Navigating the new Bizfile: File Cessation or Dissolution of Business Entity – Sole proprietorship/Partnership

The "File cessation or dissolution of business entity" eService allows you to cease the registration of a sole proprietorship or partnership, limited partnership, public accounting firm and foreign company.

Before applying, ensure that the entity has:

- Settled all administrative matters, including completing any ongoing contractual obligations, transferring vehicle ownership, and resolving any outstanding loans or grants that may be linked to your business
- Cancelled your GST registration with the Inland Revenue Authority of Singapore (IRAS), if your business is GST-registered

For sole proprietorships/partnerships, the cessation can be filed by:

- Owner
- Nominee
- Trustee
- Authorised Representative
- Corporate Service Provider

Business owners or authorised representatives closing a sole proprietorship or partnership should consider all implications before proceeding to cease the registration of the business entity, as the cessation **cannot** be reversed once it has been approved.

Step-by-step instructions to file cessation of sole proprietorship/partnership business entity

A Singapore Government Agency Website How to identify: bizfile Making Singapore the best place for but → Login Ä Q Welcome t Login Your one-stop digital s filing and information > **Business User** Login with UEN, Corppass to transact on behalf of a business entity. Search for busin Individual User > Entity Login with Singpass to transact as an individual without a registered UEN. Q Enter entity name or UEN to begin search This site is protected by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply Click here to hat with me Popular

Step 1: Log in to Bizfile using Corppass (Business User) credentials.

For Corporate Service Provider applying for cessation/dissolution on behalf for their clients, click the **"Corporate Service Provider"** tab on **"My profile – Select profile"** page and select your CSP firm from the drop-down list (if you belong to more than one CSP firm).

My profile		
You are logged in as Jane (NRIC S400	01234J).	
← Back Select profile Select a profile and entity to proceed.		
My Entities Corporate Service Provider	Corporate Service Provider Select your corporate service provider firm Please select Heartelligence	
	R1A2Z Son Star Consulting MUSA Tech	9

To select the entity you want to file for, use the search function to search and click on the displayed entity name under the search bar.

Select profile Select a profile and entity to proceed.		
My Entities	Corporate Service Provider	
	Select your corporate service provider firm	
	R1A2Z Son 🔹	
	Select the client that you would like to file for from the list below. If you are filing for an ad hoc client, proceed to the post-login dashboard and select the eService from the mega menu. <u>Proceed to dashboard</u> Search by company name or UEN	
	🚍 Sort by: Latest updated 🐱	
	Dex Lab > Showmanry > 202300001K 99900075J To-do items: 0 To-do items: 0	9

Step 2: Verify that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. Check that the UEN and entity name shown belong to the entity to be ceased.



Step 3: From the mega menu, select **"Deregister"**, click **"Sole proprietorship/partnership"** tab and select **"File cessation of business entity"**.

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Register 👻 Manage 👻	Annual filing Deregister Others Buy information Subscribe APIs	
Deregister Access eServices to close an entity or	cancel professional registration	
Local company	Sole proprietorship/partnership	
Foreign company	eServices to cease a sole proprietorship/patnership	
Sole proprietorship/partnership	Cessation or dissolution	
Limited liability partnership		
Limited partnership		
Public accounting firm		
Corporate service provider		
Public accountant		
Approved liquidator		
Approval	ime Immediate	(
Ś Fee	\$0	

Step 4: Click "Start" on the "File cessation or dissolution of business entity" introduction page.

I Ensure that you have the following information ready:
Date of cessation
Date of liquidation/dissolution (for limited partnership/foreign company)
Details of liquidator (for foreign company)
2 Check that you have completed the following:
Ensure that all administrative matters such as fulfilling ongoing contractual obligations, transferring wnership of vehicles, and addressing outstanding loans or grants, have been fully addressed.
f the business entity is GST-registered, you must apply to cancel the GST registration with the Inland Revenue Authority of Singapore (IRAS). Find out more at <u>IRAS website</u> .
Useful reminders
Business owners or authorised representatives closing a sole proprietorship or partnership
should consider all implications before proceeding to cease the business entity, as the cessation cannot be reversed once it has been approved
cambe be reversed once it has been approved.

Step 5: Verify the business entity details to ensure you are ceasing the registration for the correct entity. Select the appropriate transaction type from the dropdown list and click **"Next".**

Enter the required information to u	update the cessation, liquidation or dissolution of	the entity.
Business entity informat	ion	
	Entity name	UEN
	GL Biz 2	T54PO9980C
Transaction type		
Transaction type	Type of transaction	
Transaction type	Type of transaction	
Transaction type	Type of transaction Select type of transaction	•
Transaction type	Type of transaction Select type of transaction Cessation	
Transaction type	Type of transaction Select type of transaction Cessation	

Step 6: Enter the cessation date and select the reason for cessation from the dropdown list. The cessation date can be a past, current or future date.

Important: If the business registration has expired, you must first renew the registration before proceeding to file the cessation.

	Type of transaction
	Cessation
Cessation details	
	Date of cessation
	10 Mar 2025
	Reason for cessation
	Select reason for cessation
	By Order of Court
	Mutual decision by partners to cease business
	Never commenced business
	Poor business
	Dooth or briplicynton where a concentration
	3 There is no intention to continue operations, and the entity will cease to operate on the specified date.
← Back	Save draft Next →

Cessation details	
-	Date of cessation
	10 Mar 2025
	Reason for cessation
	Select reason for cessation
	Death or bankruptcy of one or more partners
	Disagreement among partners
	Registering a new Business, Company or LLP
	Stopped carrying on business
	Other reasons
	 3 There is no intention to continue operations, and the entity will cease to operate on the specified date.

Step 7: If you select "Other reasons", enter the reason in the text box provided.

Cessation details		
	Date of cessation 27 Mar 2025	
	Reason for cessation Other reasons	
	Other reasons Enter other reasons	
	The owner/partners confirm the following:	
	 The entity has no outstanding matters. All outstanding debts, taxes, financial obligations related to the entity have been settled before its cessation. 	
	2 The entity's assets have been disposed of, and any legal or contractual obligations such as vehicles, tenancy or employment have been settled.	8
	3 There is no intention to continue operations, and the entity will cease to operate on the specified date.	1

Ste) 8:	Tick	the c	check	oox to	com	olete	the d	confir	matior	and	click	"Ne	xt"
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Transaction type	
	Type of transaction
	Cessation •
Cessation details	
	Date of cessation
	10 Mar 2025
	Reason for cessation
	Disagreement among partners 🔹
	The owner/partners confirm the following:
	 The entity has no outstanding matters. All outstanding debts, taxes, financial obligations related to the entity have been settled before its cessation.
	2 The entity's assets have been disposed of, and any legal or contractual obligations such as vehicles, tenancy or employment have been settled.
	3 There is no intention to continue operations, and the entity will cease to operate on the specified date.
← Back	Save draft Next >

Step 9: Review all entered information carefully. Confirm your submission by ticking the declaration box, then click **"Submit"**.

Home > Notification of cessation/dissolution of business entity Notification on cessation/dissolution of business entity EXCELLENCE EXCELLENCE	8
1 2 3 Cessation/Dissolution details Review and confirm Complete	
Review and confirm Review the information below before submitting. Business entity information Entity name UEN EXCELLENCE 53400294C Transaction type Type of transaction Cessation	-



Step 10: Upon successful submission, you will see an acknowledgement message that the registration for the entity has ceased.

Notification of of business ent				
EXCELLENCE 53400294C				
(1) Cessation/Dissolution details	Review	2 and confirm	Complete	
	Transaction subr EXCELLENCE, 53400294C h	mitted successfully as been ceased on 11 Mar 2025.		
	Transac	tion details		
UEN 53400294C	Transaction ID T25000987	Transaction name Notification on cessation/dissolution of business entity	Date and time 11 Mar 2025 09:42 PM	9

Step 11: You will receive a notification in your Bizfile Inbox confirming the cessation.

The business entity's registration status will be updated according to the specified cessation date. For immediate cessation (current date), the status will be reflected as "Ceased registration". For future-dated cessation, the status will be reflected as "To be ceased" and will automatically be updated to "Ceased registration" on the stipulated cessation date.

Register 👻 Manage 👻 Annual filing 👻 Deregister 👻 Others 👻 🛛 Buy information 👻 🛛 Subscribe APIs 👻
me > Inbox
nbox
← All messages
Cessation of registration
Dear Sir/Madam, • Entity Name: EXCELLENCE • Entity UEN: 53400294C • Transaction Number: T250002023 • Cessation date: 10 Mar 2025
The registration of EXCELLENCE has ceased on 10 Mar 2025. Consequently, the status of your entity registration has been updated to "Ceased Registration".
Accounting and Corporate Regulatory Authority (ACRA)
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Updated as of 22 April 2025