

## Navigating the new Bizfile: Registering a New Business Entity – Local company

The “Register new business entity” eService allows you to complete the registration of your business entity, after your business name application is approved. You can use this service to register the following:

- Sole proprietorship/Partnership
- Limited partnership
- Limited liability partnership
- Local company
- Foreign company branch
- Public Accounting firm
- Public accounting corporation
- Accounting Limited Liability partnership

Please note that you must register the same entity type that you specified in your business name application.

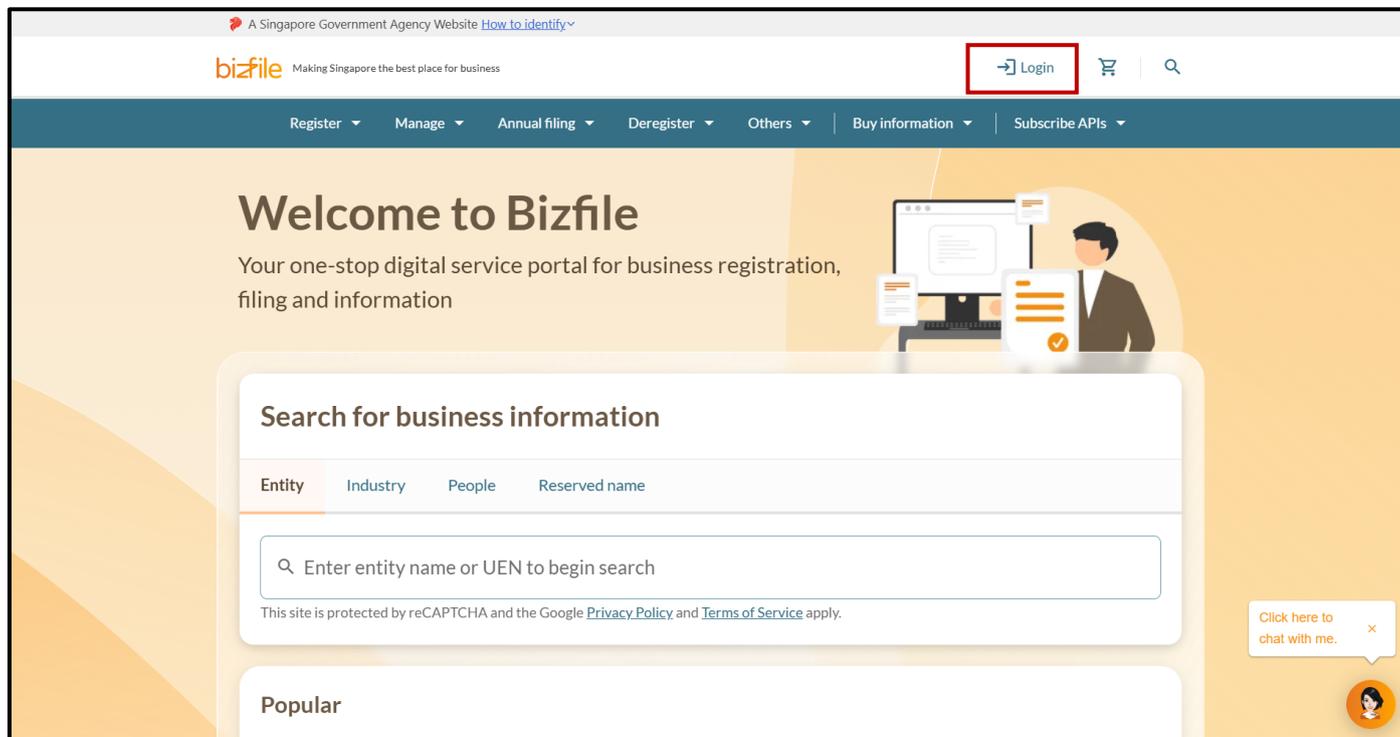
For local company, the incorporation must be submitted by the lodger who applied for the company name, except for Corporate Service Providers (CSPs) who can incorporate the entity on behalf of their clients. The lodger must also be a director or secretary of the proposed company.

## Step-by-step Instructions to incorporate a local company

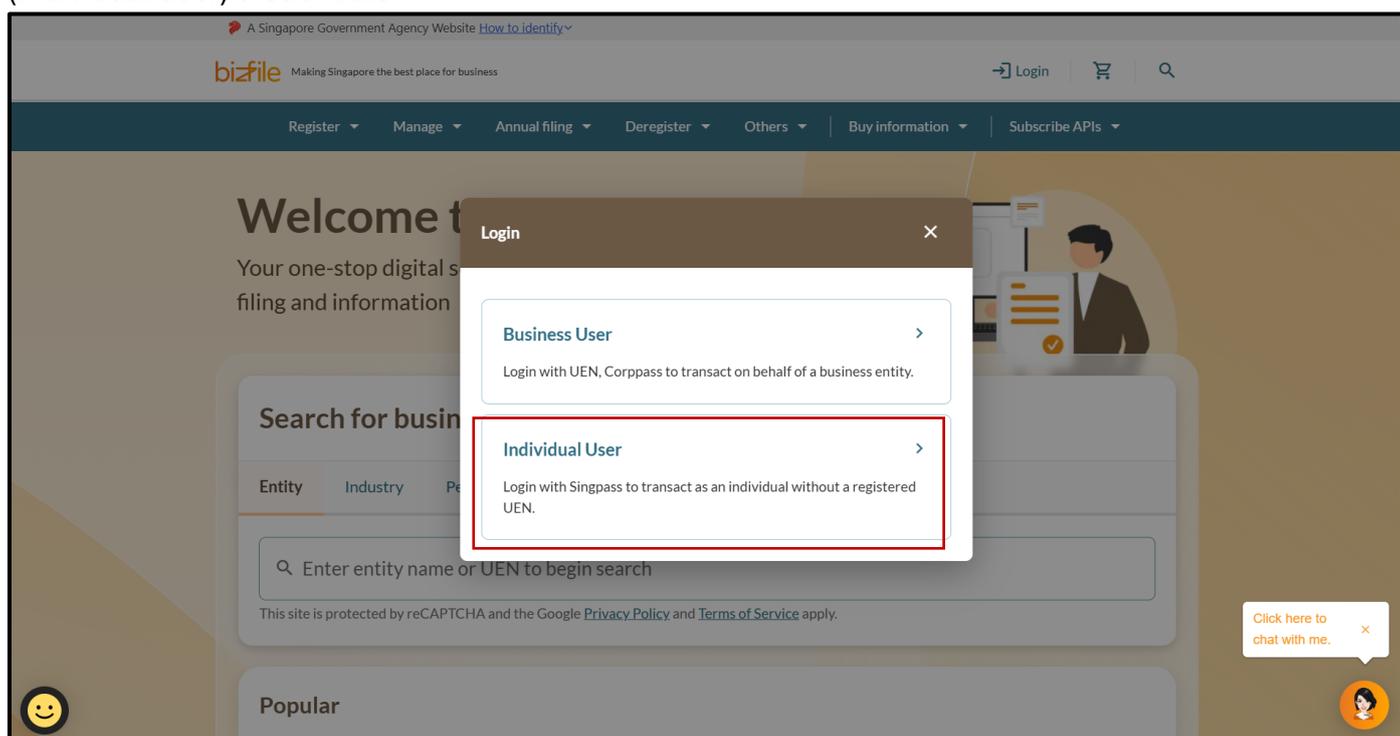
Ensure you have:

- ✓ An approved business entity name and the corresponding business name application transaction number

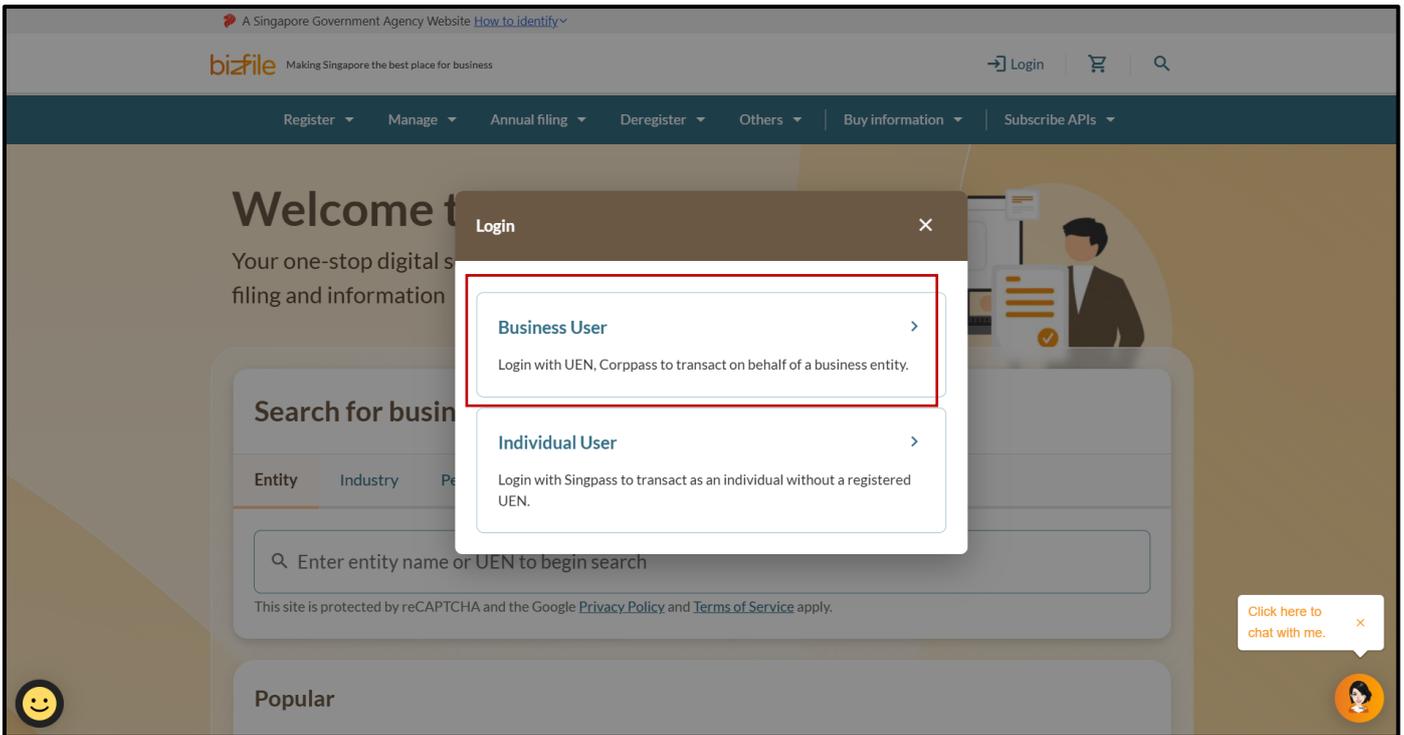
**Step 1:** Click **“Login”** on the Bizfile homepage.



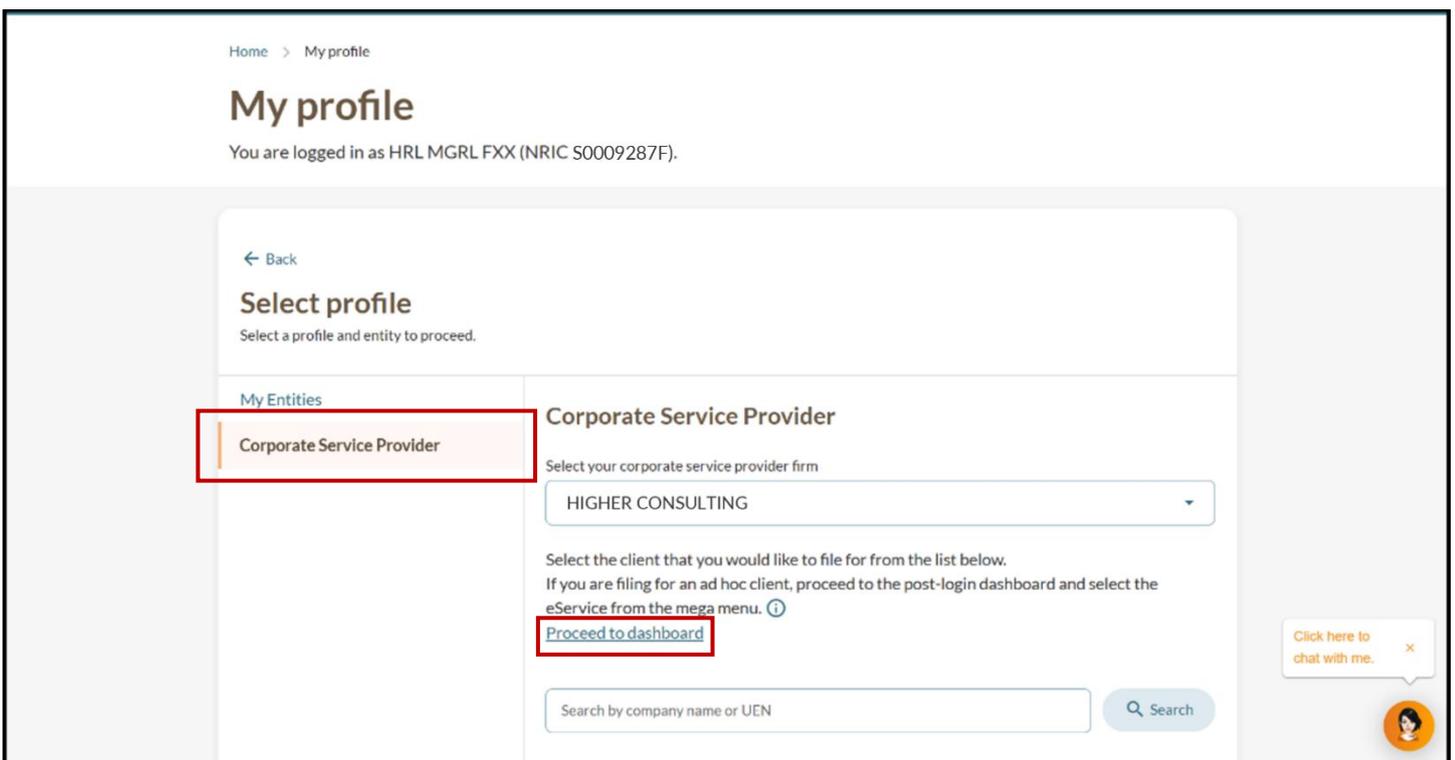
**Step 2:** For individuals or position holders incorporating a new company, log in using Singpass (Individual user) credentials.



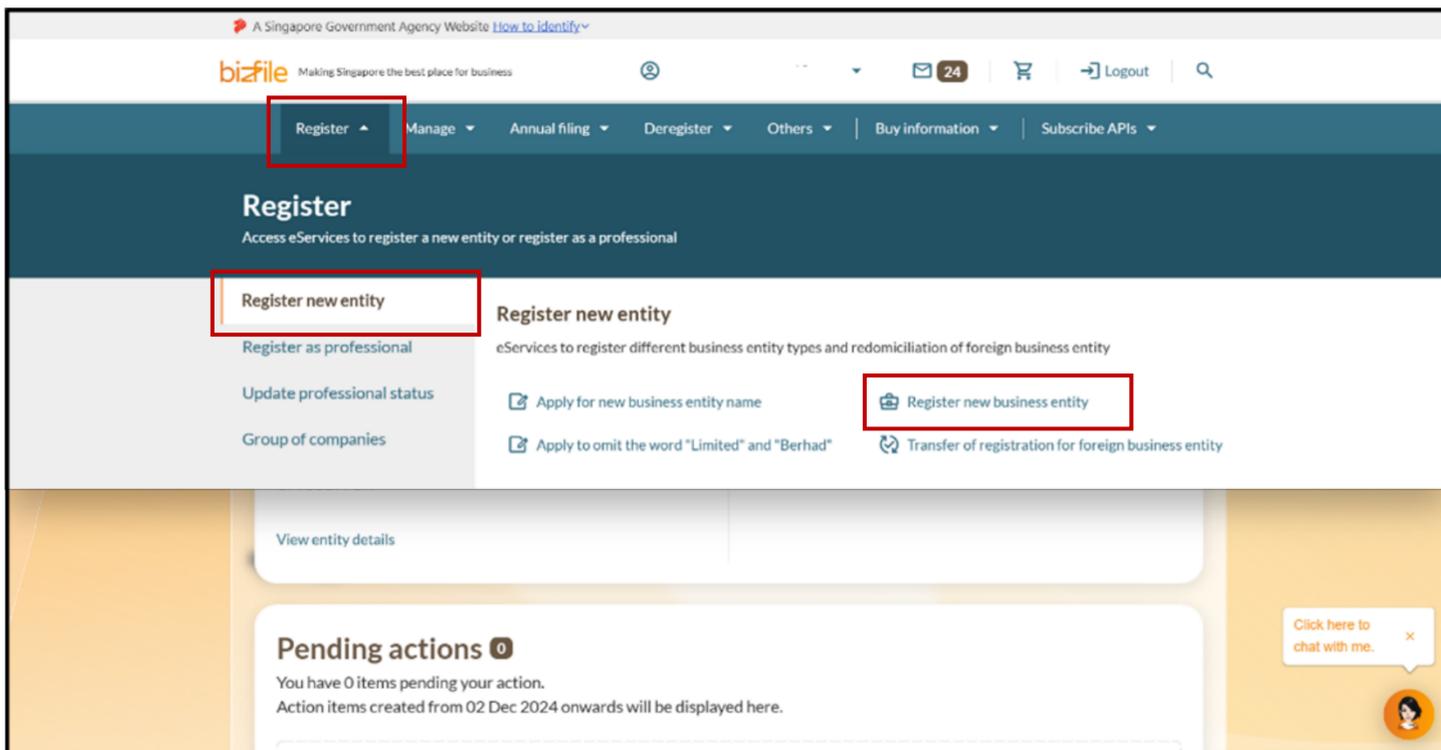
For Corporate Service Providers (CSP), log in using Corppass (Business user) credentials.



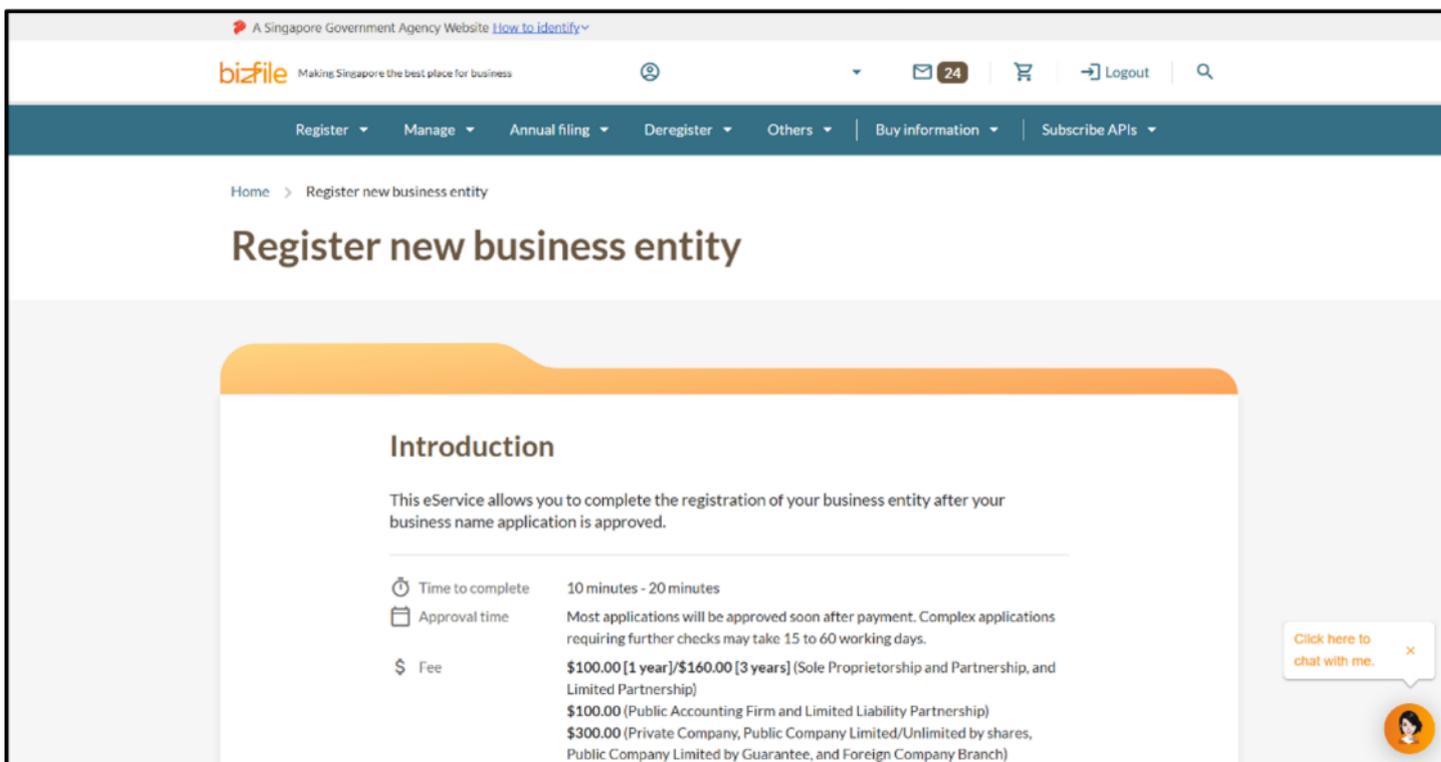
If you are a CSP user, after logging into Bizfile, click the **“Corporate Service Provider”** tab and click **“Proceed to dashboard”**.



**Step 3:** From the mega menu, click the **“Register”** tab, select **“Register new entity”** and click **“Register new business entity”**.



**Step 4:** On the introduction page, select your name application transaction number from the dropdown list and click **“Retrieve information”** and click **“Start”**.



information.

### Professional Indemnity Insurance details

If you are registering a public accounting corporation or an accounting limited liability partnership, you will need to provide details such as the amount of the professional indemnity insurance and a copy of the quotation.

**Useful reminders**

- If you are registering a sole proprietorship, partnership or limited partnership, make sure that all owners or partners have cleared their outstanding Medisave liabilities with CPF board.
- If you hold a Foreign Identity Number (FIN), you should first seek consent from the relevant pass issuing authority (e.g. Ministry of Manpower or Immigration & Checkpoints Authority) before registration.
- If any position holder is a foreigner, or if you are registering a foreign company branch, you are required to engage a corporate service provider to register the business entity.
- If this application is filed by a position holder on behalf of the business entity, endorsement is required from the remaining position holders.
- Check that you have entered all information correctly before submitting your application.

Name application transaction number

T250000640 Retrieve information

Start →

Click here to chat with me. ×




**Step 5:** The entity name, entity type, company type and primary business activity will be automatically populated based on your business name application.

## Register new business entity

1 — 
 2 — 
 3 — 
 4 — 
 5 — 
 6 — 
 7

Entity information
Position holder information
Share capital
Share allotment
Constitution
Review and confirm
Payment

### Enter entity information

Start incorporating your company by entering the company details.

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**Entity information**

Entity name	CHOCOERO PTE. LTD.
Entity type	Local Company
Company type	Exempt Private Company Limited by Shares
Primary business activity	78101   78101   IT manpower contracting services

**Step 6:** Enter the entity's financial year end date and financial year period.

**Financial year end (FYE)**

FYE is the end of a company's accounting period. It will determine when your corporate filings including annual returns and taxes are due every year.

[More about FYE](#)

Common FYE date

Financial year end  
31 Mar 2025

Financial year period  
 12 months  
 52 weeks accounting period

**Step 7:** Provide the company's registered office address by entering the postal code and select **"Retrieve address"**. Add the level and unit number.

**Registered office address**

If you plan to conduct a small-scale business from your home, apply for approval under the Home Office Scheme from HDB or URA before incorporating your company.

[More about Home Office Scheme](#)

Postal code  
S 117371

70, PASIR PANJANG ROAD, MAPLETREE BUSINESS CITY

Level  
12

Unit  
2

Address doesn't have level and unit

**Step 8:** Specify the working hours. If you select **"At least 3 hours but less than 5 hours during ordinary business hours on each business day"** option, indicate the number of working hours.

**Office hours**

The registered office must be open and accessible to the public for at least three hours during ordinary business hours on each business day.

Working hours  
 At least 3 hours but less than 5 hours during ordinary business hours on each business day.  
 At least 5 hours during ordinary business hours on each business day.

Number of working hours  
3

3 ✓  
4

Entity email address  
Provide an email address for the business entity

Email address

**Step 9:** Provide a valid entity email address and click “Next” to proceed.

**Entity email address**

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address

general@chocoero.com.sg

← Back

Save draft

Next →

**Step 10:** Enter the details of all position holders. You may add either individual or corporate position holders. For Exempt Private Companies, only Limited Liability Partnerships may be added as corporate shareholders.

**Add position holders**

Add position holders including officers and shareholders, with at least one locally residing director. The company secretary, who must be a locally resident in Singapore, can be appointed at the point of incorporation or within six months thereafter.

[Learn more about appointing officers in your company](#)

Expand all Collapse all

**Position holder 1**

Category

Individual  Corporate

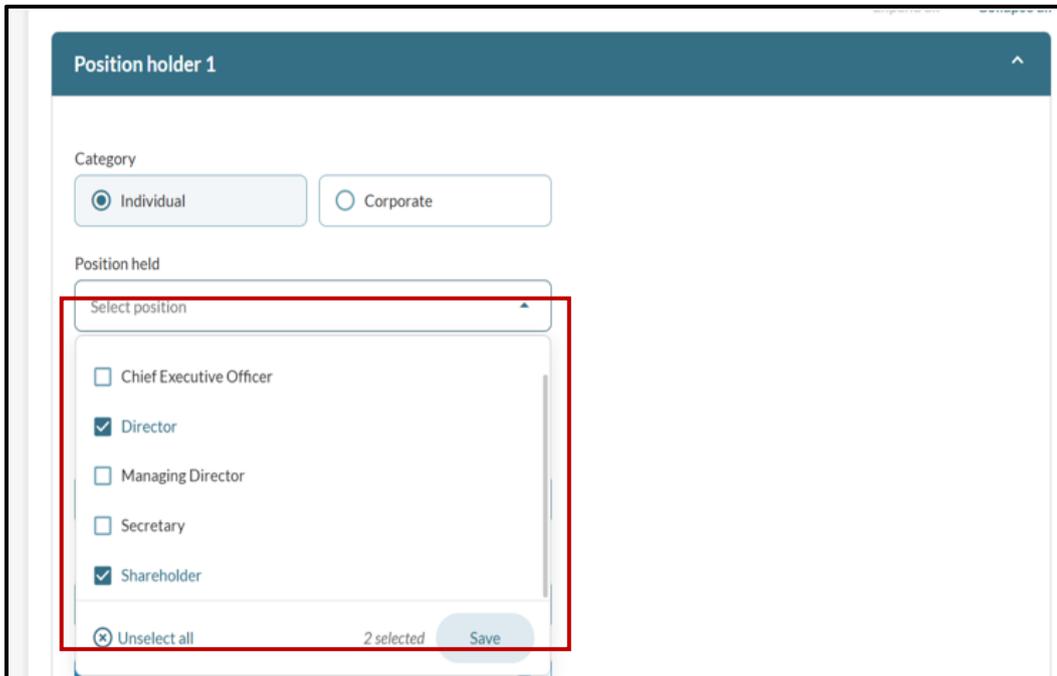
Position held

Select position

- Chief Executive Officer
- Director
- Managing Director
- Secretary
- Shareholder

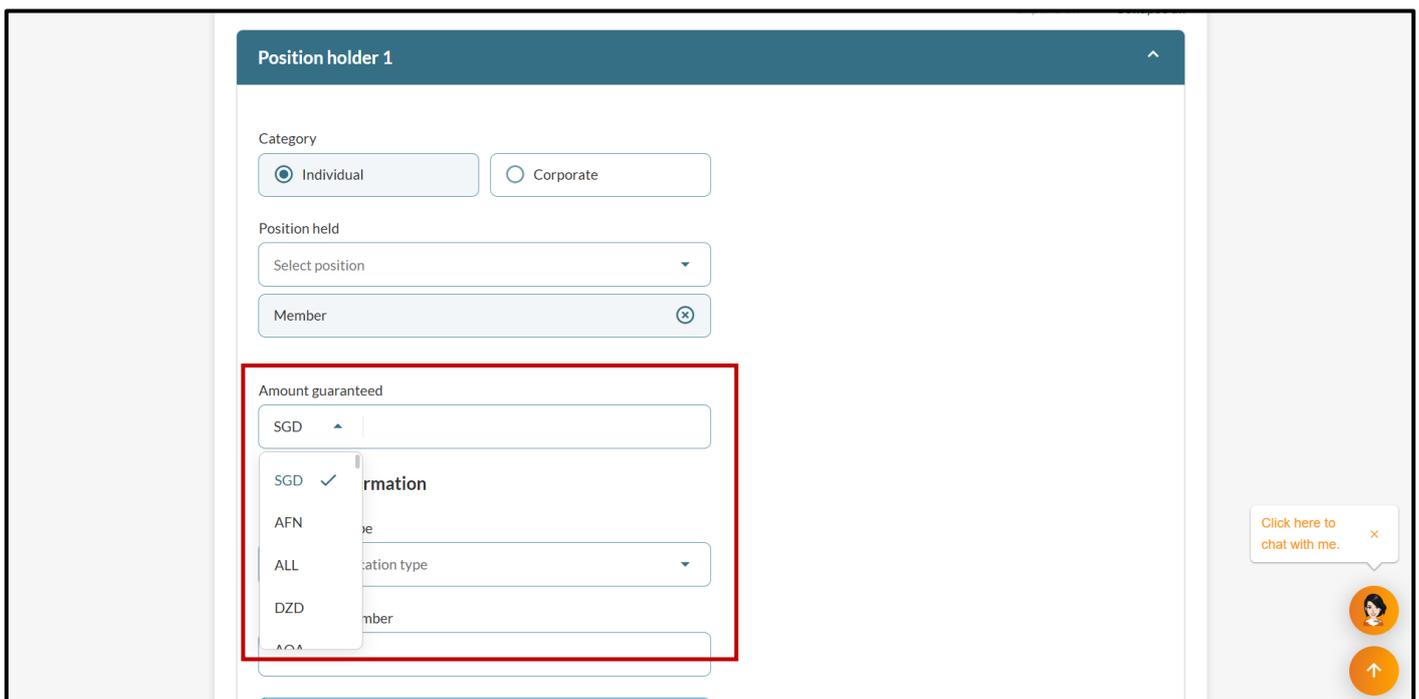
**Step 11:** For individual position holders, indicate the position they will hold and provide their identification details. **If the individual holds multiple positions within the entity, select all their applicable positions in this section.**

**Important:** Every local company must appoint at least one director and one company secretary. While directors must be appointed during incorporation, the company secretary appointment can be completed within six months from the incorporation date. The person lodging the incorporation must be appointed as a director or secretary, and at least one director must be locally resident in Singapore.



The screenshot shows the 'Position holder 1' form. Under the 'Category' section, 'Individual' is selected. The 'Position held' dropdown menu is open, showing a list of positions: Chief Executive Officer, Director (checked), Managing Director, Secretary, and Shareholder (checked). At the bottom of the dropdown, it says '2 selected' and 'Save'.

For a Public Company Limited by Guarantee, if you choose to appoint a member, select the currency and enter the amount guaranteed.



The screenshot shows the 'Position holder 1' form. Under the 'Category' section, 'Individual' is selected. The 'Position held' dropdown menu is set to 'Member'. The 'Amount guaranteed' dropdown menu is open, showing a list of currencies: SGD (checked), AFN, ALL, and DZD. A chat bubble is visible on the right side of the form.

**Step 12:** Enter the individual position holder’s name, date of birth and specify whether the position holder has a local or foreign residential address.

For local address, enter the postal code and select **“Retrieve address”** to automatically populate the address details. Provide the level and unit details.

**Note:**

- Personal particulars for NRIC and selected FIN holders are retrieved from relevant government agencies and prefilled.
- If you are an NRIC holder, exclude the following names from your entry: Alias name, Hanyu Pinyin name, Alias Hanyu Pinyin name, and married name.
- Your personal data including date of birth, email address and mobile number are collected solely for administrative purpose and will not be disclosed to the public.

Name (As per NRIC/Identification document)

Alan Tan Retrieve information

Date of birth

04 Feb 2000

**Residential address**

Address type

Local  Foreign

Postal code

S | 530718 Retrieve address

718, HOUGANG AVENUE 2

Level  Unit

Address doesn't have level and unit

**Step 13:** Enter the position holder's contact details, including their Contact Address. For local address, enter the postal code and click **“Retrieve address”** to automatically populate the address details. Fill in the email address, country code and mobile number and click **“Save”**.

**Important:** The Contact Address must be a location within the same jurisdiction as the position holder's residence where they can be reached, such as an office or Corporate Service Provider's office. You may use the position holder's residential address as the Contact Address if preferred. Please note that P.O. Box addresses are not acceptable as Contact Addresses.

### Contact information

#### Contact address

*i* Your contact address is automatically applied to your associated entities and displayed in public records.

Postal code

718, HOUGANG AVENUE 2

Level  Unit

Address doesn't have level and unit

Email address

Country code

Mobile number

**Step 14:** For corporate position holder, specify the position the entity will hold and the corporate position holder details and click **“Save”**.

Category

Individual  Corporate

Position held

Select position

Shareholder

**Corporate position holder details**

Is the corporate position holder registered locally?

Yes  No

Retrieve information

By UEN  By entity name

Entity name

Light consulting Search

UEN 202572338M

Entity name CONSULTING PTE. LTD.

Entity address 111 NORTH BRIDGE ROAD, #05-32 PENINSULA PLAZA, SINGAPORE 179098

Click here to chat with me.

12 1

Address doesn't have level and unit

Email address

hr1@gmail.com

Country code

65

Mobile number

83661534

Delete Save

+ Add position holder

Expand all Collapse all

Back Save draft Next

Click here to chat with me.

**Step 15:** Select “Add position holder” to add additional position holders. Enter the required information and click “Next” to proceed.

**Step 16:** Confirm if the company has more than 50 shareholders or members. Select “No” if the company has 50 or fewer shareholders, then click “Next” to continue.

**Step 17:** Fill in the share capital details. Select the currency type and shares payable option.

**Enter share capital**

Share capital refers to the amount of money that shareholders have invested in a company by purchasing shares. It can be in different currencies, and different classes of shares with varying rights and privileges. Start by adding a currency and the classes of shares. You may add more currencies as needed.

Expand all Collapse all

**Currency 1**

Currency

Singapore dollar

Shares payable

All in cash

All otherwise than in cash

No consideration

Partially in cash and otherwise than in cash

**Step 18:** Specify the share class details, including the number of shares, issued share capital and paid-up share capital amount.

No consideration

Partially in cash and otherwise than in cash

**Share capital**

Class of shares

Select class of shares

Ordinary

Preference

Others

Issued share capital

SGD | e.g. 1

Paid-up share capital ⓘ

SGD | e.g. 1

Enter "0" if not applicable

+ Add sub-class

+ Add another class

Delete Save

+ Add share capital

Click here to chat with me.

**Step 19:** You may add multiple share classes or sub-classes by selecting **"Add another class"** or **"Add sub-class"** respectively. Click **"Save"** after entering the required information.

The screenshot shows a form titled "Share capital" with the following elements:

- Radio buttons for "No consideration" and "Partially in cash and otherwise than in cash".
- A dropdown menu for "Class of shares" set to "Ordinary".
- Input fields for "Number of shares" (100), "Issued share capital" (SGD 100), and "Paid-up share capital" (SGD 100). A note below the last field says "Enter '0' if not applicable".
- A red box highlights two buttons: "+ Add sub-class" and "+ Add another class".
- A "Delete" button with a trash icon is on the left.
- A "Save" button is highlighted with a red box on the right.
- A "Click here to chat with me." chat bubble is in the bottom right corner.
- Navigation icons for "Expand all" and "Collapse all" are at the bottom right.

**Step 20:** Click **"Next"** to proceed.

The screenshot shows a summary screen titled "Enter share capital" with the following elements:

- A descriptive paragraph: "Share capital refers to the amount of money that shareholders have invested in a company by purchasing shares. It can be in different currencies, and different classes of shares with varying rights and privileges. Start by adding a currency and the classes of shares. You may add more currencies as needed."
- A dropdown menu showing "1. Singapore dollar" with a summary: "100 Ordinary · SGD 100.00 issued · SGD 100.00 paid-up".
- A "+ Add share capital" button in a dashed box.
- Navigation buttons at the bottom: "Back", "Save draft", and "Next" (highlighted with a red box).
- A "Click here to chat with me." chat bubble is in the bottom right corner.
- Navigation icons for "Expand all" and "Collapse all" are at the bottom right.

**Step 21:** Enter the share allotment details for all shareholders. Each shareholder must either have an individual share allotment or be part of a group share. For individual share allotments, click **“Add individual shares”**.

1 Entity information 2 Position holder information 3 Share capital 4 Share allotment 5 Constitution 6 Review and confirm 7 Payment

### Enter share allotment

Enter the details of the shares allotted to the shareholders of the company. Ensure that the details of the shareholders have already been added under the "Add Position Holders" page before completing this section.

[More about allotment of shares](#)

#### Individual shares

+ Add individual shares

#### Group share

Add group share if applicable.

+ Add group shares

Click here to chat with me.

**Step 22:** For individual shares, specify the currency, share class, number of shares, paid-up share capital and click **“Save”**.

Shareholder  
HRL MGRL FXX-S0009287F

Cancel Delete Save

#### Currency 1

Currency  
Please select  
Singapore dollar  
Select class of shares

Number of shares e.g. 1 Paid-up share capital e.g. 1

+ Add shares held in trust

Delete Save

Click here to chat with me.

Shareholder

HRL MGRL FXX-S0009287F

Delete

Save

Currency 1

Currency

Singapore dollar

Class of shares

Ordinary

Number of shares

50

Paid-up share capital ⓘ

SGD 50

+ Add shares held in trust

Delete

Save

Click here to chat with me. x

**Step 23:** If any shares are held in trust arrangements, click **"Add shares held in trust"**.

Shareholder

HRL MGRL FXX-S0009287F

Delete

Save

Currency 1

Currency

Singapore dollar

Class of shares

Ordinary

Number of shares

50

Paid-up share capital ⓘ

SGD 50

+ Add shares held in trust

Delete

Save

Click here to chat with me. x

**Step 24:** Enter the trust name if applicable.

The screenshot shows a form titled "Currency 1". The "Currency" dropdown is set to "Singapore dollar" and "Class of shares" is "Ordinary". "Number of shares" is 50 and "Paid-up share capital" is SGD 50. A red box highlights the section: "Shares are held in trust. Do you want to provide the name of the trust?". There are radio buttons for "Yes" (selected) and "No". A text input field "Name of trust" contains "Enter name of trust". Below the form are "Delete" and "Save" buttons, and a "+ Add currency allotment" button. A chat bubble is visible on the right.

**Step 25:** For group shares, enter the group name, select the participating shareholders from the dropdown list and click **“Save”** to continue.

The screenshot shows a form titled "Group share 1". The "Group name" input field contains "GRP". The "Shareholder(s)" dropdown is open, showing a list of shareholders: "HRL MGRL FXX-S0009287F" and "APPLE CONSULTING PTE LTD-202512345M". A red box highlights the "Group name" field and the "Shareholder(s)" list. Another red box highlights the "Save" button. Below the form are "Cancel" and "Delete" buttons. A "Currency 1" section is visible below, with "Currency" set to "Singapore dollar" and "Class of shares" set to "Ordinary". A chat bubble is visible on the right.

**Step 26:** Enter the allotment details including the currency type, shares class, number of shares and paid-up share capital. Click **“Save”** after completing each entry.

APPLE CONSULTING PTE LTD-202512345M

Cancel Delete Save

**Currency 1**

Currency  
Singapore dollar

Class of shares  
Ordinary

Number of shares  
100

Paid-up share capital ⓘ  
SGD 100

+ Add shares held in trust

Delete Save

+ Add currency

Click here to chat with me. x

**Step 27:** Once all shareholders have been allotted, click **“Next”** to proceed.

Group share

Add group share if applicable.

+ Add group shares

**Shares allotment summary**

Shareholders allotted  
1/1

**Singapore dollar**

**Ordinary**

Allotted shares out of issued shares  
100/100

Amount of paid-up share capital  
allotted / issued  
100.00/100.00

← Back Save draft **Next →**

Click here to chat with me. x

**Step 28:** Attach the required incorporation and constitutional documents. You can choose either to submit a customised constitution or use a model constitution. For customised constitution, select **"Attach customised constitution"** and upload the required incorporation and constitutional documents.

Submit incorporation and constitutional documents.

### Submit constitution

The constitution is a legal document that sets out the rules and regulations for how a company is run. It outlines the rights and responsibilities of the company's directors, shareholders, and officers, and provides a framework for how decisions are made and how the company operates.

[More about constitution requirement](#)

**Constitution type**

**Attach customised constitution**  
Choose this option if you have specific provisions to include

**Use model constitution**  
Choose this option if you do not wish to create your own  
[View model constitution](#)

**Attach customised constitution**

Drag and drop files here or [browse files](#) to upload  
Supported formats: JPG, JPEG, PNG, PDF, DOCX, XLSX, PPTX  
Maximum file size: 2MB 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 29:** Verify that all uploaded documents appear correctly in the display section and click **"Review and confirm"** to continue.

the company's directors, shareholders, and officers, and provides a framework for how decisions are made and how the company operates.

[More about constitution requirement](#)

Choose this option if you have specific provisions to include

Choose this option if you do not wish to create your own  
[View model constitution](#)

**Attach customised constitution**

You have reached the maximum upload limit of 1 file(s)  
Supported formats: JPG, JPEG, PNG, PDF, DOCX, XLSX, PPTX  
Maximum file size: 2MB 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 have reached the maximum upload limit of 1 file(s)

LC Constitution.pdf  
Uploaded - 192.7 KB

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

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

**Step 30:** For model constitution, select **“Use model constitution”** and specify the appropriate constitution type. Click **“Review and confirm”** to proceed.

**Enter constitution**

Submit incorporation and constitutional documents.

**Submit constitution**

The constitution is a legal document that sets out the rules and regulations for how a company is run. It outlines the rights and responsibilities of the company’s directors, shareholders, and officers, and provides a framework for how decisions are made and how the company operates.

[More about constitution requirement](#)

**Constitution type**

- Attach customised constitution**  
Choose this option if you have specific provisions to include
- Use model constitution**  
Choose this option if you do not wish to create your own  
[View model constitution](#)

**Model constitution type**

- Adopt the constitution in force at the time of adoption**  
Model Constitution adopted during incorporation is fixed, unless the company subsequently makes amendments to it
- Adopt the constitution which may be in force for time to time**  
Any changes to provisions in the Model Constitution as made in the law over time will be adopted by the company

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

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

**Step 31:** Verify that you have entered all information correctly.

1 Entity information 2 Position holder information 3 Share capital 4 Share allotment 5 Constitution 6 **Review and confirm** 7 Payment

**Review and confirm**

Please review the information below before submitting.

**Note**

- This application will be routed to the relevant position holders for endorsement after submission.

**Business entity information**

Entity name	Entity type	Company type	Primary business activity
GENERAL ONE PTE. LTD.	Local Company	Private Company Limited by Shares	66192   Corporate finance advisory services

**Financial year end (FYE)**

Financial year end	Financial year period
31 Mar 2025	12 months

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

**Step 32: Read the declarations carefully, check the declaration box and click “Submit”.**

**Constitution**

Constitution	Type of model constitution	Constitution document
Use model constitution.	Adopt the constitution which may be in force for time to time	<a href="#">5e4499cd-1cb8-410d-99e1-902b2c4fde28.pdf</a>

The following declarations will apply where applicable:

1. Declaration by Individual (Non-Corporate Service Provider)
  1. Sole proprietorship and partnership; or
  2. Public accounting firm; or
  3. Limited partnership.

I, HRL MGRL FXX, the appointed position holder under Sole proprietorship and partnership / Public accounting firm/ Limited partnership (where applicable) declare that:

- 1 I shall be personally responsible for the discharge of all obligations attached to the above entity under the relevant Act.
- 2 Each appointed position holder of the entity has consented to be registered as the relevant position holder of the applicable entity.
- 3 The appointed position holder(s) is/are not undischarged bankrupt.
- 4 The appointed position holder(s) who is/are bankrupt have obtained written permission from the Official Assignee/Leave of the High Court to take part in and manage the business.

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Limited liability partnership

I, HRL MGRL FXX, the appointed position holder under Limited liability partnership / Accounting limited liability partnership(where applicable) declare that:

- 1 I shall be personally responsible for the discharge of all obligations attached to the above entity under the relevant Act(s).
- 2 Each appointed position holder of the entity has consented to be registered as the relevant position holder of the applicable entity.

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years after his release from prison.

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Local company - Secretary

I, HRL MGRL FXX, declare that:

1. I consent to act as a secretary of the above company.
2. I am a qualified person under section 171(1AA) of the Companies Act by virtue of my being":
  1. a secretary of a company for at least 3 of the 5 years immediately preceding my appointment as secretary of the above named company.
  2. a qualified person under the Legal Profession Act (Cap. 161).
  3. a public accountant.
  4. a member of the Institute of Singapore Chartered Accountants (formerly known as the Institute of Certified Public Accountants of Singapore).
  5. a member of the Chartered Secretaries Institute of Singapore.
  6. a member of the Association of International Accountants (Singapore Branch).
  7. a member of the Institute of Company Accountants, Singapore.
3. a member of the Institute of Company Accountants, Singapore.
4. The above information submitted is true and correct and to the best of my knowledge and I am authorised to file this application/transaction.

\*One or more of the following

← Back

Submit →

Click here to chat with me. ✕



**Step 33:** Once the transaction is submitted successfully, you will receive an acknowledgement message that it has been routed to the relevant position holder(s) for endorsement. All proposed position holders, including individuals and corporate entities appointed as directors, shareholders and company secretaries will receive a notification in to endorse their consent. This requirement applies to all position holders except the lodger. The incorporation can only proceed once all required endorsements are received.

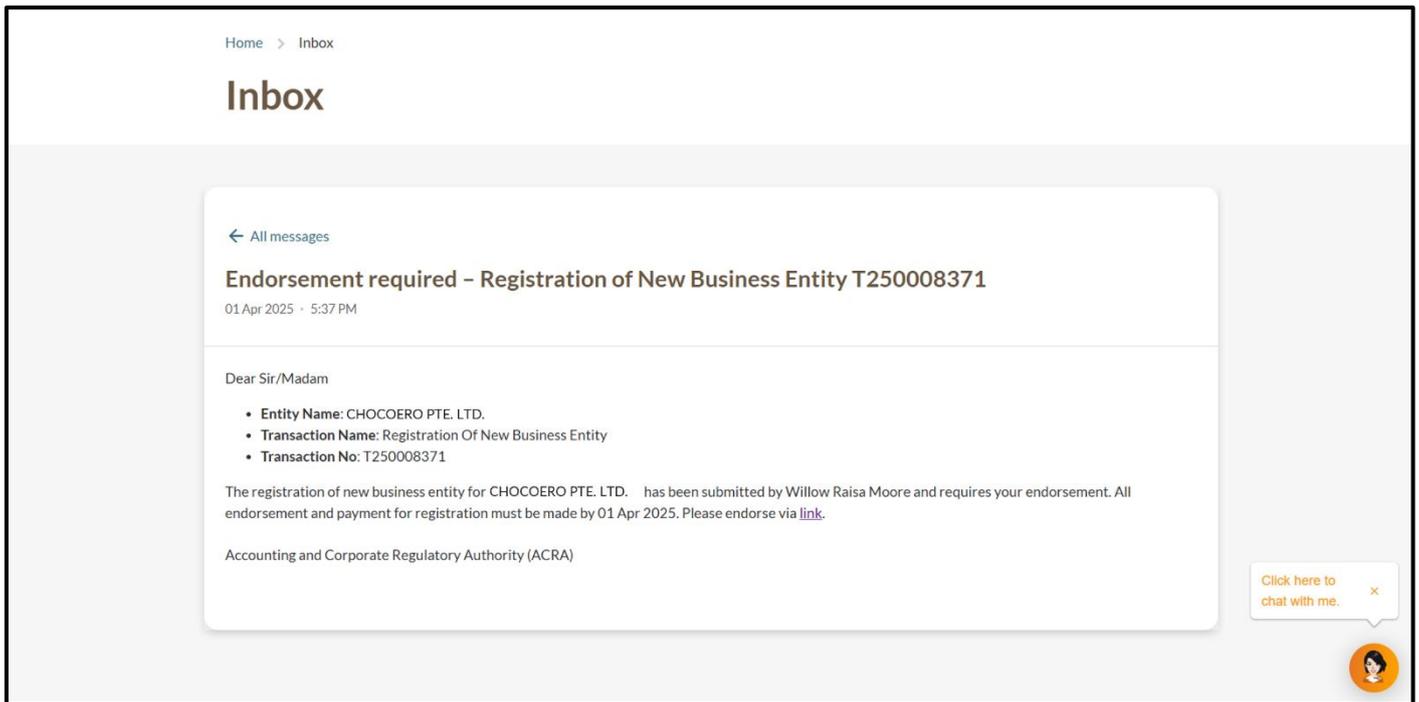
**Important:** Endorsements are not required if the incorporation is filed by a Corporate Service Provider.

The screenshot displays the 'Register new business entity' page. At the top, a progress bar shows five steps: 1. Entity information, 2. Position holder information, 3. Registration period, 4. Review and confirm, and 5. Payment. The current step is 'Payment', which is highlighted with a blue circle. Below the progress bar, a central card features a blue hourglass icon and the text: 'Transaction submitted successfully - pending endorsement'. Below this, a message states: 'Your transaction has been submitted and routed to the relevant position holder(s) for endorsement. You will receive a notification upon completion of the endorsement.' A blue button labeled 'Go to My Transaction' is positioned below the message. To the right of the card, there is a chat bubble that says 'Click here to chat with me.' and a small circular profile picture icon. Below the card, a section titled 'Transaction details' is partially visible, showing columns for 'Transaction ID', 'Transaction name', and 'Date and time'.

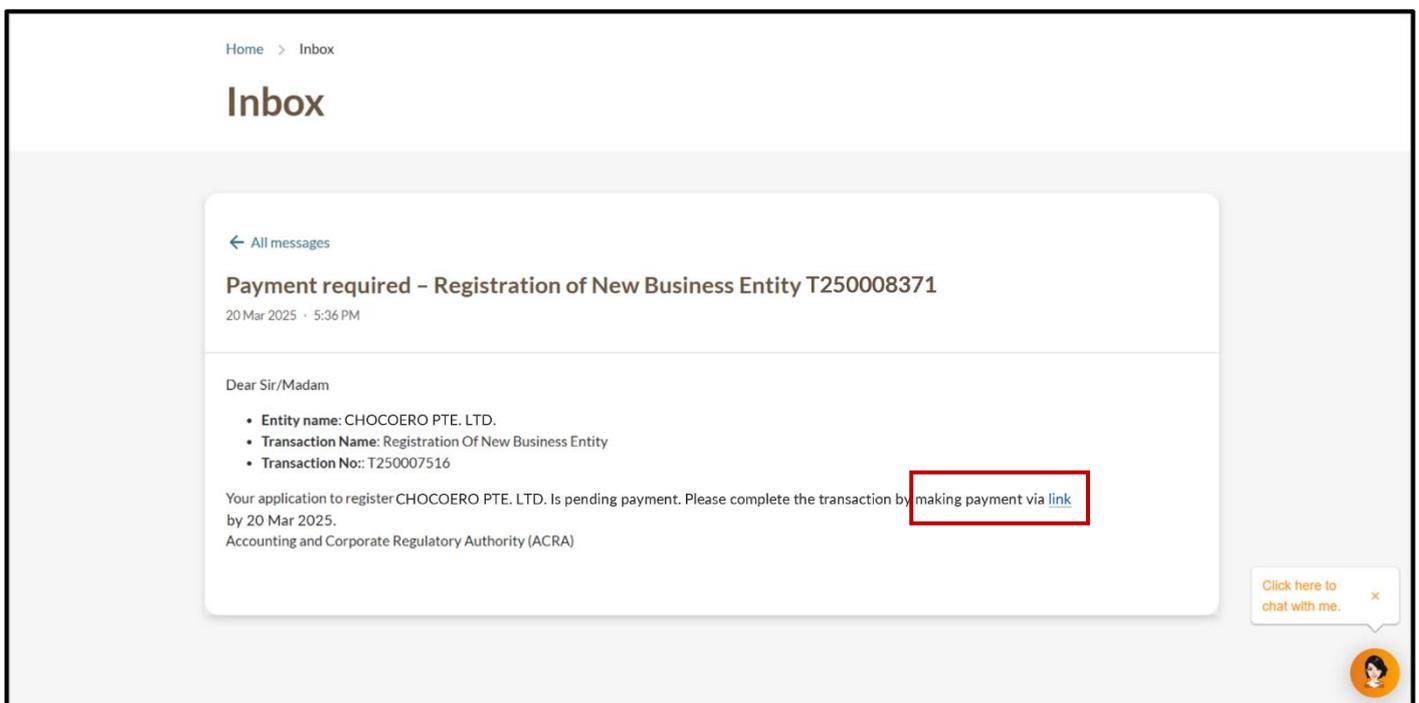
You will receive a notification in your Bizfile Inbox confirming that your transaction has been submitted and is awaiting endorsement.

The screenshot shows the Bizfile Inbox interface. At the top, there is a navigation bar with links for 'Register', 'Manage', 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. Below the navigation bar, the breadcrumb 'Home > Inbox' is visible. The main heading is 'Inbox'. A message card is displayed with the following content: 'Application pending endorsement - Registration of New Business Entity T250008371' and '01 Apr 2025 - 5:37 PM'. The message body starts with 'Dear Sir/Madam' and lists the following details: 'Entity name: CHOCOERO PTE. LTD.', 'Transaction Name: Registration Of New Business Entity', and 'Transaction No.: T250008371'. Below the list, it states: 'Your application to register CHOCOERO PTE. LTD. is pending endorsement Accounting and Corporate Regulatory Authority (ACRA)'. To the right of the message card, there is a chat bubble that says 'Click here to chat with me.' and a small circular profile picture icon.

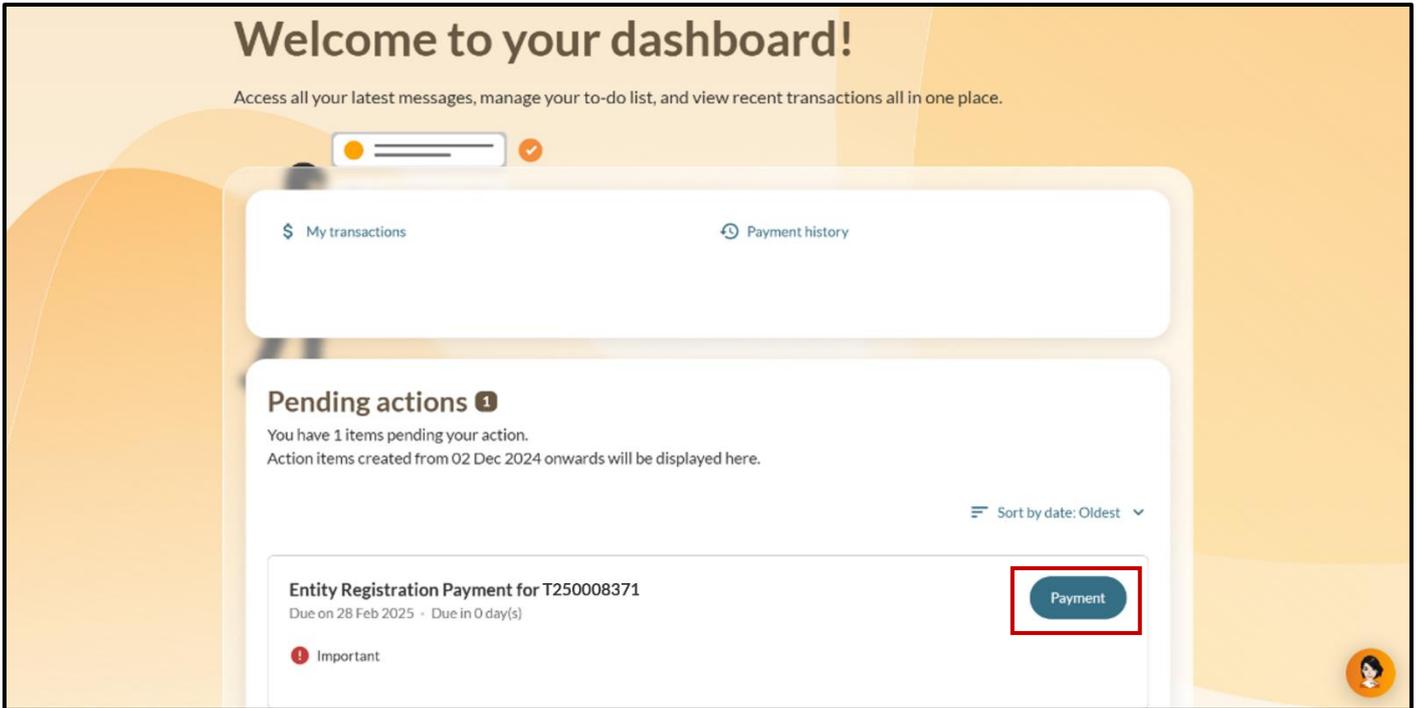
The appointed position holders will receive a notification in their Bizfile Inbox, requesting their endorsement.



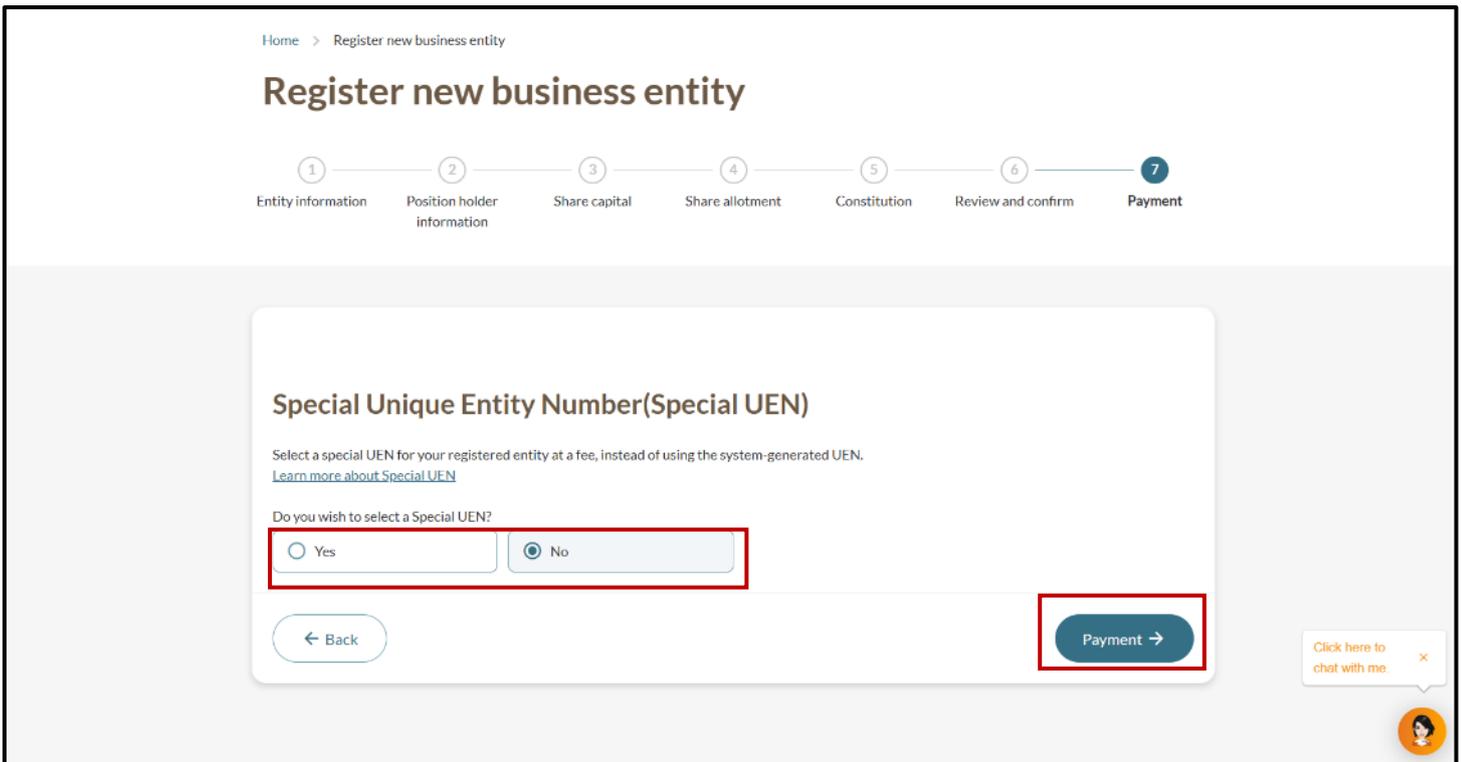
**Step 34:** Once endorsement has been successfully completed, a payment notification will be sent to your Bizfile Inbox with a link to pay the incorporation fee. Click the link to proceed to complete the payment.



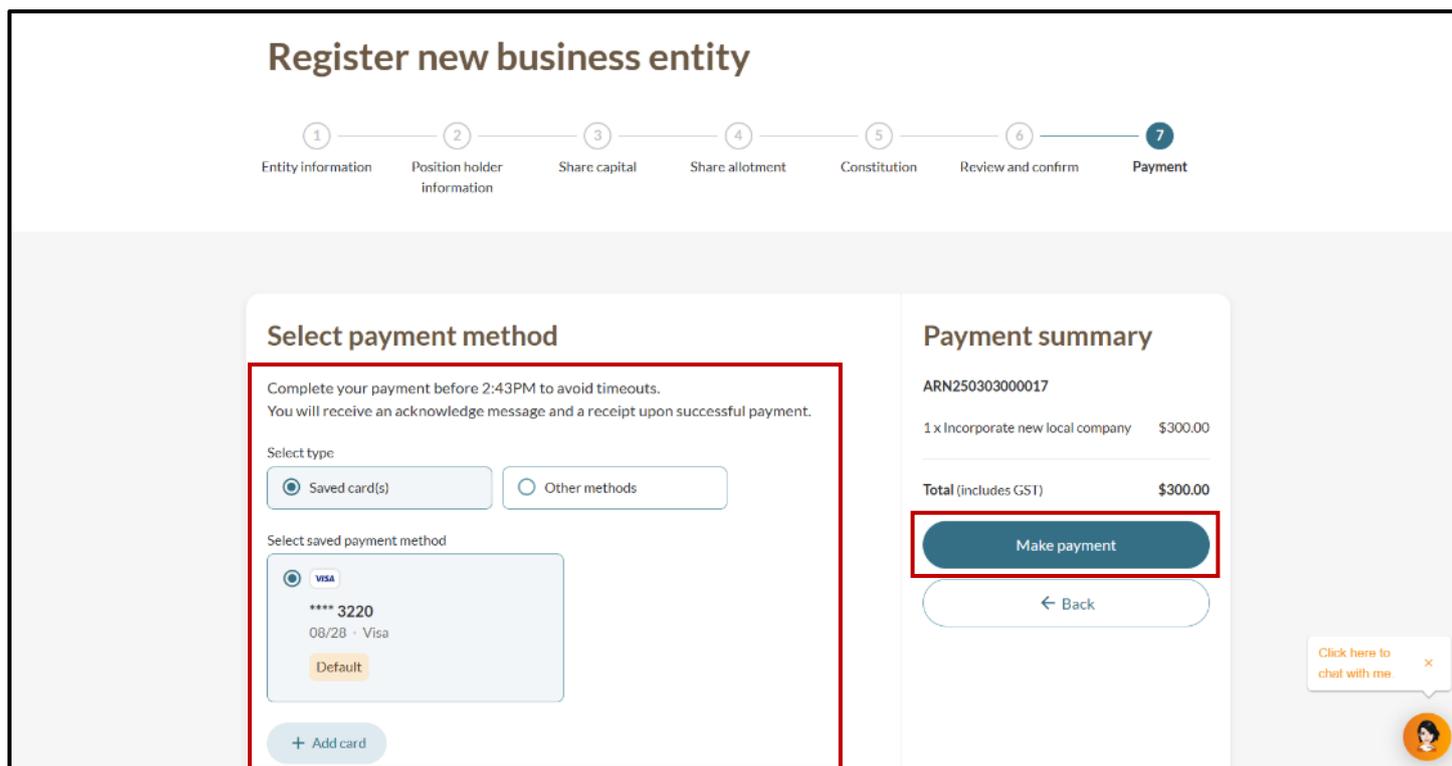
**Step 35: Select "Payment".**



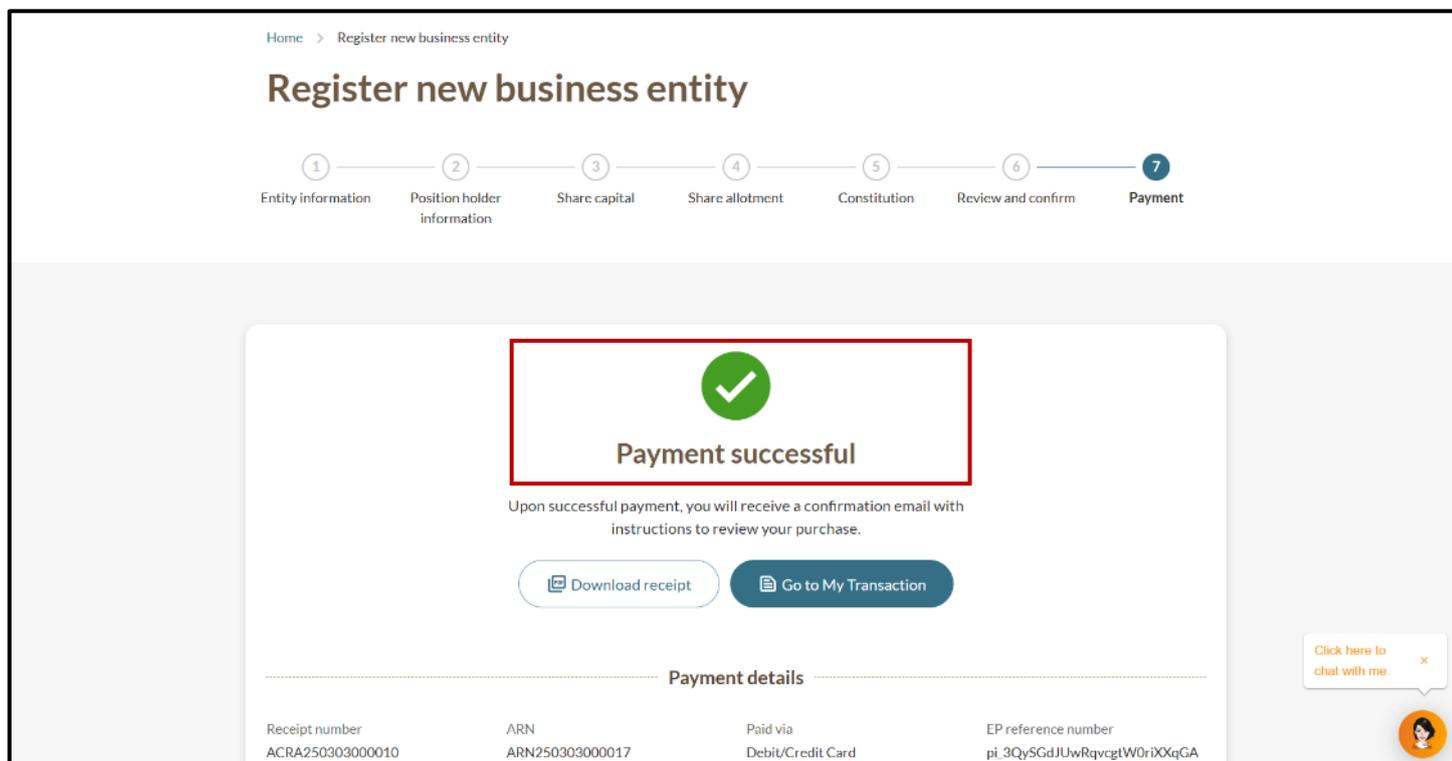
**Step 36:** You will be given the option to select a Special Unique Entity Number (UEN) for your business. If you do not wish to have a special UEN, select **"No"** and proceed to the payment page.



**Step 37:** You will be directed to the payment summary page. Select the payment method and click **“Make payment”** to complete the transaction.

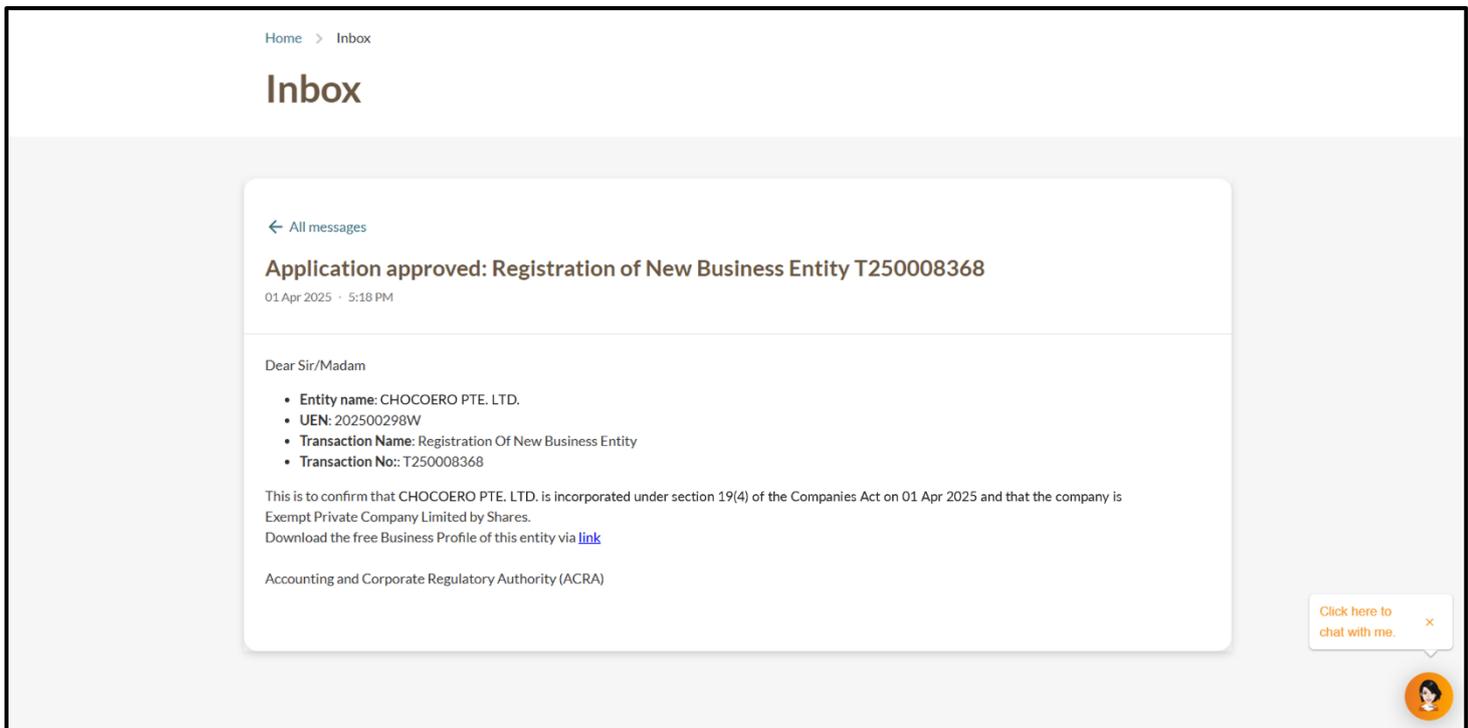


**Step 38:** Once your payment is successfully processed, you will receive an acknowledgement message and a copy of the receipt.



**Step 39:** You will receive notifications in your Bizfile Inbox including:

- UEN for the newly incorporated company
- Notice of successful incorporation
- Link to download the Business Profile for the company.



For applications requiring further review by referral authorities, the process may take up to 15 days. You will receive notification of the outcome in your Bizfile Inbox.

*Updated as of 10 Apr 2025*