

## How do I pay for the transaction?

Please follow these steps:

- Click “Payment”.
- Click “Others” and “Submit”.
- 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.

You can make payment via the following modes:

- Credit Card (Visa/MasterCard/American Express)
- eNETS Debit\* (Internet Banking)
- CashCard
- Deposit Service Account

\*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.

## How do I check the status of my application?

After successful payment, you can check the application status via:

- **Email**  
An email update will be sent if an email address was provided in the application form.
- **Bizfile**  
Log on to [www.bizfile.gov.sg](http://www.bizfile.gov.sg) and check under “Transaction Status Enquiry” followed by “Enquiry on Application for Extension of Time under S175/S201”.

## Frequently Asked Questions

**Q:** When must I lodge my application?

**A:** You must apply for the extension of time before the respective due dates. Late applications will not be considered.

**Q:** Am I entitled to a refund?

**A:** Once the application is processed, no refund will be given.

**Q:** What if there is a change in my company’s financial year?

**A:** In such a case, you need to file for a notification of change before lodging an application for extension of time. Please refer to the brochure on “Change of Financial Year”.

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)

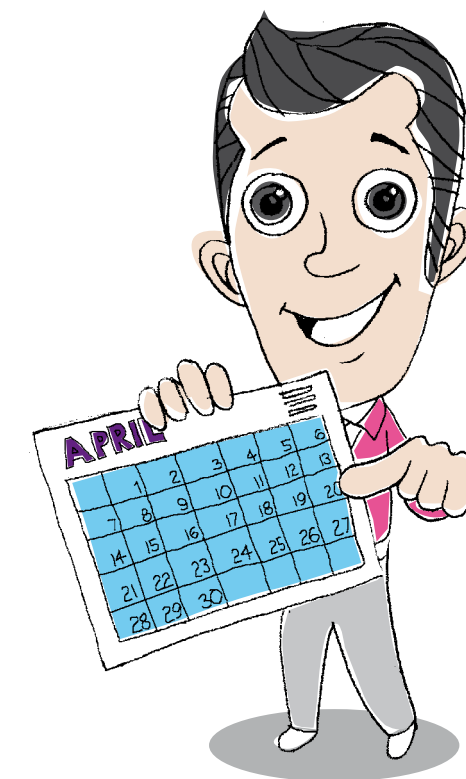
**Bizfile Website (eFiling)**  
[www.bizfile.gov.sg](http://www.bizfile.gov.sg)

**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)

# GUIDE TO APPLYING FOR EXTENSION OF TIME

to Lay Accounts and Hold Annual General Meeting



The Companies Act requires a company to hold its Annual General Meeting (AGM) in every calendar year and to lay its accounts before the shareholders at the AGM.

This brochure guides you through the process of making an application for extension of time if you are unable to meet the requirements within the timeframe.

Under Section 175 of the Companies Act, a private limited company is required to hold its AGM in every calendar year, and not more than 15 months after the last AGM. A new company must hold its first AGM within 18 months of its incorporation.

At the AGM, the profit and loss account laid before the shareholders must not be more than 6 months old for a private and unlisted public company. For public listed companies, the profit and loss account cannot be more

than 4 months old. This is a requirement under section 201 of the Companies Act.

You can lodge an application for an extension of time if your company is unable to hold its AGM and/or lay its accounts within the stipulated timeframe.

The contents serve as a guide only and should be read with the relevant legislation. Always seek legal advice if you are unsure of any matter.

### Under what circumstances do I need to lodge an extension?

Please refer to the tables below for examples of when an application for an extension of time under section 175 and/or section 201 may be required. Please note that the information are meant for your reference only.

#### Example – extension of time to hold AGM (section 175)

Example	Explanation
A private limited company's last AGM was held on 31 January 2009. Thus, the company is required to hold its AGM by 30 April 2010.	Under section 175, the AGM must be held every calendar year and within 15 months from the last AGM
However, the company encounters a problem and can only hold its AGM by end June 2010.	This is 2 months after the due date to hold the AGM.
<b>Solution:</b> The company can apply for a two-month extension of time to hold its AGM.	

#### Example – extension of time to lay accounts at AGM (section 201)

Example	Explanation
A private limited company intends to hold its AGM by end July 2010.	Under section 201, accounts cannot be more than 6 months old when presented.
The company's accounts are made up to 31 December 2009. Thus, the accounts would be 7 months old if presented at end July 2010.	
<b>Solution:</b> The company can apply for a one-month extension of time to lay its accounts.	

### What is the maximum extension period?

The maximum period allowable for extension of time under each of the section applied for is 2 months. Applications can be made either in one single application of a period of 2 months, or two applications of a period of 1 month each.

### Who can lodge the application?

A company director or secretary, a professional firm or a service bureau can make the application.

### Lodging the application

Please follow these steps:

- Log on to [www.bizfile.gov.sg](http://www.bizfile.gov.sg) with your SingPass ID/ Professional No. and password.
- Click "Local Company Transactions".
- Click "Annual Returns".
- Click "Extension of Time under section 201 (1 to 2 months) for private limited & unlisted public companies", or "Extension of Time under section 175 (1 to 2 months) for private limited & unlisted public companies".
- Select the number of months required.

Note: Public listed companies must apply in writing to ACRA giving the reasons to support the application and comments from Singapore Exchange Limited (SGX).

### How long does it take to process the application? How much are the fees?

Application	Fee Payable	Processing Time
Online application	\$50 (For extension of 1 month)	1 day
Written application for listed companies	\$100 (For extension of 2 months)	14 days