

Changing My Company Name

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

You need to file a Change Of Local Company Name Application and a Notice Of Resolution Of Change Of Local Company Name.

APPLICATION FOR NEW COMPANY NAME

- Log on to www.bizfile.gov.sg with your SingPass ID/Professional No. and password
- Click “Local Company Transaction”
- Click “Changes to Local Company”
- Click “Change of Local Company Name”
- Enter the Company Registration No.
- Click “Submit”
- Enter the applicant’s particulars
- Enter the proposed new name (without “Pte. Ltd.”).
- Select the company type
- Enter reason(s) for the intended change of name
- Click “Submit”
- If name is rejected, click “Back” to change the name or click “Appeal Form” to make an appeal.

PAYMENT FOR COMPANY NAME

The company name is reserved for 2 months from payment date.

- Click “Click here for payment”
- Click “Others” and “Submit”
- Select payment mode
- Upon successful payment, print the payment acknowledgement and official receipt.

After your company name has been approved, you can proceed to submit a Notice of Resolution of Change of Local Company Name.

SUBMITTING THE NOTICE OF RESOLUTION OF CHANGE OF LOCAL COMPANY NAME

- Log on to www.bizfile.gov.sg with your SingPass ID/Professional No. and password
- Click “Local Company Transaction”
- Click “Changes to Local Company”
- Select “Notice of Resolution of change of local company name”
- Enter the company name application number
- Enter the particulars required
- Attach a scanned copy of Special Resolution
- Select the person signing the resolution
- Click “Submit”

PAYMENT FOR RESOLUTION NOTICE

Upon successful payment, you will receive an email notification confirming the change of name of your company.

- Click “Click here for payment”
- Click “Others” and “Submit”
- Select payment mode
- Upon successful payment, print the payment acknowledgement and official receipt.

FEES AND PROCESSING TIME

Application	Fee Payable	Processing Time
New Company Name	\$15	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.
Notice of Resolution of Change of Name	\$10	–

Payment Modes

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