

“CLOSING” A LIMITED LIABILITY PARTNERSHIP (LLP) – APPLICATION FOR STRIKING-OFF

What are the requirements?

1. The LLP must have stopped business operations.
2. The LLP must not be involved or threatened in any court proceedings, whether inside or outside Singapore.
3. The LLP must not have any outstanding tax liabilities with IRAS and also not indebted to other government departments.
4. The LLP must not have any assets and liabilities as at the date of application including those that may arise in the future.
5. The written consent from all partners have been obtained to strike off the name of the LLP from the register.

Additional requirements for LLP that has commenced business activities

6. Any changes in the particulars of the manager(s) or partner(s) have been updated in our records as at the date of registration.
7. The LLP has not opened a bank account or the bank account has been closed.

Who can submit the application?

Any local resident partner can “close” the LLP.

What you need?

- 1) Your SingPass ID (NRIC, FIN or Dependant’s Pass No)
- 2) Your SingPass

How to apply?

Submit your application online by logging into www.bizfile.gov.sg

Step 1: Logging into Bizfile

1. Log into www.bizfile.gov.sg
2. Click on SingPass
3. Key in your SingPass ID & click on “Submit”
4. Key in your SingPass & click on Login
5. Click on “Accept” when the conditions page appears

Step 2: Submitting the application

1. Select & click on Limited Liability Partnership Transactions followed by Striking Off of LLP & Application for Striking Off (LLP)
2. Key in the LLP no & click on “Next”
3. Enter the email address for the notification of outcome & select appropriate option under the various headings
4. Click on “Next” followed by “Submit” after satisfying all the criteria
5. Click on “Proceed” in the Preview Page to check the information that has been entered before making payment

Step 3: Making Payment

1. Click on “Click here for payment”
2. Select & click on the item “Others” and “Submit”
3. Select your mode of payment by clicking on the relevant logo
4. Proceed with payment
5. Print Payment Acknowledgement and Receipt form

Frequently Asked Questions (FAQs)

How much do I need to pay?

The fee payable for “closing” is \$35.

How long is the processing time for the application?

7 working days.

How do I know whether my application has been approved?

ACRA will inform you the outcome of the application via email address that you have entered in the online application.

How do I know that my company is officially “closed”?

ACRA will send a letter to the registered office address of your LLP as stated in our records. This letter is to inform you about the effective struck off date.

What if I want to withdraw the application?

You will need to write in officially stating your reasons for withdrawal. The application is to be prepared on the LLP letterhead. A lodgment fee of \$30 is payable.

What if I encounter problems or require assistance on “closing” of LLP?

You may contact our helpdesk officers at (65)62486028. Their operating hours are as follows:

Monday to Friday: 8am to 7pm

Saturday: 8am to 1pm

Closed on Sundays and Public Holidays

Alternatively, you may email your enquiries to ASK ACRA, our interactive FAQ web service via our homepage www.acra.gov.sg

**Issued by the Registrar of Limited Liability Partnerships
Accounting and Corporate Regulatory Authority (ACRA)**

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