

## 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

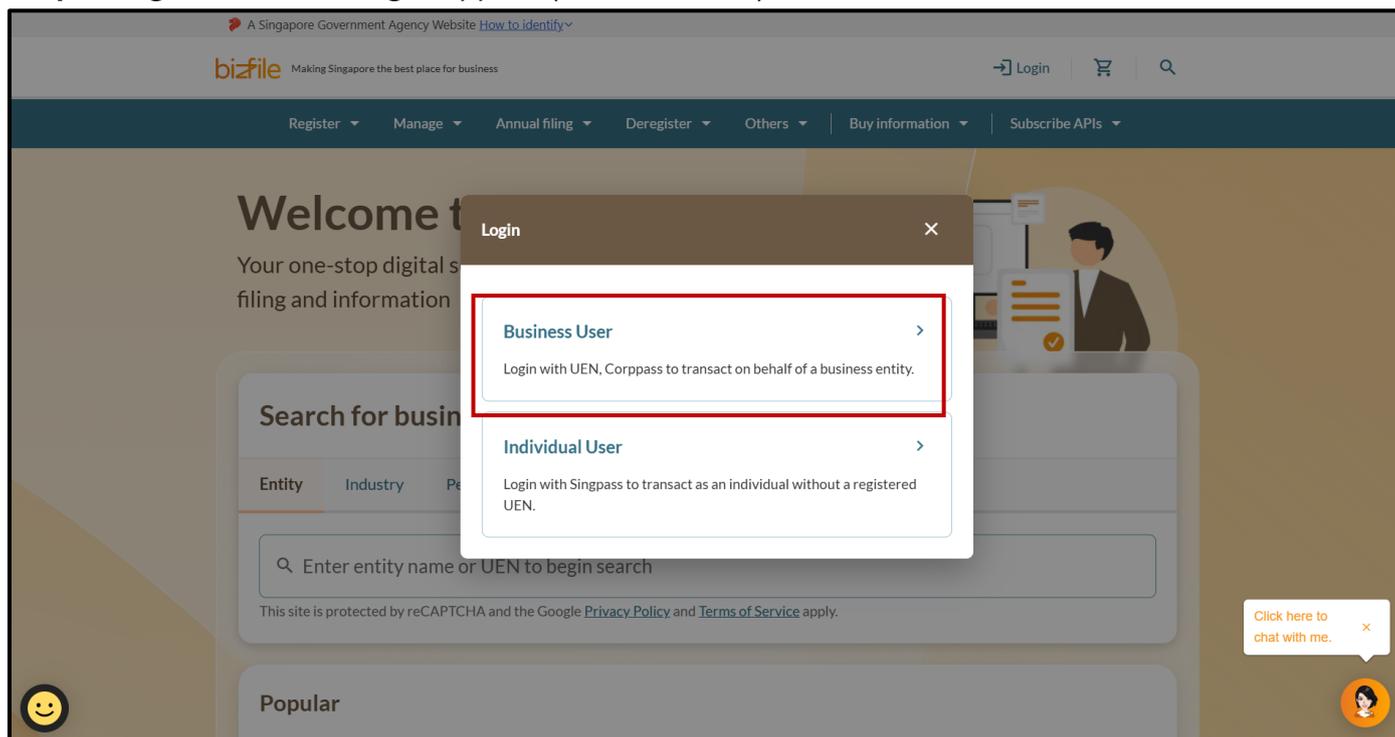
For sole proprietorships/partnerships, the cessation can be filed by:

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

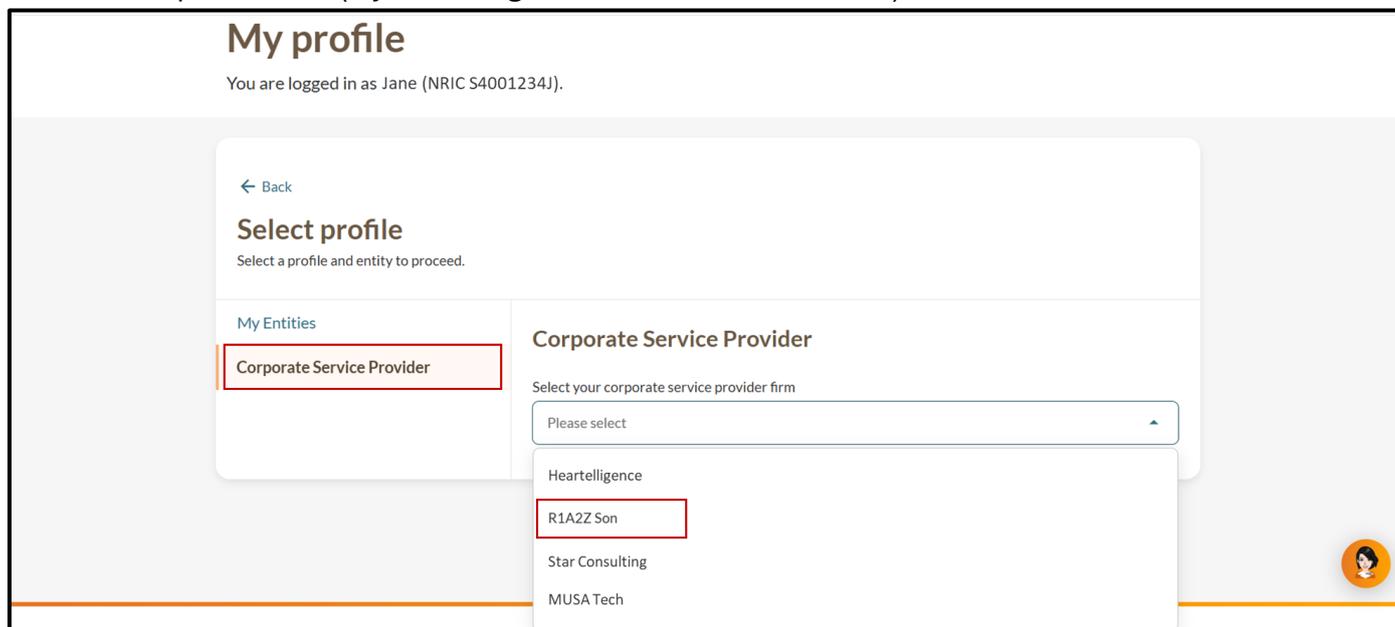
Business owners or authorised representatives closing a sole proprietorship or partnership should consider all implications before proceeding to cease the registration of the business entity, as the cessation **cannot** be reversed once it has been approved.

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

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

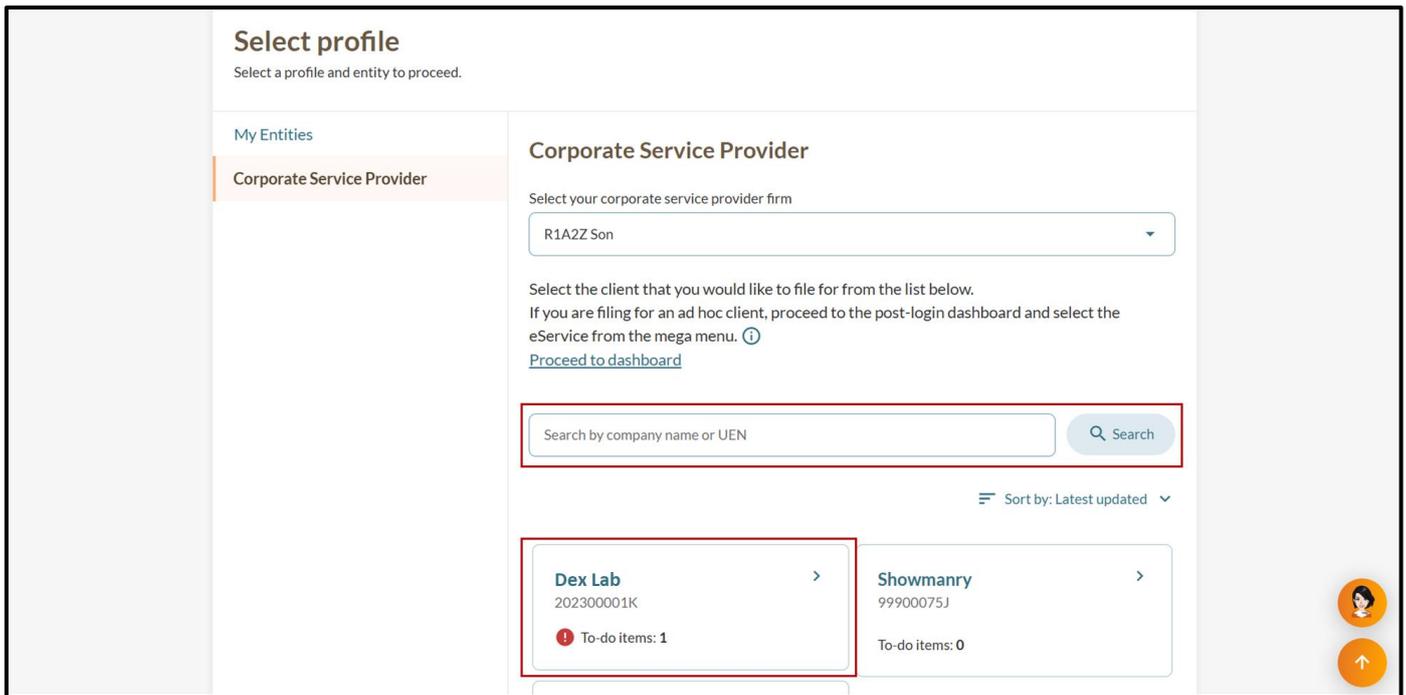


For Corporate Service Provider applying for cessation/dissolution on behalf for their clients, click the **“Corporate Service Provider”** tab on **“My profile – Select profile”** page and select your CSP firm from the drop-down list (if you belong to more than one CSP firm).

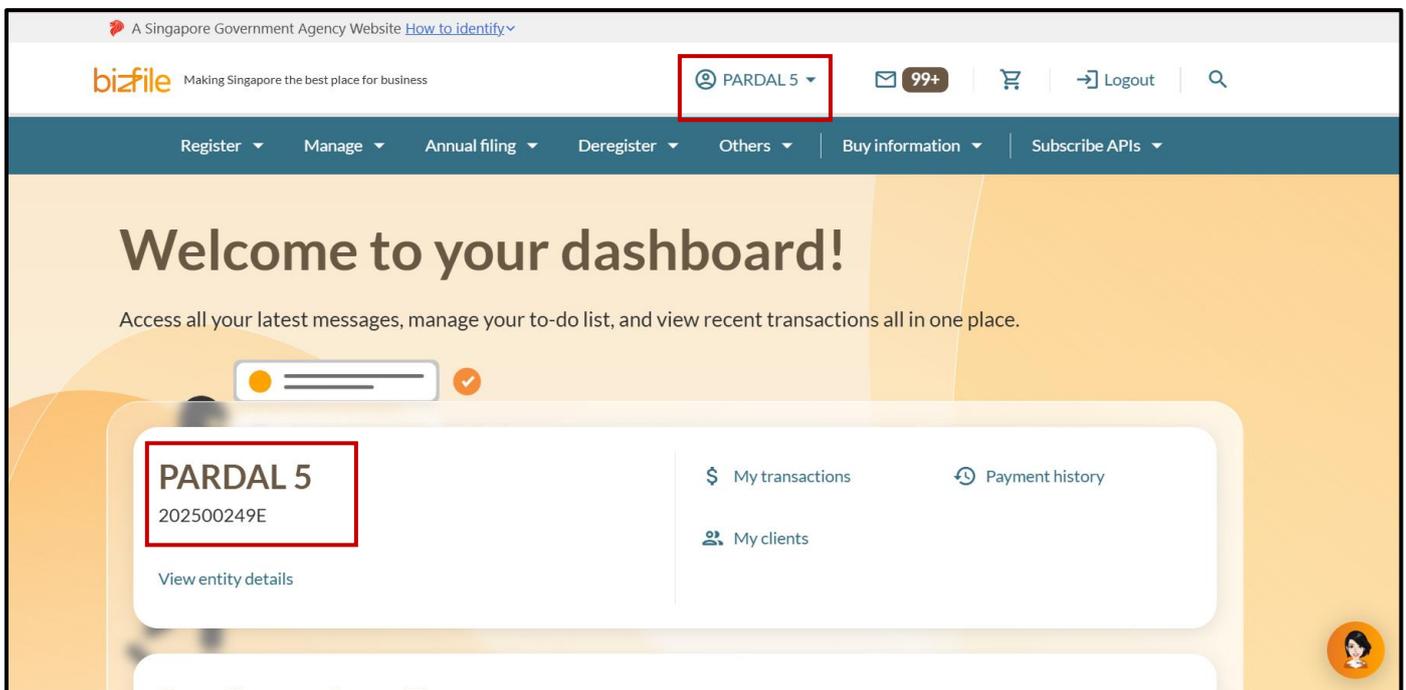


*Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.*

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.

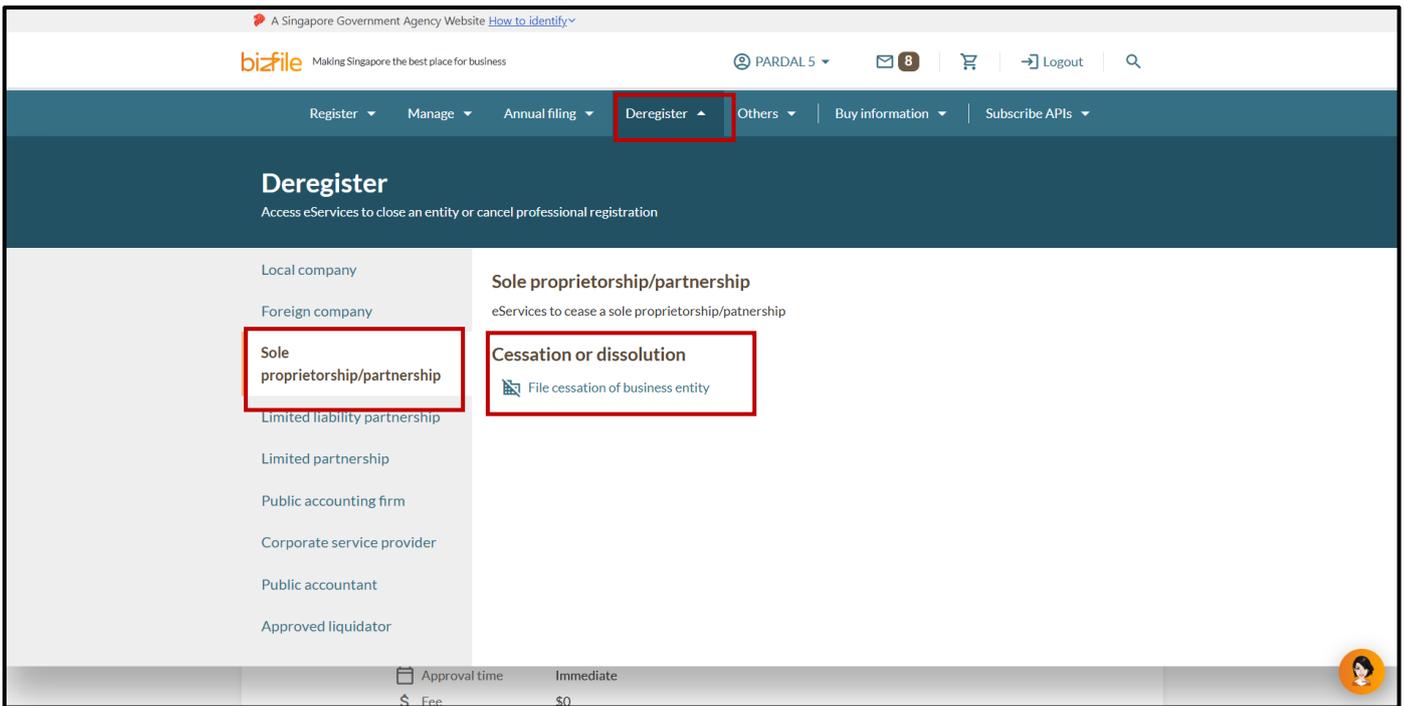


**Step 2:** Verify that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. Check that the UEN and entity name shown belong to the entity to be ceased.

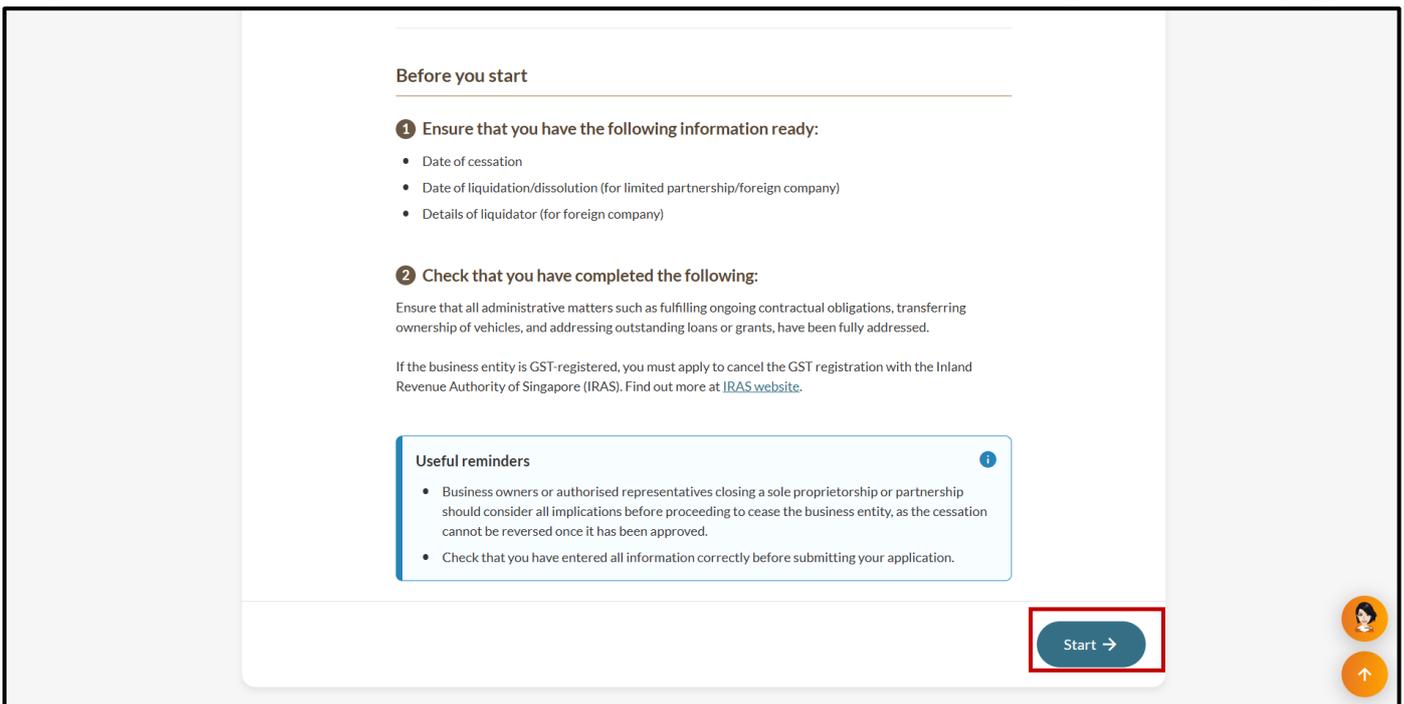


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**Step 3:** From the mega menu, select **“Deregister”**, click **“Sole proprietorship/partnership”** tab and select **“File cessation of business entity”**.



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



**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 cessation/dissolution details**

Enter the required information to update the cessation, liquidation or dissolution of the entity.

**Business entity information**

|             |            |
|-------------|------------|
| Entity name | UEN        |
| GL Biz 2    | T54PO9980C |

**Transaction type**

Type of transaction

Select type of transaction

Cessation

← Back      Save draft      Next →

**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
- 3 There is no intention to continue operations, and the entity will cease to operate on the specified date.

← Back      Save draft      Next →

Cessation

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.

← Back Save draft Next →

**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:

- 1 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.

↑

**Step 8:** Tick the checkbox to complete the confirmation and click **“Next”**.

**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:

- 1 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  
53400294C

1 Cessation/Dissolution details      2 **Review and confirm**      3 Complete

**Review and confirm**

Review the information below before submitting.

**Business entity information**

|             |           |
|-------------|-----------|
| Entity name | UEN       |
| EXCELLENCE  | 53400294C |

**Transaction type**

Type of transaction  
Cessation

*Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.*

**Cessation details**

|                                  |   |   |
|----------------------------------|---|---|
| Date of cessation<br>10 Mar 2025 | Reason for cessation<br>Disagreement among partners | The owner/partners confirm the following: <ul style="list-style-type: none"> <li>The entity has no outstanding matters. All outstanding debts, taxes, financial obligations related to the entity have been settled before its cessation.</li> <li>The entity's assets have been disposed of, and any legal or contractual obligations such as vehicles, tenancy or employment have been settled.</li> <li>There is no intention to continue operations, and the entity will cease to operate on the specified date.</li> </ul> |
|----------------------------------|---|---|

I, KLAY THOMPSON, declare that:

- I declare that I have obtained consent from all the owners / partners for the cessation of the entity.
- The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
- I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

← Back
Save draft
Submit →

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

## Notification of cessation/dissolution of business entity

EXCELLENCE  
53400294C

1 Cessation/Dissolution details
2 Review and confirm
3 Complete

### Transaction submitted successfully

EXCELLENCE, 53400294C has been ceased on 11 Mar 2025.

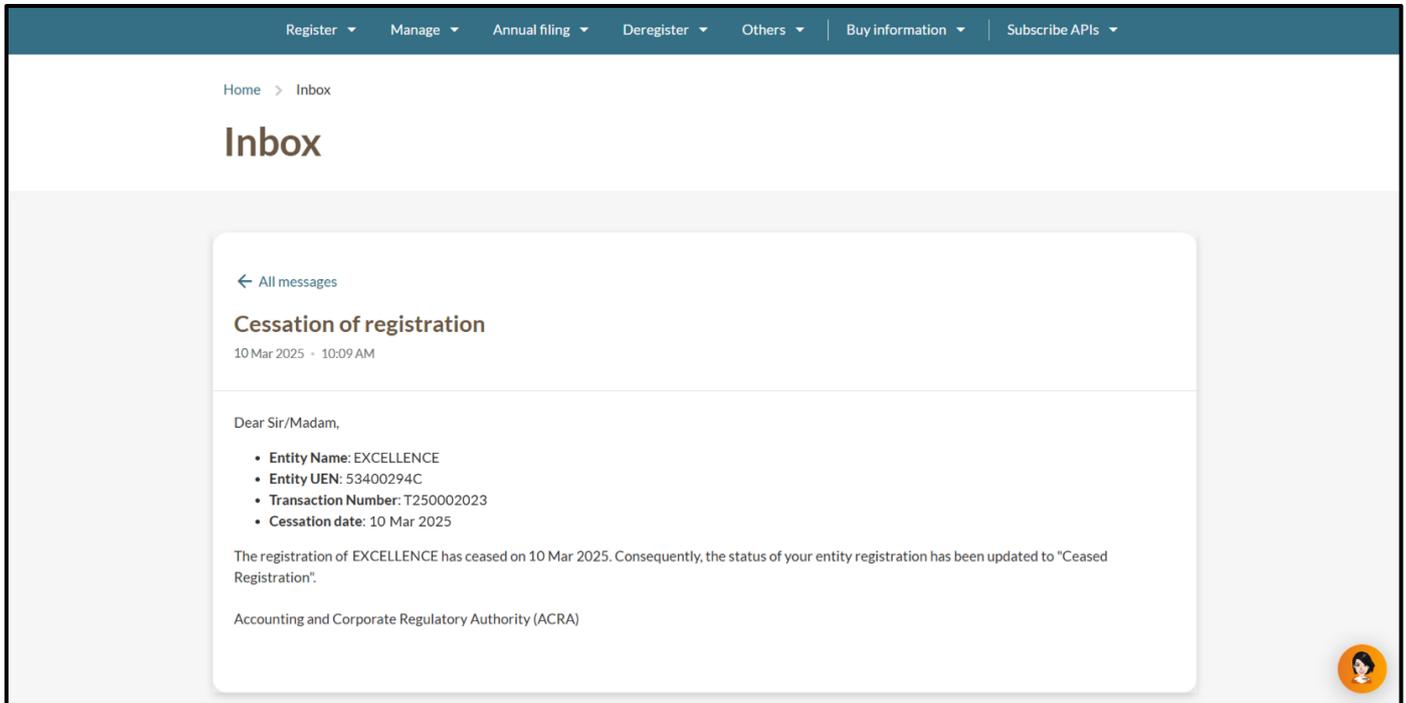
Go to My Transaction

| Transaction details |                |  |                      |
|---------------------|----------------|--|----------------------|
| UEN                 | Transaction ID | Transaction name   | Date and time        |
| 53400294C           | T25000987      | Notification on cessation/dissolution of business entity | 11 Mar 2025 09:42 PM |

*Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.*

**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.



*Updated as of 22 April 2025*