Navigating the new Bizfile: File Notice of Error - Shares-related transactions

This eService allows you to submit a Notice of Error (NOE) to rectify errors in documents or information previously filed with ACRA. This includes corrections for shares-related transactions, annual returns, financial statements or other data fields such as incorrect cessation dates of officers.

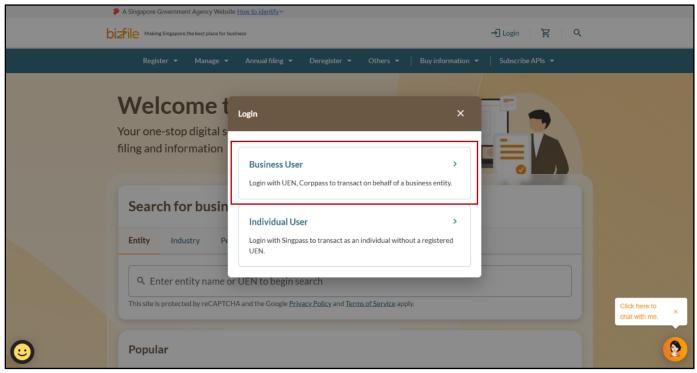
Currently, this eService accepts NOE applications for share-related transactions only, such as Return of Allotment of Shares. Other NOE applications will be available progressively.

The following NOE For share-related transactions are available:

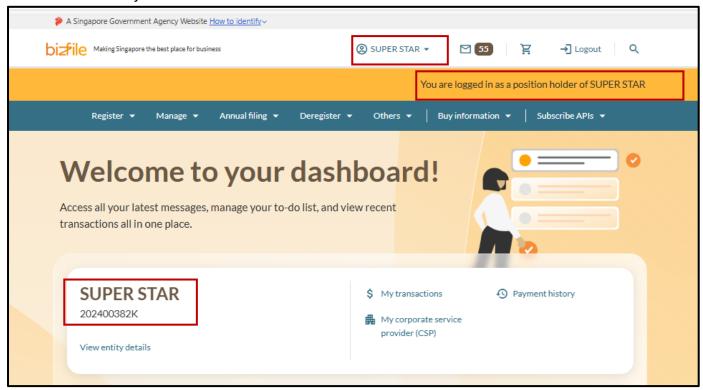
NOE Lodgement type	Navigation
NOE for transactions filed before 13 Jan 2003 – To rectify any filing error in transaction filed before 13 Jan 2003	Click here
NOE to rectify clerical/typographical errors – To correct any typographical or clerical error in documents relating to the entity filed with the Registrar	Click here
Application to Registrar for other errors – To rectify any unintended error in the document relating to the entity filed with the Registrar that does not prejudice any person	

Step-by-step instructions to file Notice of Error (NOE) - Shares-related transactions

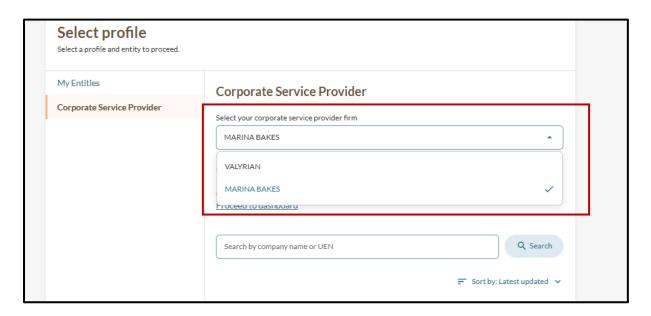
Step 1: Log in to Bizfile using Corppass (Business User) credentials.



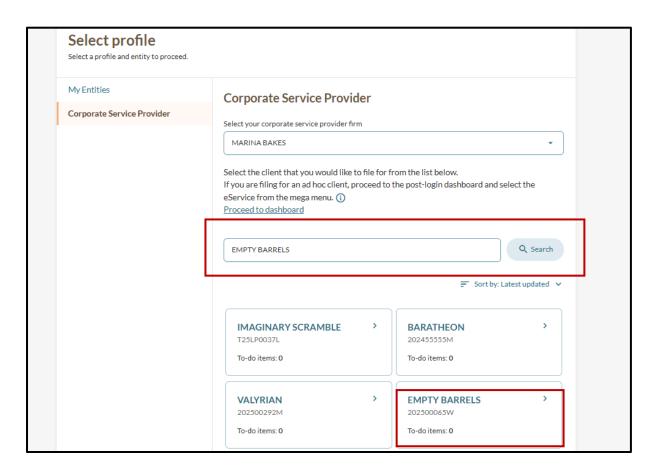
Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. A status indicator will confirm that you are logged in as a position holder of that entity.



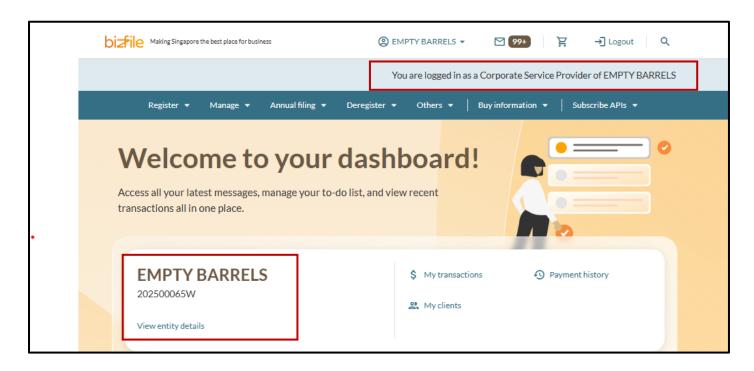
Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. A status indicator will confirm that you are logged in as a position holder of that entity.



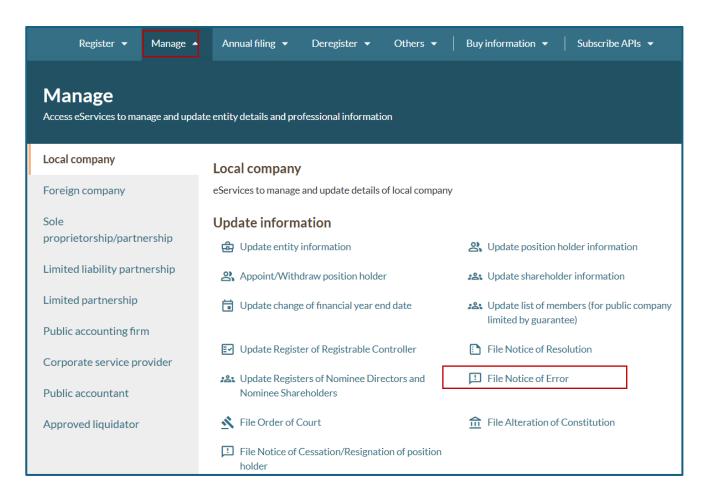
To select the entity you want to file for, use the search function to search and click the displayed entity name under the search bar.



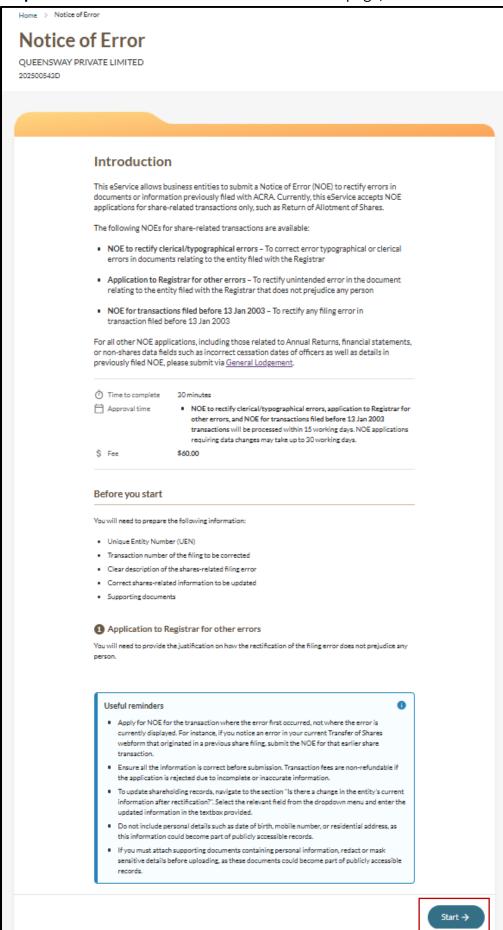
Once selected, the entity name will be displayed in the top menu bar and dashboard. A status indicator will confirm that you are logged in as a CSP for that entity.



Step 3: From the mega menu, select "Manage" and click "File Notice of Error".

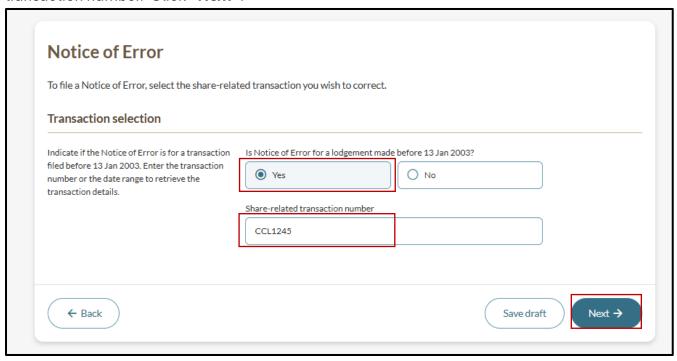


Step 4: On the "File Notice of Error" introduction page, click "Start".

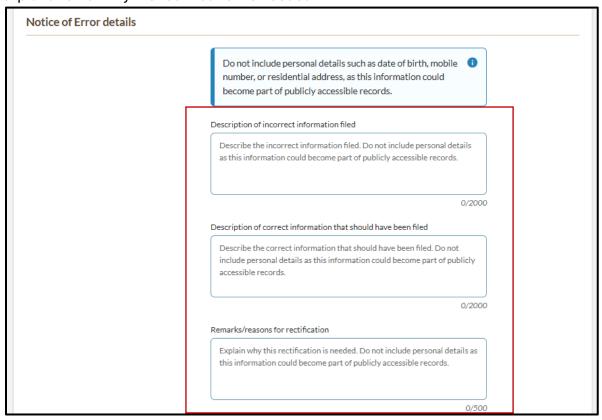


1) NOE type - Notice of Error for transactions filed before 13 Jan 2003

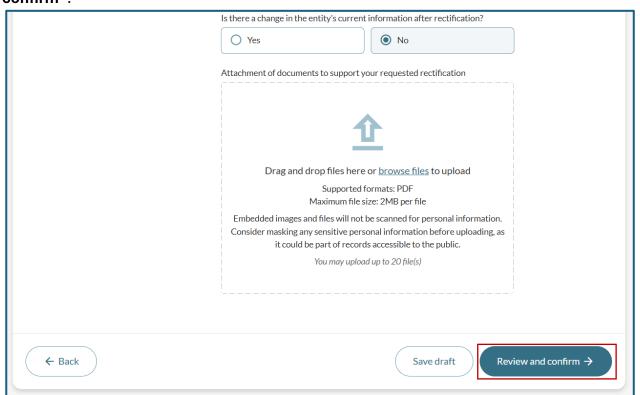
Step 1: To file NOE is for a share-related transaction before 13 Jan 2003, select "**Yes**" and enter the transaction number. Click "**Next**".



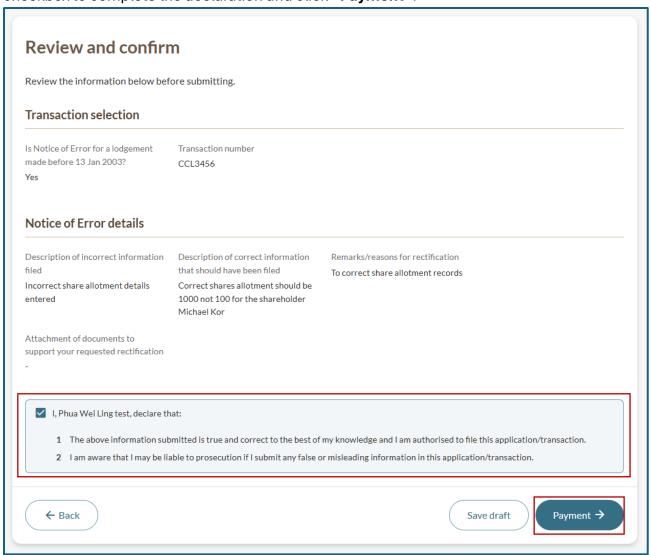
Step 2: Provide the details of the NOE, including the incorrect information that was originally filed in the share-related transaction. Indicate the correct information that should have been filed, and explanation of why the rectification is needed.



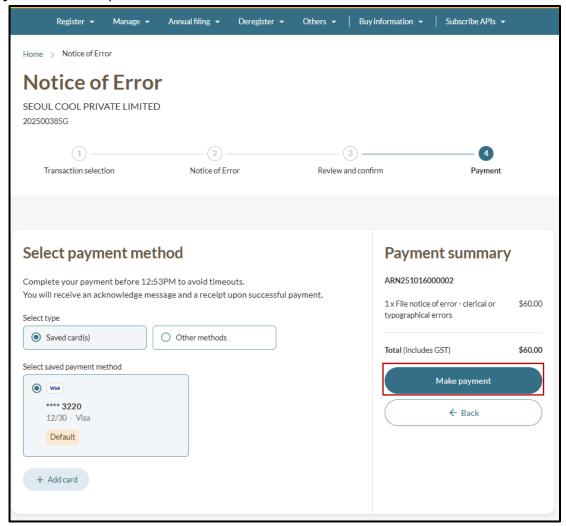
Step 3: Upload the supporting document for the rectification request and click **"Review and confirm"**.



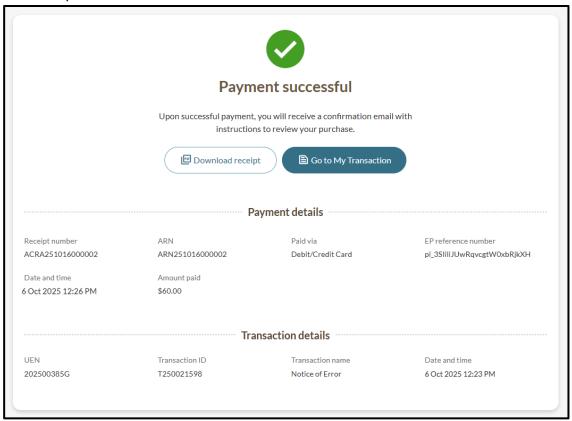
Step 4: Review the NOE details carefully to ensure all entered information are correct. Tick the checkbox to complete the declaration and click "Payment".



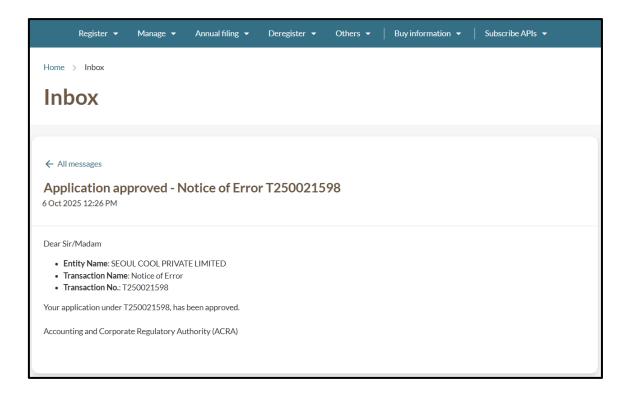
Step 5: You will be directed to the payment summary page. Select the payment method and click "Make payment" to complete the transaction.



Step 6: Upon successful submission, you will receive an acknowledgement message and a link to download the receipt.

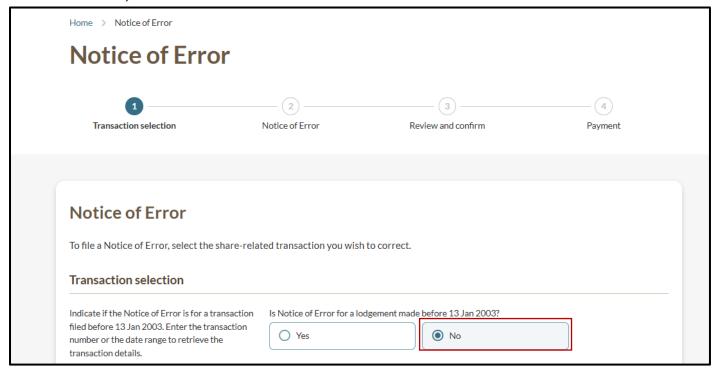


Step 7: A notification confirming the successful submission of the NOE application will be sent to your Bizfile Inbox.

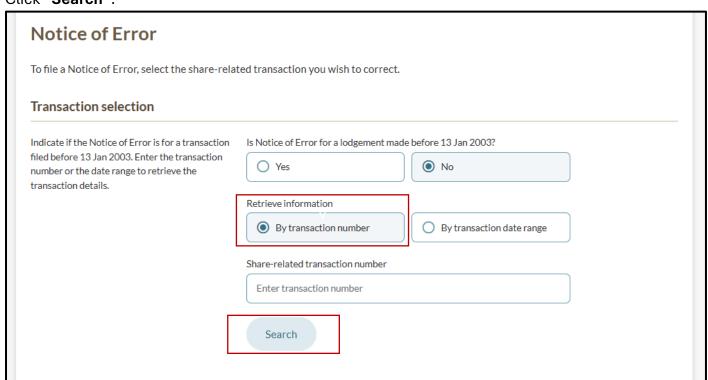


2) NOE type - NOE to rectify clerical/typographical errors - Application to Registrar for other errors

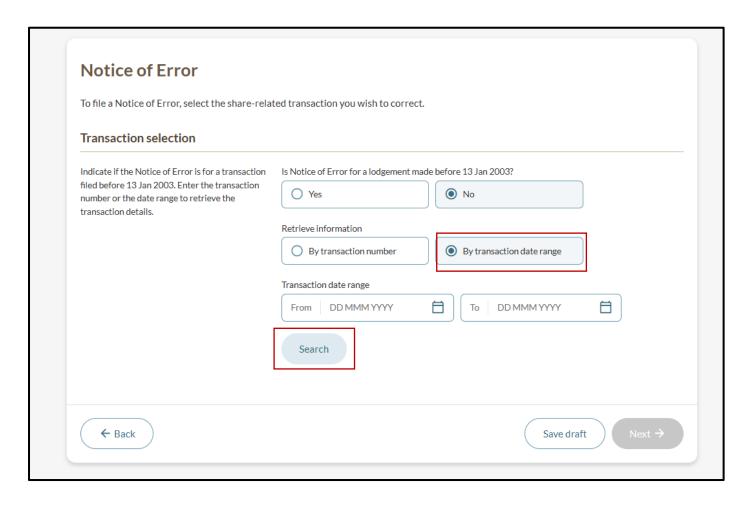
Step 1: Specify whether the NOE is for a transaction filed before 13 Jan 2003. For transactions filed after 13 Jan 2003, select "No".



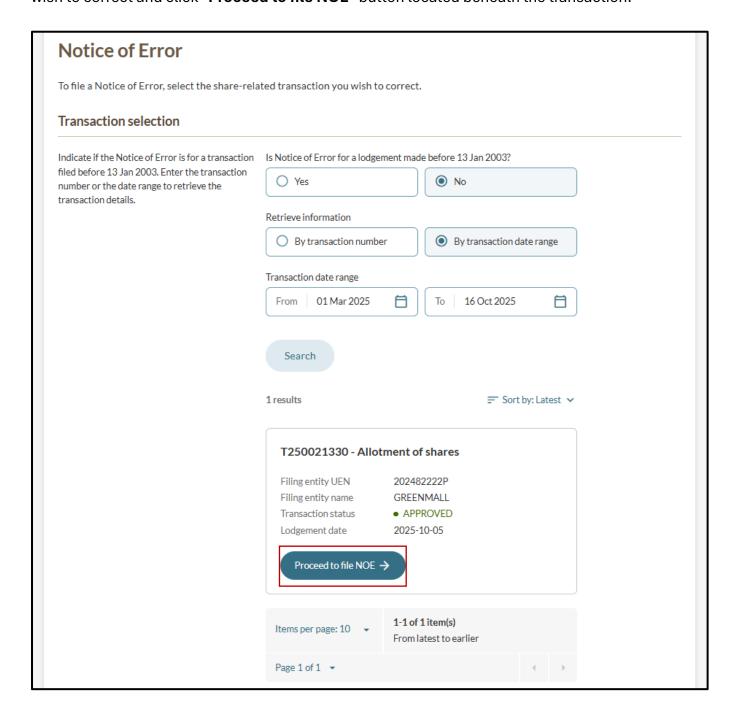
Step 2: You can retrieve the shares-related transaction in one of two ways. If you have the transaction number, select the **"By transaction number"** option and enter the transaction number in the field. Click **"Search"**.



Alternatively, select "By transaction date range" and enter the relevant dates in the "From" and "To" fields and click "Search".

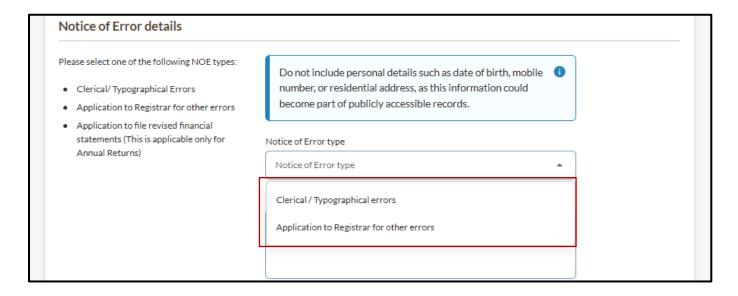


Step 3: The list of relevant share-related transactions will be displayed. Identify the transaction you wish to correct and click "**Proceed to file NOE**" button located beneath the transaction.



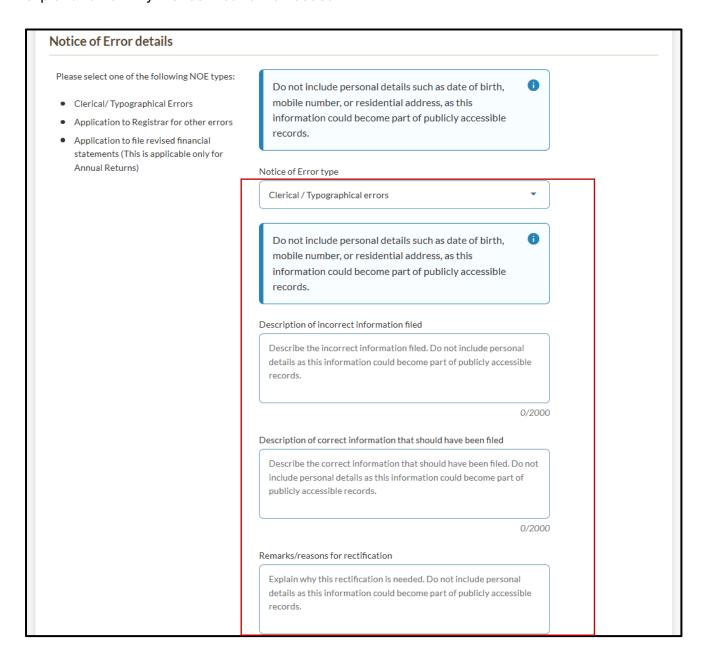
Step 4: Select the NOE type from the dropdown list. The following options are available:

- Clerical/Typographical errors
- Application to Registrar for other errors



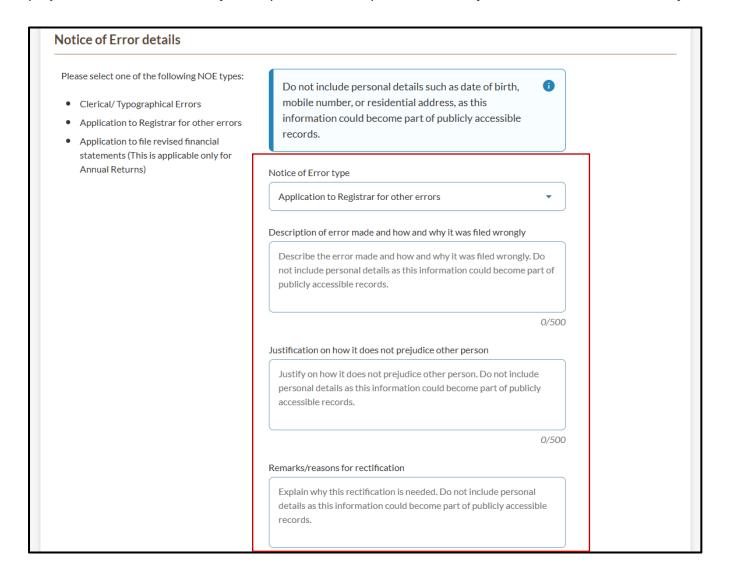
• Clerical/Typographical errors

Provide the details of the NOE, including the incorrect information that was originally filed in the share-related transaction. Indicate the correct information that should have been filed, and explanation of why the rectification is needed.

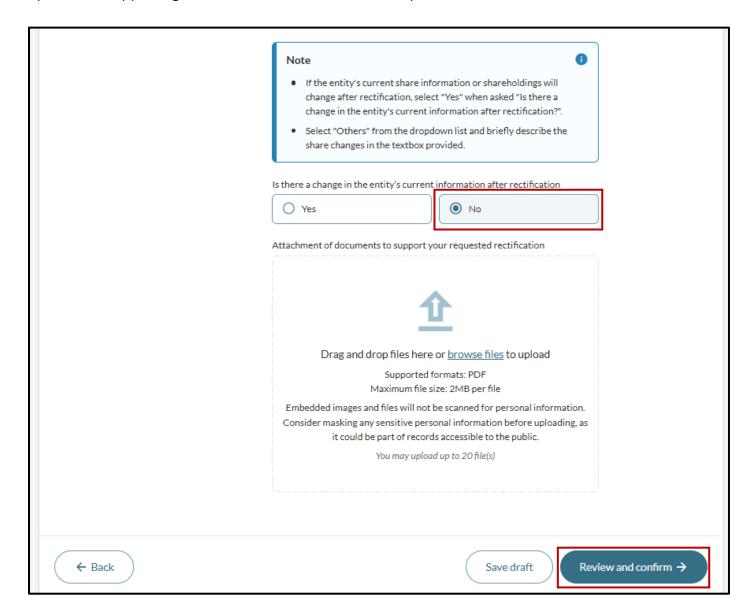


• Application to Registrar for other errors

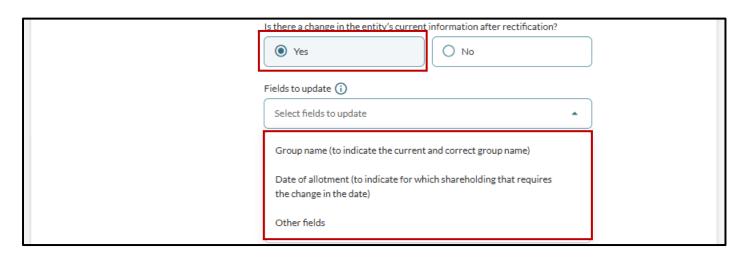
Provide the details of the NOE, including a clear description of the error made and explain why the incorrect information was filed. Provide the justification on how the proposed rectification will not prejudice the interests of any other person, and explanation of why the rectification is necessary.



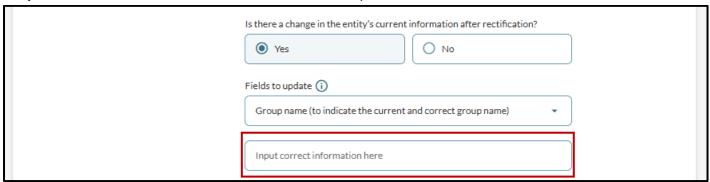
Step 5: Indicate whether the rectification will result in changes to the entity's current information (including current shares information or shareholdings). If there are no changes, select "**No**" and upload the supporting document for the rectification request and click "**Review and confirm**".



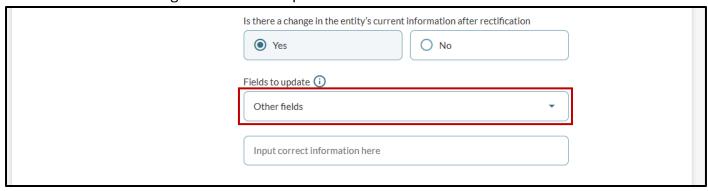
Step 6: If the rectification results in changes to the entity's current shares information and shareholdings, select **"Yes"**. Under **"Fields to update"**, select the specific field to amend from the dropdown list.



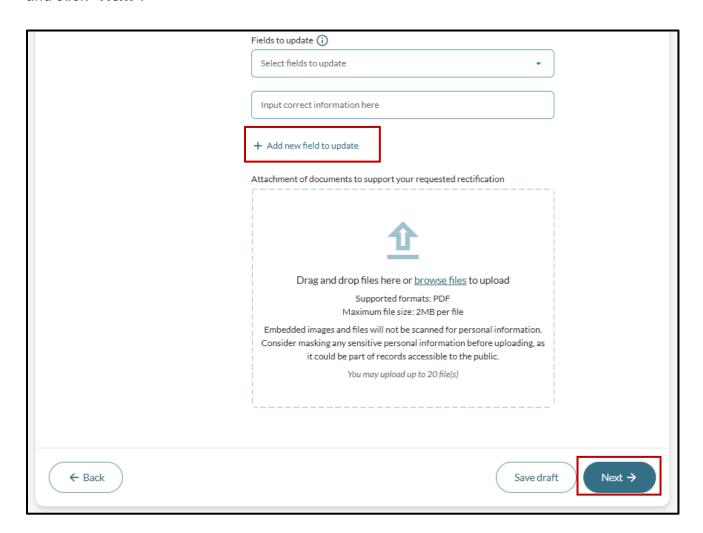
Step 7: Enter the correct information in the text box provided.



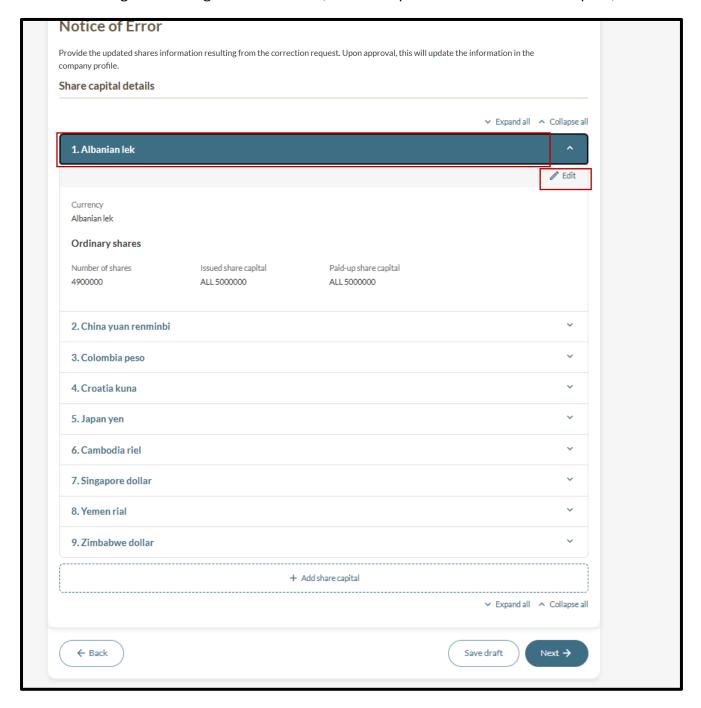
Step 8: For specific fields not listed in the dropdown list, select **"Other fields"** and provide a brief describe the share changes in the textbox provided.



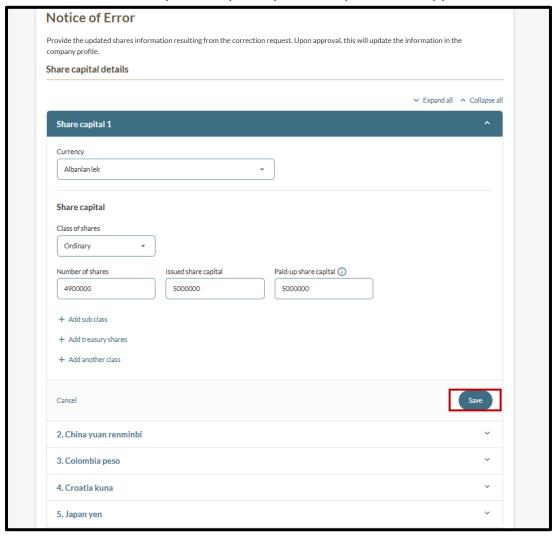
Step 9: To make additional updates, select "Add new field to update" and choose the relevant fields to update from the drop downlist, or select "Other fields" and enter the relevant details in the textbox. Once you have entered all necessary changes, upload any required supporting documents and click "Next".



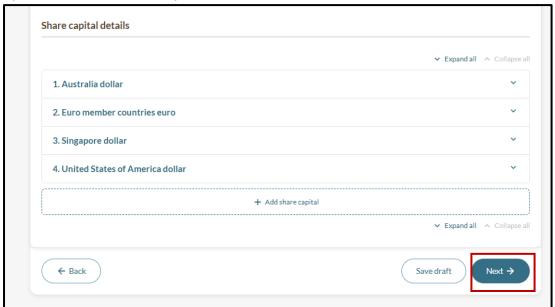
Step 10: The share capital details for the entity will be displayed. To update the share capital details that have changed following the rectification, click to expand the relevant share capital, select "Edit".



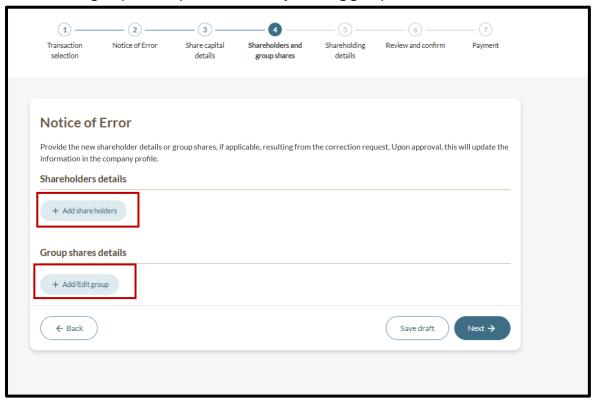
Step 11: Enter the updated share capital information, including currency, class of shares, number of shares, issued share capital and paid-up share capital where applicable. Click "Save".



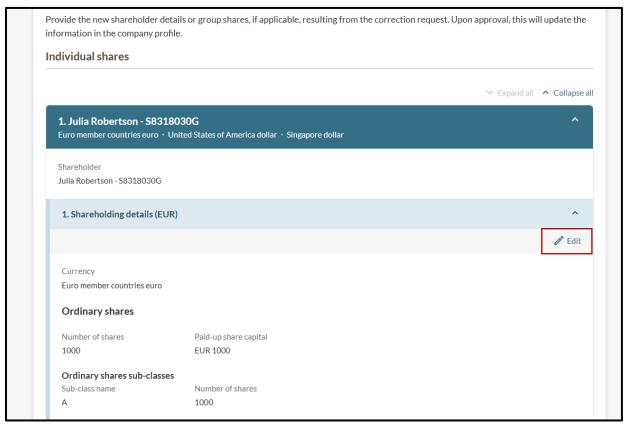
Step 12: If you have no changes to make to the share capital details, or once you have completed your updates, click "**Next**" to proceed.



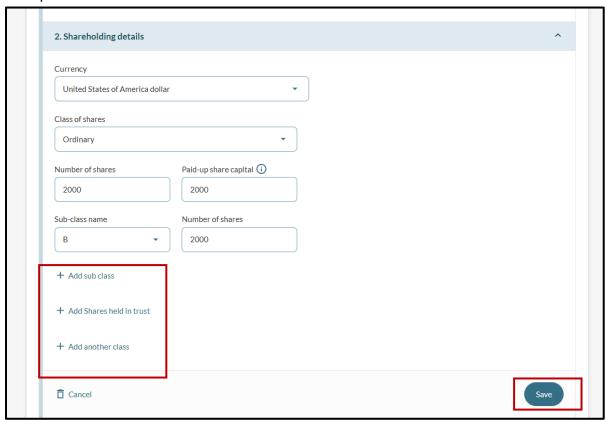
Step 13: To update shareholding details affected by the rectification, click the "Add shareholders" button to add new individual or corporate shareholders. Click the "Add/Edit group" button to create shareholder groups as required, or modify existing groups to add or remove members.



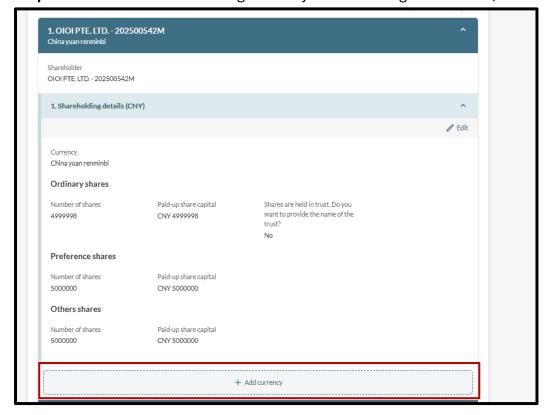
Step 14: To update existing shareholding details, click to expand the relevant shareholders and select **"Edit"**.



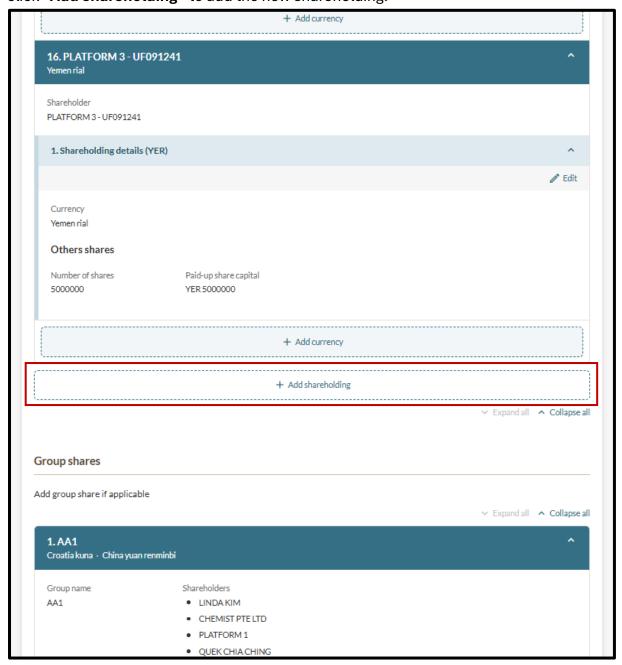
Step 15: Enter the updated shareholding information, including currency, class of shares, number of shares, issued share capital and sub-class name, where applicable. Add other share classes as needed by selecting "Add sub-class", "Add shares held in trust" or "Add another class" and enter the updated information. Click "Save".



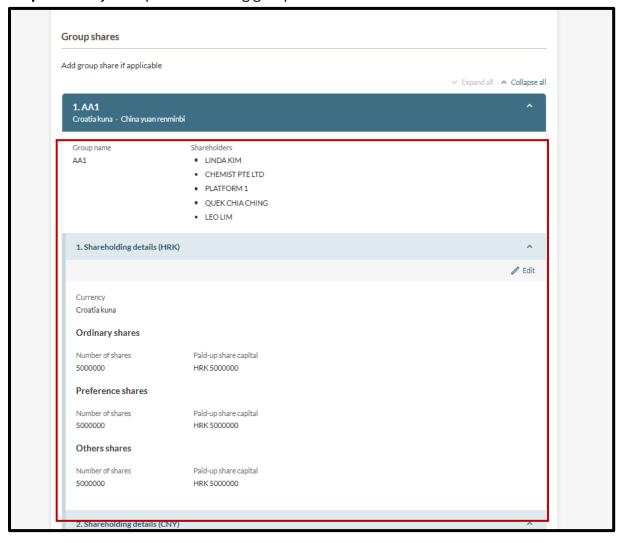
Step 13: To add new shareholding currency for an existing shareholder, click "Add currency".



Step 14: If there is a new shareholder added in the previous "Shareholders and group shares" section, click "Add shareholding" to add the new shareholding.



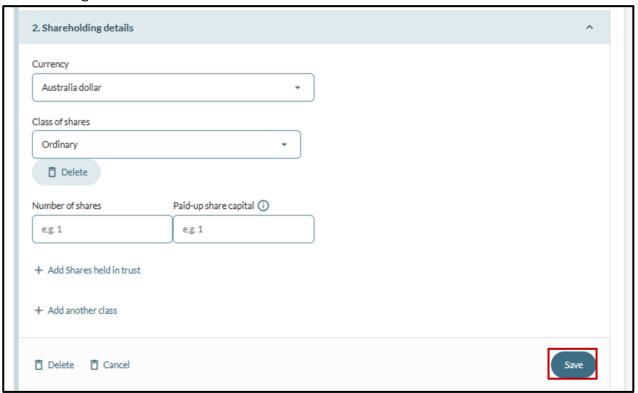
Step 15: Verify the updated existing group shares details to ensure it is correct.



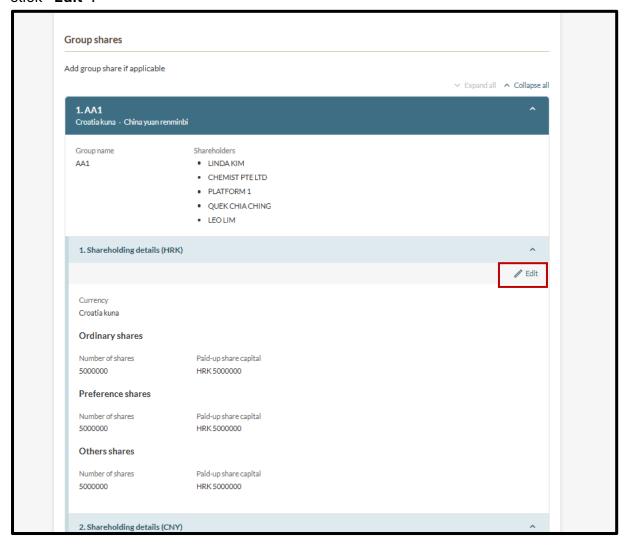
Step 16: To add new shareholding currency for an existing group, click "Add currency".



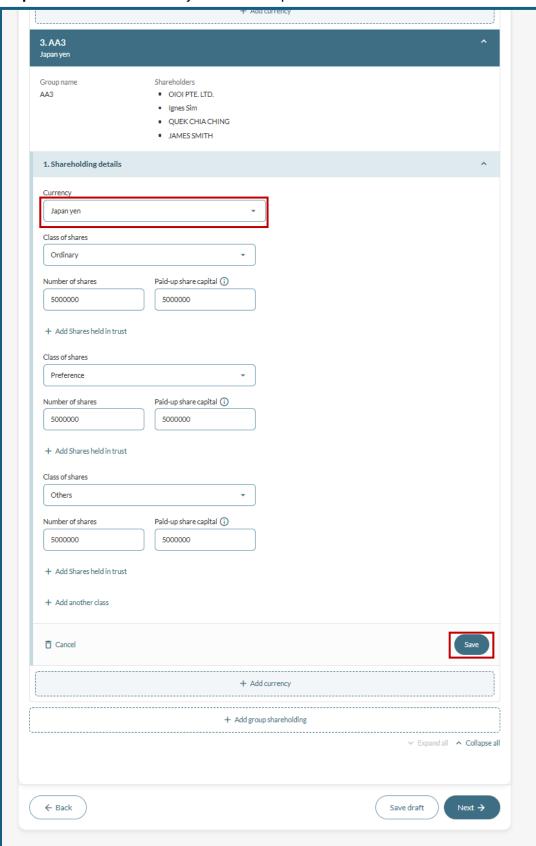
Step 17: Select the new currency to be added from the dropdown list and enter details of the shareholding and click **"Save"**.



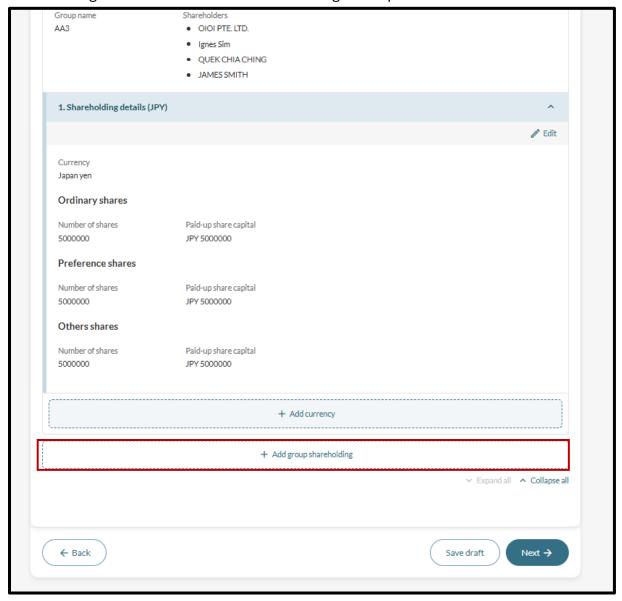
Step 18: To amend an existing shareholding currency, identify the group that you wish to update and click **"Edit"**.

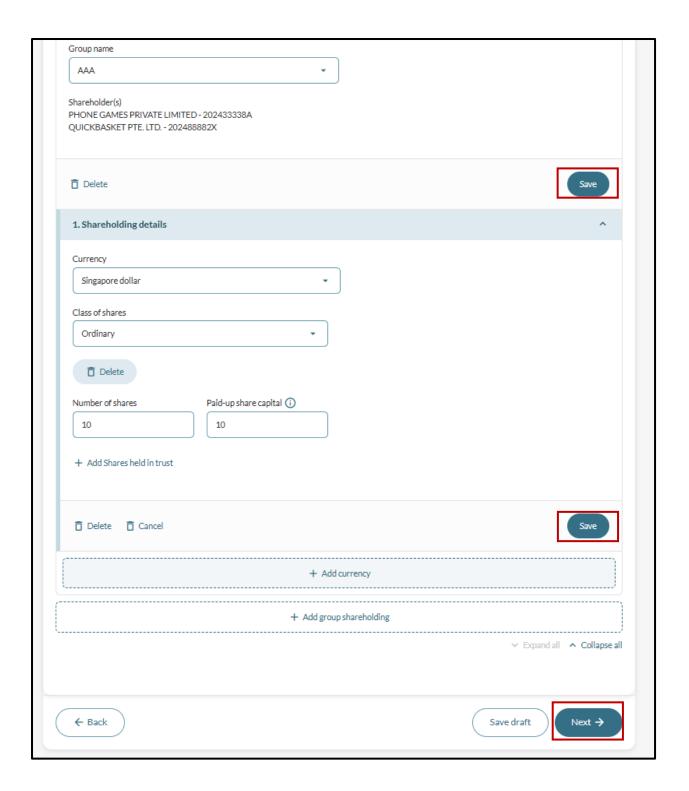


Step 19: Select the currency from the dropdown list and click "Save".



Step 20: If a new group has been added, click "Add group shareholding" to enter the new shareholding details. Click "Save" after entering the required information and "Next" to continue.



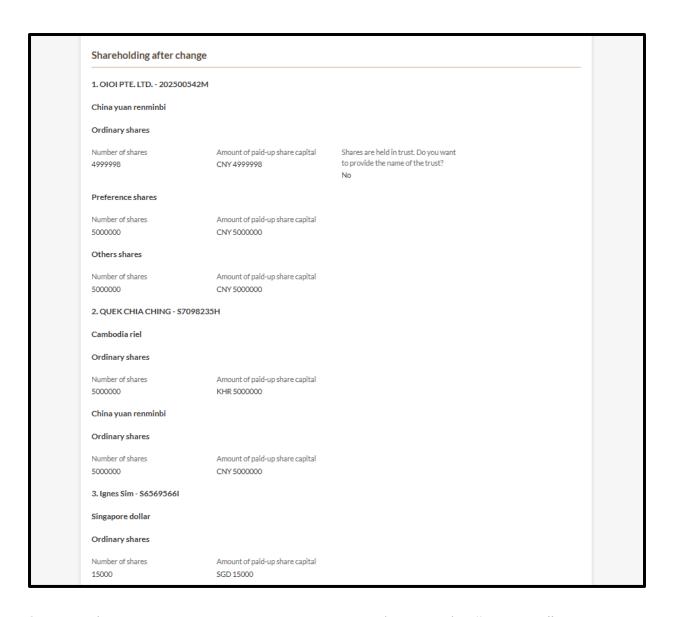


Step 21: Verify that you have entered all the information correctly.

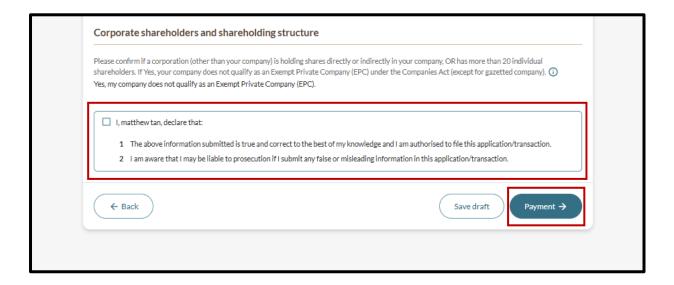
	m				
Review the information below before submitting. Transaction selection					
Notice of Error details					
Notice of Error type Clerical / Typographical errors	Description of incorrect information filed Description of incorrect information here	Description of correct information that should have been filed Description of correct information here	Remarks/reasons for rectification reasons for rectification here		
Is there a change in the entity's current information after rectification Yes					
Other fields test					
Attachment of documents to support your requested rectification - Share capital before change	ge				
support your requested rectification -	ge				
support your requested rectification - Share capital before chang 1. Albanian lek	ge				
support your requested rectification - Share capital before chang 1. Albanian lek Ordinary shares	Amount of issued share capital ALL 5000000	Amount of paid-up share capital ALL 5000000			
Share capital before change 1. Albanian lek Ordinary shares Number of shares 4900000	Amount of issued share capital				
support your requested rectification - Share capital before chang 1. Albanian lek Ordinary shares Number of shares	Amount of issued share capital				
support your requested rectification Share capital before chang 1. Albanian lek Ordinary shares Number of shares 4900000 2. China yuan renminbi	Amount of issued share capital				
support your requested rectification Share capital before chang 1. Albanian lek Ordinary shares Number of shares 4900000 2. China yuan renminbi Ordinary shares Number of shares	Amount of issued share capital ALL 5000000 Amount of issued share capital	ALL 5000000 Amount of paid-up share capital			
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support your requested rectification Share capital before change 1. Albanian lek Ordinary shares Number of shares 4900000 2. China yuan renminbi Ordinary shares Number of shares 10000000 Preference shares Number of shares 10000000	Amount of issued share capital ALL 5000000 Amount of issued share capital CNY 10000000	Amount of paid-up share capital CNY 10000000			
support your requested rectification Share capital before change 1. Albanian lek Ordinary shares Number of shares 4900000 2. China yuan renminbi Ordinary shares Number of shares 10000000 Preference shares Number of shares	Amount of issued share capital ALL 5000000 Amount of issued share capital CNY 10000000 Amount of issued share capital	Amount of paid-up share capital CNY 10000000 Amount of paid-up share capital			

1. Albanian lek			
Ordinary shares			
Number of shares	Amount of issued share capital	Amount of paid-up share capital	
4900000	ALL 5000000	ALL 5000000	
2. China yuan renminbi			
Ordinary shares			
Number of shares	Amount of issued share capital	Amount of paid-up share capital	
10000000	CNY 10000000	CNY 10000000	
Preference shares			
Number of shares	Amount of issued share capital	Amount of paid-up share capital	
10000000	CNY 10000000	CNY 10000000	
Others shares			
Number of shares	Amount of issued share capital	Amount of paid-up share capital	
10000000	CNY 10000000	CNY 10000000	

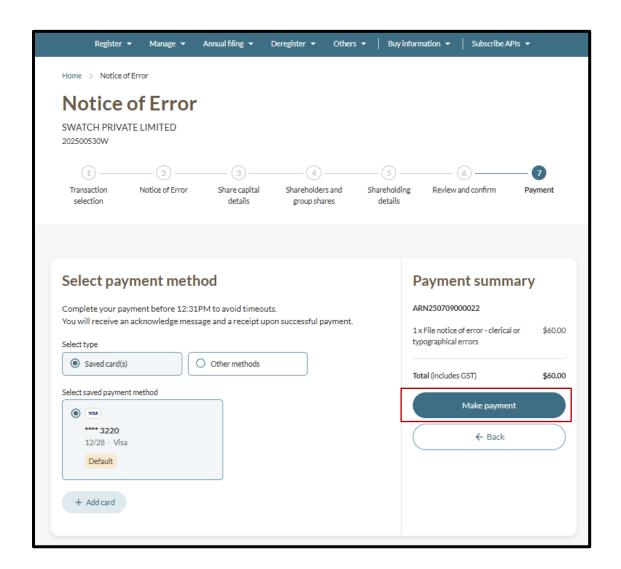
1. OIOI PTE. LTD 202500	542M		
China yuan renminbi			
Ordinary shares			
Number of shares 4999998	Amount of paid-up share capital CNY 4999998	Shares are held in trust. Do you want to provide the name of the trust? No	
Preference shares			
Number of shares 5000000	Amount of paid-up share capital CNY 5000000		
Others shares			
Number of shares 5000000	Amount of paid-up share capital CNY 5000000		
2. QUEK CHIA CHING - S70	098235H		
Cambodia riel			
Ordinary shares			
Number of shares 5000000	Amount of paid-up share capital KHR 5000000		
China yuan renminbi			
Ordinary shares			
Number of shares 5000000	Amount of paid-up share capital CNY 5000000		
3. Ignes Sim - S6569566I			
Singapore dollar			
Ordinary shares			
Number of shares	Amount of paid-up share capital		



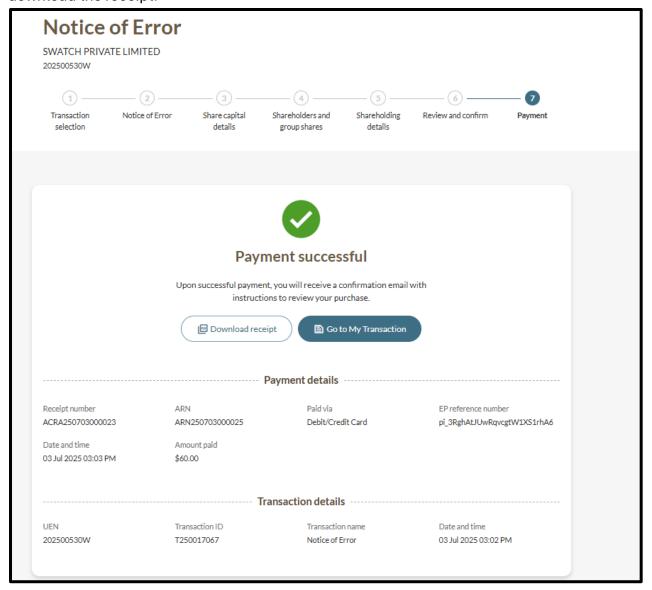
Step 22: Tick the checkbox to complete the declaration and click "Payment".



Step 23: You will be directed to the payment summary page. Select the payment method and click "Make payment" to complete the transaction.



Step 24: Upon successful submission, you will receive an acknowledgement message and a link to download the receipt.



Step 25: A notification confirming the successful submission of the NOE application will be sent to your Bizfile Inbox.

