

Navigating the new Bizfile: File variation of charge

The “File variation of charge” eService enables local and foreign companies to modify the terms of the original charge registered with ACRA.

The filing can be done by either the chargor or their appointed Corporate Service Provider (CSP).

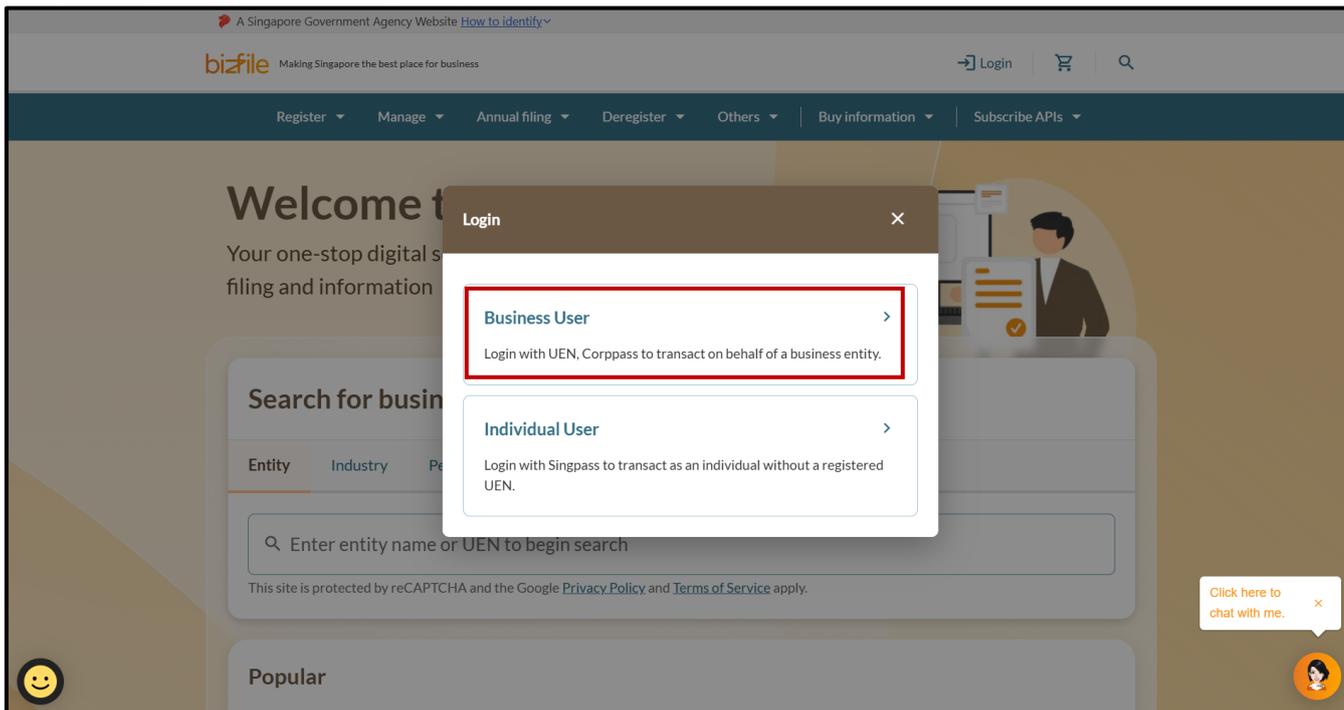
In cases where the chargee is filing the variation on behalf of the chargor, they must first engage a CSP who will need to add the chargor as their client before proceeding with the filing.

Companies can file the following lodgements to vary the charge:

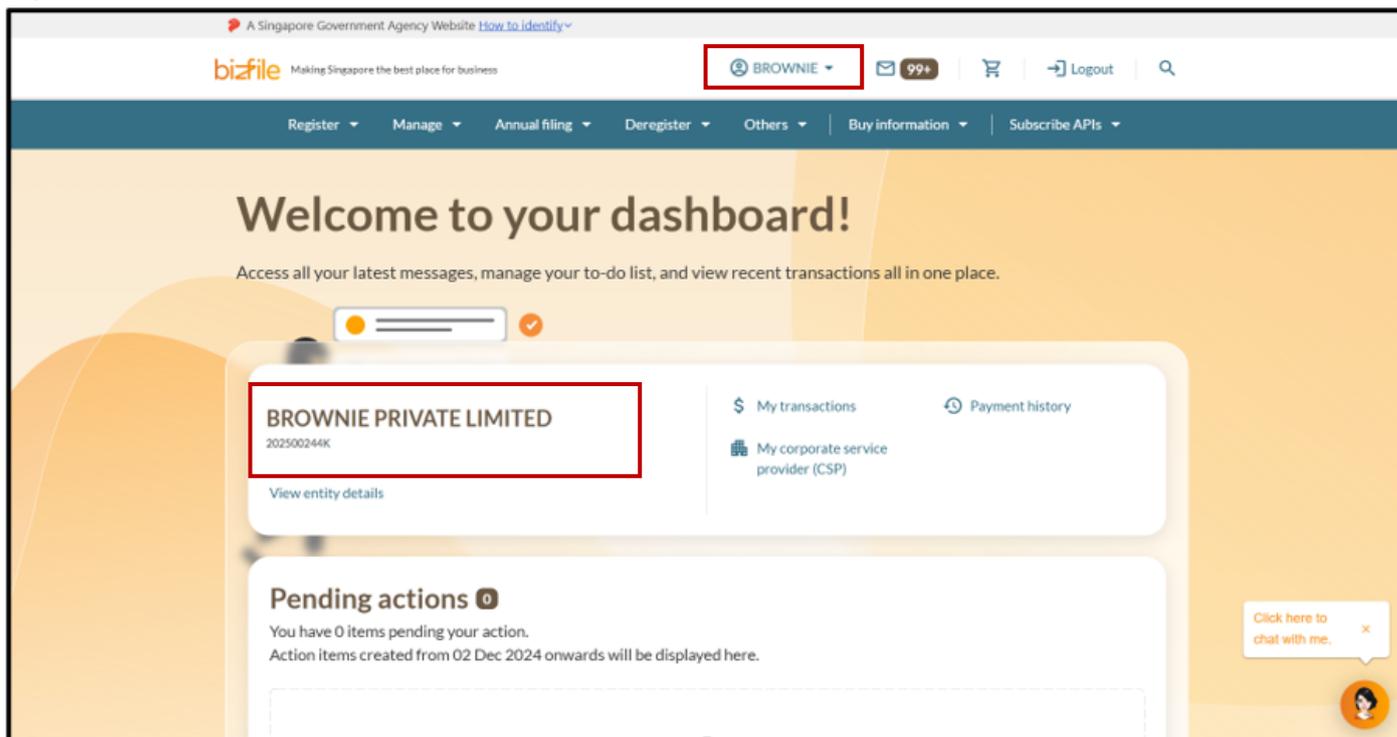
Type of Change	Navigation
Chargee Details and Amount Secured	Click here
Variation Description	Click here

Step-by-step Instructions to file variation of charge

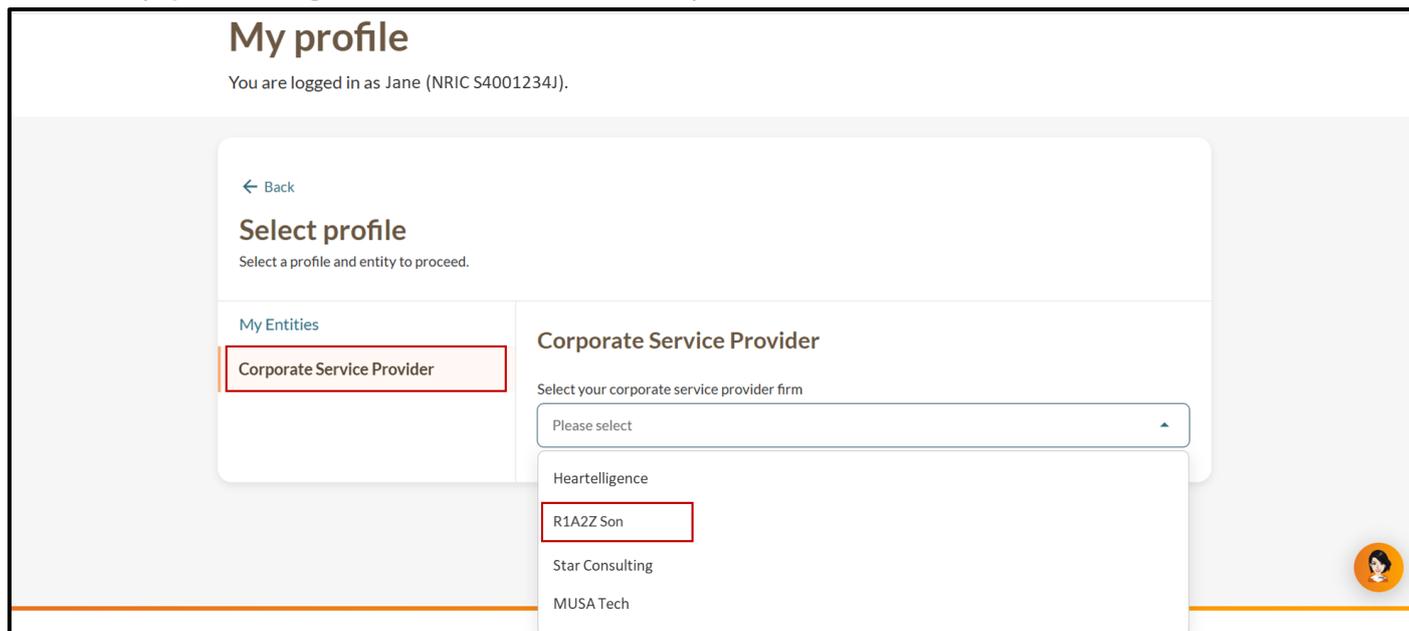
Step 1: Log in to Bizfile using Corppass (Business User) credentials.



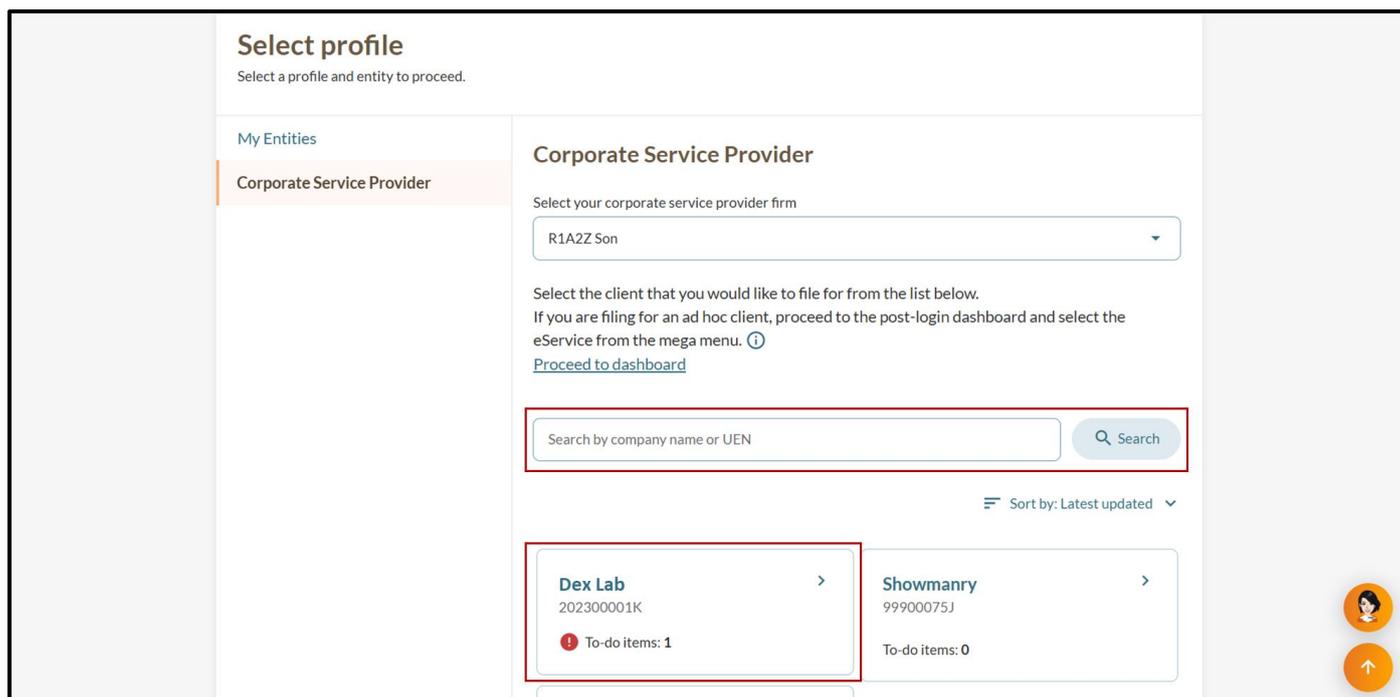
Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard.



For Corporate Service Provider filing variation of charge on behalf of your client, 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).



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



Step 3: From the mega menu, click on the “**Manage**” tab, select “**File variation/satisfaction of charges**”.

The screenshot shows the bizfile website interface. At the top, the logo 'bizfile' is followed by the tagline 'Making Singapore the best place for business'. Navigation links include 'Login', a shopping cart icon, and a search icon. A dark blue navigation bar contains several menu items: 'Register', 'Manage' (highlighted with a red box), 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. Below this bar, the 'Manage' section is titled 'Manage' with the subtitle 'Access eServices to manage and update entity details and professional information'. A left-hand sidebar lists various entity types under 'Local company' and 'Foreign company'. The main content area is titled 'Local company' and 'eServices to manage and update details of local company'. It is divided into three sections: 'Update information', 'Update shares', and 'Register or update charges'. The 'Update information' section includes options like 'Update entity information', 'Appoint/Withdraw position holder', 'Update change of financial year end date', 'Update Register of Registrable Controller', 'Update Registers of Nominee Directors and Nominee Shareholders', 'File Order of Court', and 'File Notice of Cessation/Resignation of position holder'. The 'Update shares' section includes 'Update shares information' and 'Update reduction of share capital'. The 'Register or update charges' section includes 'Register new charge' and 'File variation/satisfaction of charges' (highlighted with a red box).

Step 4: You will be redirected to the “**File variation/satisfaction of charges**” instruction page. Select “**Variation of Charges**” and click “**Start**”.

A Singapore Government Agency Website [How to identify](#)

bizfile Making Singapore the best place for business

BROWNIEEE

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Logout

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > File variation/satisfaction of charges

File variation/satisfaction of charges

BROWNIEEE PRIVATE LIMITED
202500244K

Introduction

This eService allows you to file variation of charges or satisfaction of charges for a local or foreign company registered with ACRA.

A variation of charge is an agreement to vary the terms of the original charge. When a debt for which the charge was given has been paid in whole or in part, a statement of satisfaction of the debt needs to be filed in order to release the charge and remove from the register.

Time to complete 5 minutes - 15 minutes

1 Variation of Charge (This eService will be available from 23 December 2024)

- Original Charge Number
 - You will need the original charge number that was registered earlier.
- Variation Information
 - Details such as variation of the amount secured or the chargee, instrument of variation of charge

2 Satisfaction of Charge

- Original Charge Number
 - You will need the original charge number that was registered earlier.
- Satisfaction information
 - Details such as date of satisfaction, supporting documents.

Useful reminders

- Check that you have entered all information correctly before submitting your transaction.

Select Lodgement

Satisfaction of Charges Variation of Charges

Start →

1) Lodgement type – Chargee details and Amount Secured

Step 1: The chargor’s name and UEN will be displayed under “**Charge information**”. Select the relevant charge number from the dropdown list that requires variation.

Important: The dropdown list displays only charges which remain in the register. Charges which have been discharged, satisfied, or removed from the register will not appear in the dropdown list.

1 Variation of charge 2 Review and confirm 3 Complete

Charge information

Chargor UEN
202500065W

Chargor name
EMPTY BARRELS PTE. LTD.

Charge number
Please select
C202500075
C202500088
C202500090
C202500092

← Back Review and confirm →

Step 2: Enter the date when the variation was made and select the appropriate description of variation instrument from the dropdown list.

Charge information

Chargor UEN
202500065W

Chargor name
EMPTY BARRELS PTE. LTD.

Charge number
C202500075

Charge number
C202500075

Date of charge registration
10 Jan 2025

Charge instrument and its execution

Date of instrument of variation
DD MMM YYYY

Description of instrument of variation
Select description of instrument
Deed of Novation and Assignment
Merger Document(s)
Sale and Purchase Agreement
Supplemental Deed

Step 3: From the “Type of changes” dropdown list, select “Chargee Details and Amount Secured”.

Charge instrument and its execution

Date of instrument of variation
06 May 2025

Description of instrument of variation
Deed of Novation and Assignment

Type of changes
Select type of changes

Chargee Details and Amount Secured

Variation Description

← Back Save draft Review and confirm →

Step 4: The details of the existing chargees will be displayed. Click “Edit” to modify an existing chargee.

Type of changes
Chargee Details and Amount Secured

Chargee details

Expand all Collapse all

1. ELECTRICAL TOOTHPASTE

Delete Edit

Chargee type Corporate	Is the entity registered locally? Yes	Chargee UEN 202400522D	Chargee name ELECTRICAL TOOTHPASTE
Address 51 MERCHANT ROAD, RAFFLES EDUCATION SQUARE, SINGAPORE 058283	Did the charge secure all monies owning? Yes		

+ Add another chargee

Expand all Collapse all

Step 5: The chargee's information cannot be edited. You can only update whether the charge secures all monies owing. Click **"Save"** after making the change.

Chargee type
 Individual Corporate

Is the entity registered locally?
 Yes No

Chargee UEN
202400522D

Chargee name
ELECTRICAL TOOTHPASTE Retrieve information

UEN 202400522D
Entity name ELECTRICAL TOOTHPASTE
Address 51 MERCHANT ROAD, RAFFLES
EDUCATION SQUARE, SINGAPORE
058283

Did the charge secure all monies owing?
 Yes No

Cancel Save

Step 6: For charges that do not secure all monies, select **"No"** and enter the specific amount and description. Click **"Save"** to proceed.

Did the charge secure all monies owing?
 Yes No

Cancel Save

1. Add new currency

Currency
Singapore dollar

Amount Secured
500.00

Description of Amount Secured
Returned

Cancel Save

Step 7: To add additional amount secured under the existing charge, click **“Add currency”**. Click **“Add another Chargee”** to add more chargees.

1. ELECTRICAL TOOTHPASTE

Charge type: Corporate
Is the entity registered locally?: Yes
Chargee UEN: 202400522D
Chargee name: ELECTRICAL TOOTHPASTE

Address: 51 MERCHANT ROAD, RAFFLES EDUCATION SQUARE, SINGAPORE 058283
Did the charge secure all monies owning?: No

1. Amount secured by this charge (SGD)

Amount secured	Description of amount secured
SGD 500.00	Returned

+ Add currency

+ Add another chargee

Step 8: Specify if the added chargee is an individual or corporate.

Chargee details 2

Charge type

Individual Corporate

Did the charge secure all monies owning?

Yes No

Cancel Save

+ Add another chargee

Expand all Collapse all

Back Save draft Review and confirm

Step 9: If the charge is an individual, provide the chargee’s full name, email address and indicate if the chargee has a local or foreign address. For local addresses, enter the postal code and click **“Retrieve address”** to populate the address. Specify if the charge has secured all monies owing and click **“Save”**.

Chargee details 3

Chargee type
 Individual Corporate

Chargee name
Yo Man

Email address
yoman@gmail.com

Address type
 Local Foreign

Postal code
S | 510122

122, PASIR RIS STREET 11

Level Unit

Address doesn't have level and unit

Did the charge secure all monies owing?
 Yes No

Step 10: For corporate chargees, indicate if the entity is registered locally. Provide the UEN and entity name for locally registered entities, click **“Search”** to retrieve the entity’s details. Specify if the charge has secured all monies owing and click **“Save”**.

The screenshot shows a form titled 'Charge details' with the following fields and options:

- Chargee type:** Radio buttons for 'Individual' and 'Corporate' (selected).
- Is the entity registered locally?:** Radio buttons for 'Yes' (selected) and 'No'.
- Chargee UEN:** Text input field containing '202400310Z'.
- Chargee name:** Text input field containing 'PARDAL INC' and a 'Retrieve information' button.
- Summary:** UEN: 202400310Z, Entity name: PARDAL INC, Address: 21 LEONIE HILL, #05-02 LEONIE SUITES, SINGAPORE 239223.
- Did the charge secure all monies owing?:** Radio buttons for 'Yes' (selected) and 'No'.
- Buttons:** 'Cancel' and 'Save' buttons.

Step 11: If the corporate chargee is a foreign entity, specify the country/region of incorporation/registration, enter the foreign business registration number and click **“Retrieve information”**. Specify if the charge has secured all monies owing and click **“Save”**.

The screenshot shows a form titled 'Charge details 3' with the following fields and options:

- Chargee type:** Radio buttons for 'Individual' and 'Corporate' (selected).
- Is the entity registered locally?:** Radio buttons for 'Yes' and 'No' (selected).
- Country / region of incorporation / registration:** Dropdown menu with 'Select country/region of incorporation/registration'.
- Foreign business registration number:** Text input field containing 'Enter corporate identification numb...' and a 'Retrieve information' button.
- Did the charge secure all monies owing?:** Radio buttons for 'Yes' and 'No'.
- Buttons:** 'Cancel' and 'Save' buttons.
- Footer:** '+ Add another chargee' button.

Step 12: Select **"Add currency"** to add additional amount secured and **"Add another Chargee"** to add additional chargee. After all chargee details have been added, click **"Review and confirm"**.

Important: When making variations to a charge, you must maintain at least one chargee in the record. You may add new chargees or modify existing ones, but at least one chargee must remain active at all times.

The screenshot shows a form for reviewing and confirming a charge variation. At the top, there is a section for 'Address' (51 MERCHANT ROAD, RAFFLES EDUCATION SQUARE, SINGAPORE 058283) and a question 'Did the charge secure all monies owning?' with the answer 'No'. Below this is a section titled '1. Amount secured by this charge (SGD)' with a 'Delete' and 'Edit' icon. A table shows 'Amount secured' as 'SGD 500.00' and 'Description of amount secured' as 'Returned'. There are two buttons: '+ Add currency' and '+ Add another chargee'. At the bottom, there are three buttons: 'Back', 'Save draft', and 'Review and confirm' (highlighted with a red box). A 'Print' icon is visible in the bottom right corner.

Step 13: Review the details of the charge and chargees carefully to ensure all entered information are correct.

The screenshot shows the 'Review and confirm' step in a charge variation process. The page title is 'Variation of charge' and the entity is 'EMPTY BARRELS PTE. LTD. 202500065W'. A progress bar shows three steps: '1. Variation of charge', '2. Review and confirm' (current step), and '3. Complete'. Below the progress bar is a section titled 'Review and confirm' with the instruction 'Please review the information before submitting the transaction.' Underneath is a table for 'Charge information' with the following data:

Chargor UEN	Chargor name	Charge number	Date of charge registration
202500065W	EMPTY BARRELS PTE. LTD.	C202500075	10 Jan 2025

Below the table is a section titled 'Charge instrument and its execution'. A 'Print' icon is visible in the top right corner, and a user profile icon is in the bottom right corner.

Step 14: Tick the checkbox to complete the declaration and click **“Submit”**.

1. ELECTRICAL TOOTHPASTE

Chargee type Corporate	Is the entity registered locally? Yes	Chargee UEN 202400522D	Chargee name ELECTRICAL TOOTHPASTE
Address 51 MERCHANT ROAD, RAFFLES EDUCATION SQUARE, SINGAPORE 058283	Did the charge secure all monies owning? No		

Amount secured by this charge

Amount secured SGD 500.00	Description of amount secured Returned
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Declaration

I, DANIAL NABIL BIN AZHARI, 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](#) [Submit →](#)

Step 15: Upon successful submission, you will receive an acknowledgement message.

Variation of charge

EMPTY BARRELS PTE. LTD.
202500065W

1 ————— 2 ————— 3
Variation of charge Review and confirm Complete



Transaction submitted successfully

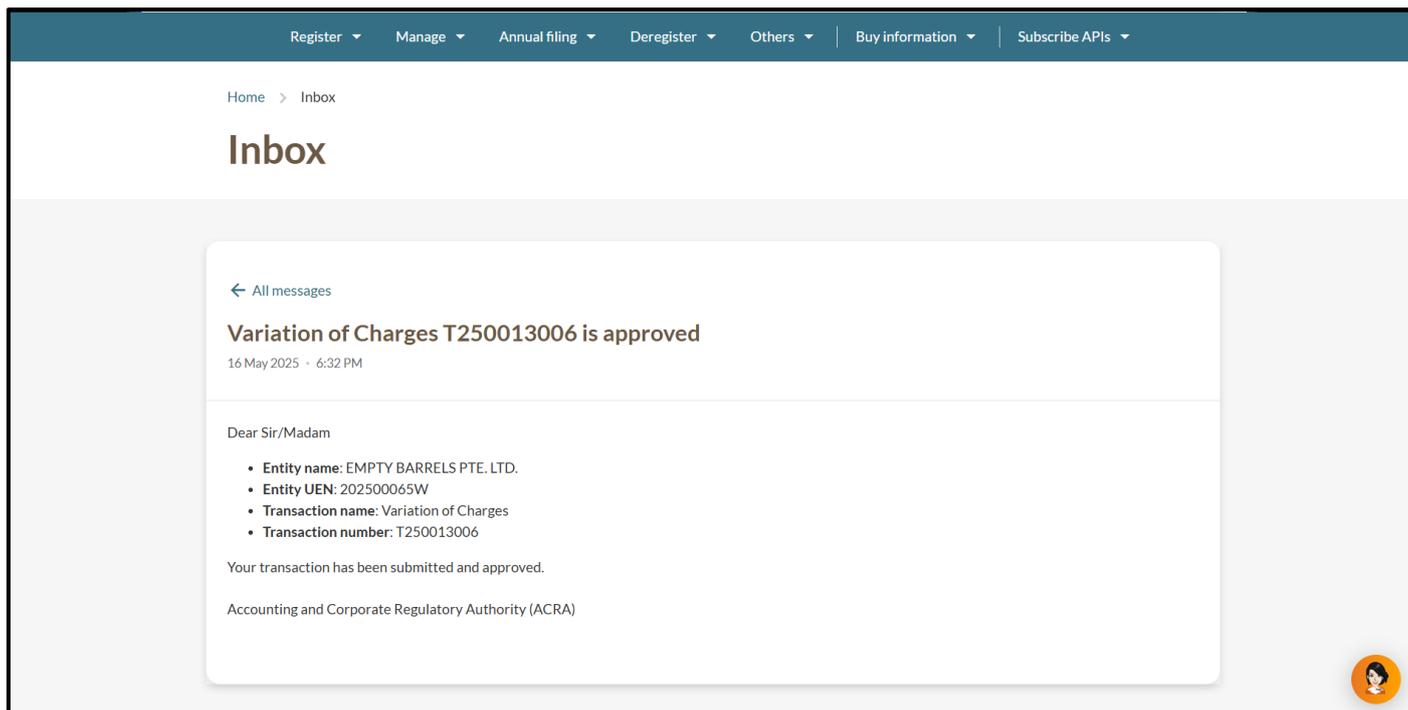
To track your transaction status or view more details by clicking button below

[Go to My Transaction](#)

Transaction details

UEN 202500065W	Transaction ID T250013006	Transaction name Variation of charge	Date and time 16 May 2025 06:31 PM
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Step 16: A notification confirming the approval of the variation of charge will be sent to your Bizfile Inbox.



The screenshot displays a web interface for a Bizfile Inbox. At the top, a dark blue navigation bar contains several menu items: Register, Manage, Annual filing, Deregister, Others, Buy information, and Subscribe APIs. Below this, a breadcrumb trail shows 'Home > Inbox'. The main heading is 'Inbox'. A message card is centered, starting with a back arrow and 'All messages'. The message title is 'Variation of Charges T250013006 is approved', dated '16 May 2025 - 6:32 PM'. The body of the message begins with 'Dear Sir/Madam' and lists the following details:

- **Entity name:** EMPTY BARRELS PTE. LTD.
- **Entity UEN:** 202500065W
- **Transaction name:** Variation of Charges
- **Transaction number:** T250013006

The message concludes with 'Your transaction has been submitted and approved.' and is signed 'Accounting and Corporate Regulatory Authority (ACRA)'. A small circular profile icon is visible in the bottom right corner of the message card.

2) Lodgement type – Variation Description

Step 1: The chargor’s name and UEN will be displayed under “**Charge information**”. Select the relevant charge number from the dropdown list that requires variation.

1 Variation of charge 2 Review and confirm 3 Complete

Charge information

Chargor UEN
202500065W

Chargor name
EMPTY BARRELS PTE. LTD.

Charge number

Please select

C202500075

C202500088

C202500090

C202500092

← Back Review and confirm →

Step 2: Enter the date when the variation was made and select the appropriate description of variation instrument from the dropdown list.

Charge information

Chargor UEN
202500065W

Chargor name
EMPTY BARRELS PTE. LTD.

Charge number
C202500075

Charge number
C202500075

Date of charge registration
10 Jan 2025

Charge instrument and its execution

Date of instrument of variation
DD MMM YYYY

Description of instrument of variation

Select description of instrument

Deed of Novation and Assignment

Merger Document(s)

Sale and Purchase Agreement

Supplemental Deed

Step 3: From the “Type of changes” dropdown list, select “Variation Description”.

The screenshot shows a form titled "Charge instrument and its execution". It contains the following fields:

- Date of instrument of variation:** A date picker field showing "06 May 2025".
- Description of instrument of variation:** A dropdown menu showing "Deed of Novation and Assignment".
- Type of changes:** A dropdown menu with "Select type of changes" as the current selection. A sub-menu is open, showing "Chargee Details and Amount Secured" and "Variation Description". The "Variation Description" option is highlighted with a red border.

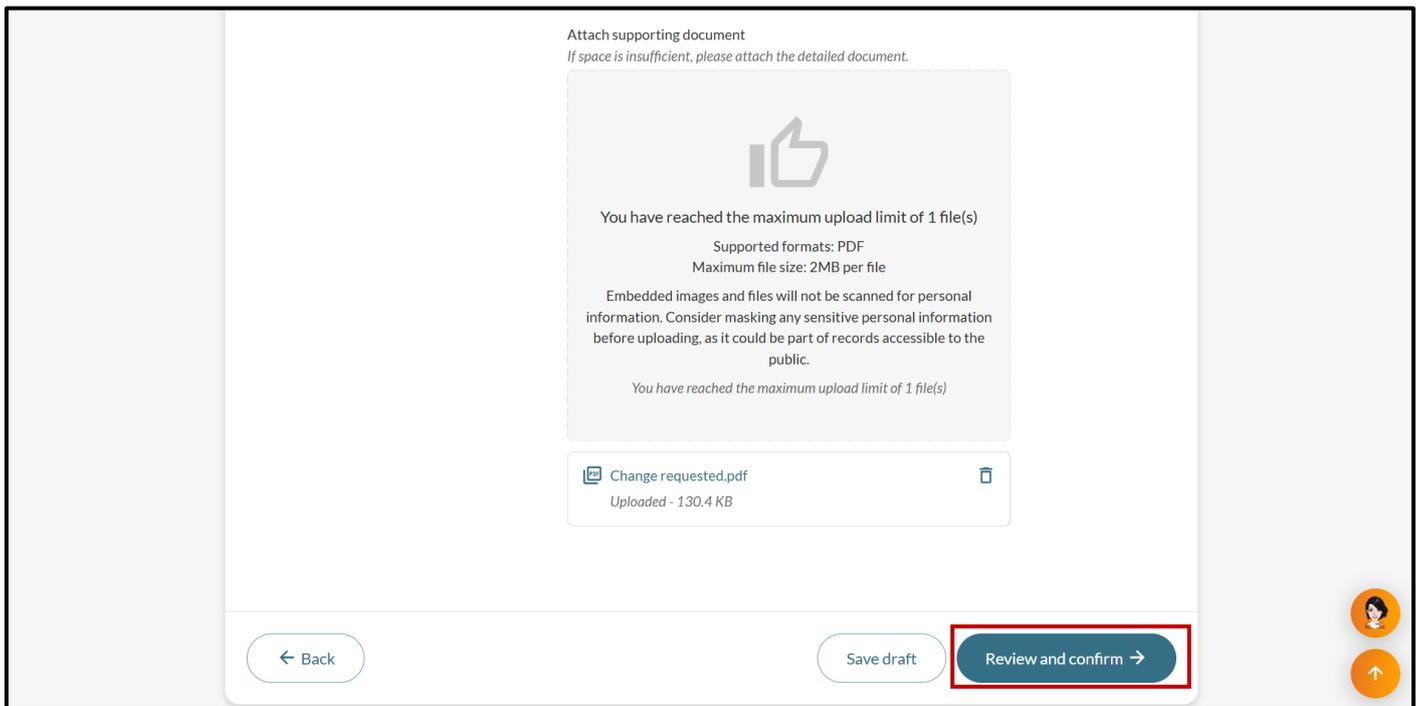
At the bottom of the form, there are three buttons: "Back" (with a left arrow), "Save draft", and "Review and confirm" (with a right arrow).

Step 4: Enter the details of the modifications made to the original charge in the textbox provided.

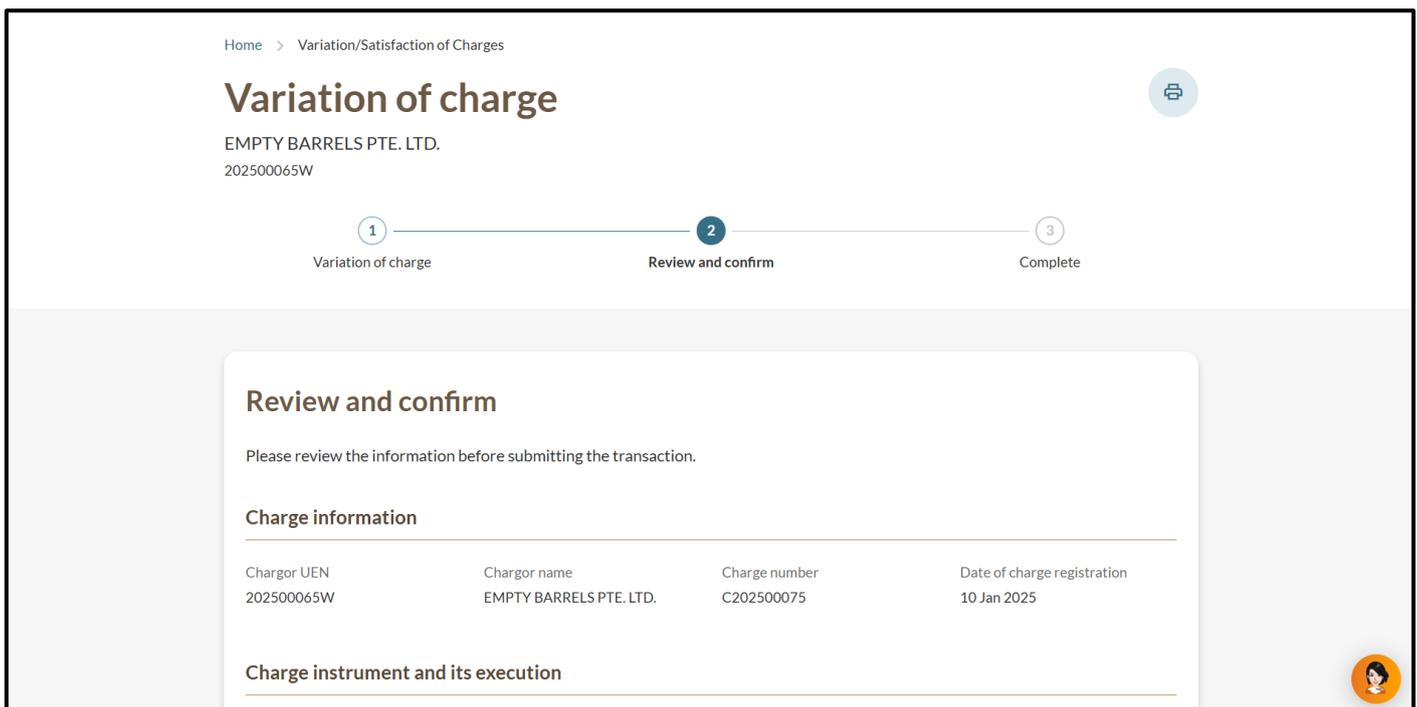
The screenshot shows the same form as in Step 3, but with the following changes:

- Date of instrument of variation:** The date is now "23 Apr 2025".
- Type of changes:** The dropdown menu now shows "Variation Description" as the selected option.
- Description of variation:** A text area is highlighted with a red border. It contains the placeholder text "Enter description of variation" and a character count "0/2000" at the bottom right.

Step 5: Attach the supporting document. Click **“Review and confirm”**.



Step 6: Review the details of the charge instrument and execution carefully to ensure all entered information are correct.



Step7: Tick the declaration checkbox and click **“Submit”**.

Charge instrument and its execution

Date of instrument of variation	Description of instrument of variation	Type of changes	Description of variation
12 May 2025	Deed of Novation and Assignment	Variation Description	Change requested by Chargee

Attach supporting document
[Change requested.pdf](#)

Declaration

I, DANIAL NABIL BIN AZHARI, 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](#) [Submit →](#)

Step 8: Upon successful submission, you will receive an acknowledgement message.

1 ————— 2 ————— 3
Variation of charge Review and confirm Complete

Transaction submitted successfully

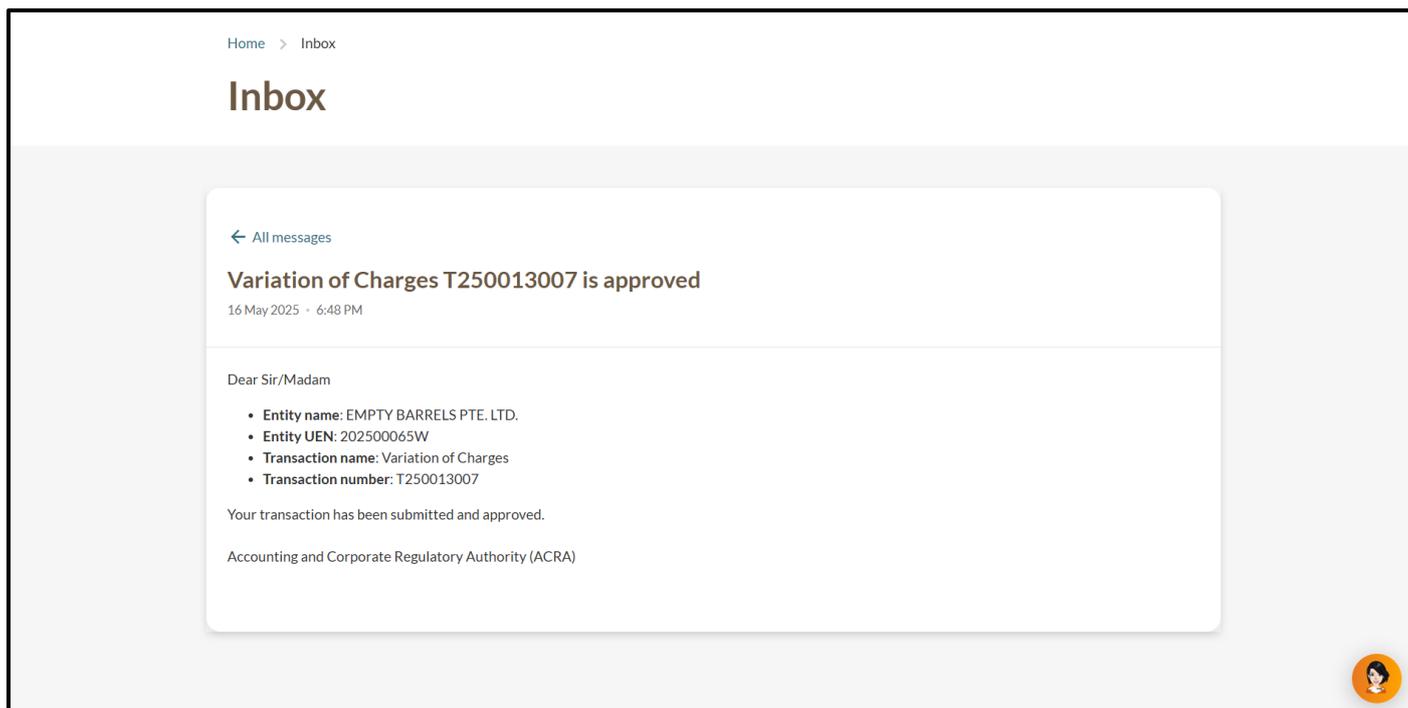
To track your transaction status or view more details by clicking button below

[Go to My Transaction](#)

Transaction details

UEN	Transaction ID	Transaction name	Date and time
202500065W	T250013007	Variation of charge	16 May 2025 06:48 PM

Step 9: A notification confirming the approval of the variation of charge will be sent to your Bizfile Inbox.



Updated as of 23 May 2025