

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

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.

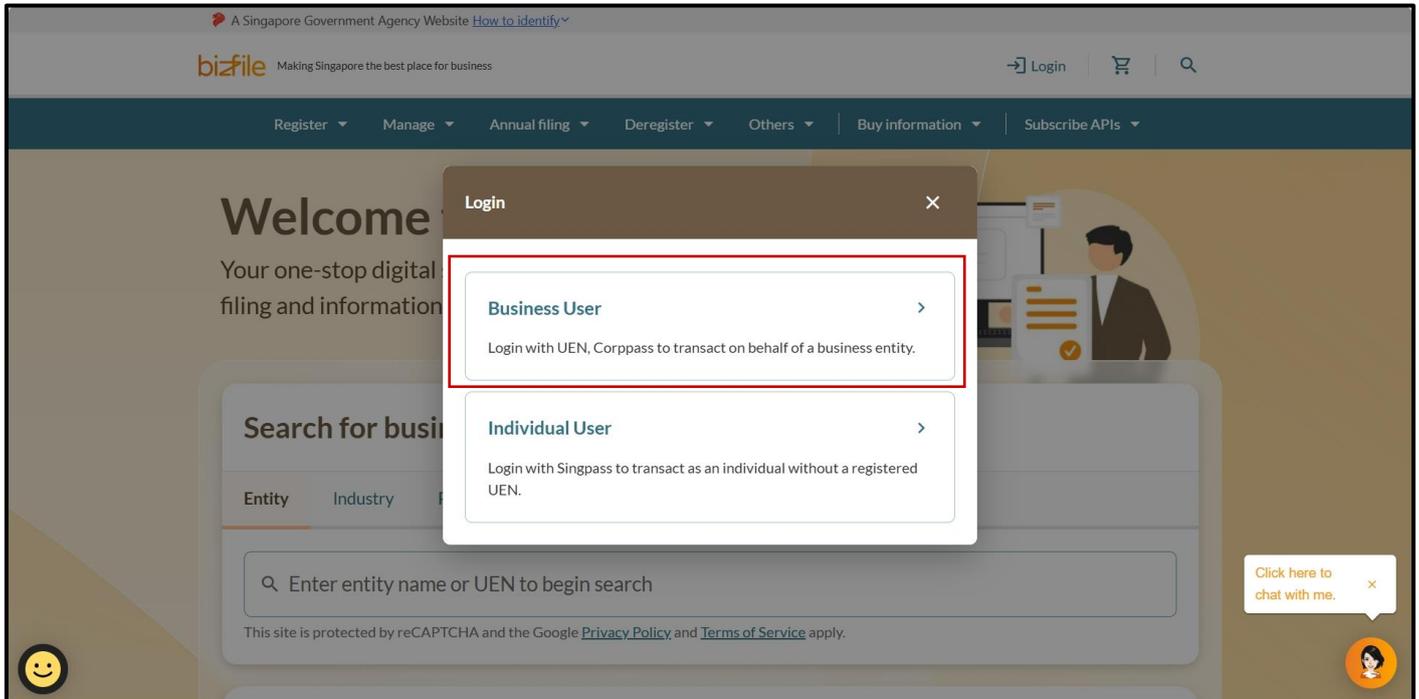
For branch of a foreign company, the registration must be submitted by a Corporate Service Provider (CSPs) who can register the entity on behalf of their clients. A locally resident authorised representative must be appointed.

## Step-by-step Instructions to register a foreign company branch

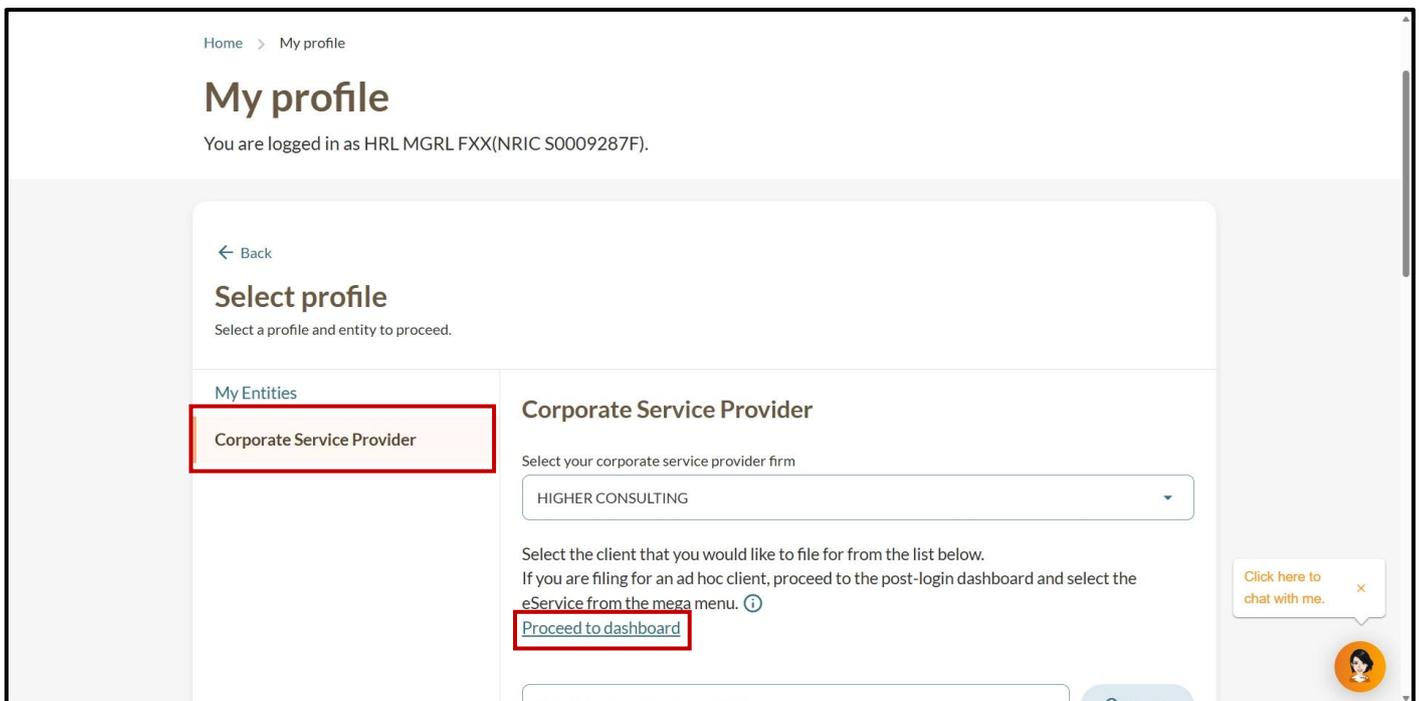
Ensure you have:

- ✓ Applied for a New Business Entity Name (For more information, please refer to the Apply New Name)

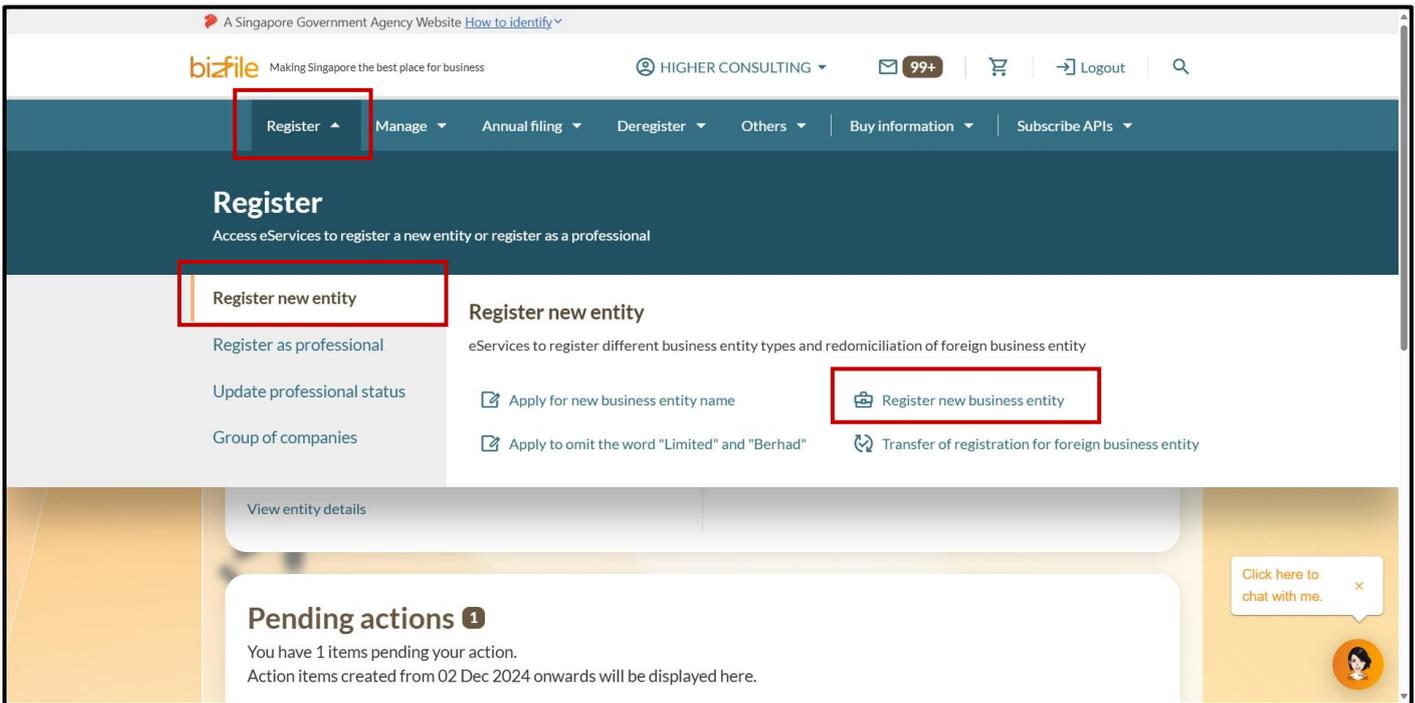
**Step 1:** For Corporate Service Providers (CSP), log in using Corppass (Business user) credentials.



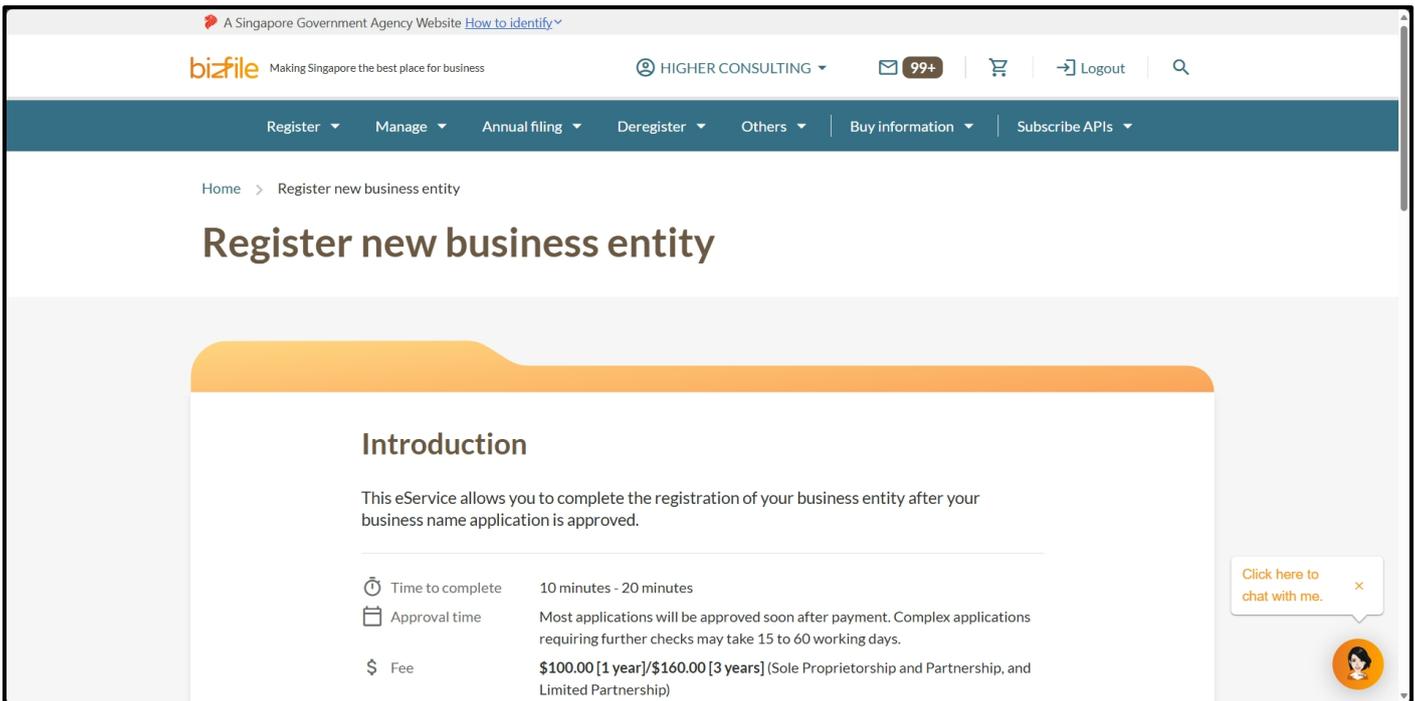
After logging into Bizfile, select “Corporate Service Provider” profile by clicking the “**Corporate Service Provider**” tab and click “**Proceed to dashboard**”.



**Step 2:** From the mega menu, click the **“Register”** tab, select **“Register new entity”** and click **“Register new business entity”**.



**Step 3:** On the introduction page, select your name application transaction number from the dropdown list and click **“Retrieve information”**. Click **“Start”** to begin registration.



**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

Retrieve information

To manually enter a transaction number, select "Enter name application transaction number" from the drop-down list.

Start →

Click here to chat with me. ✕

**Step 4:** The entity name, entity type and primary business activity will be automatically populated based on your business name application.

Home > Register new business entity

## Register new business entity

1
2
3
4
5

Entity information
Position holder information
Constitutional documents
Review and confirm
Payment

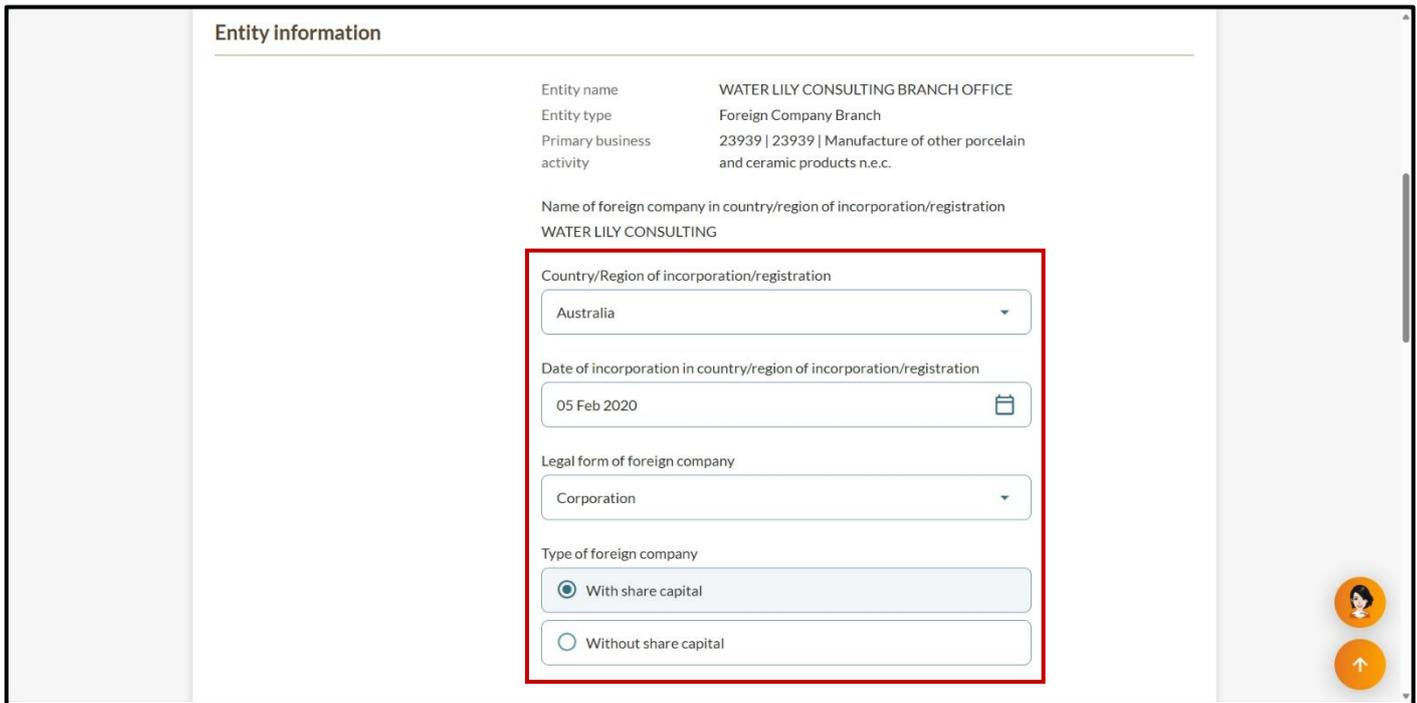
### Enter entity information

Start registering your foreign company branch by entering the company details.

**Entity information**

Entity name	WATER LILY CONSULTING BRANCH OFFICE
Entity type	Foreign Company Branch
Primary business activity	23939   23939   Manufacture of other porcelain and ceramic products n.e.c.
Name of foreign company in country/region of incorporation/registration	WATER LILY CONSULTING

**Step 5:** Provide the foreign company's registration details, including the jurisdiction of incorporation, date of incorporation or registration, legal form, and share capital structure if applicable.



**Entity information**

Entity name: WATER LILY CONSULTING BRANCH OFFICE  
Entity type: Foreign Company Branch  
Primary business activity: 23939 | 23939 | Manufacture of other porcelain and ceramic products n.e.c.

Name of foreign company in country/region of incorporation/registration: WATER LILY CONSULTING

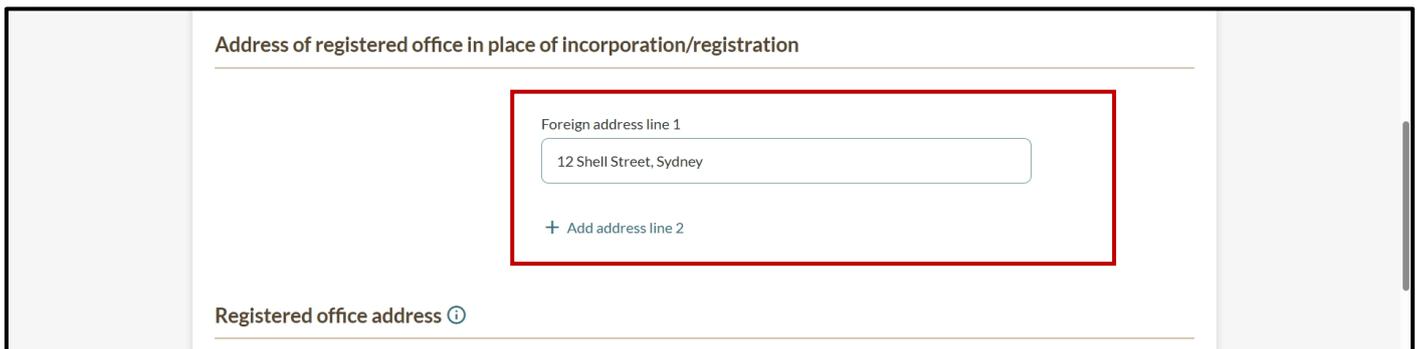
Country/Region of incorporation/registration: Australia

Date of incorporation in country/region of incorporation/registration: 05 Feb 2020

Legal form of foreign company: Corporation

Type of foreign company:  With share capital  Without share capital

**Step 6:** Enter the foreign company's office address as registered in its country of incorporation or registration.



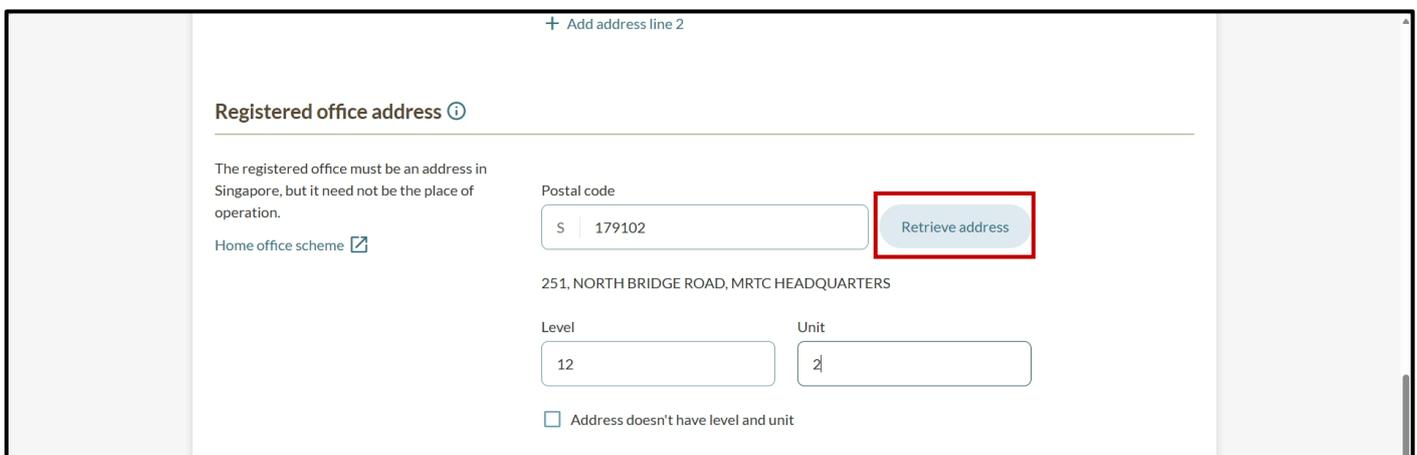
**Address of registered office in place of incorporation/registration**

Foreign address line 1: 12 Shell Street, Sydney

+ Add address line 2

Registered office address ⓘ

**Step 7:** Provide the registered office address for the foreign company branch by entering the postal code and select **“Retrieve address”**. Add the level and unit number.



**Registered office address ⓘ**

The registered office must be an address in Singapore, but it need not be the place of operation.

Home office scheme

Postal code: S 179102 **Retrieve address**

251, NORTH BRIDGE ROAD, MRTC HEADQUARTERS

Level: 12 Unit: 2

Address doesn't have level and unit

**Step 8:** Specify the working hours and provide a valid entity email address. Click **“Next”** to proceed.

**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**

Ordinary business hours on each day except weekends and public holidays.

Other working Days and Hours

**Entity email address**

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

**Email address**

waterliliiy476@gmail.com

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

**Step 9:** Enter the details for all position holders. You may add either individual or corporate position holders.

**Important:** Every foreign company branch must appoint an authorised representative who is locally resident in Singapore.

**Add position holders**

Add position holders such as directors. The branch of a foreign company must have a locally resident authorised representative.

Expand all Collapse all

**Position holder 1**

**Category**

Individual  Corporate

Delete Save

+ Add position holder

Expand all Collapse all

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

Click here to chat with me.

**Step 10:** For individual position holders, indicate the position they will hold and provide their date of appointment and identification details.

The screenshot shows a form titled "Position holder 1". A red box highlights the following sections:

- Category:** Radio buttons for "Individual" (selected) and "Corporate".
- Position held:** A dropdown menu with "Select position" and two tags: "Authorised Representative" and "Director".
- Date of appointment at country/region of incorporation/registration:** A date field with "05 Feb 2020" and a calendar icon.
- Personal information:**
  - Identification type:** A dropdown menu with "NRIC (Citizen)".
  - Identification number:** A text field with "T000008B".

Below the highlighted area is a "Note:" field with an information icon. On the right side, there is a chat bubble that says "Click here to chat with me." and a chat icon.

**Step 11:** Enter the individual position holder's name 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.

The screenshot shows the "Residential address" section of the form. A red box highlights the following fields:

- Name (As per NRIC/Identification document):** A text field with "HRL MGRL FXX" and a "Retrieve information" button.
- Full name:** A text field with "HRL MGRL FXX".
- Residential address:**
  - Address type:** Radio buttons for "Local" (selected) and "Foreign".
  - Postal code:** A text field with "S 259738" and a "Retrieve address" button.
  - Address:** "431, BUKIT TIMAH ROAD, JAYA TOWERS".
  - Level:** A text field with "14".
  - Unit:** A text field with "431".
- Address doesn't have level and unit

Below the highlighted area is the "Contact information" section, with a "Contact address" field. On the right side, there is a chat bubble that says "Click here to chat with me." and a chat icon.

**Step 12:** Enter the position holder's contact details, including their Contact Address.

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.

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”**.

The screenshot shows a web form titled "Contact information" with a sub-section "Contact address". A red box highlights the "Retrieve address" button and the address details that have been populated: "251, NORTH BRIDGE ROAD, MRTC HEADQUARTERS". The form includes fields for "Postal code" (S 179102), "Level" (12), "Unit" (1), "Email address" (hrl@xconsulting.com), "Country code" (65), and "Mobile number" (87775555). A "Save" button is visible at the bottom right of the form area.

This screenshot shows the same "Contact information" form as above, but with the "Save" button highlighted by a red box. The form fields and populated address details remain the same.

**Step 13:** 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

Date of appointment at country/region of incorporation/registration  
05 Feb 2020

Corporate position holder details

Is the corporate position holder registered locally?  
 Yes  No

Retrieve information  
 By UEN  By entity name

UEN  
202500161H Retrieve information

UEN 202500161H  
Entity name PLAYWRIGHT AUTOMATION PRIVATE LIMITED  
Entity address PAYA LEBAR LINK, PAYA LEBAR QUARTER, SINGAPORE 408533

Cancel Delete Save

Category  
 Individual  Corporate

Position held  
Select position  
Shareholder

Date of appointment at country/region of incorporation/registration  
05 Feb 2020

Corporate position holder details

Is the corporate position holder registered locally?  
 Yes  No

Retrieve information  
 By UEN  By entity name

UEN  
202500161H Retrieve information

UEN 202500161H  
Entity name PLAYWRIGHT AUTOMATION PRIVATE LIMITED  
Entity address PAYA LEBAR LINK, PAYA LEBAR QUARTER, SINGAPORE 408533

Cancel Delete Save

**Step 14:** Select “Add position holder” to add additional position holders. Enter the required information and click “Next” to proceed.

The screenshot shows a multi-step registration process. At the top, a progress bar indicates five steps: 1. Entity information, 2. Position holder information (current step), 3. Constitutional documents, 4. Review and confirm, and 5. Payment. The main content area is titled "Add position holders" and includes a sub-header "1. HRL MGRL FXX" with details "Authorised Representative, Director · NRIC (Citizen) · S0009287F". Below this is a red-bordered box containing a "+ Add position holder" button. At the bottom of the form, there are three buttons: "Back", "Save draft", and "Next" (highlighted with a red box). A chat bubble on the right says "Click here to chat with me." and a user profile icon is visible at the bottom right.

**Step 15:** Submit the foreign company’s incorporation document. Select the document type from the list and provide details of certification, including the registration number, name and designation of the certifying authority and the date of certification.

The screenshot shows the "Certified certificate of incorporation" step. On the left, there is a text block: "Submit certified copy of incorporation certificate or similar document. If the company name has changed since incorporation, include a certified true copy of the certificate of name change or other evidence of name change, along with any applicable certified translation." The main form area is titled "Type of document" and contains three radio button options: "Certified copy of Certificate of Incorporation/Registration, Certified copy of other documents of similar effect" (selected), "Certified Copy of other documents of similar effect", and "Other documentary evidence e.g. legal opinion of foreign lawyers law does not provide for such certificate." Below these are three text input fields: "Registration number issued in country/region of incorporation/registration" (value: 462738465), "Certifying authority/designation of certifying officer" (value: DANIAL NABIL), and "Date of certification" (value: 04 Dec 2024). At the bottom, there is an "Upload document" section with a dashed box. A chat bubble on the right says "Click here to chat with me." and a user profile icon is visible at the bottom right.

**Step 16:** Upload all required documents. Any documents not in English must be accompanied by a certified English translation.

04 Dec 2024

Upload document



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)*

**Provide translated version if documents are in non-English language**

+ Upload translated version

**Provide information on change of company name**

+ Upload official document

Click here to chat with me. x


**Step 17:** Submit the foreign company’s constitution documents. Select the document type from the list and provide details of certification, including the name and designation of the certifying authority and the date of certification. Attach a certified English translation for documents not in English.

Copy of Charter/ Statute/ Memorandum and articles/ Other constitutional instruments

Type of document

Charter

Statute

Memorandum and Articles

Other Constitutional Instruments

Not required to file in place of incorporation/registration

Certifying authority/designation of certifying officer

RACHAL LAM

Date of certification

12 Dec 2024

Upload document



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)

Provide translated version if documents are in non-English language

+ Upload translated version

Provide latest financial statements of foreign company, if required to be prepared in country/region of incorporation/registration

+ Upload financial statements

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

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

**Step 18:** Click “Review and confirm” to proceed.

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)

Provide translated version if documents are in non-English language

+ Upload translated version

Provide latest financial statements of foreign company, if required to be prepared in country/region of incorporation/registration

+ Upload financial statements

← Back   Save draft   **Review and confirm →**

Click here to chat with me. x

**Step 19:** Verify that you have entered all information correctly.

### Review and confirm

Please review the information below before submitting.

#### Business entity information

Entity name	Entity type	Primary business activity	Name of foreign company in country/region of incorporation/registration
WATER LILY CONSULTING BRANCH OFFICE	Foreign Company Branch	23939   23939   Manufacture of other porcelain and ceramic products n.e.c.	WATER LILY CONSULTING
Country/Region of incorporation/registration	Date of incorporation in country/region of incorporation/registration	Legal form of foreign company	Type of foreign company
Australia	05 Feb 2020	Corporation	With share capital

#### Registered office address

251 NORTH BRIDGE ROAD, #12-2  
MRTC HEADQUARTERS,  
SINGAPORE 179102

Click here to chat with me. x

**Step 20:** Read the declarations carefully, check the declaration box and click **“Submit”**.

Upload file  
[Special resolution.pdf](#)

**Copy of Charter/ Statute/ Memorandum and articles/ Other constitutional instruments**

Type of document	Certifying authority/designation of certifying officer	Date of certification	Attach copy of document
Charter	RACHAL LAM	06 Dec 2024	<a href="#">Special Resolution.pdf</a>

Declaration by Corporate Service Provider (CSP)/Group of Companies (GC)

I, HRL MGRLL FXX, being engaged in the registration of the foreign company, hereby declare that:

- 1 All the requirements of the Companies Act and its regulation relating to the registration of the foreign company have been complied with.
- 2 The company is a foreign company within the meaning of section 4(1) under the definition of foreign company.
- 3 The individual Authorised Representative(s) have confirmed and consented to their appointment as Authorised Representative(s) of the foreign company.
- 4 The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
- 5 I am aware I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

[← Back](#) [Submit →](#)

**Step 21:** 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.

Home > Register new business entity

## Register new business entity

1 Entity information — 2 Position holder information — 3 Constitutional documents — 4 Review and confirm — 5 **Payment**

### Special Unique Entity Number(Special UEN)

Select a special UEN for your registered entity at a fee, instead of using the system-generated UEN.  
[Learn more about Special UEN](#)

Do you wish to select a Special UEN?

Yes  No

[← Back](#) [Payment →](#)

**Step 22:** You will be directed to the payment summary page. Select the payment method and click **“Make payment”** to complete the transaction.

1 Entity information 2 Position holder information 3 Constitutional documents 4 Review and confirm 5 Payment

### Select payment method

Complete your payment before 6:34PM 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  
08/28 · Visa

Default

+ Add card

### Payment summary

ARN250409000064

1 x Register new foreign company branch \$300.00

Total (includes GST) \$300.00

Make payment

← Back

Click here to chat with me.

**Step 23:** Once your payment is successfully processed, you will receive an acknowledgement message and a copy of the receipt.

## Payment successful

Upon successful payment, you will receive a confirmation email with instructions to review your purchase.

Download receipt Go to My Transaction

### Payment details

Receipt number	ARN	Paid via	EP reference number
ACRA250409000050	ARN250409000064	Debit/Credit Card	pi_3RBvWUJUwRqvcgtWOPAr0DaW
Date and time	Amount paid		
09 Apr 2025 06:06 PM	\$300.00		

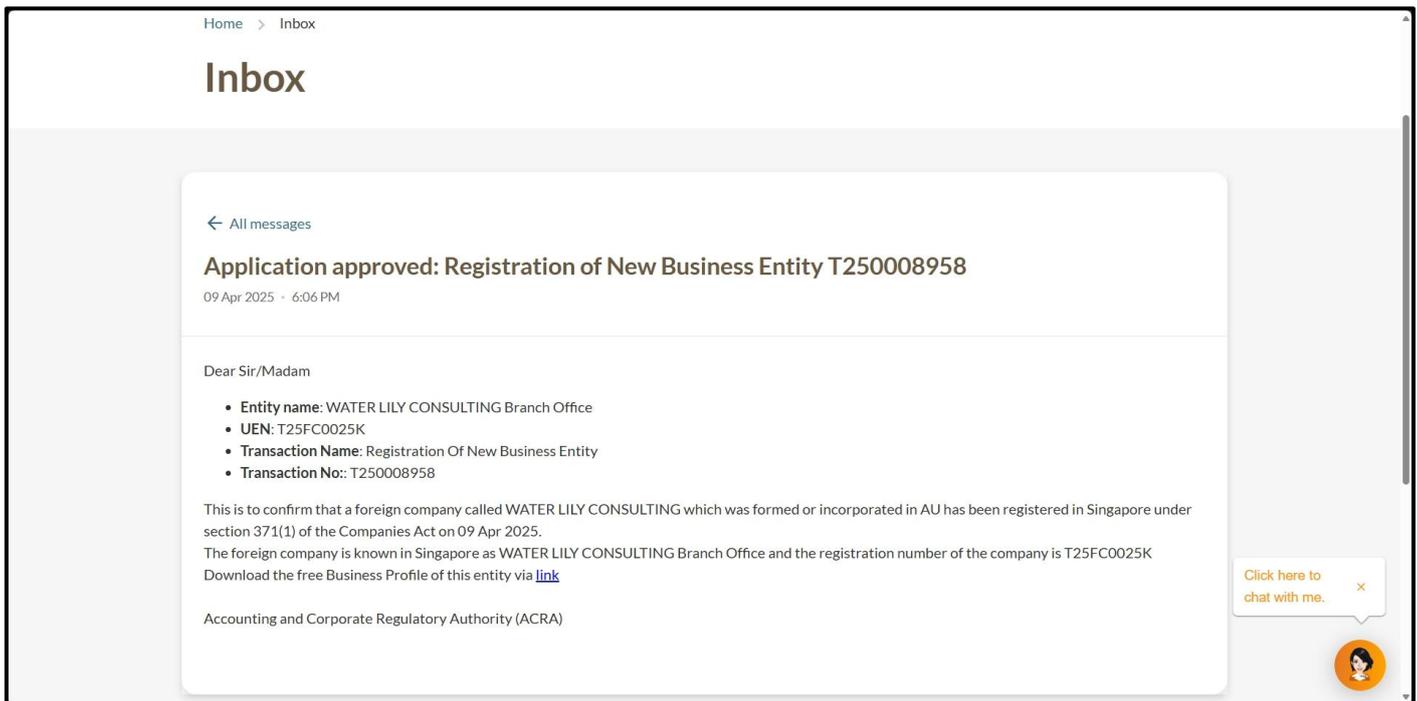
### Transaction details

Transaction ID	Transaction name	Date and time
T250008958	Register new business entity	09 Apr 2025 06:04 PM

Click here to chat with me.

**Step 24:** You will receive notifications in your Bizfile Inbox including:

- UEN for the newly registered foreign company branch
- Notice of successful registration
- Link to download the Business Profile for the entity



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 9 Apr 2025*