

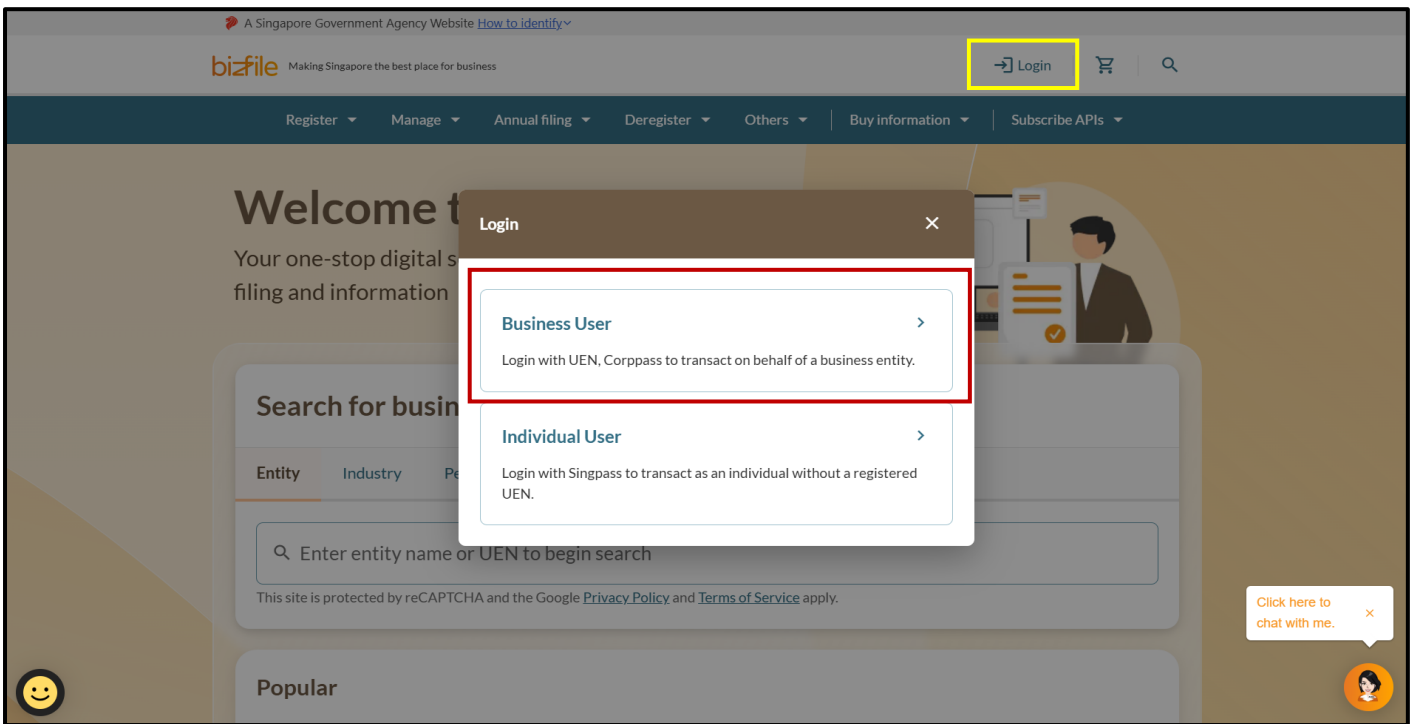
Navigating the new Bizfile: File annual declarations

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

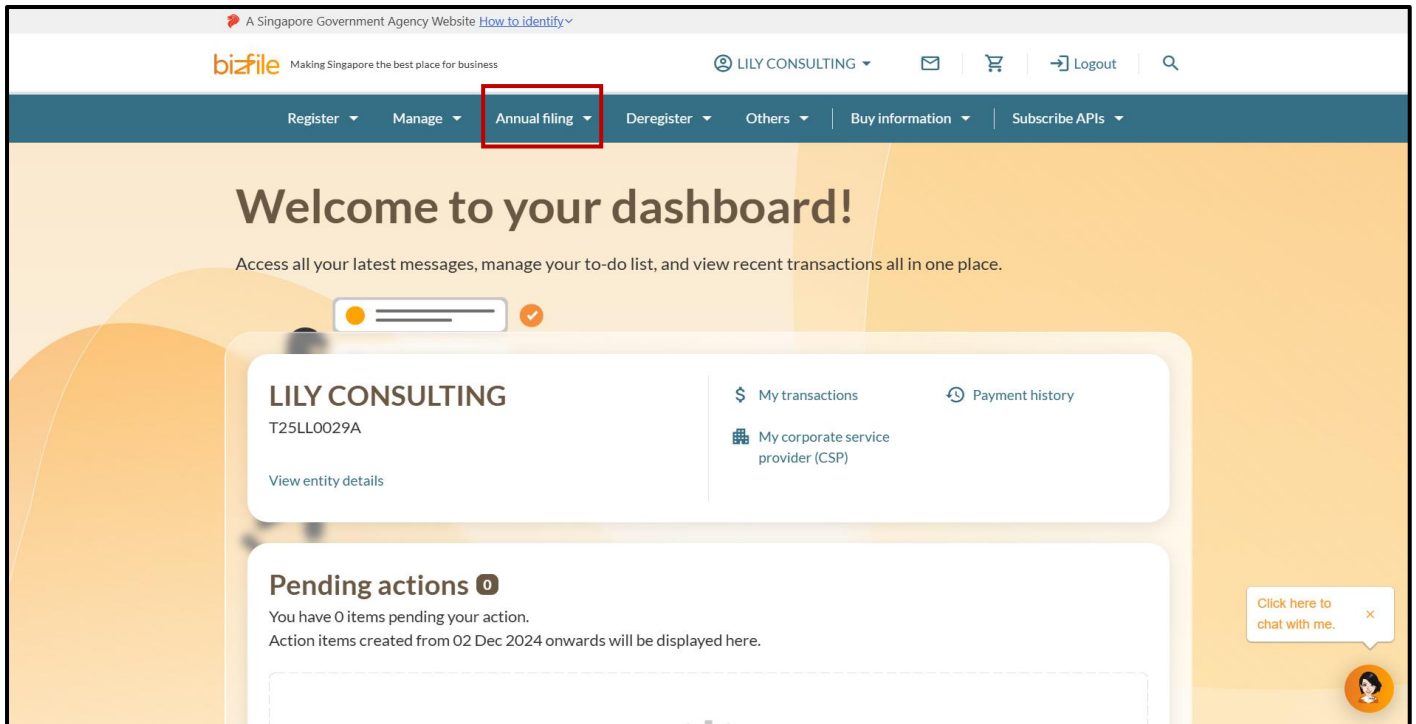
The annual declaration can be filed up to 3 months before its due date. It can be filed by either the LLP’s manager or its appointed Corporate Service Provider.

Step-by-step Instructions to file annual returns for limited liability partnership

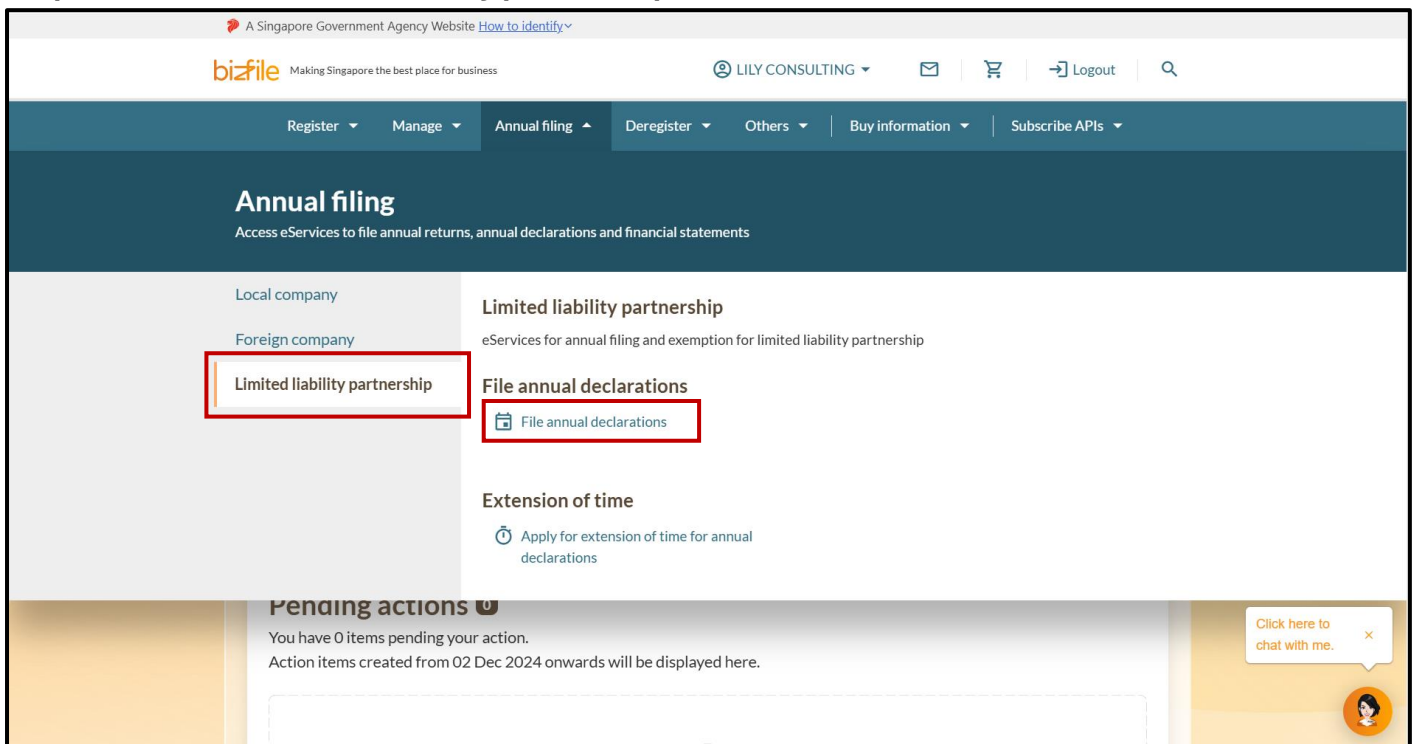
Step 1: Log in to Bizfile using Corppass (Business user) credentials.



Step 2: Once logged in, navigate to the “Annual filing” tab on the mega menu.

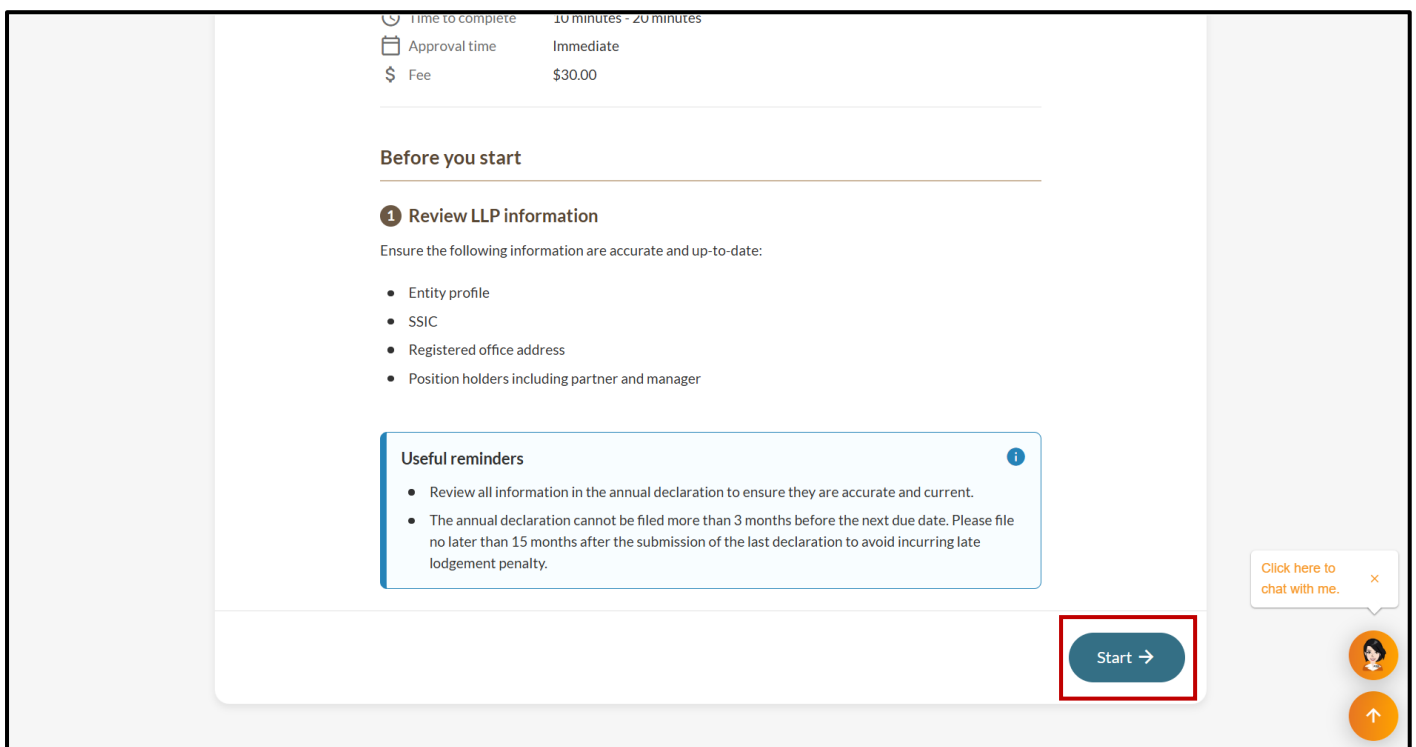
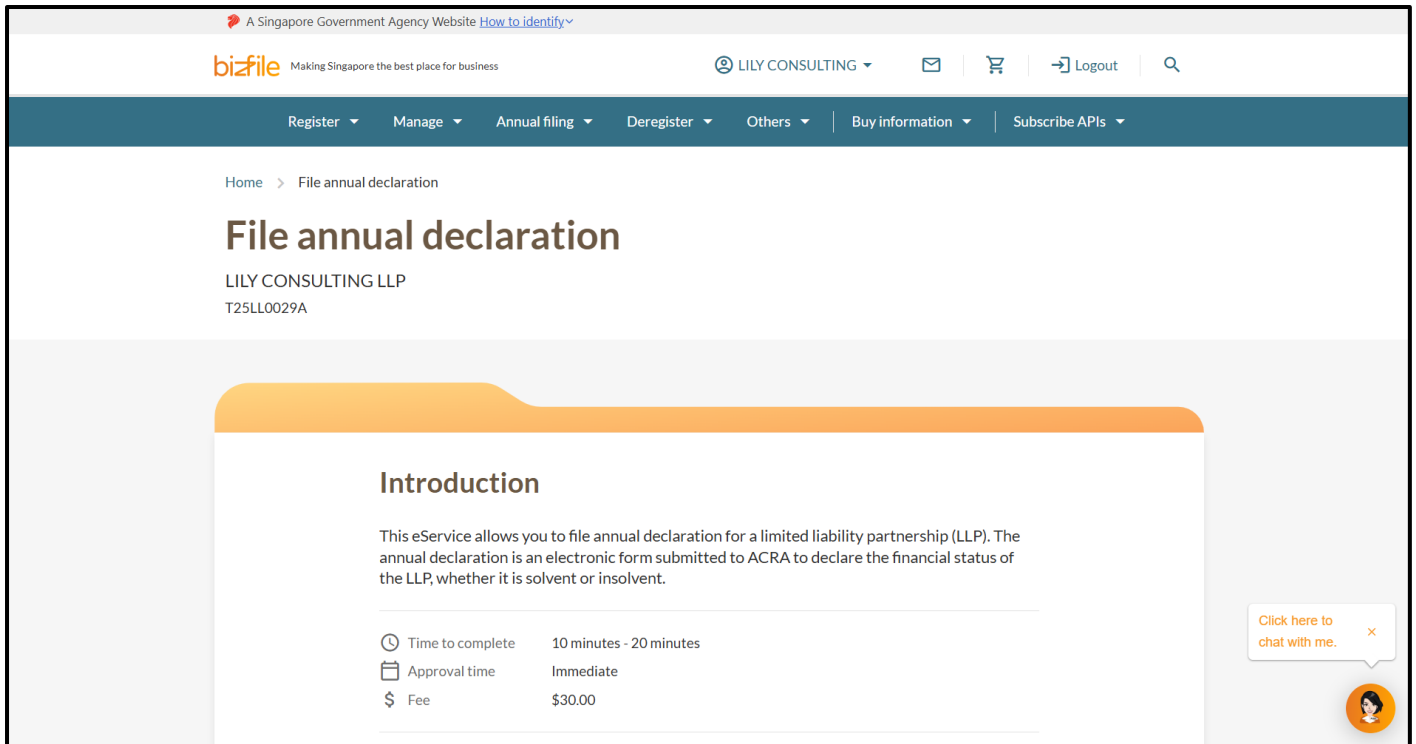


Step 3: Under the “Limited liability partnership” tab, select “File annual declarations”.



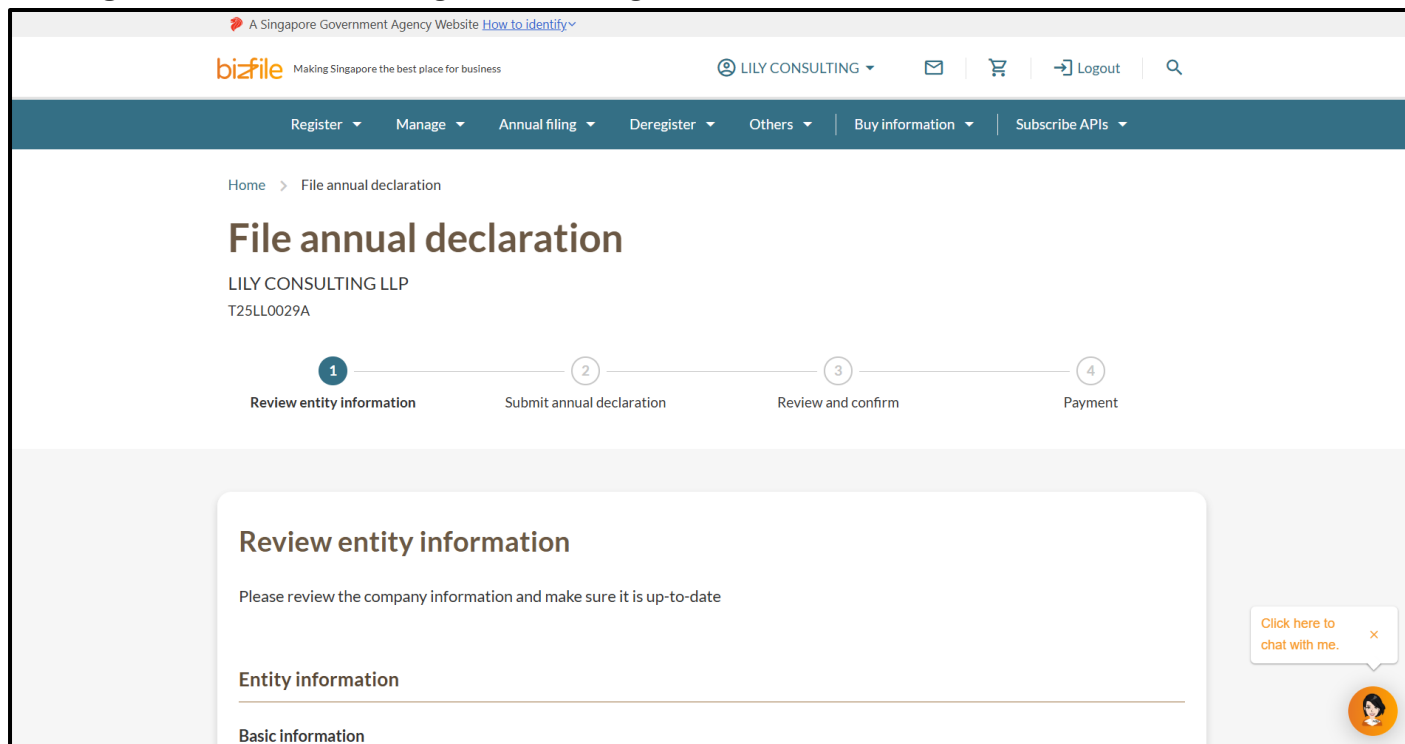
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 4: Click “Start” on the introduction page to begin filing the annual declaration.

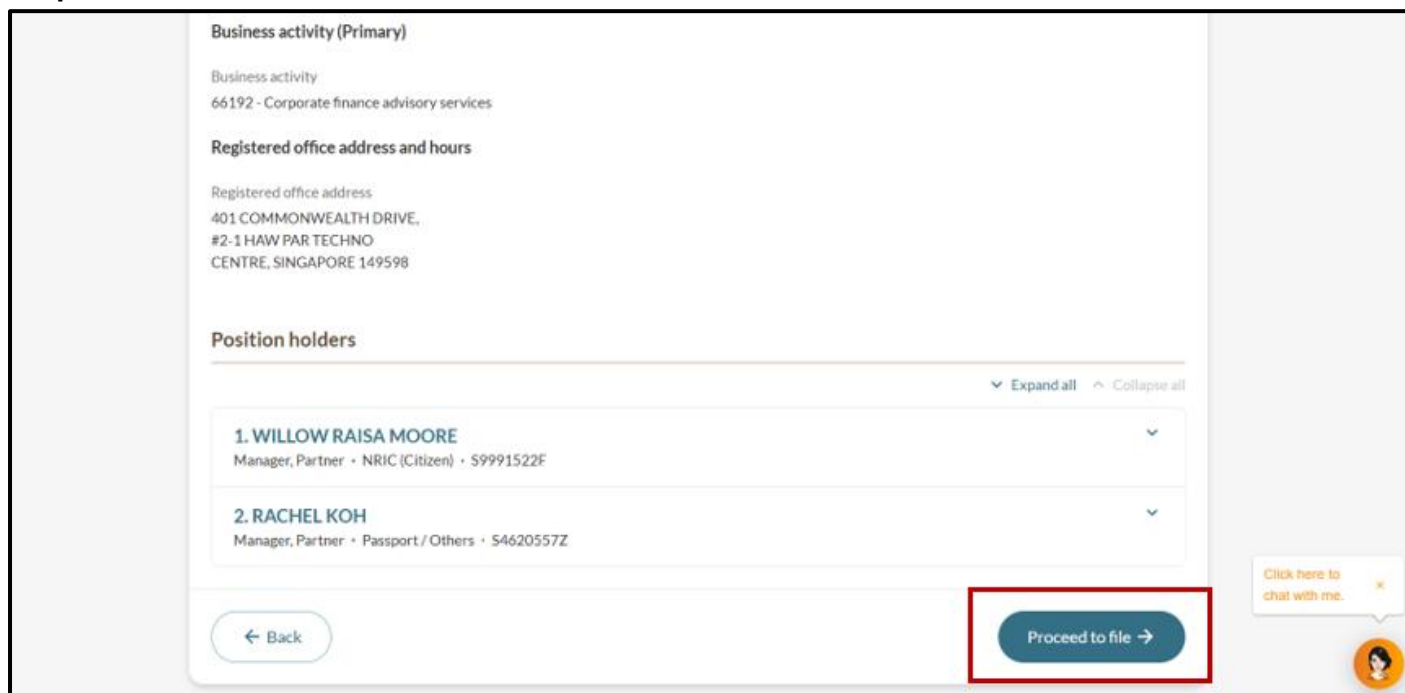


Step 5: Verify the entity information is correct and up to date.

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



Step 6: Review the information and click **"Proceed to file"**.



Step 7: The LLP's annual declaration date will be displayed. For newly registered LLPs submitting their first annual declaration, the system will display only the annual declaration due date, which falls 15 months after the LLP's registration date. The previous annual declaration field will remain empty as there are no prior submissions.

Annual declaration date

Previous annual declaration date	Next annual declaration due date 31 Mar 2025
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Declaration of solvency

Declaration

- It appears as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business
- It does not appear as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business.

For existing LLPs, both the date of the previous annual declaration submission and the next due date will be displayed. All dates are automatically populated.

Annual declaration date

Previous annual declaration date 31 Dec 2023	Next annual declaration due date 31 Mar 2025
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Declaration of solvency

Declaration

- It appears as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business
- It does not appear as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business.

Step 8: Select the “**Declaration of solvency**” option to indicate whether the LLP is able or unable to pay its debts.

The screenshot shows the 'Annual declaration date' section with two columns: 'Previous annual declaration date' (31 Dec 2023) and 'Next annual declaration due date' (31 Mar 2025). Below this is the 'Declaration of solvency' section, which contains two radio button options. The first option, 'It appears as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business', is selected and highlighted with a red box. The second option is 'It does not appear as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business.' Below the declaration options is the 'Register of controllers' section, which includes a text description, a question 'Is the entity exempted from the requirements to keep a register of controllers?' with 'Yes' selected, and a dropdown menu for 'Reason for entity's exemption from the requirements to keep a register of controllers'.

Step 9: If the LLP is unable to pay its debt, select the relevant option.

This screenshot shows the 'Declaration of solvency' section where the second radio button option, 'It does not appear as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business.', is now selected and highlighted with a red box. The rest of the form, including the 'Register of controllers' section, remains the same as in the previous screenshot. At the bottom of the form, there are three buttons: 'Back', 'Save draft', and 'Review and confirm'.

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 10: If the entity is exempt from the requirements to keep a register of controllers, specify the reasons for exemption.

It does not appear as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business.

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

Reason for entity's exemption from the requirements to keep a register of controllers

Select reason

- (a) Entity is a LLP that is a Singapore financial institution
- (b) Entity is a LLP which all partners are companies or foreign companies exempted from the requirement to maintain the register of registrable controllers

[← Back](#) [Save draft](#) [Review and confirm →](#)

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Step 11: If the entity is required to maintain a register of controllers, select the location where the register is kept.

It appears as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business.

It does not appear as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business.

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 controller is kept

- Registered office of the LLP
- Registered office of a corporate service provider appointed by the LLP for the purpose of keeping the register of controllers

[← Back](#) [Save draft](#) [Review and confirm →](#)

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Step 12: Click “Review and confirm” to proceed.

It appears as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business

It does not appear as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business.

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 controller is kept

Registered office of the LLP

Registered office of a corporate service provider appointed by the LLP for the purpose of keeping the register of controllers

[← Back](#) [Save draft](#) [Review and confirm →](#)

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Step 13: Review all information carefully before submission.

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

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LILY CONSULTING

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > File annual declaration

File annual declaration

LILY CONSULTING LLP
T25LL0029A

1 2 3 4

Review entity information Submit annual declaration **Review and confirm** Payment

Review and confirm

Please review the information below before submitting.

Entity profile

Basic information

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

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

048616

Annual declaration

Declaration
It appears as at the date of this declaration that the LLP is able to pay its debts as they become due in the normal course of business

Register of controllers

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

Where the register of controllers is kept?
Registered office of the LLP

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](#) [Next →](#)

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Step 15: 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 declaration 3 Review and confirm 4 **Payment**

Select payment method

Complete your payment before 7:42PM 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

03/29 - Visa

Default

[+ Add card](#)

Payment summary

ARN250303000065

1 x File annual declarations	\$30.00
Total (includes GST)	\$30.00

[Make payment](#)

[← Back](#)

Click here to chat with me.

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 16: Once your payment is successfully processed, you will receive an acknowledgement message and receipt.

The screenshot shows the 'File annual declaration' page for LILY CONSULTING LLP (UEN: T25LL0029A). A progress bar at the top indicates four steps: 1. Review entity information, 2. Submit annual declaration, 3. Review and confirm, and 4. Payment (which is the current step). The main content area features a large green checkmark icon and the text 'Payment successful'. Below this, it states: 'Upon successful payment, you will receive a confirmation email with instructions to review your purchase.' Two buttons are visible: 'Download receipt' (highlighted with a red box) and 'Go to My Transaction'. A 'Payment details' section is partially visible at the bottom, with columns for 'Receipt number', 'ARN', 'Paid via', and 'EP reference number'. A chat bubble in the bottom right corner says 'Click here to chat with me.' with a close button.

Step 17: A notification will be sent to your Bizfile inbox with a link to download your free Business Profile.

The screenshot shows an email notification in the Bizfile inbox. The breadcrumb 'Home > Inbox' is at the top. The email title is 'Annual Declaration successfully submitted' with a timestamp of '03 Mar 2025 - 7:15 PM'. The body of the email addresses 'Dear Sir/Madam,' and lists the following details: UEN: T25LL0029A, Entity name: LILY CONSULTING, Transaction name: File Annual Returns/ Declarations and Financial Statements, and Transaction number: T250005883. It then states: 'You have successfully filed annual declaration for LILY CONSULTING on 03 Mar 2025. Download the free Business Profile of this entity via [link](#).' The email is signed off by 'Accounting and Corporate Regulatory Authority (ACRA)'. A chat bubble in the bottom right corner says 'Click here to chat with me.' with a close button.

Updated as of 28 Mar 2025

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