

Q: Can I file Notice by Local Company of Alteration in Share Capital under S71 when new shares are allotted?

A: No. You should use “Notice by Local Company of Alteration in Share Capital” to report changes in your company’s existing share capital (eg. consolidating or subdividing existing shares).

Related Brochures

- Changing The Particulars of a Company
- How to Do Online Filing

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

Helpdesk
(65) 6248 6028

Fax
(65) 6225 1676

ACRA Website
www.acra.gov.sg

Bizfile Website (eFiling)
www.bizfile.gov.sg

Enquiry Website
www.acra.gov.sg/askacra

Feedback Website
www.acra.gov.sg/feedback

Issuing New Shares in a **COMPANY**



ACRA must be notified whenever a company allots new shares. This brochure serves as a guide to filing the Return of Allotment of Shares electronically with ACRA and other related matters.

When do I file the Return of Allotment of Shares?

This must be done within 14 days from the date of allotment. For example, if your company allots shares on 1 June 2010, it must lodge the Return of Allotment of Shares by 15 June 2010.

Who can file the Return of Allotment of Shares?

An appointed officer of your company such as a director or secretary should file the Return of Allotment of Shares via Bizfile. Alternatively, you can approach a professional firm or service bureau for assistance.

How do I notify ACRA of the new allotment of shares?

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

- Submit an online transaction (Return of Allotment of Shares) via 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.
- Engage a “professional number holder” such as a professional firm (eg. law firm, accounting firm or corporate service provider) or service bureau (DP Bureau) to file the online transaction.

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

- ✓ SingPass
- ✓ Your Company’s Unique Entity Number (formerly known as Company Registration Number)
- ✓ Details of shares allotted
 - Share capital
 - Allotment of shares
 - Classes of share (if any)
- ✓ Particulars of additional shareholders
- ✓ Full name
- ✓ Identification number
- ✓ Nationality
- ✓ Residential address
- ✓ Contact number and/or Email address
- ✓ Number of shares held
- ✓ Class of shares held

What are the fees payable?

The fee payable for filing the Return of Allotment of Shares is S\$20.

How do I pay for the transaction?

You can pay by:

- 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.

Frequently Asked Questions

Q: What is issued capital?

A: This is the total payment your company has received (and is entitled to receive) for shares allotted or issued to your shareholders.

Q: What is paid-up capital?

A: This is the amount of issued capital that shareholders have paid for. Paid-up capital can be less or equal to issued capital.

Q: What is price per share?

A: This is the issued capital divided by the number of shares.

Q: Can I round up my company’s paid-up and issued share capital if they are reflected as decimal figures?

A: Yes, you can edit the relevant fields online if you prefer ACRA’s records to reflect whole numbers.

Q: Do I need to file a Notice of Resolution before filing the Return of Allotment of Shares?

A: It depends. You must lodge the Notice of Resolution (i.e. general meeting resolution giving directors approval to issue shares) within 1 month from the date the resolution was passed. You have 14 days to file the return of allotment of Shares from the allotment date.