

Converting My Business Or Company To A Limited Liability Partnership

Address: 10 Anson Road, #05-01/15,
International Plaza, Singapore 079903

ACRA Helpdesk: (65) 6248 6028

Fax: (65) 6225 1676

ACRA Homepage: www.acra.gov.sg

BizFile Website: www.bizfile.gov.sg

Ask ACRA Website: www.acra.gov.sg/askacra



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bizFILE

A business or company can be converted to a Limited Liability Partnership (LLP) if the existing partners or shareholders become the partners of the LLP. The company must not have any outstanding security interests in its assets at the time of application.

SUBMITTING NOTIFICATION OF CONVERSION

- Log on to www.bizfile.gov.sg with your SingPass ID/Professional No. and password
- Click "LLP Transactions"
- Click "Conversion from Business/Company to LLP"
- Click "Conversion from Business to LLP" or "Conversion from Company to LLP"
- Enter the Registration No.
- Click "Submit"
- Enter the suffix (e.g. LLP)
- Make changes where applicable
- Appoint a new manager or edit particulars of existing partner
- Click "Save"
- Click "Limited Liability Partnership Name/Activities/Address"
- Click "Submit"
- Select the correct option in the declaration
- Click "Confirm"
- Click "Submit"
- Click "Preview Page" to check the information entered
- Click "Proceed"

PAYMENT FOR CHANGES

- Click "Click here for payment"
- Click "Others" and "Submit"
- If the Medisave status of all partners are up-to-date, click "Refresh"
- Click on the logo of your selected payment mode
- Proceed with payment
- Upon successful payment, a Payment Acknowledgement and Receipt will appear. Please print for your reference.

FEES AND PROCESSING TIME

Application	Fee Payable	Processing Time
Conversion	\$100	Within 15 minutes of payment. However, if the application needs to be referred to a referral authority, it may take between 14 days to 2 months.
Name change	\$15	

Payment Modes

- E-Nets Debit (Internet Banking)
- CashCard
- Credit Card (Visa/Mastercard)

ENDORSEMENT OF CONVERSION

The conversion will be complete when all the partner(s) have endorsed.

- Log on to www.bizfile.gov.sg with your SingPass ID/Professional No. and password
- Click "LLP Transactions"
- Click "LLP Endorsement"
- Click on the relevant option
- Click on the hyperlink
- Check the details
- Click "Next"
- Click "Confirm"

FREQUENTLY ASKED QUESTIONS

What do I need?

You will need your SingPass ID (NRIC, FIN or Dependant's Pass No.), your SingPass, and up-to-date Medisave payments of all partners.

What if I want to check on Medisave matters?

Please contact the CPF Board at 1800-2271188.

What if I need to open a bank account or apply for licences/approvals?

You may purchase a business profile of the LLP via Bizfile under Information Services. The business profile costs \$5 and will be emailed to you.