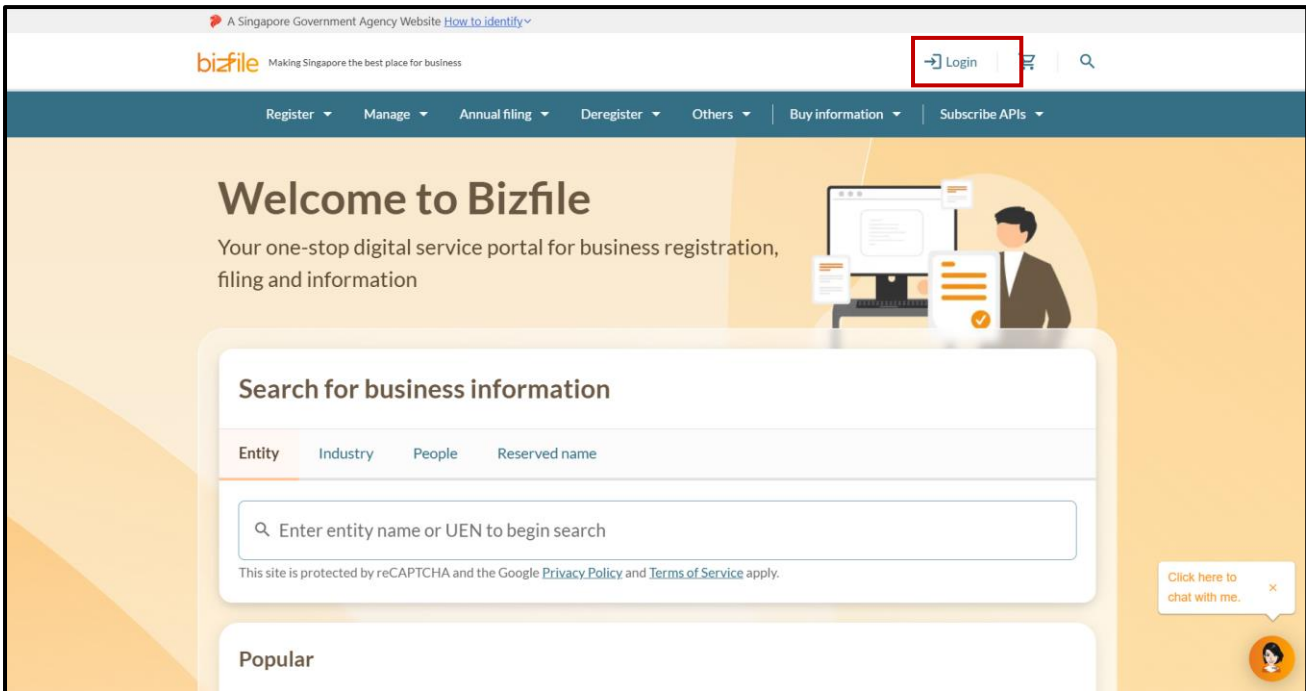


Navigating the new Bizfile: File annual returns

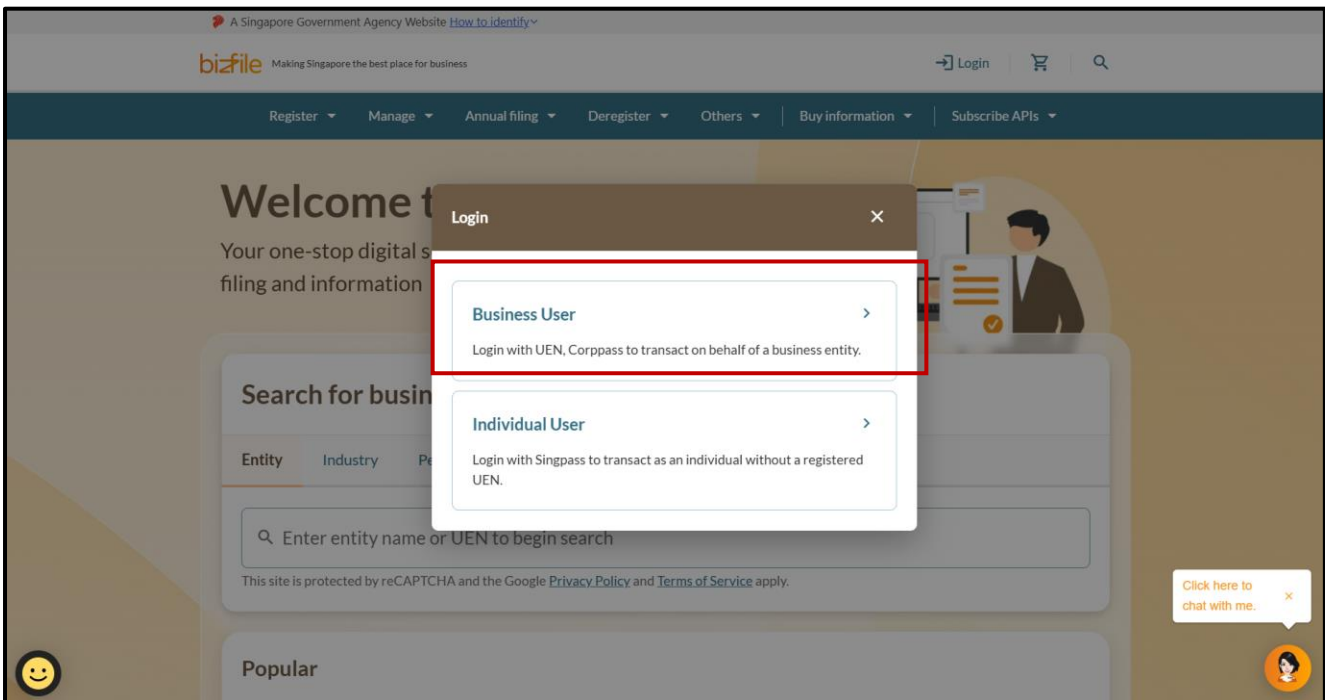
The “File annual returns” eService allows you to submit annual filings for local companies, limited liability partnerships and foreign companies. Upon logging in and navigating to the “File annual returns” eService, Bizfile will automatically display the appropriate annual filing webform based on your entity type.

Step-by-step Instructions to file annual returns for local company

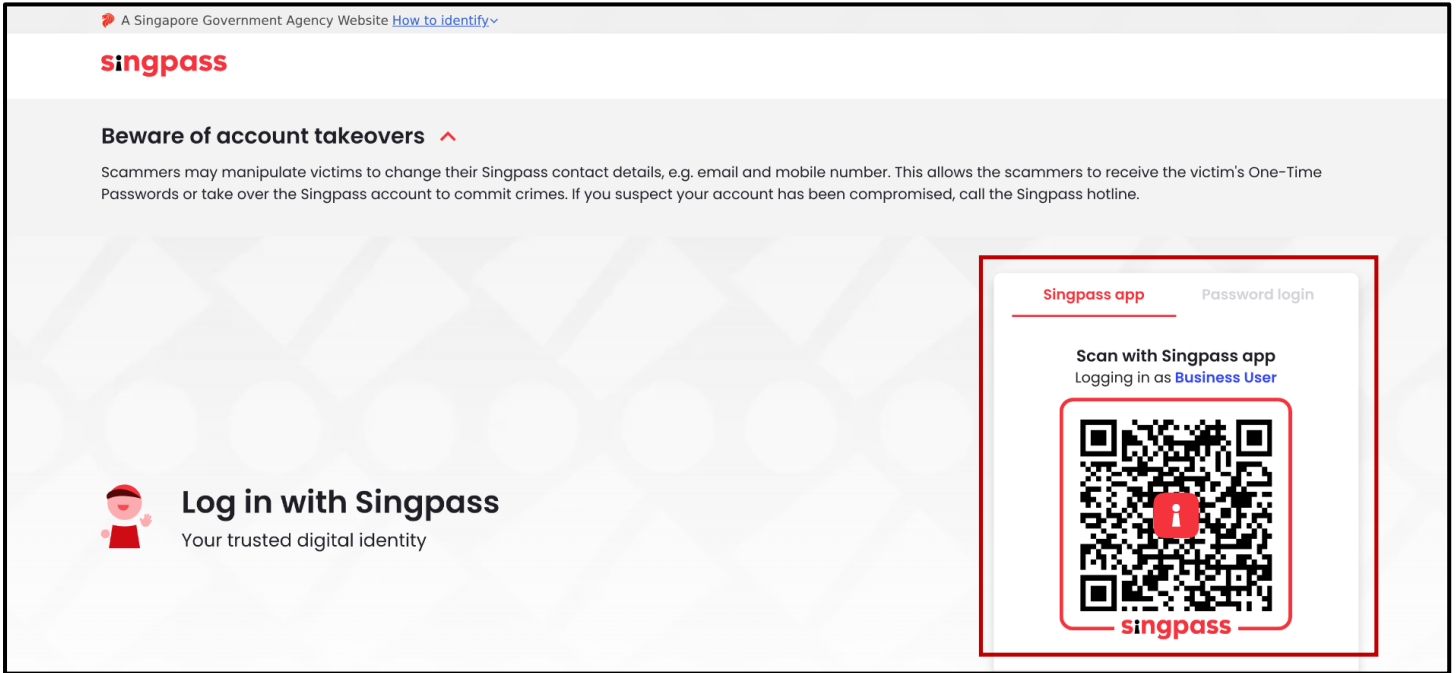
Step 1: Click “Login” on the Bizfile homepage



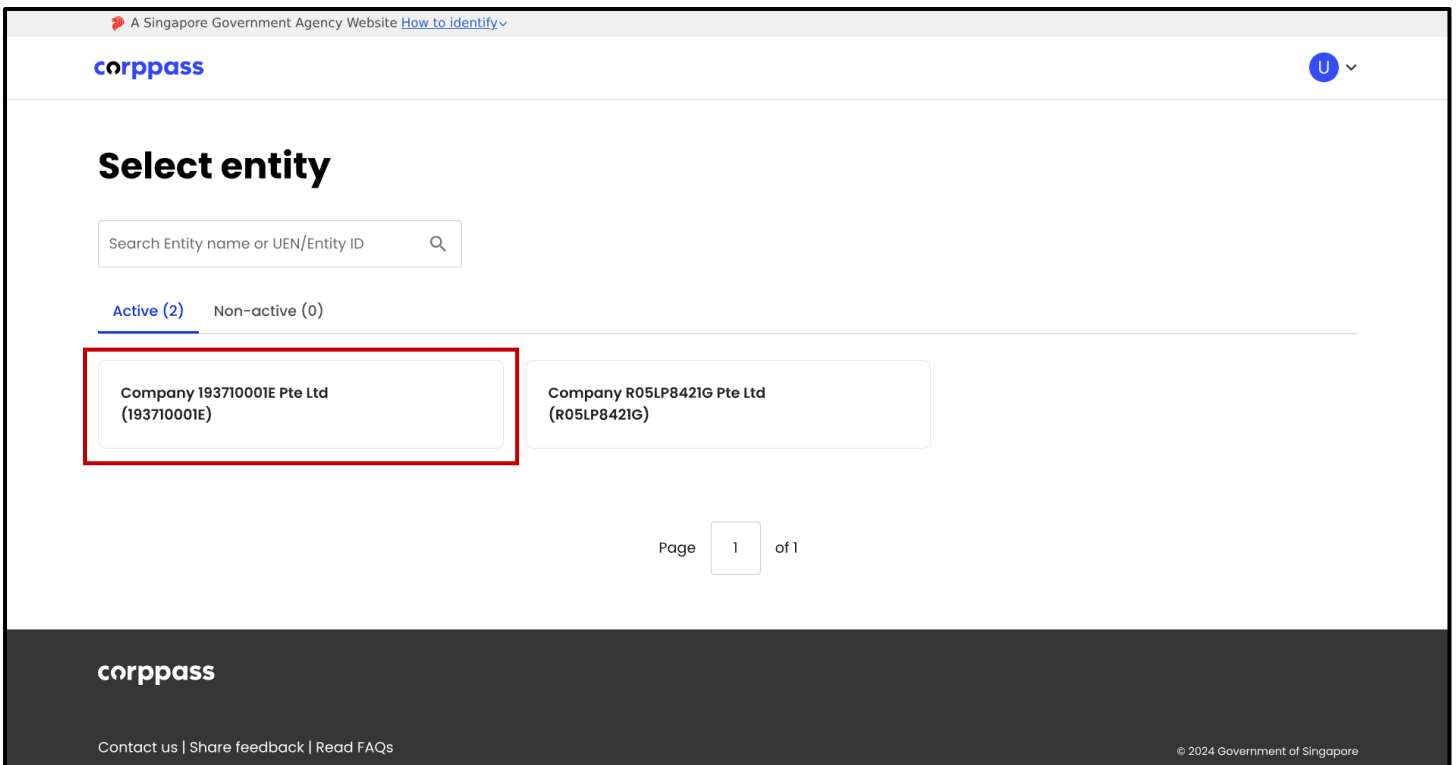
Step 2: Select “Business User” to login via Corppass



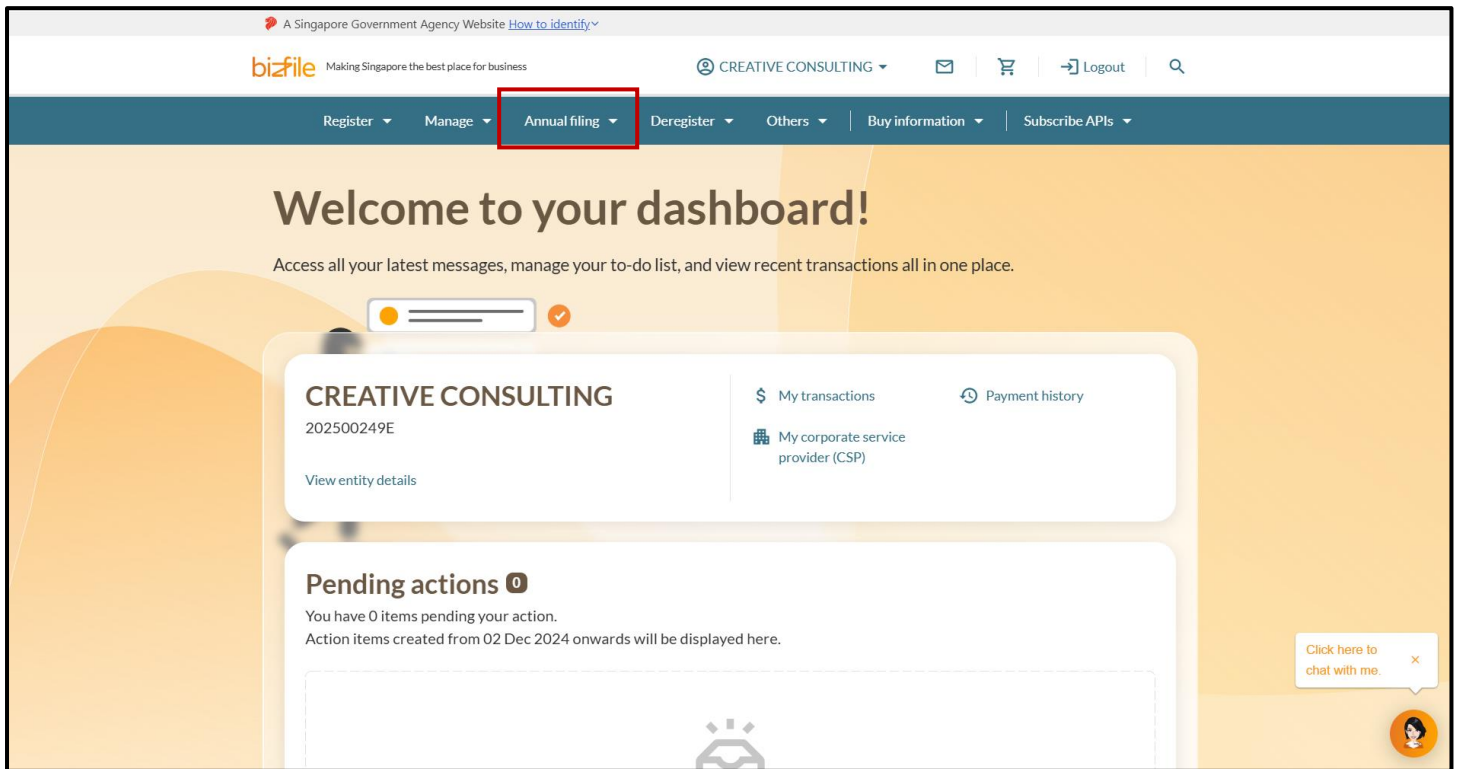
Step 3: Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QRcode via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.



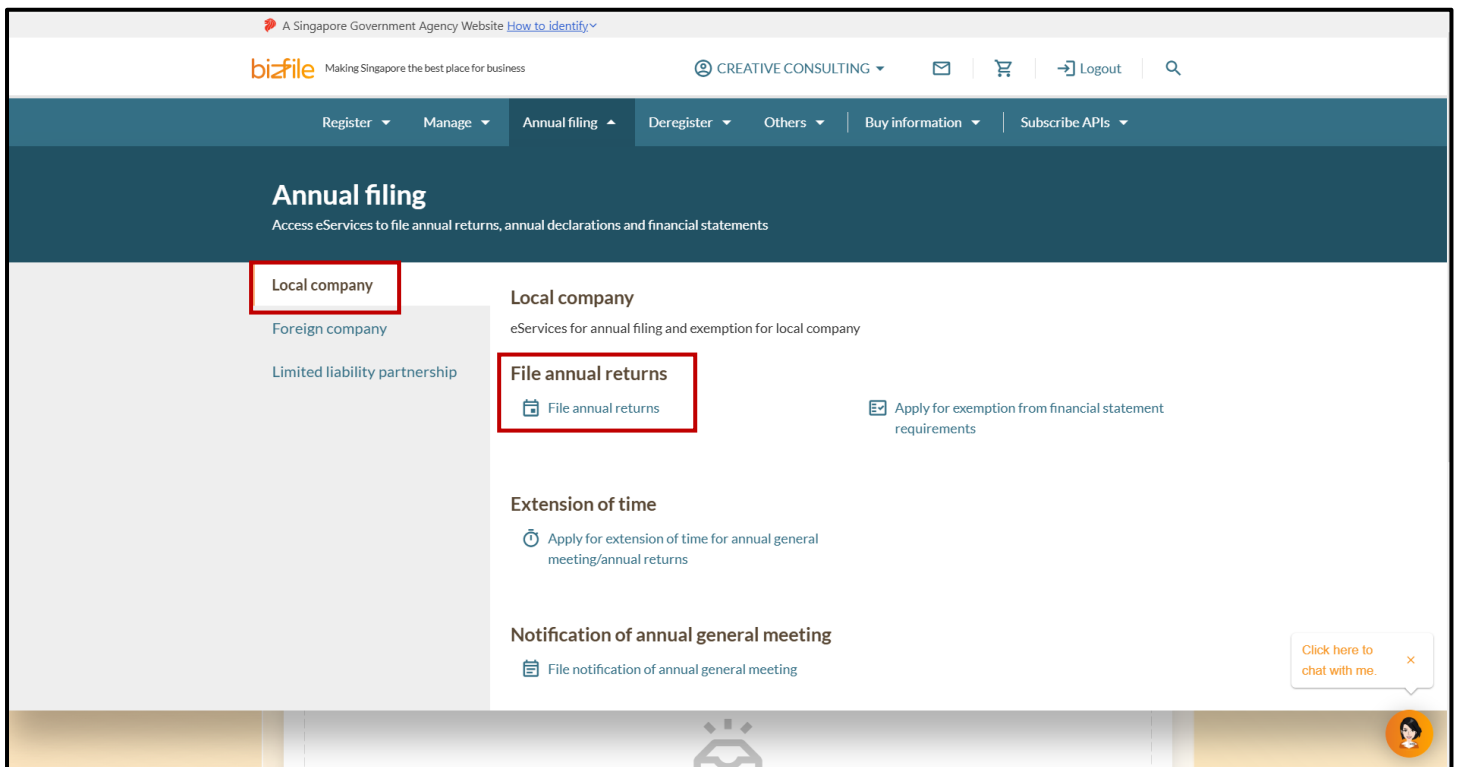
Step 4: Select the entity you are transacting for before proceeding.



Step 5: From the mega menu, click on the “Annual filing” tab



Step 6: Under the “Local Company” tab, select “File annual returns”



Step 7: Click “Start” on the introduction page to begin filing the annual return.

File annual returns

Introduction

This eService allows you to submit annual filings for local companies, limited liability partnerships and foreign companies.

🕒 Time to complete	10 minutes - 20 minutes
📅 Approval time	Immediate
💰 Fee	\$60.00 (filing of annual return) \$30.00 (filing of annual declarations) \$0 (filing of financial statements)

Before you start

Ensure the following information are accurate and up-to-date:

1 Review entity information

- Entity profile
- SSIC
- Registered office address
- Position holders such as officers, auditors, partner and managers, depending on the entity for which you are filing
- Share capital and shareholders (for local company)
- Charges (for local company)

2 Information required for the transaction

- Unique Entity Number (UEN)
- Date of Annual General Meeting (if held)
- Name of auditor for operations in country of incorporation (for foreign company)
- Supporting documents such as financial statements in XBRL format, and/or PDF format, depending on the company type

Useful reminders

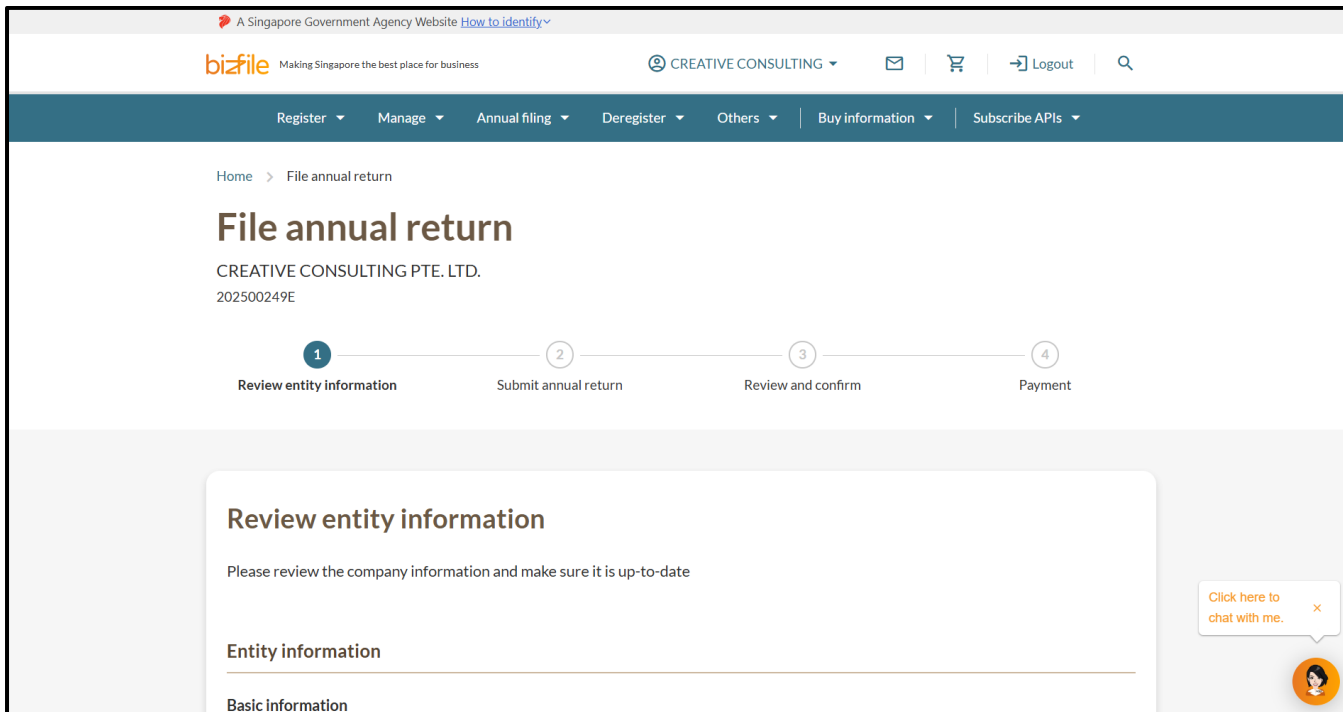
- Review all information to ensure they are accurate and current.
- Submit annual filings on time to avoid incurring late lodgement penalty.

Start →

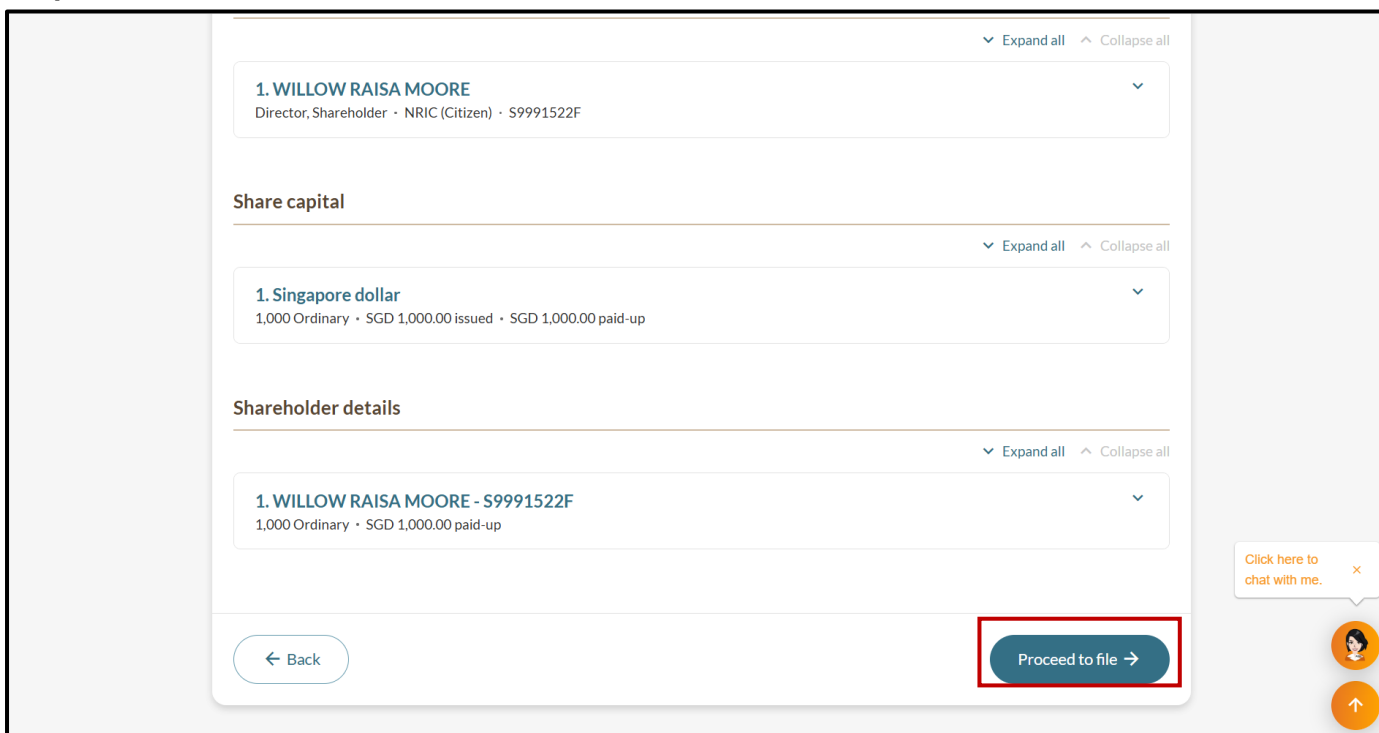
Step 8: Verify the entity information is correct and up to date.

If you need to update any entity details, use the "Update entity information" eService found under the "Manage" tab before continuing with this filing.

To correct and individual's paid-up share capital amount (in dollars), submit a separate filing through General Lodgement - Notice to update EROM and paid-up share capital.



Step 9: Review the information and click "Proceed to file".



Step 10: Check that the Financial Year End (FYE) date is correct

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Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > File annual return

File annual return

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202500249E

- 1 Review entity information
- 2 **Submit annual return**
- 3 Review and confirm
- 4 Payment

Annual return information

Review and update the annual return details, and check that the information is accurate and up-to-date for the current filing.

Financial year end (FYE)

[Click here to chat with me.](#)

Step 11: Specify the company type and status for the financial period, which determines whether financial statements are required. Based on your selection, the system will display the relevant sections for completion.

Company type and status

Your company type and status determines whether you have to file financial statements.
[More information](#)

Company type for the relevant financial period
Exempt Private Company Limited by Shares

Company status
 Active
 Dormant (for the entire financial period)

Is the company solvent or insolvent?
 Solvent
 Insolvent
 EPC required by law to file accounts

Is the company a small company exempt from audit requirements?
 Yes No

Annual General Meeting details

All companies are required to hold AGMs Did the company hold its AGM?

[Click here to chat with me.](#)

Step 12: Select the appropriate Annual General Meeting (AGM) option and enter the AGM date. If the Company is exempt from holding an AGM, indicate the date when the financial statements were sent to members.

The screenshot shows a web form titled "Annual General Meeting details". At the top, there are two radio buttons: "Yes" (unselected) and "No" (selected). Below this, the form is divided into sections. The "Annual General Meeting details" section contains a question: "Did the company hold its AGM?". There are four radio button options: "Yes, Company is required to hold AGM" (selected), "No, Company is exempt from holding an AGM as financial statements have been sent to members and no member has requested for AGM to be held.", "No, Company is a Dormant Relevant Company that is not required to prepare financial statements and no member requested for AGM to be held", and "No, a resolution to dispense with holding an AGM was passed by all members". Below the options is a "Date of AGM" field with a placeholder "DD MMM YYYY" and a calendar icon. To the right of the form is a chat bubble that says "Click here to chat with me." and a user profile icon. Below the AGM details is a "Financial statements" section with a text box containing the message: "Based on your company type and status, filing financial statements is not mandatory. However, you may still".

Step 13: If your entity needs to file XBRL documents, select them from the available options. **You must first upload these documents using the BizFinx prep tool before they will be available for selection here.**

The screenshot shows a web form titled "Financial statements". On the left, there is a text box explaining that except for Dormant Relevant Companies, Solvent Exempt Private Companies, and Companies Limited by Guarantee, all other companies must file financial information in XBRL format, unless prior approval has been obtained from the Registrar. The main content area is titled "XBRL format" and includes a "Refresh" button. Below this, there is a section "Select financial statement to be filed" with three radio button options: "Full Set of Financial Statements in XBRL Format (Full XBRL)", "Financial Statements in Simplified XBRL Format (Simplified XBRL)", and "Financial Statement Highlights in XBRL Format (for banks, finance companies and registered insurers only)". Each option shows it was uploaded by Alex Lim on 10 Oct 2023, 02:12 PM and includes a "Review copy of XBRL" link. At the bottom, there is a radio button option "Not filing financial information".

Step 14: If your company is not a solvent exempt private company or a dormant relevant company, you must upload your financial statements in PDF format. Click the “+” button to attach your documents.

Financial statements

Except for Dormant Relevant Companies, Solvent Exempt Private Companies, and Companies Limited by Guarantee, all other companies must file financial information in XBRL format, unless prior approval has been obtained from the Registrar.

Based on your company type and status, filing financial statements is not mandatory. However, you may still choose to file voluntarily.

XBRL format Refresh

Not filing financial information

+ Attach PDF financial statements (you are required to upload a copy of your financial statements(in PDF), unless you are a solvent exempt private company or a dormant relevant company)

Director who signed the statement by directors
Select the name of the director

Accounting standards used to prepare financial statements
Select the applicable accounting standards

Please ensure that you obtain this information from the financial statements

Nature of financial statements
Refer to the financial statements for details

Company level

Click here to chat with me.

Drag and drop files into the box or click “browse files” to upload your PDF Financial Statement

Companies Limited by Guarantee, all other companies must file financial information in XBRL format, unless prior approval has been obtained from the Registrar.

statements is not mandatory. However, you may still choose to file voluntarily.

XBRL format Refresh

Not filing financial information

+ Attach PDF financial statements

Drag and drop files here or [browse files](#) to upload

Supported formats: PDF
Maximum file size: 5MB per file

Embedded images and files will not be scanned for personal information. Consider masking any sensitive personal information before uploading, as it could be part of records accessible to the public.

You may upload up to 5 file(s)

Remove PDF financial statements

Director who signed the statement by directors
Select the name of the director

Click here to chat with me.

When uploading your file, ensure the file name includes only alphanumeric characters (letters A-Z, a-z and numbers 0-9). Do not include spaces, special characters (such as ., @, #, \$, %, &, *), or foreign language characters in the filename.

Step 15: Select the directors who signed the Statement by directors. You must also specify the accounting standards used in preparing the financial statements, and the nature of the financial statements. This information can be found in the financial statements.

For dormant relevant company that are not required to prepare financial statements, the field “Director who signed the statement by directors” is optional. In such cases, you may select “Not applicable” for both the accounting standards and nature of financial statements.

before uploading, as it could be part of records accessible to the public.
You may upload up to 5 file(s)

Remove PDF financial statements

Director who signed the statement by directors
Select the name of the director
NICOLE LIM

Accounting standards used to prepare financial statements ⓘ
Singapore financial reporting standards
Please ensure that you obtain this information from the financial statements

Nature of financial statements ⓘ
Refer to the financial statements for details
 Company level
 Consolidated level

Click here to chat with me. x

Directors' statement

Section 201(16) of the Companies Act requires the company to prepare a directors' statement, which must be signed by two directors. The statement contains information specified in the

Does the directors' statement include the directors' interests in shares or debentures?

Step 16: Indicate whether the directors’ statement includes the directors’ interests in shares or debentures. If you select “No”, continue to **Step 17**. If you select “Yes”, go to **Step 18**.

Private companies and public non-listed companies are not required to disclose directors' interests if the directors declare in the directors’ statement that they have obtained the consent of all the members of the company that the directors’ statement need not contain this information, and the company confirms that all members have given their consent for the non-disclosure in the annual return.

Companies that have obtained ACRA's approval for non-disclosure may select 'No' for this field and attach ACRA's approval email as supporting documentation.

Company level
 Consolidated level

Directors' statement

Section 201(16) of the Companies Act requires the company to prepare a directors' statement, which must be signed by two directors. The statement contains information specified in the Twelfth Schedule and includes details of directors' interests in shares or debentures of both the company and other corporate bodies. A class exemption order is available for certain companies.

If disclosure of directors' interests is not applicable (i.e. no directors' interest in shares and debentures) to the company, you may select 'Yes' for the field "Does the directors' statement include the directors' interests in shares or debentures?".

[More information](#)

Does the directors' statement include the directors' interests in shares or debentures?

Yes (including cases where no directors hold such interests)
 No

Audit information

Companies not exempted from audit must provide the details of the public accounting entity and auditor responsible for auditing the financial statements.

Have the company's financial statements been audited?

Yes
 No

Search public accounting entity by

Click here to chat with me.

Step 17: Tick the check box to confirm that all shareholders have consented to not disclosing the directors' interests in company shares or debentures. **You must also attach the directors' confirmation of this shareholder consent.**

Directors' statement

Section 201(16) of the Companies Act requires the company to prepare a directors' statement, which must be signed by two directors. The statement contains information specified in the Twelfth Schedule and includes details of directors' interests in shares or debentures of both the company and other corporate bodies. A class exemption order is available for certain companies.

If disclosure of directors' interests is not applicable (i.e. no directors' interest in shares and debentures) to the company, you may select 'Yes' for the field "Does the directors' statement include the directors' interests in shares or debentures?".

[More information](#)

Does the directors' statement include the directors' interests in shares or debentures?

Yes (including cases where no directors hold such interests)
 No

Check this box to confirm that all of the company's shareholders have given consent for the non-disclosure of the directors' interests in shares in, or debentures of, the company

Attach directors' confirmation of company shareholders' consent

Drag and drop files here or [browse files](#) to upload

Supported formats: PDF
Maximum file size: 5MB per file

Embedded images and files will not be scanned for personal information. Consider masking any sensitive personal information before uploading, as it could be part of records accessible to the public.

You may upload up to 1 file(s)

Click here to chat with me.

Step 18: If the entity is not exempt from audit, complete the **Audit information** section.

Audit information

Companies not exempted from audit must provide the details of the public accounting entity and auditor responsible for auditing the financial statements.

Have the company's financial statements been audited?
 Yes No

Search public accounting entity by
 Entity name UEN

Name of public accounting entity that audited the financial statements
Tata Audit

Search results
TATA AUDITOR FIRM (PAC)

Name of auditor who audited and signed off the financial statements
TMOTO

Date of independent auditor's report
01 Mar 2025

Emphasis of matter

Was there an emphasis of matter in audit opinion?
 Yes No

[Click here to chat with me.](#)

Step 19: If the entity is required to maintain a register of controllers, select the location where the register is kept.

Modified opinion

Was there a modified opinion in the independent auditor's report? (e.g. qualified opinion, disclaimer of opinion, or adverse opinion)
 Yes No

Register of controllers

Register of controllers is a register containing particulars of individuals or corporate entities who are controller of the company.

Is the entity exempted from the requirements to keep a register of controllers?
 Yes No

Location where the register of controllers is kept
 Registered office of the company
 Registered office of a corporate service provider appointed by the company

Register of nominee directors

Is the entity exempted from the requirements to keep a register of nominee directors?
 Yes No

[Click here to chat with me.](#)

Step 20: If the entity is required to maintain a register of nominee directors, indicate where this register is kept.

The screenshot shows a web form titled "Register of nominee directors". At the top, there are two radio button options: "Registered office of the company" (selected) and "Registered office of a corporate service provider appointed by the company". Below this, the section "Register of nominee directors" contains the question "Is the entity exempted from the requirements to keep a register of nominee directors?". There are two radio button options for this question: "Yes" and "No" (selected). Below the question, there is another section titled "Location where the register of nominee directors is kept" with two radio button options: "Registered office of the company" (selected) and "Registered office of a corporate service provider appointed by the company". At the bottom of the form, there are three buttons: "Back", "Save draft", and "Review and confirm". A red rectangular box highlights the exemption question and the location options. On the right side of the form, there is a chat bubble that says "Click here to chat with me." and a small profile icon.

Step 21: Click “Review and confirm” to proceed.

This screenshot is identical to the one in Step 20, showing the "Register of nominee directors" form. The "Review and confirm" button at the bottom right is now highlighted with a red rectangular box, indicating the next step in the process. All other elements, including the selected radio buttons and the chat bubble, remain the same.

Step 22: Review all information carefully before submission.

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Home > File annual return

File annual return

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1 Review entity information 2 Submit annual return 3 Review and confirm 4 Payment

Review and confirm

Please review the information below before submitting.

Entity profile

Basic information

[Click here to chat with me.](#)

Step 23: Tick the checkbox to complete the declaration, and click “Proceed to payment”.

Register of controllers

Is the entity exempted from the requirements to keep a register of controllers? No	Location where the register of controllers is kept Registered office of the company
---	--

Register of nominee directors

Is the entity exempted from the requirements to keep a register of nominee directors? No	Location where the register of nominee directors is kept Registered office of the company
---	--

I, WILLOW RAISA MOORE, declare that:

- 1 The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
- 2 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](#)

[Proceed to payment →](#)

[Click here to chat with me.](#)

Step 24: You will be directed to the payment summary page. Select the payment method and click “Make payment” to complete the transaction.

1 Review entity information 2 Submit annual return 3 Review and confirm 4 Payment

Select payment method

Complete your payment before 12:32PM to avoid timeouts.
You will receive an acknowledge message and a receipt upon successful payment.

Select type

Saved card(s) Other methods

Select saved payment method

VISA
**** 3220
07/29 - Visa
Default

+ Add card

Payment summary

ARN250304000021

1 x File annual returns \$60.00

Total (includes GST) \$60.00

Make payment

Back

Click here to chat with me.

Step 25: Upon successful submission, you will receive an acknowledgement message and a receipt

File annual return

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202500249E

1 Review entity information 2 Submit annual return 3 Review and confirm 4 Payment

Payment successful

Upon successful payment, you will receive a confirmation email with instructions to review your purchase.

Download receipt Go to My Transaction

Payment details

Receipt number ARN Paid via EP reference number

Click here to chat with me.

Step 26: A notification will be sent to your Bizfile Inbox with a link to download your free Business Profile.

The screenshot shows a web interface for an 'Inbox'. At the top left, there is a breadcrumb 'Home > Inbox' and a large 'Inbox' header. Below this is a message card with a back arrow and the text 'All messages'. The main subject of the message is 'Annual Return successfully submitted', dated '03 Mar 2025 · 5:02 PM'. The message body starts with 'Dear Sir/Madam,' followed by a bulleted list of details: Entity UEN: 202500249E, Entity name: CREATIVE CONSULTING, Transaction name: File Annual Returns/ Declarations and Financial Statements, and Transaction number: T250005857. Below the list, it states: 'You have successfully filed annual returns for CREATIVE CONSULTING on 03 Mar 2025 for 31 Jan 2025. Download the free Business Profile of this entity via [link](#).' The word 'link' is highlighted with a red box. The sender is identified as 'Accounting and Corporate Regulatory Authority (ACRA)'. In the bottom right corner, there is a chat bubble that says 'Click here to chat with me.' with a close icon, and a small circular profile picture of a person.