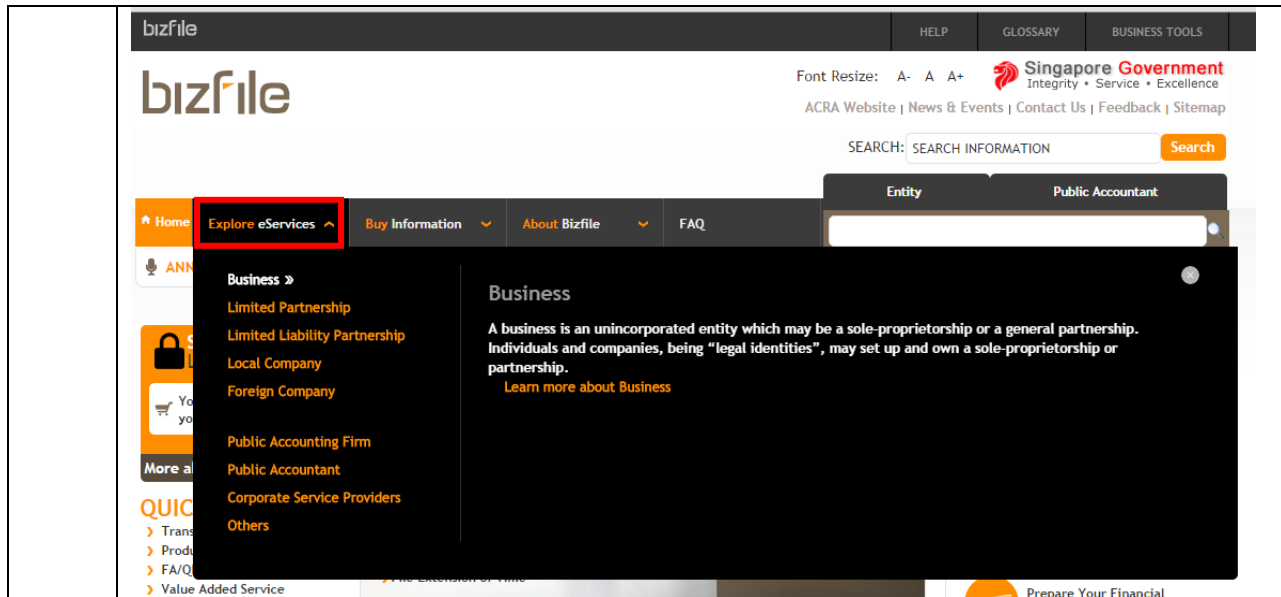


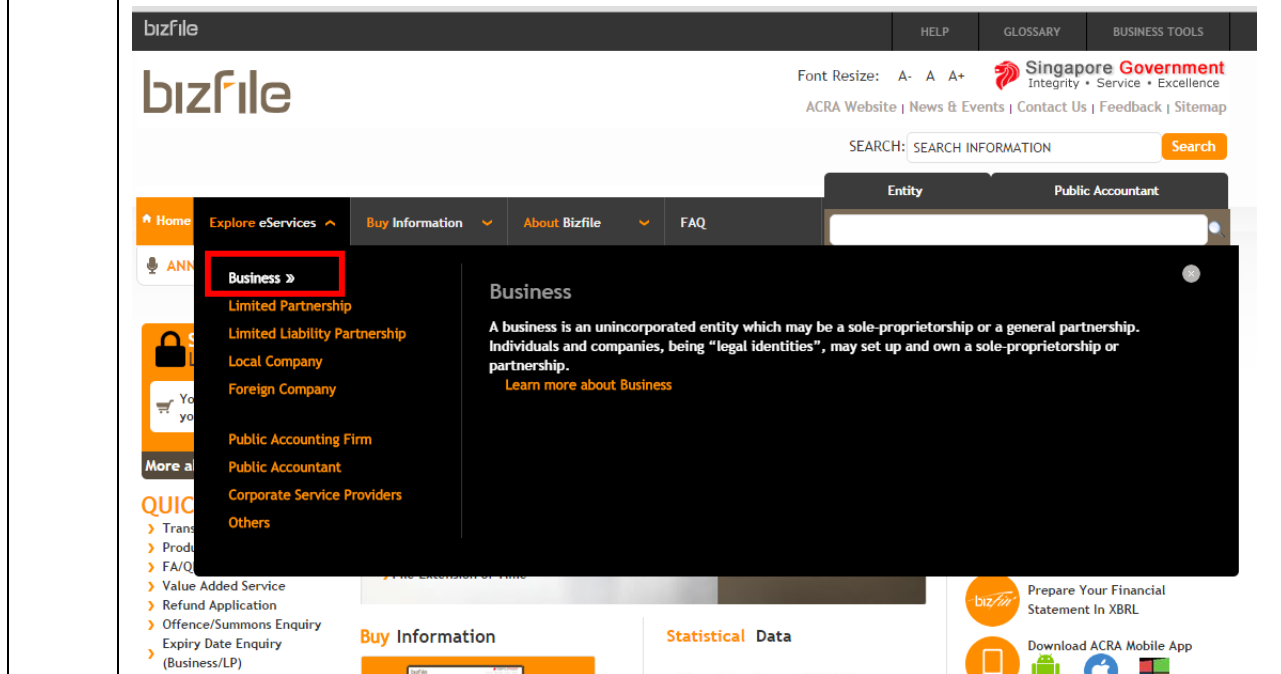
# Step by Step Guide for Application to Register Person(s) and Business Name

Step	Description
1	<p>Login to <a href="http://www.bizfile.gov.sg">www.bizfile.gov.sg</a>.</p> 
2	Click on 'Explore eServices'.



3

Click on 'Business'.



4

Alternatively, click on 'Business' via Explore eServices.

Payment card  
 Directory Search  
 Offence/Summons Enquiry  
 Expiry Date Enquiry (Business/LP)  
 Refund Enquiry  
**Setup Your Quick Link**

Leverage business information to make informed business decision

- Information on Business Entity and People
- Resource Centre
- Join our Membership Programme

See All  
 Learn More About Buy Information

Download ACRA Mobile App  
 More Useful Tools

**Explore eServices**

- Business**
- Limited Partnership
- Limited Liability Partnership
- Local Company
- Foreign Company
- Public Accounting Firm
- Public Accountant
- Approved Liquidator
- Corporate Service Providers
- Group of Companies
- Others

**Buy Information**

- Instant Information
- Package Information
- iShop Membership

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- About Bizfile
- Learn More About Buying Information
- Business Tools
- Guided Assistant
- eService Guides

Need Assistance?  
 askACRA

Follow ACRA on  
 f t

Initiatives of ACRA

File Online at **bizfile** File Financial Statements at **bizfile**

ACRA ACCOUNTING AND CORPORATE REGULATORY AUTHORITY

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5

Click on 'Application to Register Person(s) and Business Name'.

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SEARCH: SEARCH INFORMATION Search

Entity Public Accountant

Home Explore eServices Buy Information About Bizfile FAQ

ANNOUNCEMENT: TESTING Read More

Select eService Type >> Business

A business is an unincorporated entity which may be a sole-proprietorship or a general partnership. Individuals and companies, being "legal identities", may set up and own a sole-proprietorship or partnership.

By Business Cycle By Alphabet

eServices Name	Days	Fees	CheckList
APPLICATION FOR A NEW BUSINESS NAME	NA	S\$ 15	📄
<b>APPLICATION TO REGISTER PERSON(S) AND BUSINESS NAME</b>	14 days	S\$ 100	📄
EXTENSION OF NAME RESERVATION PERIOD	NA	S\$ 0	📄
WITHDRAWAL OF NAME APPLICATION	NA	S\$ 0	📄
RENEWAL			
eServices Name	Days	Fees	CheckList
RENEWAL OF BUSINESS REGISTRATION	30 days	S\$ 30/90	📄

6

Click on 'Login' after entering 'SingPass ID' and 'Password'.

Singapore Personal Access  
**SingPass**

Singapore Government  
Integrity · Service · Excellence

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### Security Advisory

- Protect your SingPass with strong passwords
- Change your SingPass password regularly
- Visit the *GoSafe Online* website to learn more about how to protect yourself against cyber threats.

### Login

SingPass ID Password

S2014135B \*\*\*\*\*

Cancel Login Forgot SingPass ID or Password?

Don't have a SingPass ID? [Register Now](#)

7

The checklist page is displayed.

bizfile HELP GLOSSARY BUSINESS TOOLS

Entity Public Accountant

Home Explore eServices Buy Information About Bizfile FAQ

ANNOUNCEMENT : TESTING Read More >

## Application to Register Person(s) and Business Name

< Exit to Dashboard < Exit to eService List Next

**Before You Start:**

**Checklist**  
Here is the checklist to help you with the process of Application to Register Person(s) and Business Name

- Please ensure that all the required information and documents, if any, are ready before you proceed with the transaction.

Print Checklist

Transaction No. \*

< Exit to Dashboard < Exit to eService List Next

8

Enter Transaction Number and click on 'Next'.

**Application to Register Person(s) and Business Name**

Before You Start:

**Checklist**  
Here is the checklist to help you with the process of Application to Register Person(s) and Business Name

- Please ensure that all the required information and documents, if any, are ready before you proceed with the transaction.

[Print Checklist](#)

Transaction No. \*

Next

9

'Application to Register Person(s) and Business Name' page is displayed.  
Select the Business Registration period i.e. 1 year or 3 years.

## Application to Register Person(s) and Business Name

[Exit to Dashboard](#) [Exit to eService List](#) [Save Transaction](#) [Preview](#) [Submit](#)

**Entity Information**

**Number of Years\***

Commencement Date\*

Entity Name  
MOMO JOJO

Are you registering a professional partnership?  
 Yes  No

**Business Activity**

Primary Activity  
RESTAURANTS (56111)

Primary User-Described Activity

Secondary Activity

Secondary User-Described Activity

**Principle Place of Business**

Postal Code\*

Block/House No

Street Name

Level Unit

Building/ Estate Name

**Position Details**

S.No	Name	Identification No./ UEN	Position Held	
1	JOHN TAN	S6000700D	OWNER	<a href="#">Edit</a>

[Add](#)

**In-Principle Approval from Referral Authorities**

In-Principle Approval Obtained from Other Authorities?  
 Yes  No

**Declaration**

Name of lodger  
JOHN TAN

Position of lodger  
CSP

Declaration Message  
I, JOHN TAN Identification Number S6000700D declares that:

- The owner(s) is/are not bankrupt.
- The authorised representative(s) is/are not bankrupt.
- The owner(s)/authorised representative(s) who is/are bankrupt have obtained written permission from the Official Assignee/Leave of the High Court to take part in and manage the business.
- The owner(s) who is a corporation, is not under liquidation.
- The above information submitted provided to the Registrar of Companies and Business is true and correct to the best of my knowledge and I am authorised to file this application.

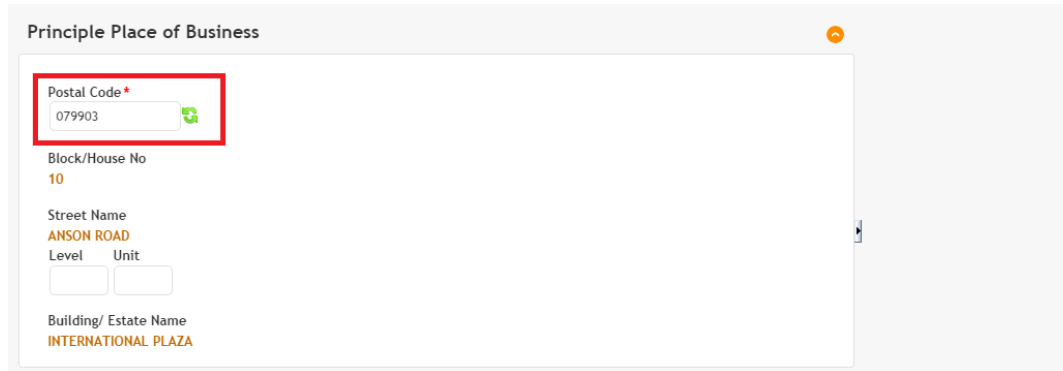
10

Enter the Business 'Commencement Date'.

The screenshot shows the bizfile web application interface. At the top, there is a navigation bar with 'bizfile', 'HELP', 'GLOSSARY', and 'BUSINESS TOOLS'. A 'TIME TO AUTOSAVE' indicator shows '0mins 17 Sec'. The main content area is divided into two sections: 'Entity Information' and 'Business Activity'. In the 'Entity Information' section, there is a 'Number of Years\*' dropdown menu set to '1 Year (\$5 100)' and a 'Commencement Date\*' field with the date '01/09/2015'. A calendar is open, showing the month of September 2015, with the 1st of September highlighted. Below the calendar, there is a question: 'Is this a professional partnership?'. The 'Business Activity' section contains fields for 'Primary Activity' (RESTAURANTS (56111)), 'Primary User-Described Activity', 'Secondary Activity', and 'Secondary User-Described Activity'. A right-hand sidebar contains a list of navigation options: Entity Information, Principle Place of Business, Position Details, In-Principle Approval from Referral Authorities, and Declaration.

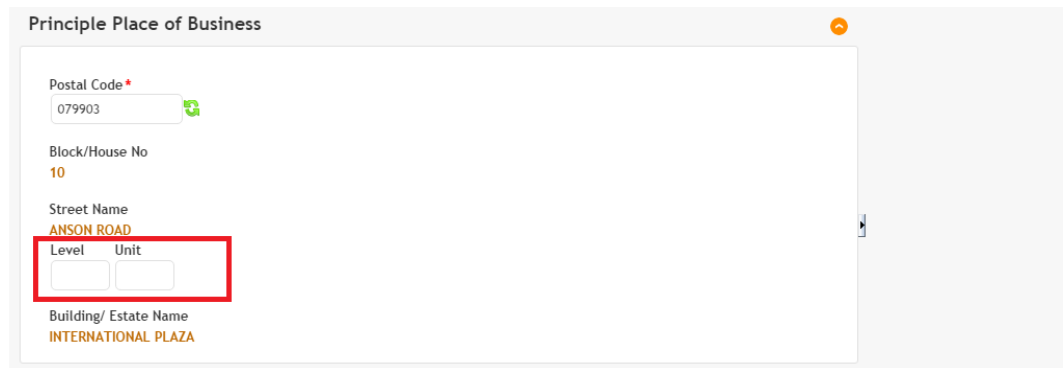
11

Enter Postal Code and click on green button to retrieve address.



The screenshot shows a form titled "Principle Place of Business" with a close button in the top right corner. The form contains several fields: "Postal Code" with a red asterisk and a green refresh icon, "Block/House No", "Street Name", "Level" and "Unit" input boxes, and "Building/ Estate Name". The values entered are "079903", "10", "ANSON ROAD", and "INTERNATIONAL PLAZA". A red rectangular box highlights the "Postal Code" field.

Enter 'Level' and 'Unit'.



The screenshot shows the same "Principle Place of Business" form. The values entered are "079903", "10", "ANSON ROAD", and "INTERNATIONAL PLAZA". A red rectangular box highlights the "Level" and "Unit" input fields.



12

Click on 'Add' to add owner.

Position Details +

S.No	Name	Identification No./ UEN	Position Held	
1	JOHN TAN	S6000700D	OWNER	<span>Edit</span> <span>✕</span>

Add

Select 'Position Held' and 'Category'.

S.No	Name	Identification No./ UEN	Position Held	
1	JOHN TAN	S6000700D	OWNER	<span>Edit</span> <span>✕</span>

Position Held \*

Authorized Representative  Owner  Nominee/Trustee

Category \*

Individual  Corporate

Date of Appointment \*

Name \*

Identification Type \*

Identification No. \*

Nationality \*

Date of Birth \*

Contact Information \*

Local Fixed Line No.

Local Mobile No.

Email Address \*

Residential Address \*

13

Enter mandatory information.

Position Held \*  
 Authorized Representative  Owner  Nominee/Trustee

Category \*  
 Individual  Corporate

Date of Appointment \*  
[Calendar icon]

Name \* [Text input] Identification Type \* [Dropdown menu]

Identification No. \* [Text input] Nationality \* [Dropdown menu]

Date of Birth \* [Calendar icon]

Contact Information \*  
Local Fixed Line No. [Text input] Local Mobile No. [Text input]  
+65 [Text input] +65 [Text input]

Email Address \* [Text input]

Residential Address \*  
Address Type \*  
 Local Address  Foreign Address

14

Select 'Address Type', enter Address details and click on 'Add'.

SINGAPORE CITIZEN [Dropdown menu]

Date of Birth \*  
01/01/1988 [Calendar icon]

Contact Information \*  
Local Fixed Line No. [Text input] Local Mobile No. [Text input]  
+65 [Text input] +65 88888888

Email Address \*  
MARY.WONG@ABC.COM

Residential Address \*  
Address Type \*  
 Local Address  Foreign Address  
Postal Code \*  
079903 [Refresh icon]  
Block/House No.  
10  
Street Name  
ANSON ROAD  
Level [Text input] Unit [Text input]  
Building/ Estate Name  
INTERNATIONAL PLAZA

Do you want to provide an Alternate Address?  
 Yes  No  
Note: You have opted to provide both the Residential Address and an Alternate Address. An additional fee is payable for notification of the Alternate Address.

Add Cancel

15

Position Details are displayed.

Position Details

S.No	Name	Identification No./ UEN	Position Held	
1	MARY WONG	S5000501A	OWNER	Edit
2	JOHN TAN	S6000700D	OWNER	Edit

Add

16

In-Principle Approval is auto-populated from Name Application.

In-Principle Approval from Referral Authorities

In-Principle Approval Obtained from Other Authorities?

Yes  No

17

Click on 'Submit'.

Declaration

Name of lodger  
JOHN TAN

Position of lodger  
CSP

Declaration Message  
I, JOHN TAN Identification Number S6000700D declares that:

- The owner(s) is/are not bankrupt.
- The authorised representative(s) is/are not bankrupt.
- The owner(s)/authorised representative(s) who is/are bankrupt have obtained written permission from the Official Assignee/Leave of the High Court to take part in and manage the business.
- The owner(s) who is a corporation, is not under liquidation.
- The above information submitted provided to the Registrar of Companies and Business is true and correct to the best of my knowledge and I am authorised to file this application.

< Exit to Dashboard   < Exit to eService List   Save Transaction   Preview   **Submit**

Verify all the details in the Preview screen and click 'Confirm'; otherwise click 'Exit Preview' and make the relevant changes.

## Application to Register Person(s) and Business Name

[Exit to Dashboard](#)
[Exit to eService List](#)
[Exit Preview](#) [Print](#) [Confirm](#)

**Entity Information**

Number of Years  
1 Year (S\$ 100)  
Commencement Date  
01/09/2015  
Entity Name  
MOMO JUJU  
Are you registering a professional partnership?  
No

**Business Activity**

Primary Activity RESTAURANTS (56111)	Primary User-Described Activity
Secondary Activity	Secondary User-Described Activity

**Principle Place of Business**

Address  
10 ANSON ROAD,  
INTERNATIONAL PLAZA  
Singapore 079903

**Position Details [ 1 of 2 ]**

Position Held  
Owner  
Type  
Individual  
Date of Appointment  
01/09/2015

Name MARY WONG	Identification No. S5000501A
Identification Type NRIC (CITIZEN)	Date of Birth 01/01/1988
Contact Information Local Fixed Line No.	Local Mobile No. +65 88888888

Email Address  
MARY.WONG@ABC.COM  
Local Address  
10 ANSON ROAD,  
INTERNATIONAL PLAZA  
Singapore 079903

**Position Details [ 2 of 2 ]**

Position Held  
Owner  
Type  
Individual  
Date of Appointment  
01/09/2015

Name JOHN TAN	Identification No. S6000700D
Identification Type NRIC (CITIZEN)	Date of Birth 01/01/1988
Contact Information Local Fixed Line No. +65 66666666	Local Mobile No. +65 88888888

Email Address  
JOHN.TAN@ABC.COM  
Local Address  
10 ANSON ROAD,  
INTERNATIONAL PLAZA  
Singapore 079903  
Alternate Local Address  
26 SPRINGLEAF WALK, # 01 - 01  
SPRINGLEAF GARDEN  
Singapore 787878

**In-Principle Approval from Referral Authorities**

In-Principle Approval Obtained from Other Authorities?  
No

**Declaration**

Name of lodger JOHN TAN	Position of lodger CSP
----------------------------	---------------------------

Declaration Message  
I, JOHN TAN Identification Number S6000700D declares that:

- The owner(s) is/are not bankrupt.
- The authorised representative(s) is/are not bankrupt.
- The owner(s)/authorised representative(s) who is/are bankrupt have obtained written permission from the Official Assignee/Leave of the High Court to take part in and manage the business.
- The owner(s) who is a corporation, is not under liquidation.
- The above information submitted provided to the Registrar of Companies and Business is true and correct to the best of my knowledge and I am authorised to file this application.

[Exit to Dashboard](#)
[Exit to eService List](#)
[Exit Preview](#) [Print](#) [Confirm](#)

19

Click on 'Pay Now'.

The screenshot shows the 'Application to Register Person(s) and Business Name' page on the bizfile website. At the top, there is a navigation bar with 'bizfile', 'HELP', 'GLOSSARY', and 'BUSINESS TOOLS'. The main heading is 'Application to Register Person(s) and Business Name'. Below this, there is a grey bar with a 'Pay Now' button highlighted in red. The 'Transaction Details' section shows 'UEN ---' and 'Proposed Entity Name MOMO JOJO'. A table lists the transaction: 'Application to Register Person(s) and Business Name' for '100.00'. There are radio buttons for 'Purchase Business Profile?' with 'No' selected. The 'Payable Amount' is 'SGD 100.00'. Under 'Payment Option(s) Available', 'Online Payment' is selected. A 'Message Section' at the bottom contains a 'Pay Now' button.

20

Select 'Payment Mode'.

The screenshot shows the 'Payment Mode' selection page on the bizfile website. The page header includes 'bizfile', 'Font Resize: A- A A+', 'Singapore Government Integrity • Service • Excellence', and navigation links like 'ACRA Website | News & Events | Contact Us | Feedback | Sitemap'. A search bar is present. The main content area has a navigation bar with 'Home', 'Explore eServices', 'Buy Information', 'About Bizfile', and 'FAQ'. Below this is an 'ANNOUNCEMENT' section for 'PREMIUM MEMBER 1'. The main table lists payment modes:

Payment Mode	Description	Total Payable Amount (SGD)
	For American Express cards	100.00
	For VISA/MasterCard Credit and Debit cards	100.00
	For customers with Internet Banking account from DBS/POSB, Citibank, OCBC / Plus! or UOB	100.00

21

Enter the card details and click on 'Submit'.

**eNETS** Tuesday, 08 September 2015

**credit/debit card payment**

If you are using a pop-up blocker, please add the following list as your allowed sites. Otherwise, the relevant transaction pages from the banks may not be displayed, or your transaction request may not be completed.

1. www.enets.sg

**TRANSACTION INFORMATION**

Merchant Name: TEST: ACRA  
 Merchant Reference Code: ARN20150908773719  
 NETS Reference Code: 20150908144751997  
 Amount: SGD 100.00

**Important Notice:** Please note down the transaction information in this section just in case you need to raise any query on this transaction.

**CREDIT/DEBIT CARD INFORMATION**

Name on Card:   
 Card Number:   
 Please note that the Credit Card Number should be 13 or 16 digits. Please input your card number without space or dash.  
 CVV / CVC2:  [What is CVV/CVV2/CID]  
 Expiry Date:   (eg: 2015)

I have read, understood and accepted the following:  
 \* The return & refund policy for the purchase of relevant products / services.

22

The Acknowledgement Page will be displayed. The business has been registered successfully.

**bizfile** HELP GLOSSARY BUSINESS TOOLS

## Acknowledgement

[View Receipt](#) [Print](#)

**Transaction Details**

UEN 00000302J	Proposed Entity Name MOMO JOJO
Transaction Number B150559527	Receipt Number ACRA150908773723
EP Reference No. 20150908144751997	Payment Date 08/09/2015 14:47:04

Paid Via  
Credit/Debit Card through Enets

Descriptions	Amount(SGD)
Application to Register Person(s) and Business Name	100.00

**Paid Amount SGD 100.00**

**Message Section**  
The entity has been registered successfully.

[View Receipt](#) [Print](#)