

Guide to downloading free information products in Bizfile

I. Free Business Profile

a) Following successful entity registration

The download link for the free Business Profile can be found in the successful filing notification that is sent to the filer's Bizfile inbox.

Corporate Service provider (CSP) filing entity registration on behalf of their clients

- Do not use the download link in the successful filing notification in your CSP Inbox.
- Ensure your client is added to your Bizfile client list and obtain their endorsement. (See [guide on client endorsement](#).)
- After the client has endorsed your appointment, log in to Bizfile using Corppass.
- Switch to the correct entity profile. (See [guide on switch profile](#)).
- Click "Manage" in the mega menu.
- Select the entity type, click 'Update entity Information'.
- On the side menu, click on 'Free business products' to access the free product download page.

For lodgers with only Singpass

- Log in to Bizfile with your Singpass.
- Check your Inbox for the notification on successful registration or incorporation.
- Click the download link in the notification to access the free product download page.
- Download the free Business Profile within 30 days or before the next filing, as only one free Business Profile is available at a time.

For lodgers who hold positions in multiple entities

- Log in to Bizfile with Corppass.
- Switch to the correct entity profile. (See [guide on switch profile](#)).
- Click "Manage" in the mega menu.
- Select the entity type, click 'Update entity Information'.
- On the side menu, click on 'Free business products' to access the free product download page.

b) Following successful annual filings (Annual Returns, business registration renewal, Annual Declaration)

Corporate Service provider (CSP) filing annual filings for their clients

- Do not use the download link in the successful filing notification in your CSP Inbox.
- Log in to Bizfile with Corppass
- Switch to the correct entity profile. (See [guide on switch profile](#)).
- Click “Manage” in the mega menu.
- Select the entity type, click 'Update entity Information'.
- On the side menu, click on ‘Free business products’ to access the free product download page.

For lodgers with only Singpass

- Log in to Bizfile with your Singpass.
- Check your Inbox for the notification on successful registration renewal.
- Click the download link in the notification to access the free product download page.
- Download the free Business Profile within 30 days or before the next filing, as only one free Business Profile is available at a time.

For lodgers who hold positions in multiple entities

- Log in to Bizfile with Corppass
- Switch to the correct entity profile. (See [guide on switch profile](#)).
- Click “Manage” in the mega menu.
- Select the entity type, click 'Update entity Information'.
- On the side menu, click on ‘Free business products’ to access the free product download page.

II. Company Registers (Register of Members, Register of Directors, Register of Chief Executive Officers, Register of Secretaries, Register of Auditors)

Company officers and its members have free access to all of the company’s registers (excluding Register of Business / Company Documents) via the free product download page.

Corporate Service provider or company officers holding multiple companies

- Log in to Bizfile with Corppass
- Switch to the correct entity profile.
- Click “Manage” in the mega menu.
- Select the entity type, click 'Update entity Information'.
- On the side menu, click on ‘Free business products’ to access the free product download page.

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