

## Frequently Asked Questions

**Q:** After I have filed the changes online, how can I obtain the updated business profile?

**A:** After one hour of submitting the changes online, you can log on to [www.bizfile.gov.sg](http://www.bizfile.gov.sg) and click on “iShop@ACRA” to purchase a business profile (business). The fee payable is \$5. The URL to download the business profile will be sent to you via email within half an hour of your payment and it will be valid for 48 hours.

**Q:** Can one owner file all changes?

**A:** Most changes can be filed online by any owner using his identification number and SingPass. However, if there are changes to an owner’s personal particulars, such as his email address, mobile phone number, residential address or personal name, it can be filed only by that owner.

**Q:** If I change my residential address and I have notified the Police Post, must I submit this change via BizFile?

**A:** No. Our records will automatically be updated with the new residential address.

**Q:** Is a fee payable for a change in owner’s email address or mobile phone number?

**A:** No. There is no fee payable for these two changes and they can be filed using the “Update Profile” function in BizFile.

## Related Brochures

- Choosing a Name for Your Business Entity
- How to Do Online Filing

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

**Helpdesk**  
(65) 6248 6028

**Fax**  
(65) 6225 1676

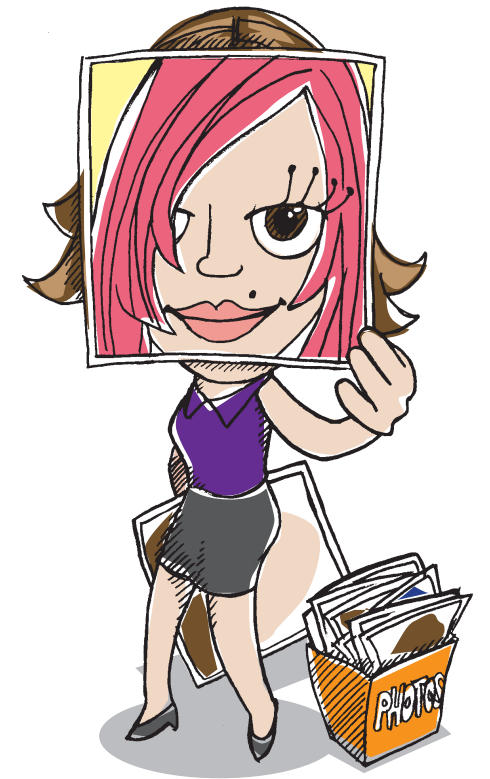
**ACRA Website**  
[www.acra.gov.sg](http://www.acra.gov.sg)

**Bizfile Website (eFiling)**  
[www.bizfile.gov.sg](http://www.bizfile.gov.sg)

**Enquiry Website**  
[www.acra.gov.sg/askacra](http://www.acra.gov.sg/askacra)

**Feedback Website**  
[www.acra.gov.sg/feedback](http://www.acra.gov.sg/feedback)

# Changing the Particulars of a **SOLE** **PROPRIETORSHIP** **/PARTNERSHIP**



ACRA must be notified if there is any change to the registered particulars of a sole-proprietorship or partnership. This brochure serves as a guide to the filing of such changes.

### What types of changes need to be notified?

The following changes are to be lodged with ACRA:

- Change of business name
- Change of business activity
- Change of business address
- Change of branch particulars
- Addition or withdrawal of owner or manager
- Change of particulars of owner or manager

### When must ACRA be notified of any change?

Any change in the registered particulars of the sole-proprietorship or partnership must be notified within 14 days after such a change has occurred.

### Who can notify ACRA of the change?

The sole-proprietor / partner or manager (if any) can notify ACRA of the change.

### How do I notify ACRA of the change?

You can choose one of the following ways to notify ACRA of the change:

- Submit an online transaction (Change in Business Particulars) via [www.bizfile.gov.sg](http://www.bizfile.gov.sg) using your identification number and SingPass. This can be done from your home, office or at one of the BizFile kiosks available at ACRA office.
- Submit an online transaction by engaging the service of a professional firm (eg. lawyer, public accountant or chartered secretary) or a service bureau (DP Bureau).

You need to have the following information ready before submitting your application:

- ✓ SingPass
- ✓ Proposed new business name or
- ✓ New principal activities (SSIC code) or
- ✓ New business address or
- ✓ New branch particulars or
- ✓ Particulars of owners / managers
  - Name
  - Identification number
  - Nationality
  - Date of birth
  - Residential Address
  - Contact number / Email address

In addition, the Medisave contribution status of all new owners who are Singapore Citizens and Singapore Permanent Residents must be paid up to date.

### When is endorsement required?

Certain changes, including the addition or withdrawal of partners, require the endorsement (consent) of all the partners. The endorsement must be done within 3 days from the initial submission date.

Change	Endorsement by
Change in business name	Partner or manager
Termination of business	All partners or managers
Change in business activities	One of the partners or manager
Change in branches	One of the partners or manager
Change in manager	One of the partners and incoming manager
Change of a manager's personal particulars	Manager only
Change of sole-proprietor	Incoming and outgoing sole-proprietors
Adding new partners	All partners including the new partner(s)
Withdrawal of partners	All partners including the withdrawing partners
Change of the owner's personal particulars	Sole-proprietor / partner concerned
Bankruptcy of a sole-proprietor / partner	Sole-proprietor / partner

### What happens if the endorsement is not done within 3 days of submission?

If endorsement is not done within 3 days of submission, the application will lapse and the transaction will be rejected. The sole-proprietor / partner or manager must resubmit a new transaction and pay the filing fee again.

### How do I inform ACRA if a business owner or partner has passed away?

If a sole-proprietor is deceased, the next-of-kin should approach a professional firm, service bureau or visit ACRA's office with a copy of the death certificate to file a Notice of Termination or a Notice of Cessation of business on his behalf. If the next-of-kin would like to be added as an owner of the business firm to carry on the business, he will need the services of a professional firm, service bureau or ACRA officer to file the change in business particulars (withdrawal of deceased owner and addition of new owner).

In the case of partnerships, any one of the remaining partners together with the next-of-kin should approach a professional firm, service bureau or ACRA to withdraw the deceased partner and, if necessary, to add the next-of-kin as a new partner.

These changes should be filed within 28 days from the date of death of the deceased owner / partner, failing which ACRA may impose a penalty.

### How much are the fees?

One transaction can be used to notify multiple changes. A filing fee of \$20 is payable for each transaction and an additional name approval fee of \$15 is payable for a change in business name. A penalty ranging from \$10 to \$250 may be imposed if the change is notified after 14 days.

### How do I pay for the transactions?

You can make payment by the following modes:

- Credit card (VISA/MasterCard/American Express)
- eNETS Debit\*
- CashCard – if you have a Personal Computer Smart Card (PCSC) reader
- Deposit Service Account – for professional firms that lodge transactions on behalf of their clients

\*eNETS Debit is an Internet direct debit payment service for participating banks, namely Citibank, DBS and UOB. You need Internet access and a personal Internet banking account with the participating banks to use the eNETS Debit service. This does not apply to corporate bank account users.