
		N	under of Che				List of Shareholder(Individe)
Group Name	Currency	Ordinary P	umber of Sha Preference	Others	5	Delete	 Group Share Allotment
New Group							 Registered Office and Constitution
							 Registered Office and Constitution
							 Registered Office Address
							Working Hours
							Constitution
							Declaration
xit to Dashboard	Exit to eS	ervice List				Save Transaction	Preview Submit

Incorporate a Private Company/Public Company/CLG







Declaration

Declaration

Declaration by Professional Body/Service Bureau

I,S2013706A,declare that

- All the requirements of the Companies Act relating to the formation of the proposed company have been complied with;
- I have verified the identities of the subscriber(s)/member(s) to the constitution and the person(s) named in the constitution as officer(s) of the proposed company;
- c. Each director has given his consent to act as director and is not disqualified to act as a director under the Companies Act;
- d. The secretary, if any, has given his consent to act as a secretary and if required by law, is a qualified person under the Companies Act.

Incorporate a Private Company/Public Company/CLG

Exit to Dashboard	Exit to eService List	Exit Preview Print Print Co	onstitution Confirm
Company Informati	on		
Proposed Name VIRGINA MOBILE PTE, LTD		Company Type PRIVATE COMPANY LIMITED BY SHARES	
Primary Activity MOBILE CELLULAR, RADIO Primary User - Described TELCO	PAGING AND OTHER WIRELESS TELECOMMUN Activity Description	ICATIONS ACTIVITIES (61012)	
Secondary Activity			
Secondary User - Describe	ed Activity Description		
Officer Details [1/2]		
Position Held		Type	
Shareholder		Individual Identification No. / UEN	
RUPIKA TEST		S2013818A	
Date of Birth		Identification Type	
24/01/1989		NRIC(Citizen)	
Occuputaion			
Contact Information			
Local Fixed Line		Local Mobile	
6564534567		+81283660	
Email rupikasbarma15@gmail.co	om	Address Local Address	
- opinusiai nu i segnali.c		123 ANG MO KIO AVENUE 6, #01-30	
		Singapore 560123	

Incorporate a Private Company/Public Company/CLG





Acknowledgement

View Receipt Print

Message Section

Entity successfully incorporated

View Receipt Print



RECEIPT

Receipt No. : ACR20141014733349 EP Reference No. : 20141014115152894 Paid By : S20141668 Paid Via : Internet Banking through Enets GST Registration No. M9-0008879-T Date 14 OCT 2014 11:10:58

S/No.	Transaction N	o. Entity Name/UEN	Description	Amount (SGD)
1	C145003523	VIRGINA MOBILE PTE. LTD.	Incorporation of a Private Company	300.00
		201400077D		
GST(SC	GD)			TOTAL(SGD) 300.0
This is a It is imp	computer-genera ortant to print a c	ted receipt. No signature is required	nce.	
Print				

Transition Screens for Professional Number Holders / Group Secretaries

Screen shots on Application to Register as Qualified Individual / Filing Agent

TRANSITION EXERCISE: APPLICATION FORM FOR PROFESSIONAL NUMBER HOLDERS



<Prescribed Person(s): Name (ID) , Name (ID)>

I have been duly authorised by my professional number holder to provide the following information and to submit this online application form on its behalf for it to be registered as a filing agent.

I declare that the information provided in this application is true and correct. I am aware that I may be subject to prosecution and criminal sanctions if I am found to have made any false statement which I know to be false or which I do not believe to be true, or if I have intentionally suppressed any material fact, under section 30B of the ACRA (Amendment) Act.

- The professional number holder agrees to be registered as a filing agent under section 28F of the ACRA (Amendment) Act, with effect from the commencement date of the Act until (31 December 2015). The professional number holder has obtained the written consent of its registered prescribed person(s) to notify ACRA that they agree to be registered as gualified individual(s) under section 28G of the ACRA (Amendment) Act, with effect from the commencement date of the Act until (31 December 2015). The professional number holder acknowledges that it is required to comply with the legal requirements and terms and conditions in the Act and the supporting subsidiary legislation, with effect from the commencement date of this legislation, and that it may be subject to sanctions imposed by the Chief Executive of ACRA for any breach of this legislation.
- The professional number holder does not want to make the transition to be registered as a filing agent under section 28F of the ACRA (Amendment) Act. In making this decision, the professional number holder acknowledges that from the commencement date of the Act its current registration as a professional number holder will cease and it will not be allowed to file transactions using ACRA's electronic transaction system for its clients.

APPLICATION FORM FOR HOLDING COMPANIES TO BE ISSUED WITH NEW FILING NUMBERS



Ы	zfile	ACRA's of	ne -stop busines:	s services portal	CONTACT INFO	FEEDBACK	SITE MAP
Home	About Bizfile	e-Services	e-Guides			ACR/	\ Home
Welcome, Je	ffrey Tan Logout		8		Terms and (Conditions FA	Qs Help
<profession< td=""><td>nal Number></td><td></td><td></td><td></td><td></td><td></td><td></td></profession<>	nal Number>						

<Entity Name>

<UEN>

<Group Secretaries / Prescribed Person(s): Name (ID) , Name (ID)>

I have been duly authorised by my company to provide the following information and to submit this online application form on its behalf.

I declare that the information provided in this application is true and correct. I am aware that I may be subject to prosecution and criminal sanctions if I am found to have made any false statement which I know to be false or which I do not believe to be true, or if I have intentionally suppressed any material fact, under section 30B of the ACRA (Amendment) Act.

- The company would like to be issued with a new filing number by ACRA to file transactions using ACRA's electronic transaction system for its group of companies, with effect from the commencement date of the ACRA (Amendment) Act. The company accepts the terms and conditions for the use of the new filing number, as set out at ACRA's website at (link), and accepts that these may be amended by ACRA from time to time. The company would like the group secretary/ group secretaries of the company shown on this online application form to be authorised to file transactions using ACRA's electronic transactions system for its group of companies.
- The company does not want to be issued with a new filing number by ACRA to file transactions using ACRA's electronic transaction system for its group of companies, with effect from the commencement date of the ACRA (Amendment) Act. In making this decision, the company acknowledges that from the commencement date of the Act, its current registration as a professional number holder will cease and it will not be allowed to file transactions using ACRA's electronic transaction system for its group of companies.

ACKNOWLEDGE PAGE FOR BOTH PROFESSIONAL NUMBER HOLDERS / HOLDING COMPANIES



Ы	zfile	ACRA's or	ne -stop bus	CONTACT INFO FEEDBACK SITE MAP
Home	About Bizfile	e-Services	e-Guides	ACRA Home
Welcome, Je	ffrey Tan Logout			Terms and Conditions FAQs Help

Thank you for your response.

You have successfully submitted the online application form for UEN: <XXXXXX> Entity Name: <AAAAAAA>

Please email us at Contact_CERD@acra.gov.sg if you have any queries.

Application to Register as Qualified Individual

Exit to Dashboard

< Exit to eService listings

Checklist

Please go through this checklist carefully before proceeding with this application form to be registered as a Qualified Individual (QI).

- 1. In order to apply to be registered as a QI, you must be:
 - (a) an advocate and solicitor;
 - (b) a public accountant registered under the Accountants Act (Cap. 2);
 - (c) a member of the Institute of Singapore Chartered Accountants;
 - (d) a member of the Association of International Accountants (Singapore Branch);
 - (e) a member of the Institute of Company Accountants, Singapore; a member of the Singapore Association of the Institute of Chartered Secretaries and Administrators; or
 - (g) a corporate secretarial agent, that is, any individual who is carrying on the business of providing corporate secretarial services for one or more companies and who has been a company secretary for at least 3 out of the preceding 5 years.
- 2. A non-refundable fee of \$100 is payable for this online application. The registration of a QI will be valid for a period of 1 year.
- 3. In your application, you will need to declare that you are a fit and proper person. Making a false declaration is an offence under Section 30B of the ACRA (Amendment) Act and a person making a false declaration may be subject to prosecution and criminal sanctions under that provision.
- 4. In considering your application, the Chief Executive of ACRA may also consider:(a) your previous conduct and compliance history as a registered qualified individual or a registered filing agent (if applicable) had been satisfactory; and (b) whether you had committed any misconduct, act or omission, including breach of fiduciary duty or serious negligence, that adversely reflect on your commercial integrity.
- 5. The Chief Executive of ACRA shall refuse to register you as a QI if you were previously a registered QI whose registration has been cancelled and less than 2 years has elapsed since the date on which the registration was cancelled.

rint Checklist

Exit to Dashboard

Exit to eService listings

Next

Next

Application to Register as Qualified Individual

<pre> Exit to Dashboard </pre>	Exit to eService listings	Save	Preview Submit
Personal Particulars	<	TIME TO AUTOSAVE	2 mins 5 Sec
Identification Type* Name*	Identification No* Date of Birth*	● ●→ ●→	Qualified Individual Personal Particulars Qualifications Declaration
Nationality*	Gender*		
Contact Details Local Fixed line No Email Address Address Type* O Local O Foreign	Local Mobile No Preferred Mode of Communication Email Post		
Qualifications	•		
Category*			
 Please select from the following (you in a select from the following (you in a lam a national selector); I am a public accountant registered I am a member of the Institute of Si I am a member of the Association of a lam a member of the Institute of C I am a member of the Singapore As I am a corporate secretarial agent, for corporate secretarial services for one out of the preceding 5 years. [This is for future use. Please do not a secretarial services for one out of the preceding 5 years. 	nay select more than 1 box as applicable): under the Accountants Act (Cap. 2); ngapore Chartered Accountants; f International Accountants (Singapore Branch); ompany Accountants, Singapore; sociation of the Institute of Chartered Secretaries and Administrators; or that is, any individual who is carrying on the business of providing or more companies and who has been a company secretary for at least 3 select this option] select this option]		
Supporting Documents Choose File No file chosen Other Supporting Document Choose File No file chosen		J	87

Declaration (You have to select both A and B)

□ (A) I (Name and identification number) declare that:

I am not an undischarged bankrupt in Singapore or elsewhere and I have not been convicted in Singapore or elsewhere of any offence involving fraud or dishonesty punishable with imprisonment for 3 months or more.
 [This button is for official use. Please do not select this option]

 \Box (B) I also declare that the information I have provided in this application is true and correct and I am aware that I may be subject to prosecution and criminal sanctions under section 30B of the ACRA (Amendment) Act if I am found to have made any false statement which I know to be false or which I do not believe to be true, or if I have intentionally suppressed any material fact.

Exit to Dashboard

Exit to eService listings'

Save Transaction Preview

Submit

Application to Register as Filing Agent

Exit to Dashboard

Exit to eService listings

Next

Checklist

Please go through this checklist carefully before proceeding with this application form be registered as a Filing Agent (FA).

- In order to be a FA, an applicant must be:

 (a) a sole proprietor or a partnership registered with ACRA;
 (b) a company incorporated with ACRA;
 (c) a limited liability partnership registered with ACRA; or
 (d) a limited partnership registered with ACRA.
- 2. A non-refundable fee of \$200 is payable for this online application. The registration of a FA will be valid for a period of 1 year.
- 3. (a) In this application, the applicant will need to name at least one registered Qualified Individual (QI) who he will be engaging, employing or appointing. If the applicant does not name any registered QI, the application cannot be considered. After the applicant has named the registered QI(s), ACRA will send an email notification to the registered QI(s) to endorse his/ their appointment. The endorsement has to be received by ACRA before we can take further steps to process the application.

(b) If the applicant is a sole proprietor, partnership, limited liability partnership or limited partnership, he may name himself or any of his partners as registered QIs.

4. (a) If the applicant is a sole proprietor, he will have to declare in the application that he is a fit and proper person.

(b) If the applicant is a company, partnership, limited liability partnership or limited partnership, the applicant will have to declare that any director, partner or person directly or indirectly taking part in or concerned in the management of the applicant is a fit and proper person. Before making this declaration, the applicant should obtain the written consent from these individuals to provide this declaration on their behalf. ACRA may request for this written consent.

5. In considering the application, the Chief Executive of ACRA may also consider:

(a) whether the previous conduct and compliance history of a sole-proprietor, partner, director, or person taking part in or concerned in the management of the applicant as a registered QI or in relation to a registered FA (as applicable) had been satisfactory; and

(b) whether these individuals had committed any misconduct, acts or omission, including breach of fiduciary duty or serious negligence, that adversely reflect on the applicant's commercial integrity.

Note: The Chief Executive of ACRA shall refuse to register an applicant as a FA if his previous registration as a FA has been cancelled because of a breach of a term or condition and less than 2 years has elapsed since the date on which the registration was cancelled.

Exit to Dashboard

Application to Register as Filing Agent

Exit to Dashboard	Exit to eService listings'	Save Transaction	Preview Submit
Application to Register as Filin	g Agent		2 mins 30 Sec
UEN XXXXXXXXXX Registered Office Address XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		. • • • • • • • • • • • • • • • • • • •	Fill Form Register as Filling Agent Appointment of Registered QI Declaration
Nature of Business Please select Person applying on behalf of Fil	Filing Rights Maintain by Client List Able to file for ALL clients ling Agent		
Identification No XXXXXXXXXX Name XXXXXXXXXX Local Fixed Line Number XXXXXXXXXX	Identification Type XXXXXXXXX Local Mobile No XXXXXXXXXX Email Address Dennis_ng@acra.gov.sg		
Appointment of Registered Qu	alified Individual	0	
Identification No.*	Retrieve		
Add Client List		0	
Client UEN/Registration No.	Retrieve	•	

Declaration (You have to select both A and B)

□ (A) I, TESTUSER709A, Director of BECKER ENGINEERING PTE. LTD., 201000495K have been duly authorised by BECKER ENGINEERING PTE. LTD., 201000495K to make and submit this application for BECKER ENGINEERING PTE. LTD., 201000495K to be registered as a Filing Agent under section 28F of the ACRA (Amendment) Act, and I declare that:

• The applicant (if sole-proprietor), partner (if partnership), director(s) (if company) and persons directly or indirectly taking part in or concerned in his management is/ are not undischarged bankrupt(s) in Singapore or elsewhere, and has/have not been convicted in Singapore or elsewhere of any offence involving fraud or dishonesty punishable with imprisonment for 3 months or more.

 \circ [This button is for official use. Please do not select this option]

□ (B) I also declare that the information I have provided in this application is true and correct and I am aware that I may be subject to prosecution and criminal sanctions if I am found to have made any false statement which I know to be false or which I do not believe to be true, or if I have intentionally suppressed any material fact, under section 30B of the ACRA (Amendment) Act.

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Save Transaction Preview

Submit



More details on the Legislative Amendments and Enhanced BizFile will be uploaded by end Jan at

www.acra.gov.sg

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ACCOUNTING AND CORPORATE REGULATORY AUTHORITY	tep 1: Click N	lews & E	vents Q Search.	Singapore Government Integrity · Service · Excellence GO
HOME How-To GUIDES	Online SERVICES	Ask ACRA FAQs	More OPTIONS	ntact US * Feedback * Sitemap
Featured News/Events				
Search Q Search GO All Categories	SPEECHES, NEWS AND ANNOUNCEMENTS Second Reading Speech By Senior Minister of State for Finance and Transport, Mrs Josephine Teo, On The Companies (Amendment) Bill			Step 3: Click on New Subscription
 Events Speeches OCT 08 2014 	SPEECHES, NEWS AND ANNOUNCEMENTS Second Reading Speech by Senior Minister of State for Finance and Transport, Mrs Josephine Teo, On the Business Names Registration Bill			New Subscription
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Thank You

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