## Navigating the new Bizfile: Downloading Free Information Products

All newly registered or incorporated entities will receive a free copy of their Business Profile upon successful registration. For existing entities, a free Business Profile will be available after they have successfully renewed their business registration, filed Annual Returns or Annual Declarations. The free Business Profile can only be downloaded by the lodger, Corporate Service Provider or Group Secretary transacting who files the transaction on behalf of the entity.

Companies are required to maintain up-to-date Company Registers in Bizfile. All company officers and members can access these registers at no cost, with the exception of the Register of Business/Company Documents.

Type of information product	When is the product available?	Who can download?
Business Profile	<ul> <li>Following successful entity registration</li> <li>Following successful renewal of business and Limited Partnership registration</li> <li>Following successful filing of annual returns or annual declaration</li> </ul>	<ul> <li>Individual who files the transaction</li> <li>Corporate Service Providers (CSPs) who lodge the transaction on behalf of their client</li> </ul>
<ul> <li>Company Registers</li> <li>Register of Members (ROM)</li> <li>Register of Directors (ROD)</li> <li>Register of Chief Executive Officers (ROCEO)</li> <li>Register of Secretaries (ROS)</li> <li>Register of Auditors (ROA)</li> </ul>	<ul> <li>Following successful filing of the related transactions</li> </ul>	<ul> <li>Company officers and members</li> </ul>
Certificate Confirming Registration of Transfer by Company*	<ul> <li>Following successful registration of transfer by company</li> </ul>	<ul> <li>Individual who files the transaction</li> <li>Corporate Service Providers (CSPs) who lodge the transaction on behalf of their client</li> <li>Company officers and members</li> </ul>

### Types of free information products available:

\* This certificate is currently not available for download in Bizfile. A copy of the certificate will be sent to the lodger's email upon successful filing of the registration.

#### Bizfile transactions eligible for free Business Profile upon successful filing

Incorporation	<ul> <li>Local Company: Incorporation of Local Company</li> <li>Variable Capital Company (VCC): Incorporation of VCC</li> </ul>	
Registration	<ul> <li>Business: Application to Register Person(s) and Business Name</li> <li>Limited Partnership: Application to Register a New LP</li> <li>Foreign Company: Registration of Branch of Foreign Company</li> <li>Limited Liability Partnership: Application to Register a New LLP</li> <li>Public Accounting Firm: Application for Approval of Public Accounting Firm</li> <li>Local Company: Transfer of Registration under Section 358(1)</li> <li>Variable Capital Company: Transfer of Registration under Section 134(1) of the VCC Act</li> </ul>	
Annual Renewal of Registration	<ul> <li>Business: Renewal of Business Registration</li> <li>Limited Partnership: Renewal of LP Registration</li> </ul>	
Filing of Annual Returns	<ul> <li>Local Company: Filing of Annual Return by Local Company</li> <li>Foreign Company: Lodgement of Financial Statements by Foreign Company</li> <li>Variable Capital Company: Filing of Annual Return by VCC</li> </ul>	
Filing of Annual Declaration	Limited Liability Partnership: Filing of Annual Declaration	

## For additional FAQs relating to downloading of free information products, <u>click here</u>.

#### Step-by-step instructions for downloading Free Information Products:

Type of information product	Navigation
Business Profile	<u>Click here</u>
Company Registers	<u>Click here</u>

## Step-by-step instructions for downloading the free Business Profile

Once your registration, renewal or annual filing is successfully submitted and processed, you will receive a notification in your Bizfile inbox. To access your free Business Profile, please log in to Bizfile and proceed to the Free Product Download page.

Scenario	Navigation
1) You are logging in using Individual User (Singpass) credentials	<u>Click here</u>
2) You are holding positions in multiple entities and logging in using Business User (Corppass) credentials	<u>Click here</u>
3) You are logging in as a CSP using Business User (Corppass) credentials	<u>Click here</u>
4) You are logging in as a Group Secretary filing on behalf of the entity	<u>Click here</u>

# 1) You are logging in using Individual User (Singpass) credentials

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	Register 👻 Manage 👻 Annual filing 👻 Deregister 👻 Others 👻 🛛 Buy information 👻 🛛 Subscribe APIs 👻	
	Welcome to Bizfile Your one-stop digital service portal for business registration, filing and information	
	Search for business information	
	Entity Industry People Reserved name	
	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 chat with me.
	Popular	<b>(</b>

## Step 2: Select "Individual User" to login via Singpass.

A Singapore Governmen	t Agency Website How to identify~	
	he best place for business	-J Login   몇   Q
Register 💌	Manage 👻 Annual filing 👻 Deregister 👻 Others 👻	r   Buy information ▼   Subscribe APIs ▼
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filing and infor	Business User Login with UEN, Corppass to transact on behalf of a	abusiness entity.
Search for Entity Indus	busii       Individual User       Login with Singpass to transact as an individual with UEN.	hout a registered
Q Enter ent	ity name or UEN to begin search	
This site is protected	I by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> a	apply.

**Step 3:** When redirected to the Singpass login page, scan the QR code using the Singpass app or enter your password to login.



**Step 4:** After logging in, you will be directed to your personal dashboard. Click the Bizfile inbox to view your notifications.



**Step 5:** Select the notification for successful filing.

bizfile Making Singapore the best place for business ② ▼ 2 注 → Logout Q
Register 👻 Manage 👻 Annual filing 👻 Deregister 👻 Others 👻 🛛 Buy information 👻 🛛 Subscribe APIs 👻
Home > Inbox
Q Search inbox
□ 4 of 4 messages Mark as read Y Filter by: All messages Y = Sort by: Latest to Earliest Y
□ • 28 Feb 2025 · 4:06 PM       ☑ ★         Application approved: Registration of New Business Entity T250005687       ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑ ☑

**Step 6**: The notification will include a link to download the free Business Profile. Click the link to access the **"Free Product Download"** page.

Register 👻 Manage 👻 Annual filing 👻 Deregister 👻 Others 👻   Buy information 👻   Subscribe APIs 👻	
Home > Inbox	
Inbox	
← All messages Application approved: Registration of New Business Entity T250005687 28 Feb 2025 + 4:06 PM	
Dear Sir/Madam  • Entity name: STARVIEW UNLIMITED	
UEN: 202500243Z     Transaction Name: Registration Of New Business Entity     Transaction No:: T250005687	
This is to confirm that STARVIEW UNLIMITED is incorporated under section 19(4) of the Companies Act on 28 Feb 2025 and that the company is Unlimited Public Company. Download the free Business Profile of this entity via link	
Accounting and Corporate Regulatory Authority (ACRA)	

**Step 7:** The page will display the free information products available for download. To download the free profile, click the **"Download"** option next to the item.

**Important:** Please download the free Business Profile within 30 days from the date of notification, or before your next filing, whichever occurs first, as only one free Business Profile is available for download at any given time.

Free produc	t download			
← Back				
Notice				0
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Items summary 1				
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			✓ Expand all ▲	Collapse all

# 2) You are holding positions in multiple entities and logging in using Business User (Corppass) credentials:



Step 1: Login to Bizfile as a "Business User" with Corppass.

**Step 2:** Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QR code via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.



Step 3: Click on the entity name and select "Switch profile" from the dropdown menu.

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	Search for business infor         Entity       Industry       People       Reserved         Q       Enter ontity name or LIEN to begin	My profile     My profile     Switch profile			
	This site is protected by reCAPTCHA and the Google	IT SEATCH	rms of Service apply.		9

**Step 4:** You will be directed to **"My profile – Select profile"** page. Go to the **"My Entities"** tab and select the newly registered or incorporated entity.

← Back Select profile Select a profile and entity to proceed.			
My Entities	<b>My Entities</b> You are a position holder of the entities listed below		
	Search by company name or UEN	Q Search	
	NIGHT SKAI > STA 202500245C 2025 To-do items: 0 To-do	RVIEW > 100243Z b items: 0	
	Items per page: 10  Items per page: 10  From A-Z Page 1 of 1	4	<b>2</b>

Step 5: Select "Proceed" to switch to this entity's profile.

← Back Select profile Select a profile and entity to proceed.			
My Entities	My Entities	Q Search	
	Items per page: 10 • I-2 of 2 item(s) From A-Z Page 1 of 1 •		<b>9</b>

Step 6: On the "Entity information" page, select the "Free business products" link in the left menu.

Home > Dashboard > Entity information	1			
Entity information	on			
NIGHT SKAI PTE. LTD 202500245C Last updated 28 Feb 2025 04:44 PM	•			
Entity Profile	Entity Profil	0		
Basic information		6		
Business activities	Basic information		🧪 Edit	
Office address	i Last updated 28 Feb	2025 04:44 PM		
Office hours	UEN	202500245C		
Registers address	Entity name	NIGHT SKAI PTE. LTD.		
Free business products	Entity type Entity status	Local Company		
Position Holders	Company type	Private Company Limited by Shares		
Share capital and Shareholders	Company listing status Entity status date	Unlisted 28 Feb 2025		<b>9</b>

**Step 7:** To download all items, select the checkbox on the top-left corner of the listing and select **"Download selected".** 

2 items 👲 Download sele	ected (2)		Ƴ Expan	d all \land Collapse all
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Free Business Profile (	Co) with Registration			
Date and time 28 Feb 2025	Receipt no./ARN	Filing transaction no. T250005698	Format PDF and OA	
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Register of Directors				
To download the Register Alternatively, you can log i	with certification, you can purchase th in to Bizfile to purchase the certificatic	e certification for \$1 per page by clickin n for the free Register.	g on the "Buy Certificatio	on" link.
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**Step 8:** To download individual items, click the **"Download"** option beside each item.

Free Business Prof	ile			
Free Business Profile	(Co) with Registration		<u>₽</u>	Download
Date and time 28 Feb 2025	Receipt no./ARN	Filing transaction no. T250005687	Format PDF and OA	
A The download link f	or free Business Profile download will e s	expire on 30 Mar 2025, 11:59 PM. Please	e download before the link expi	res.
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<ul> <li>The download link f</li> <li>Statutory Register</li> <li>Register of Directors</li> <li>To download the Register Alternatively, you can lo</li> </ul>	or free Business Profile download will e s er with certification, you can purchase th g in to Bizfile to purchase the certificatio	expire on 30 Mar 2025, 11:59 PM. Please he certification for \$1 per page by clickin on for the free Register.	e download before the link expire the second seco	ires.
The download link f Statutory Register Register of Directors To download the Register Alternatively, you can lo Hur Buy certification	or free Business Profile download will e s er with certification, you can purchase th g in to Bizfile to purchase the certification	expire on 30 Mar 2025, 11:59 PM. Please he certification for \$1 per page by clickin on for the free Register.	e download before the link expir Define the link expire and the "Buy Certification" link	rres.

## 3) You are logging in as a CSP using Business User (Corppass) credentials

After filing entity registration or annual filing transactions on behalf of your clients, a Corporate Service Provider (CSP) will receive notifications in the CSP's Bizfile Inbox.

Before proceeding with the download, ensure:

- ✓ You have successfully completed the entity registration or annual filing
- ✓ For newly registered entities, add them as clients in Bizfile promptly to maximise the 30-day download period.



**Step 1**: Login to Bizfile as a "Business User" using Corppass.

**Step 2:** Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QR code via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.



Step 3: Click on the entity name and select "Switch profile" from the dropdown menu.

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		🖨 View entity details	
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		My corporate service provider (CSP)	
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	193710001E	(2) Switch profile	
	View entity details	provider (CSP)	Luce
	<b>Pending actions</b> <sup>24</sup> You have 24 items pending your action. Action items created from 02 Dec 2024 or	nwards will be displayed here.	•

# Step 4: On the "My profile - Select profile" page, select the Corporate Service Provider link.

Home > My profile My profile You are logged in as Jane (NRIC S4001	234J).
← 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

Step 5: If you belong to more than one CSP firms, select your CSP firm from the dropdown list.

My profile You are logged in as Jane (NRIC S40012		
← 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 AGILITY CONSULTING Star Consulting MUSA Tech	•

**Step 6:** Select the newly registered entity. If the entity is not displayed here, check that you have added the entity to your client list.

← Back		
Select profile Select a profile and entity to proceed.		
My Entities	Corporate Service Provider	
Corporate Service Provider	Select your corporate service provider firm	
	AGILITY CONSULTING •	
	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: Alphabetical (Z-A)	
	NIGHT SKAI PTE LTD     >     NEWO     >       202500245C     20353538E     20353538E       To-do items: 0     To-do items: 0	<b>9</b>

Step 7: Select "Proceed" to switch to this entity's profile.



**Step 8**: Click the entity name on the top menu bar to access the dropdown menu, select **"View entity details"**.

bizile Making Singapore the best place for business	🙁 NIGHT SKAL 🔺	⊠ 5 È → Logout Q
Register 🔻 Manage 🔻 Annual filir	II. Dashboard	rinformation ▼ │ Subscribe APIs ▼
Welcome to you	<ul> <li>View entity details</li> <li>My transactions</li> <li>Payment history</li> <li>Payment settings</li> </ul>	is all in one place.
NIGHT SKAI 202500245C View entity details	My corporate service provider (CSP)  My profile  Switch profile  provider (CSP)	Payment history
Pending actions You have 0 items pending your action. Action items created from 02 Dec 2024 on	wards will be displayed here.	2

Step 9: On the Entity information page, click the "Free business products" link in the left menu.

Home > Dashboard > Entity information	ı			
<b>Entity information</b>	on			
NIGHT SKAI PTE. LTD 202500245C Last updated 28 Feb 2025 04:44 PM				
Entity Profile	Entity Drofil	0		
Basic information	Entity Prom	e		
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Office address	i Last updated 28 Feb	2025 04:44 PM		
Office hours	UEN	202500245C		
Registers address	Entity name	NIGHT SKAI PTE. LTD.		
Erec business products	Entity type	Local Company		
Free business products	Entity status	Live Company		
🖀 Position Holders	Company type	Private Company Limited by Shares		
	Company listing status	Unlisted		
Share capital and Shareholders	Entity status date	28 Feb 2025		
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# **Step 10:** To download all items, select the checkbox on the top-left corner of the listing and select **"Download selected".**

2 items	Download selected (2)	]		✓ Expand al	▲ Collapse al
🗹 Fre	e Business Profile	-			^
🗹 Free	e Business Profile (Co) with	Registration			Download
Date 28 F	e and time Feb 2025 The download link for free Bus	Receipt no./ARN - iness Profile download will	Filing transaction no. T250005698 expire on 30 Mar 2025, 11:59 PM. Please o	Format PDF and OA download before the link ex	pires.
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# Step 11: To download individual items, click the "Download" option beside each item.

Receipt no./ARN Filing trans - T2500056 ree Business Profile download will expire on 30 Mar 2025,
ree Business Profile download wil

## 4) You are logging in as a Group Secretary filing on behalf of the entity

After filing entity registration or annual filing transactions on behalf of an entity, the Group Secretary will receive notifications in the Group Secretary's Bizfile Inbox.

Before proceeding with the download, ensure:

- ✓ You have successfully completed the entity registration or annual filing
- ✓ For newly registered entities, add them as a subsidiary of the holding company in Bizfile promptly to maximise the 30-day download period.



A Singapore Government Agency Website <u>How to identify</u>	2
Register ▼ Manage ▼ Annual filing ▼ Deregister ▼ Others ▼   Buy information ▼   Subscribe APIs ▼	
Your one-stop digital	
filing and information Business User Login with UEN, Corppass to transact on behalf of a business entity.	
Search for busin     Individual User       Entity     Industry       Individual User       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 Privacy Policy and Terms of Service apply.	

**Step 2:** Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QR code via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.



**Step 3**: Click on the entity name on the top menu bar to access the dropdown menu, select "**Switch profile**".



# Step 4: You will be directed to the **"My profile – Select profile"** page, click on the **Group of Companies** tab.

Home > My profile	
My profile	
You are logged in as Jane (NRIC S400	1234J).
← Back	
Select profile Select a profile and entity to proceed.	
My Entities Group of Companies	Group of Companies You are authorised to transact with ACRA on behalf of the entities listed below.
	Select group of companies           Please select

#### Step 5: You will be able to see the newly added entity in the subsidiary list.

My profile You are logged in as Jane (NRIC S400	1234J).
← Back Select profile Select a profile and entity to proceed.	
My Entities Group of Companies	Group of Companies You are authorised to transact with ACRA on behalf of the entities listed below. Select group of companies Please select

#### Step 6: Select the entity which has been newly registered or incorporated.

← Back	
Select a profile and entity to proceed.	
My Entities	Group of Companies
Group of Companies	You are authorised to transact with ACRA on behalf of the entities listed below.
	Select group of companies
	Holding GC Company ABC
	Search by company name or UEN Q Search
	🚍 Sort by: Latest updated 🐱
	NIGHT SKAI PTE LTD       >         202500245C       202100001D         I To-do items: 1       To-do items: 0
	Items per page: 10 • I-2 of 2 item(s) From latest updated

#### Step 7: Select "Proceed" to switch profile to the new entity.

Select a profile and entity to proceed.			
My Entities	Group of Companies		
Group of Companies	You are authorised to transact with ACRA on behalf of the entit	ties listed below.	
	×	•	
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**Step 8**: Click the entity name on the top menu bar to access the dropdown menu, select **"View entity details"**.

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Step 9: On the Entity information page, click the "Free business products" link in the left menu.

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Basic information	Entity Prom	e		
Business activities	Basic information		🧪 Edit	
Office address	i Last updated 28 Feb	2025 04:44 PM		
Office hours	UEN	202500245C		
Registers address	Entity name	NIGHT SKAI PTE. LTD.		
Free business products	Entity type	Local Company		
😂 Position Holders	Entity status Company type	Live Company Private Company Limited by Shares		
	Company listing status	Unlisted		
Share capital and Shareholders	Entity status date	28 Feb 2025		8

# **Step 10:** To download all items, select the checkbox on the top-left corner of the listing and select **"Download selected"**.

2 items	Download selected (2)	]		✓ Expand al	▲ Collapse al
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# Step 11: To download individual items, click the "Download" option beside each item.

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28 Feb 2025	- r free Business Profile download will e	xpire on 30 Mar 2025, 11:59 PM. Please	download before the link expires.	
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<ul> <li>28 Feb 2025</li> <li>The download link for</li> <li>Statutory Registers</li> <li>Register of Directors</li> <li>To download the Register</li> <li>Alternatively, you can log</li> </ul>	r free Business Profile download will e with certification, you can purchase th in to Bizfile to purchase the certificati	xpire on 30 Mar 2025, 11:59 PM. Please he certification for \$1 per page by clickin on for the free Register.	e download before the link expires.	<b>^</b> ownload
<ul> <li>28 Feb 2025</li> <li>The download link for</li> <li>Statutory Registers</li> <li>Register of Directors</li> <li>To download the Register</li> <li>Alternatively, you can log</li> <li>Buy certification</li> </ul>	- r free Business Profile download will e with certification, you can purchase th in to Bizfile to purchase the certificatio	xpire on 30 Mar 2025, 11:59 PM. Please he certification for \$1 per page by clickin on for the free Register.	e download before the link expires.	<b>^</b> ownload

### Step-by-step instructions to accessing and downloading Company Registers

Company officers and members can access all company's registers, except for the Register of Business and Register of Company Documents. Active position holders can download these free Statutory Registers at any time by logging into Bizfile with their Corppass credentials.

Step 1: Login to Bizfile using Business User (Corppass).



**Step 2:** Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QR code via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.



**Step 3:** Click the entity name on the top menu bar to access the dropdown menu, select **"View entity details"**. If you hold position in multiple entities, please switch to the correct entity profile.



Step 4: On the Entity information page, click the "Free business products" link in the left menu.

Home	> Dashboard > Entity information	ı			
En	itity information	on			
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В	Basic information	Entity Prom	e		
E	Business activities	<b>Basic information</b>		🧨 Edit	
c	Office address	i Last updated 31 Jul 2	2024 10:28 PM		
C	Office hours	UEN	200920643W		
F	Registers address	Entity name	3C PROPERTY CONSULTANTS PTE. LTD.		
	Free business products	Formerly known as	PAXEL DESIGN PTE. LTD.		
	ree business products	Entity type	Local Company		
:8:	Position Holders	Company type	Exempt Private Company Limited by Shares		
Φ	Share capital and Shareholders	Company listing status	Unisted		

**Step 5:** To download all items, select the checkbox on the top-left corner of the listing and select **"Download selected"**.

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### **Step 6:** To download individual items, click the **"Download"** option beside each item.

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# Frequently Asked Questions (FAQs)

Q: Who can download Free Business Profile?

**A:** Only lodger or Corporate Service Provider or Group Secretary transacting on behalf of the entity which files the entity registration or annual filing transaction can download the Free Business Profile. Please download the Free Business Profile within the 30 days download period.

**Q:** Why is there no longer direct download link in the email notification that I received after filing entity registration or annual filing?

**A:** We are working to improve the user experience for the download process. In the meantime, please refer to the guide on how to download the Free Business Profile.

Q: Who can download free company registers?

**A:** Company officers and members have free access to all of the company's registers, excluding Register of Business and Register of Company Documents. Upon Corppass login, active position holders will be able to download free Statutory Registers at any time. There is no download expiry.

**Q:** Is there an expiry date for download of Free Business Profile?

**A:** Free Business Profile will have to be downloaded within 30 days of entity registration, or before a new entity registration transaction takes place (applies to lodgers who log in through Singpass).

Q: Is there an expiry date for download of free company register?A: No, there is no expiry date for download of free company registers.

**Q:** How can I download my company's Business Profile if I did not download it within the 30 days? **A:** Lodger will have to purchase the Business Profile by searching for the company under information products.

**Q:** Why did I encounter a "Transaction cannot proceed" error after selecting "My entity details" page to access the Free Product download page?

**A:** Before accessing entity details, you must verify the registered email address associated with your entity. If you see a "Transaction cannot proceed" error, this means your email needs verification. Please log out of your current session and log in using Singpass. Locate the email verification link under "Pending Tasks" on your personal dashboard and complete the verification process. Once verified, log out and sign in to Bizfile with Corppass to continue accessing entity details. This verification is a mandatory one-time process for each registered email address.

Updated as of 11 Jun 2025

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