

## Navigating the new Bizfile: Update reduction of Share Capital – By filing an Order of Court

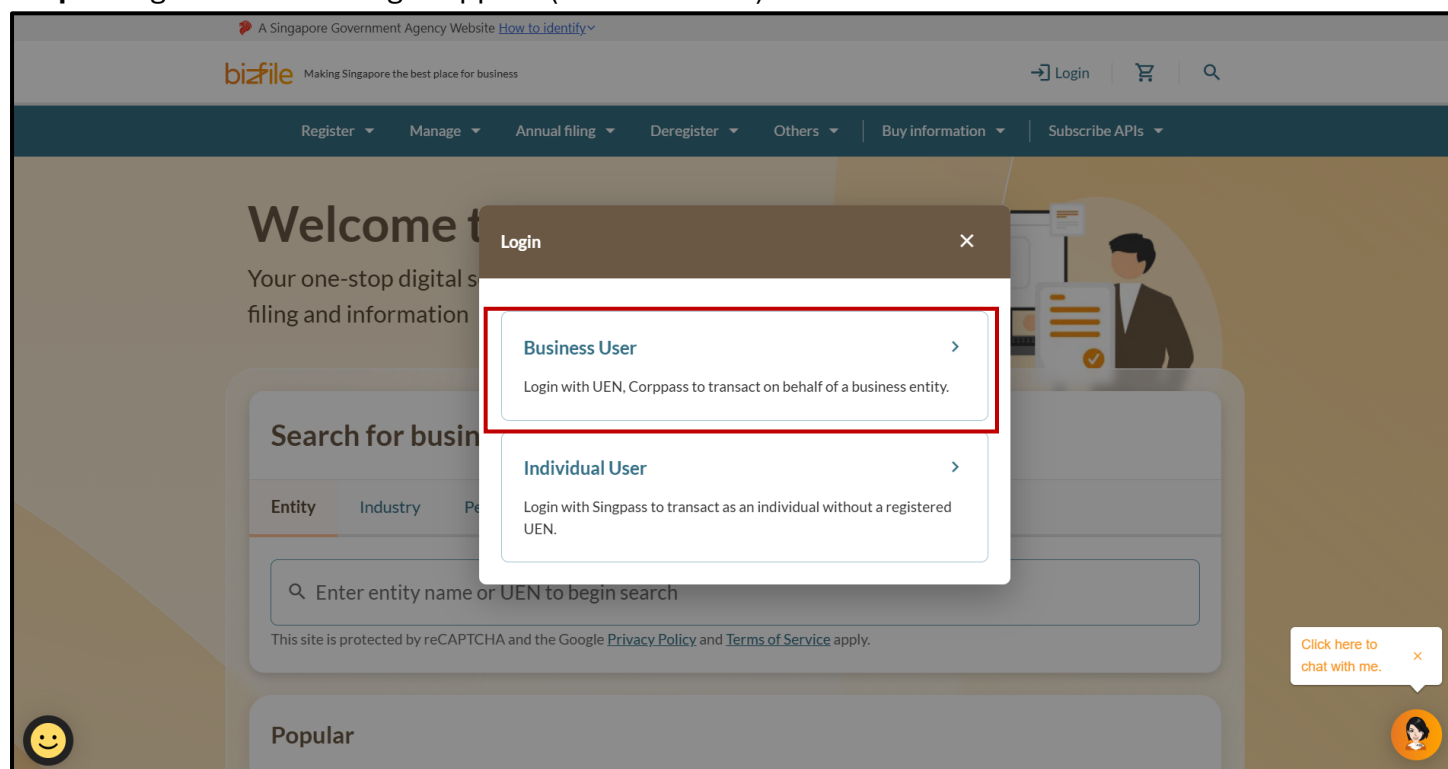
The “Update reduction of share capital” eService allows you to file the reduction of share capital for a local company. A company may reduce its share capital by seeking members’ approval or by Order of Court.

For reduction by filing Order of Court, the company must first pass a special resolution to reduce its share capital, and submit the following filings with ACRA:

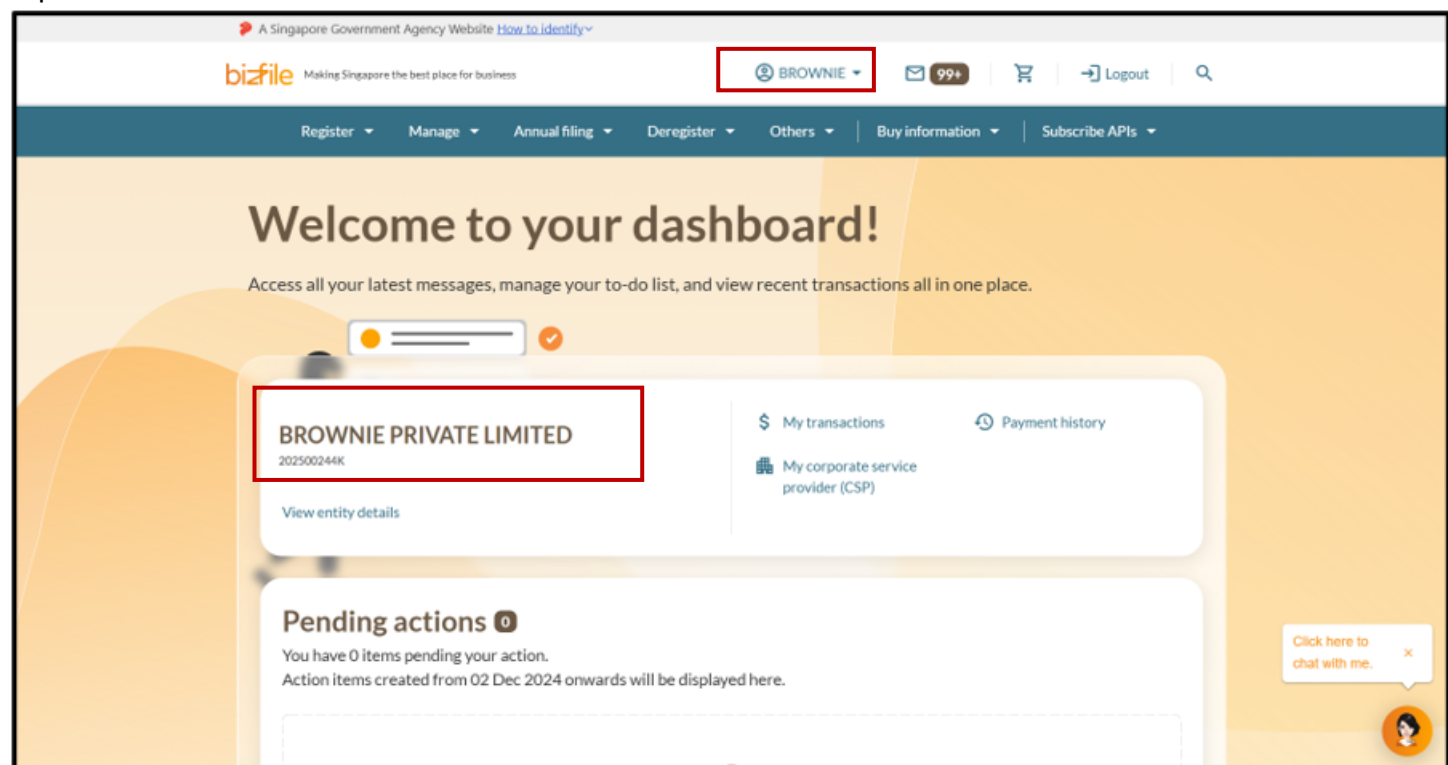
| Transactions  | Filing timeline                                | Navigation                 |
|---|--|----------------------------|
| <b>File special resolution for reduction of share capital under S78B/C</b>                                    | Within 14 days from date of special resolution | <a href="#">Click here</a> |
| <b>File notice of court order for approval of reduction of share capital by special resolution under S78G</b> | Within 90 days from date of order              | <a href="#">Click here</a> |

## Step-by-step instructions to file update of reduction of share capital

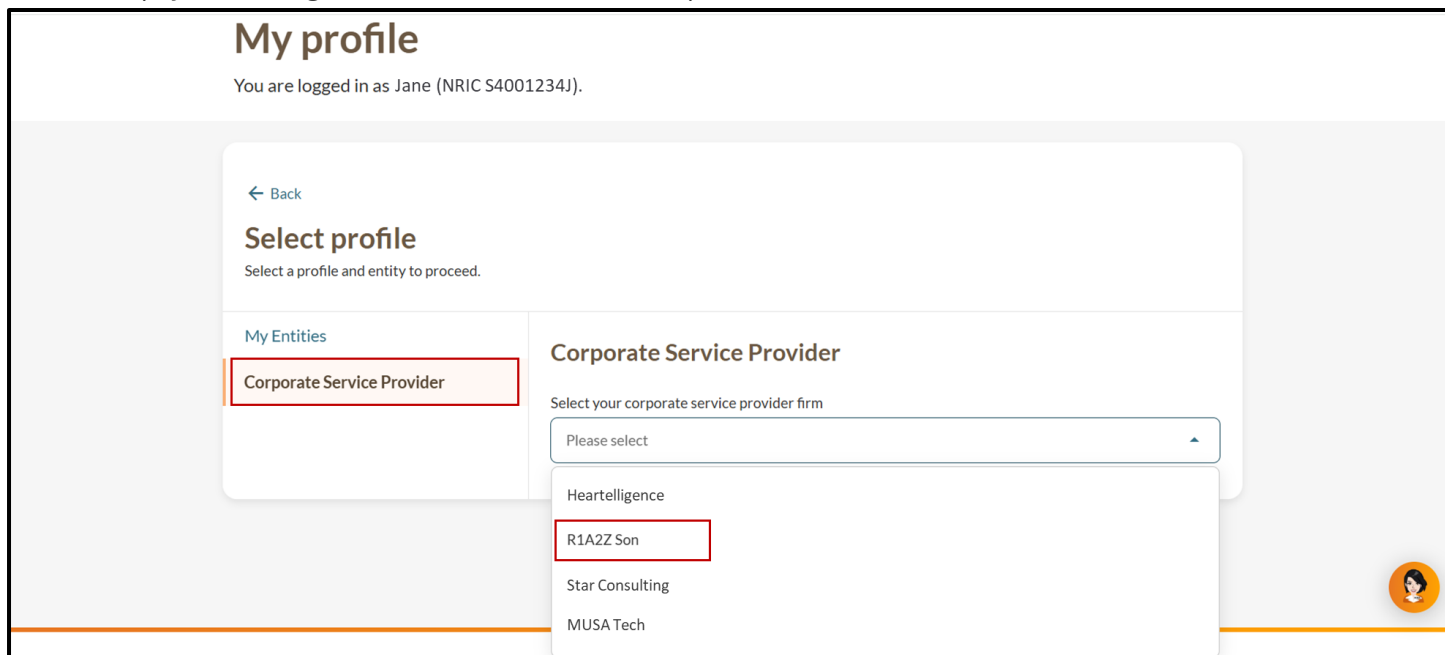
**Step 1:** Log in to Bizfile using Corppass (Business User) credentials.



**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 reduction of share capital for their clients, 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).



**My profile**

You are logged in as Jane (NRIC S4001234J).

[← Back](#)

**Select profile**

Select a profile and entity to proceed.

**My Entities**

- Corporate Service Provider**

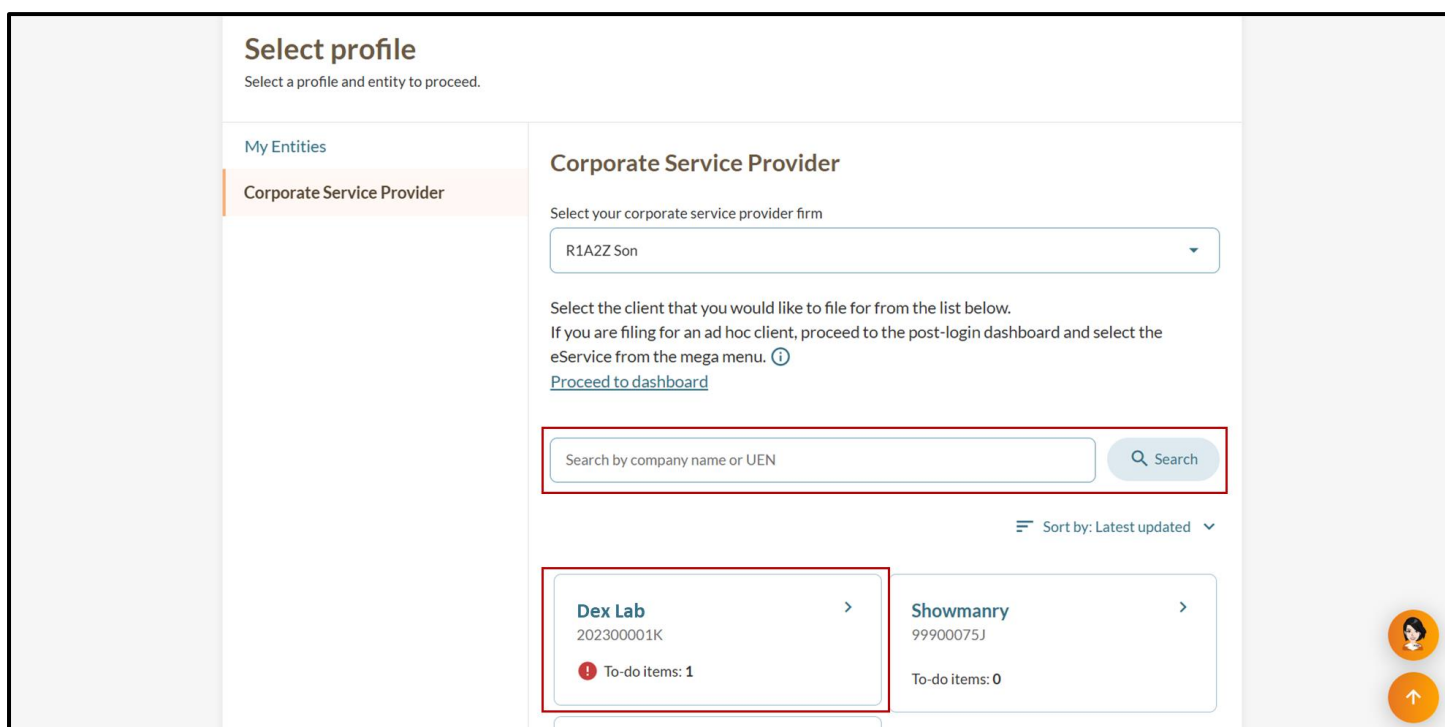
**Corporate Service Provider**

Select your corporate service provider firm

Please select

- Heartelligence
- R1A2Z Son**
- Star Consulting
- MUSA Tech

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.



**Select profile**

Select a profile and entity to proceed.

**My Entities**

- Corporate Service Provider**

**Corporate Service Provider**

Select your corporate service provider firm

R1A2Z Son

Select the client that you would like to file for from the list below.  
If you are filing for an ad hoc client, proceed to the post-login dashboard and select the eService from the mega menu. ⓘ

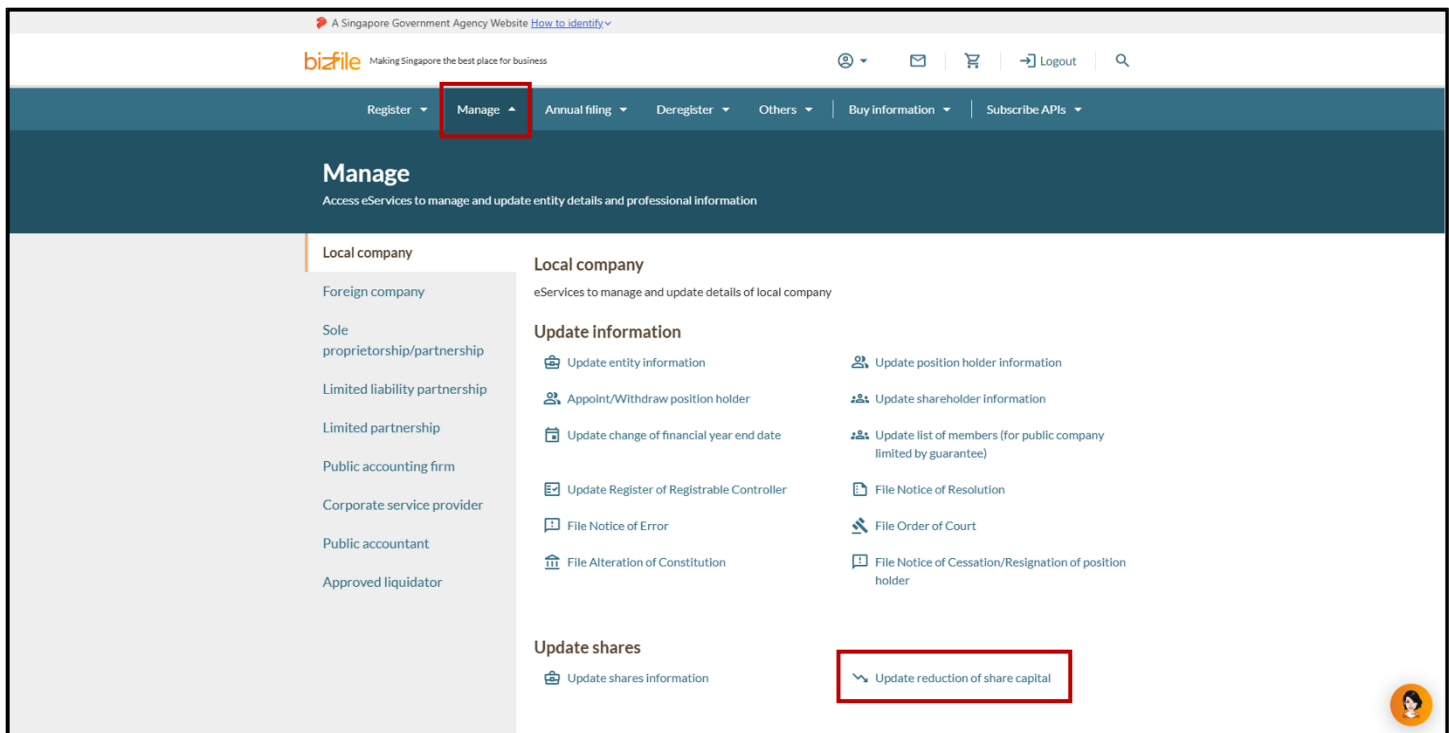
[Proceed to dashboard](#)

Search by company name or UEN [Search](#)

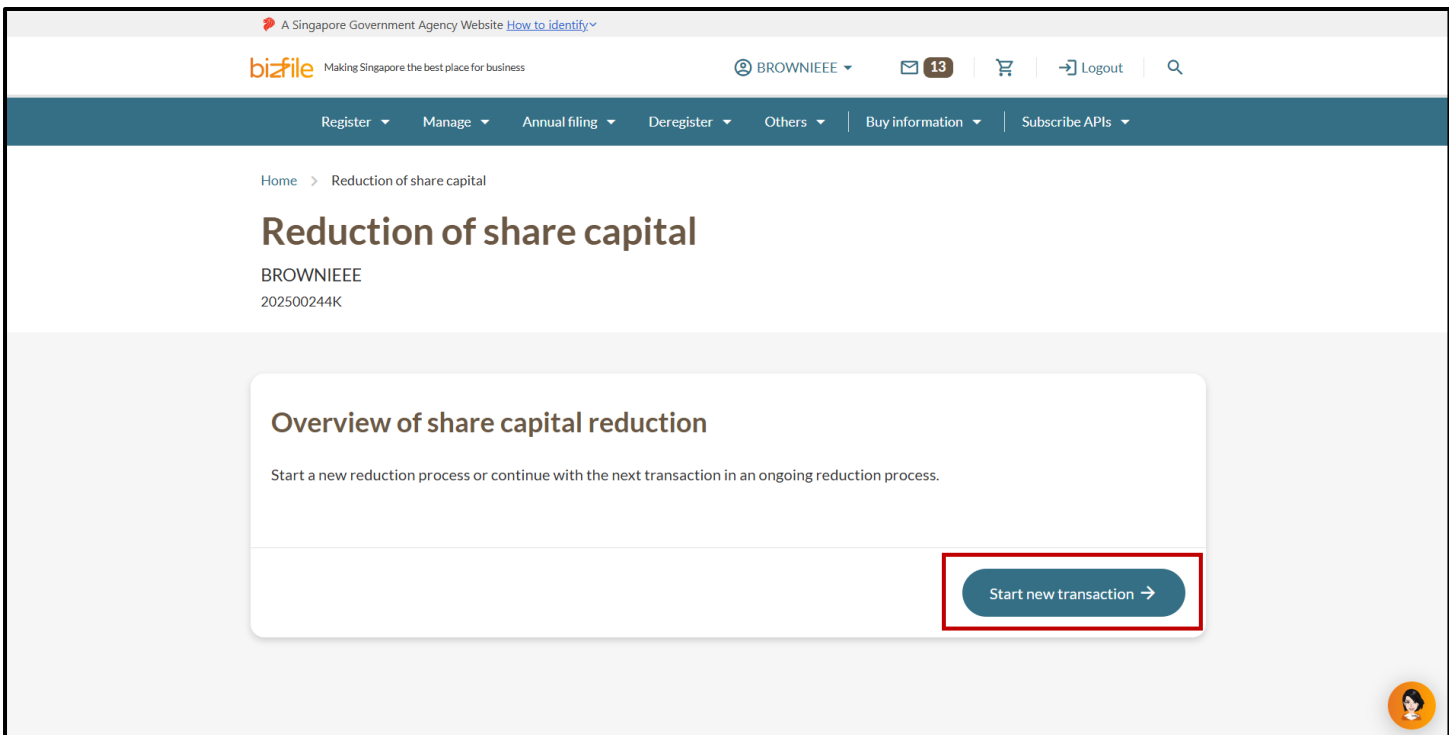
Sort by: Latest updated

- Dex Lab**  
202300001K  
To-do items: 1
- Showmanry  
99900075J  
To-do items: 0

**Step 3:** From the mega menu, select “**Manage**” and “**Update reduction of share capital**”.



**Step 4:** Click “**Start new transaction**”.



## 1) File special resolution for reduction of share capital under S78B/C

**Step 1:** On the “Reduction of share capital” introduction page, select the transaction from the dropdown list and click “**Start**”.

Home > Reduction of share capital

### Reduction of share capital

#### Introduction

This eService allows you to file the reduction of share capital for a local company.

|                    |                        |
|--------------------|------------------------|
| 🕒 Time to complete | 3 minutes - 10 minutes |
| 📅 Approval time    | Immediate              |
| 💰 Fee              | \$0                    |

#### Before you start

A company may reduce its share capital by seeking member's approval or filing an Order of Court.

#### 1 Reduction by seeking Member's Approval

If a company seeks to reduce its share capital by member's approval, it must first pass a special resolution approved by its members. The following filings are required:

- **File notice of court order for cancellation of special resolution under S78F**  
The company must file the notice of court order for cancellation of special resolution under S78F on the reduction of share capital. The following information is required:
  - Unique Entity Number (UEN)
  - Date of court order
  - Copy of court order
  - Court reference number

Select the relevant transaction from the drop-down list below to file a reduction of share capital.

#### Useful reminders

- Ensure that you have entered all information correctly before submitting the form.
- Depending on the stage of your filing, you may only see the relevant transactions applicable to you to proceed with the next step.

Select the relevant transaction

File special resolution for reduction of share capital under S78B/C

File special resolution for reduction of share capital under S78B/C ✓

← Back

Start →

**Step 2:** Verify the entity details to ensure you are updating the reduction of share capital for the intended entity.

Home > Reduction of share capital

## File special resolution for reduction of share capital under S78B/C

BROWNIEEE PRIVATE LIMITED  
202500244K

1

Special resolution details

2

Review and confirm

3

Complete

### Submit special resolution


Enter the details of the special resolution passed for the reduction of share capital under S78B or S78C.

Entity information

UEN  
202500244K

Entity name  
BROWNIEEE PRIVATE LIMITED


Special resolution information



**Step 3:** Enter the date of special resolution for capital reduction and upload a copy of the special resolution. Click **“Review and confirm”**.

Special resolution information



Date of special resolution for capital reduction  
DD MMM YYYY

Attach special resolution  
  
Drag and drop files here or [browse files](#) to upload  
Supported formats: JPEG, PDF, PNG, PPT  
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)*

← Back

Save draft

Review and confirm →



**Step 4:** Verify that you have entered all information correctly. Check the declaration box to confirm the accuracy of the information and click **“Submit”**.

**Review and confirm**

Please review the information below before submitting.

**Entity information**

|                   |  |
|-------------------|--|
| UEN<br>202500244K | Entity name<br>BROWNIEEE PRIVATE LIMITED |
|-------------------|--|

**Special resolution information**

|   |   |
|---|---|
| Date of special resolution for capital reduction<br>01 Mar 2025 | Attach special resolution<br><a href="#">Document.pdf</a> |
|---|---|

☒ I, Tan Ko, 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 5:** Upon successful submission, you will receive an acknowledgement message.

1 Special resolution details 2 Review and confirm 3 Complete

**Transaction submitted successfully**

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

[Go to My Transaction](#)

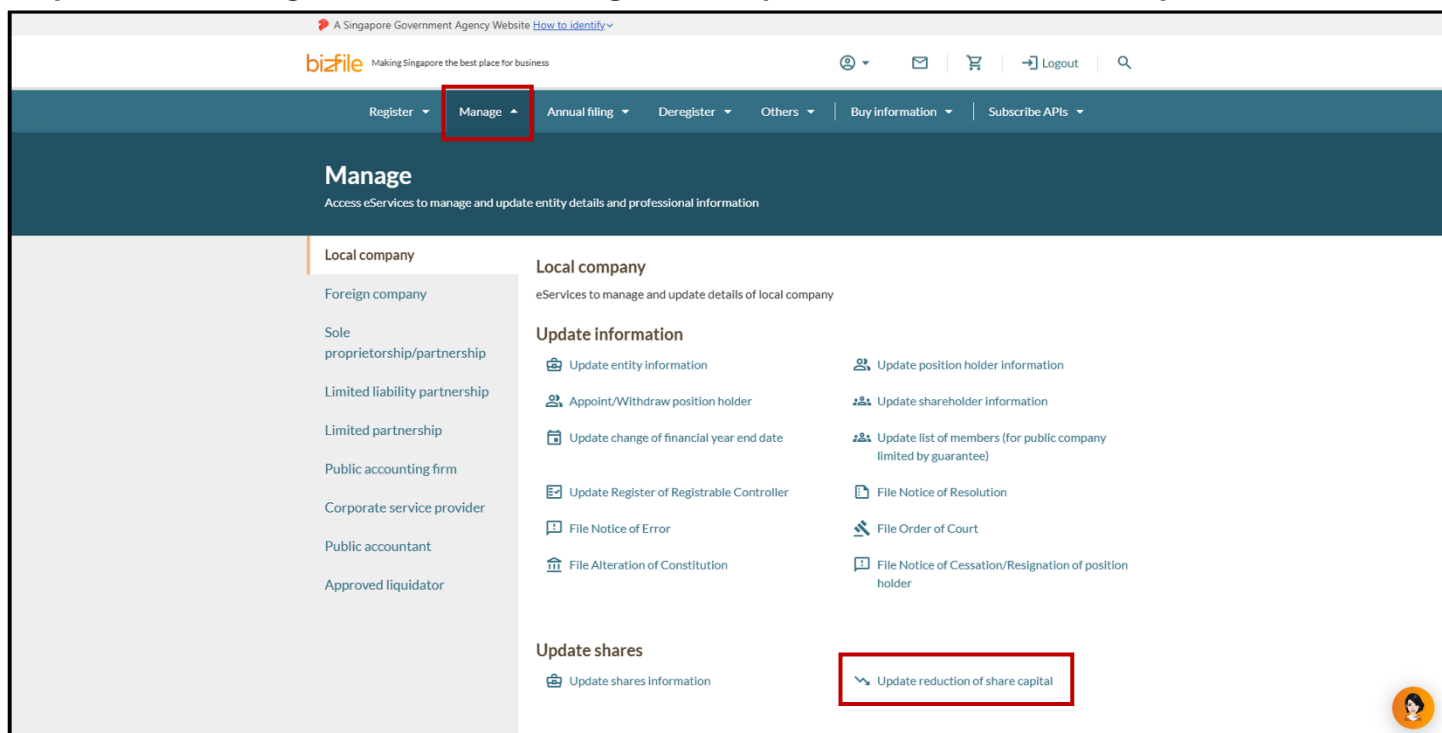
**Transaction details**

|                   |                              |  |                                       |
|-------------------|------------------------------|--|---------------------------------------|
| UEN<br>202500244K | Transaction ID<br>T250006213 | Transaction name<br>Reduction by resolution - S78B/C | Date and time<br>06 Mar 2025 11:45 AM |
|-------------------|------------------------------|--|---------------------------------------|

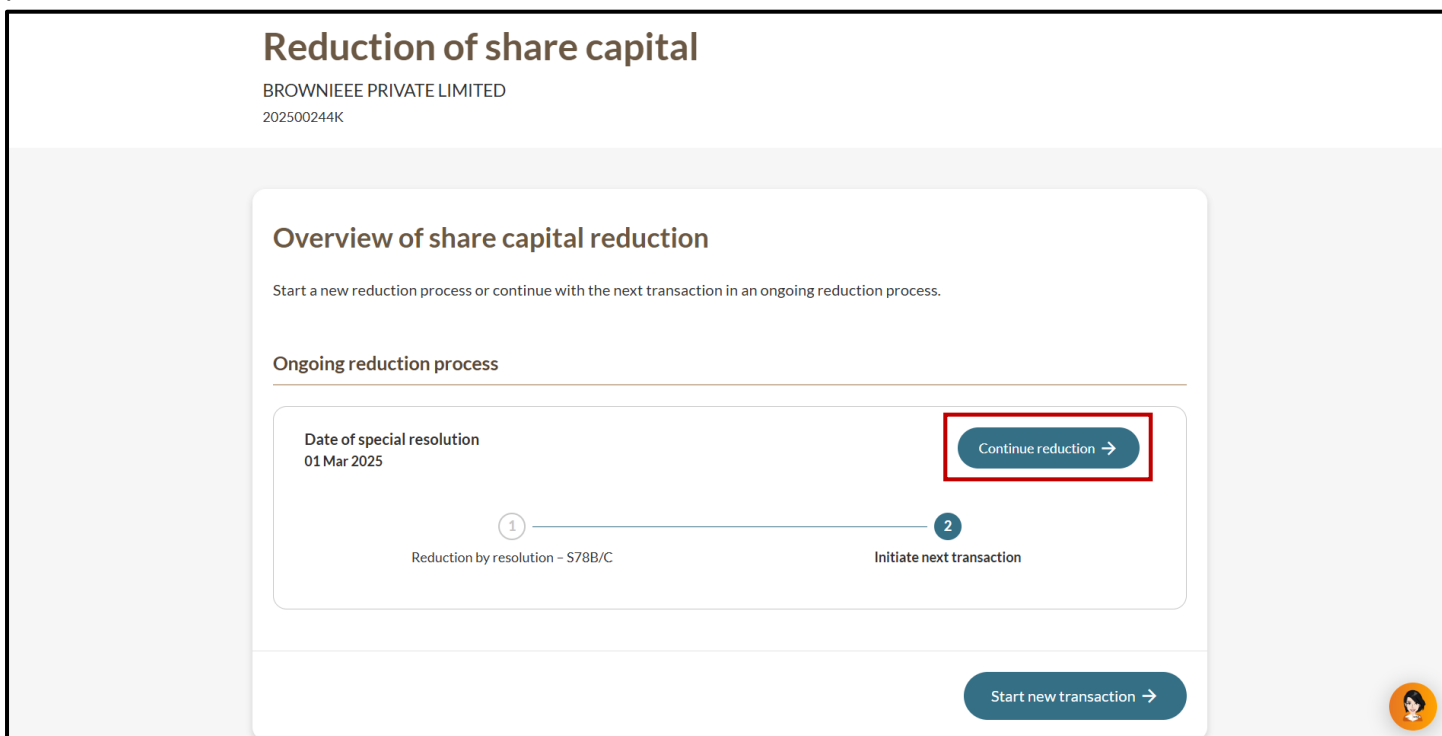
You may return to the “Update reduction of share capital” overview page to proceed with the next transaction – **“File notice of court for approval of reduction of share capital by special resolution under section S78G”**.

## 2) File notice of court order for approval of reduction of share capital by special resolution under S78G

**Step 1:** From the mega menu, select **“Manage”** and **“Update reduction of share capital”**.



**Step 2:** The **“Overview of share capital reduction”** page will be updated to indicate that the reduction of share capital under section S78B/C has been filed. Click **“Continue reduction”** to proceed with the next transaction.





**Step 3:** On the introduction page, select the transaction from the dropdown list and click **“Start”**.

Home > Reduction of share capital

## Reduction of share capital

### Introduction

This eService allows you to file the reduction of share capital for a local company.

|                    |                        |
|--------------------|------------------------|
| 🕒 Time to complete | 3 minutes - 10 minutes |
| 📅 Approval time    | Immediate              |
| 💰 Fee              | \$0                    |

### Before you start

A company may reduce its share capital by seeking member's approval or filing an Order of Court.

#### 1 Reduction by seeking Member's Approval

If a company seeks to reduce its share capital by member's approval, it must first pass a special resolution

~~The notice of court order for cancellation of special resolution under S78G~~

The company must file the notice of court order for cancellation of special resolution under S78F on the reduction of share capital. The following information is required:

- Unique Entity Number (UEN)
- Date of court order
- Copy of court order
- Court reference number

Select the relevant transaction from the drop-down list below to file a reduction of share capital.

#### Useful reminders

- Ensure that you have entered all information correctly before submitting the form.
- Depending on the stage of your filing, you may only see the relevant transactions applicable to you to proceed with the next step.

Select the relevant transaction

← Back

File notice of court order for approval of reduction of share capital by...

File publication for proposed reduction of share capital under section 78B/C

File notice of court order for approval of reduction of share capital by special resolution under S78G ✓

File notice of creditor's application to court for cancellation of special resolution under S78D

Start →

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*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:** Enter the date of the court order and upload a copy of the court order. Specify if an extension of time under S78I has been filed.

## Submit Court approval for special resolution

Enter details of the court order approving the special resolution for the reduction of share capital under S78G.

### Entity information

|            |                           |
|------------|---------------------------|
| UEN        | Entity name               |
| 202500244K | BROWNIEEE PRIVATE LIMITED |


### Court order details

Date of special resolution for capital reduction  
12 Mar 2025

Date of court order

12 Mar 2025

Attach copy of court order



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

Supported formats: JPEG, PDF, PNG, PPT  
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)

Has extension of time under S78I been filed?

☐ Yes

☒ No


← Back

Save draft

Next →

**Step 5:** If extension of time under S78I has been filed, provide the court reference number and click “Retrieve information”.

Attach copy of court order



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

Supported formats: JPEG, PDF, PNG, PPT  
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)

Has extension of time under S78I been filed?

☒ Yes ☐ No

Court reference number used for extension of time application

[Retrieve information](#)

[← Back](#) [Save draft](#) [Next →](#)

**Step 6:** Expand the relevant share capital section and select “Edit” to modify the information.

1 Court order details 2 Update share information 3 Review and confirm 4 Complete

### Share capital and shareholdings information

Make changes to the company's share capital and shareholdings information.

#### Update share capital details

Expand all Collapse all

**1. Singapore dollar** ^

2,000 Ordinary · SGD 2,000 issued · SGD 2,000 paid-up

[Edit](#)

| Ordinary         |                      |                       |
|------------------|----------------------|-----------------------|
| Number of shares | Issued share capital | Paid-up share capital |
| 2,000            | SGD 2,000            | SGD 2,000             |

Expand all Collapse all

**Step 7:** To modify the shareholding details, expand the relevant shareholder and select **“Edit”**.

Update shareholding details

Expand all Collapse all

1. Tan Ko

Singapore dollar

Personal information

Identification type

Identification number

FIN

S7957478C

Share allotment (SGD)

480 Ordinary · SGD 480 paid-up

Edit

Ordinary

Number of shares

Paid-up share capital

480

SGD 480

2. Lee Yang

Singapore dollar

**Step 8:** To modify group shares, expand the relevant group and select **“Edit”**.

Update group share details

Expand all Collapse all

1. GRP

Singapore dollar

Shareholder(s)

Tan Ko - S7957478C

Lee Yang - K2133344R

Share allotment (SGD)

280 Ordinary · SGD 280 paid-up

Edit

Ordinary

Number of shares

Paid-up share capital

280

SGD 280

**Step 9:** Update the number of shares and paid-up share capital where applicable. Click **“Save”** then **“Review and confirm”** to proceed.

Update group share details

Expand all Collapse all

**1. GRP**  
Singapore dollar

Shareholder(s)  
Tan Ko - S7957478C  
Lee Yang - K2133344R

**Share allotment (SGD)**

**Ordinary**

Number of shares: 220

Paid-up share capital: SGD 220

Cancel Save

Expand all Collapse all

Back Save draft Review and confirm

**Step 10:** If the changes result in any shareholder's shares being reduced to zero, confirm if your company qualifies as an Exempt Private Company. Select **"Review and confirm"** to proceed.

5. faye lam  
Euro member countries euro

Personal information

Identification type

NRIC (Citizen)

Identification number

S20151091

Share allotment (EUR)

Ordinary

Number of shares

0

Paid-up share capital

EUR | 0

Ordinary sub-classes

Sub-class name

B

Number of shares

0

Cancel

Save

Expand all

Collapse all

Corporate shareholders and shareholding structure

Please confirm if a corporation (other than your company) is holding shares directly or indirectly in your company, OR has more than 20 individual shareholders. If Yes, your company does not qualify as an Exempt Private Company (EPC) under the Companies Act (except for gazetted company).

Yes, my company does not qualify as an Exempt Private Company (EPC).

No, my company qualifies as an Exempt Private Company (EPC), or it's declared as a gazetted EPC.

Back

Save draft

Review and confirm

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

Home > Reduction of share capital

## File notice of court order for approval of reduction of share capital by special resolution under S78G

BROWNIEEE PRIVATE LIMITED  
202500244K

1 Court order details 2 Update share information 3 Review and confirm 4 Complete

### Review and confirm

Please review the information below before submitting.

#### Entity information

|                   |  |
|-------------------|--|
| UEN<br>202500244K | Entity name<br>BROWNIEEE PRIVATE LIMITED |
|-------------------|--|

**Step 11:** Check the declaration box to confirm the accuracy of the information and click “Submit”.

### Shareholdings after reduction

#### Individual shares

1. BULGARIA TEST - 987382123

Singapore dollar

Ordinary

|                  |                       |
|------------------|-----------------------|
| Number of shares | Paid-up share capital |
| 0                | SGD 0                 |

#### Corporate shareholders and shareholding structure

Please confirm if a corporation (other than your company) is holding shares directly or indirectly in your company, OR has more than 20 individual shareholders. If Yes, your company does not qualify as an Exempt Private Company (EPC) under the Companies Act (except for gazetted company). ⓘ

No, my company qualifies as an Exempt Private Company (EPC), or it's declared as a gazetted EPC.

☒ I, REGRESSIN TESTER, 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 12:** Upon successful submission, you will receive an acknowledgement message.

BROWNIE  
202500244K

1

2

3

4

Court order details

Update share information

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

202500244K

Transaction ID

T250101940

Transaction name

Court order approval – S78G

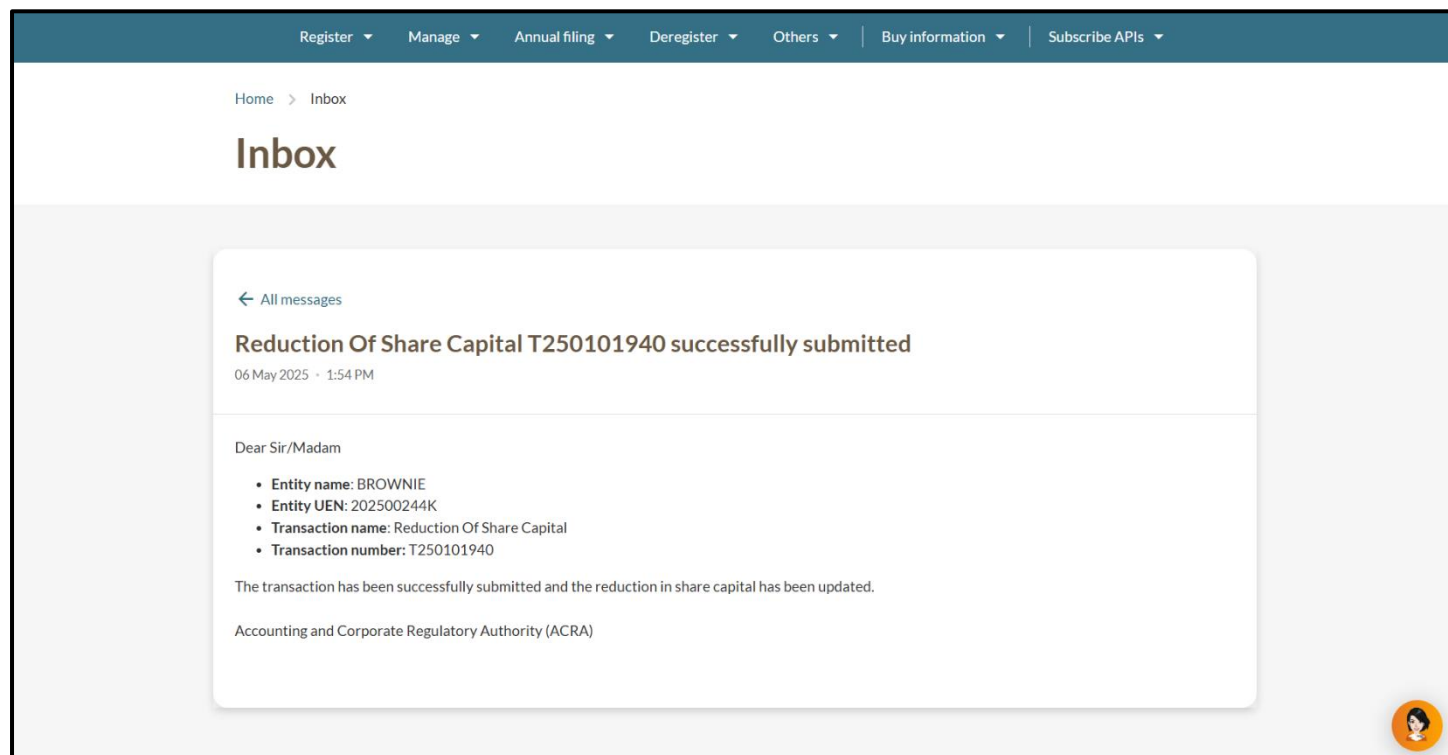
Date and time

06 May 2025 01:54 PM

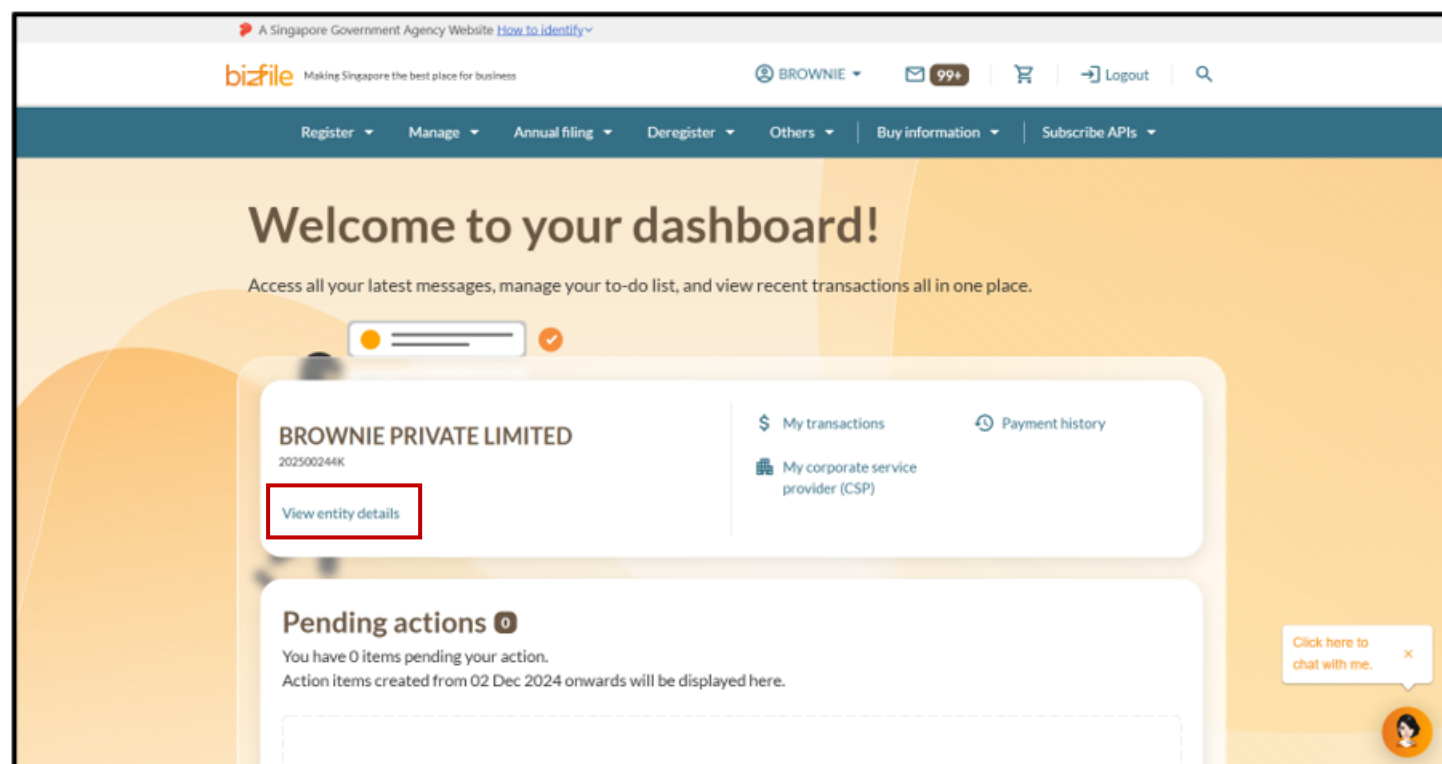
*Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.*



**Step 13:** A notification confirming the successful submission will be sent to your Bizfile Inbox.



The reduction in share capital will be updated in the entity's records. To view the updated details, go to the entity's dashboard, click **“View entity details”** and select **“Share capital and shareholders”**.



# Entity information

## BROWNIEEE PRIVATE LIMITED

202500244K

Last updated 21 Apr 2025 02:35 PM

Entity Profile

Position Holders

Share capital and Shareholders

Share capital

Shareholders

Shareholdings

### Share capital and Shareholders

Review and update information related to share capital and shareholder shares, including allotting new shares, transferring shares, or reducing share capital.

#### Share capital

[Edit](#)[Expand all](#) [Collapse all](#)

##### 1. Singapore dollar

2,000 Ordinary - SGD 2,000 issued - SGD 2,000 paid-up

#### Shareholders

[Edit](#)[Expand all](#) [Collapse all](#)

##### 1. Tan Ko

Director, Shareholder - FIN - S7957478C

##### 2. Lee Yang

Director, Chief Executive Officer, Shareholder - Passport / Others - K2133344R

##### 3. Crystal Oon

Shareholder - FIN - S8394872B

##### 4. Willow Raisa Moore

Director, Managing Director, Shareholder - NRIC (Citizen) - S9991522F

#### Shareholdings

[Edit](#)

##### Individual / Corporate Shares

[Expand all](#) [Collapse all](#)

##### 1. Tan Ko - S7957478C

480 Ordinary - SGD 480.00 paid-up

##### 2. Lee Yang - K2133344R

370 Ordinary - SGD 370.00 paid-up

##### 3. Willow Raisa Moore - S9991522F

600 Ordinary - SGD 600.00 paid-up

##### 4. Crystal Oon - S8394872B

270 Ordinary - SGD 270.00 paid-up

##### Group Shares

[Expand all](#) [Collapse all](#)

##### 5. GRP

280 Ordinary - SGD 280.00 paid-up

Updated as of 23 Jul 2025