

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.

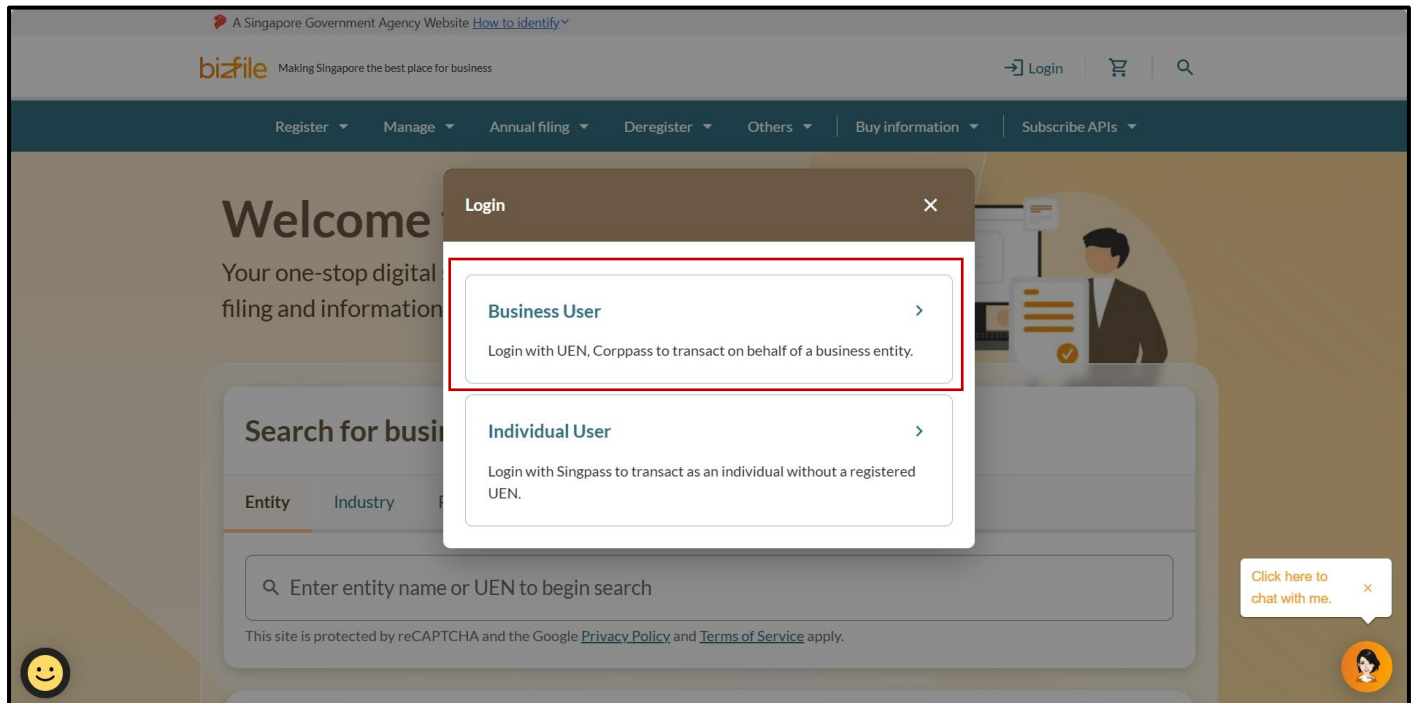
For branch of a foreign company, the registration must be submitted by a Corporate Service Provider (CSPs) who can register the entity on behalf of their clients. A locally resident authorised representative must be appointed.

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

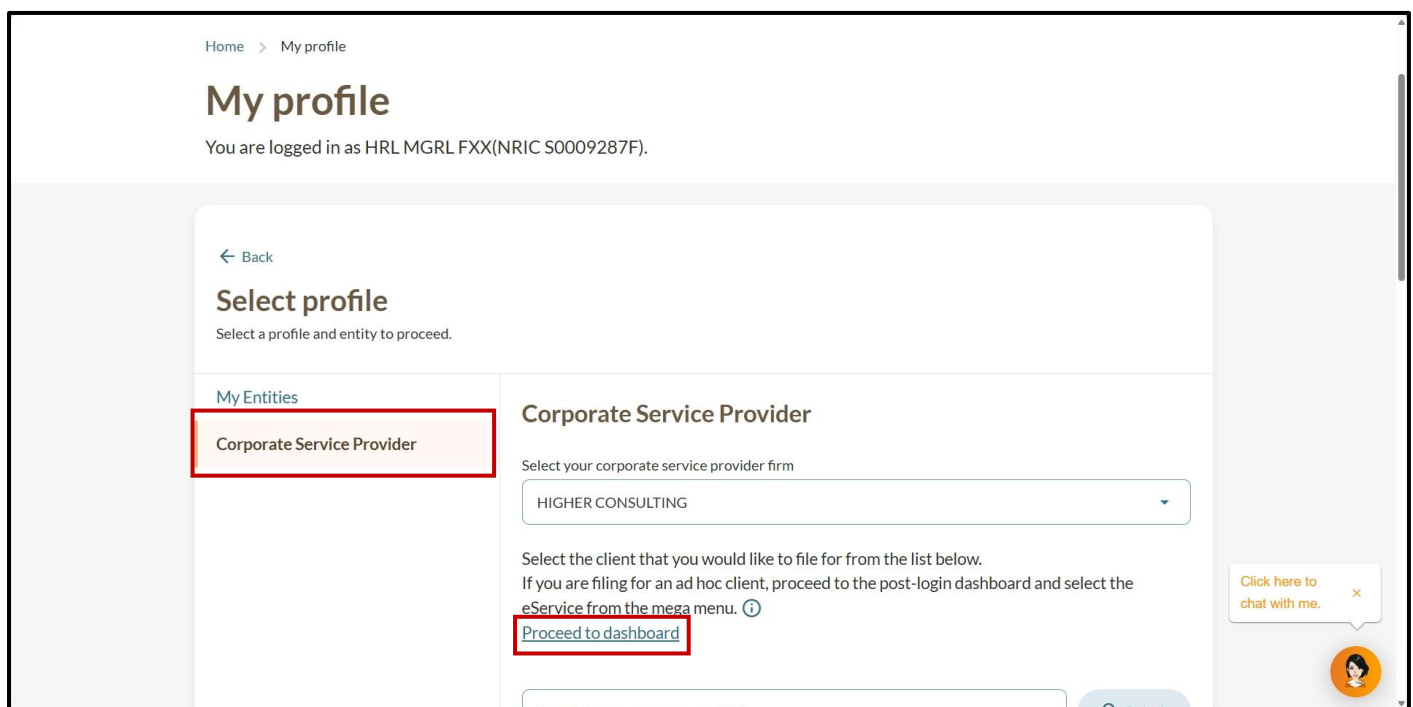
Ensure you have:

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

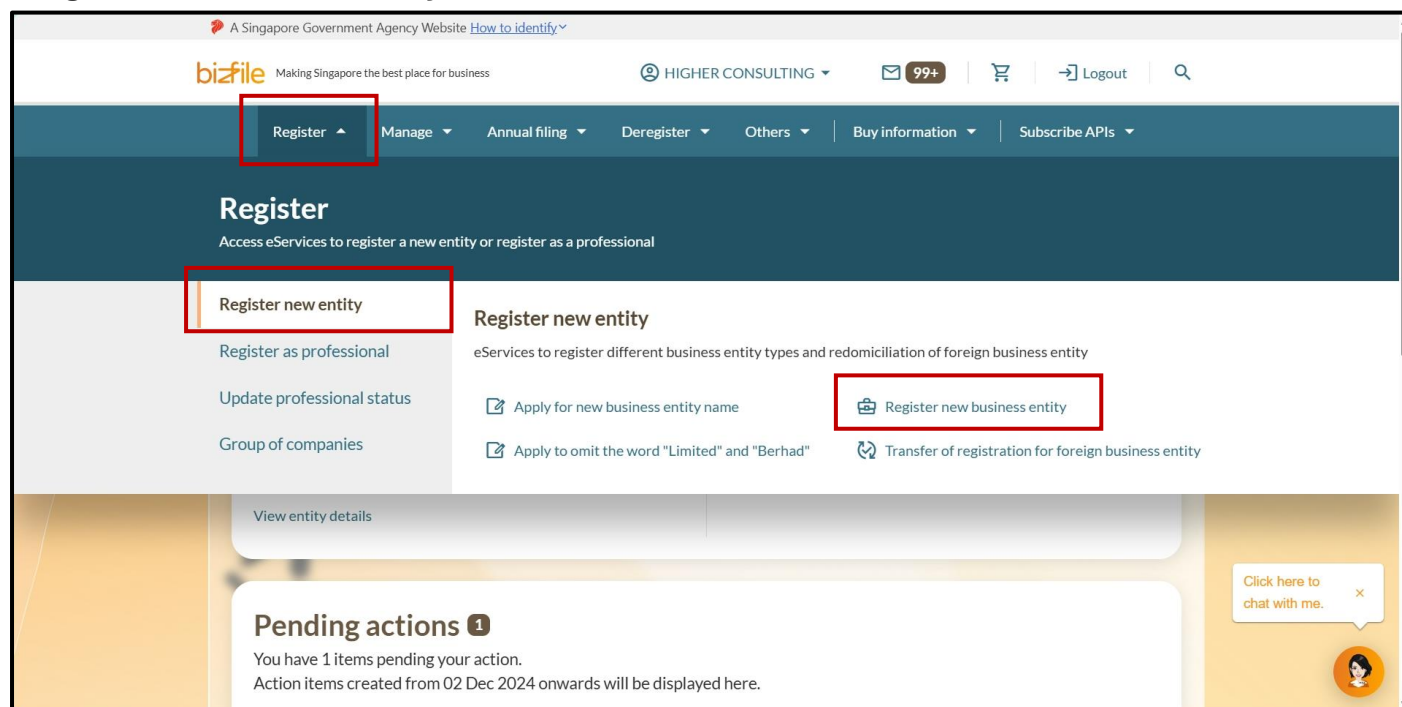
Step 1: For Corporate Service Providers (CSP), log in using Corppass (Business user) credentials.



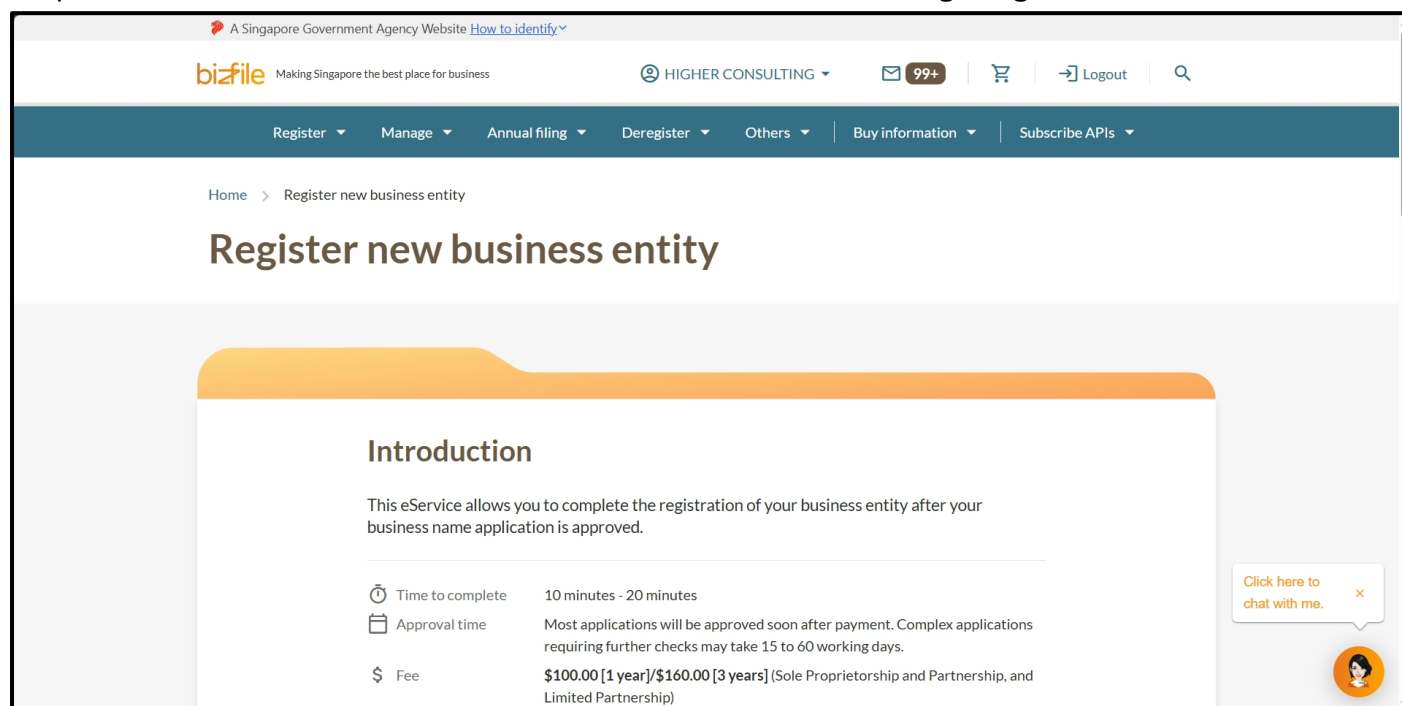
After logging into Bizfile, select “Corporate Service Provider” profile by clicking the “**Corporate Service Provider**” tab and click “**Proceed to dashboard**”.



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

T250006867

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

Entity information

2

Position holder information

3

Constitutional documents

4

Review and confirm

5

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, MRT 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 "Individual" category, "Position held" dropdown, "Date of appointment", and "Personal information" section. The "Individual" category is selected. The "Position held" dropdown is set to "Select position". The "Date of appointment" is "05 Feb 2020". The "Personal information" section includes "Identification type" set to "NRIC (Citizen)" and "Identification number" set to "T0000008B".

Position holder 1

Category

☒ Individual ☐ Corporate

Position held

Select position

Authorised Representative

Director

Date of appointment at country/region of incorporation/registration

05 Feb 2020

Personal information

Identification type

NRIC (Citizen)

Identification number

T0000008B

Note:

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 same form with a red box highlighting the "Name" field, "Residential address" section, and "Contact information" section. The "Name" field is "HRL MGRL FXX". The "Residential address" section includes "Address type" set to "Local", "Postal code" set to "S 259738", and "Retrieve address" button. The address details are "431, BUKIT TIMAH ROAD, JAYA TOWERS", "Level" set to "14", and "Unit" set to "431". The "Contact information" section includes "Contact address".

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)

HRL MGRL FXX

Retrieve information

Full name

HRL MGRL FXX

Residential address

Address type

☒ Local ☐ Foreign

Postal code

S 259738

Retrieve address

431, BUKIT TIMAH ROAD, JAYA TOWERS

Level

14

Unit

431

☐ Address doesn't have level and unit

Contact information

Contact address

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". Inside, there is a section titled "Contact address" which is highlighted with a red rectangular box. This section contains the following fields and elements: a note stating "Your contact address is automatically applied to your associated entities and displayed in public records.", a "Postal code" field with a dropdown set to "S" and the value "179102", a "Retrieve address" button, the populated address "251, NORTH BRIDGE ROAD, MRTC HEADQUARTERS", "Level" and "Unit" fields with values "12" and "1" respectively, an unchecked checkbox for "Address doesn't have level and unit", an "Email address" field with "hrl@xconsulting.com", a "Country code" dropdown set to "65", and a "Mobile number" field with "87775555". Below the "Contact address" section, there are "Delete" and "Save" buttons. On the right side of the form, there is a chat widget with a speech bubble saying "Click here to chat with me." and two circular icons: one with a person's head and another with an upward arrow.

This screenshot shows the same "Contact information" form as above, but with the "Save" button at the bottom right highlighted by a red rectangular box. The "Contact address" section is no longer highlighted. All other fields and elements remain the same as in the previous screenshot.

Step 13: For corporate position holder, specify the position the entity will hold and the corporate position holder details and click **“Save”**.

This screenshot shows the 'Corporate position holder' form. A red rectangular box highlights the main input section, which includes the following fields and options:

- Category:** Radio buttons for 'Individual' and 'Corporate' (selected).
- Position held:** A dropdown menu showing 'Select position' and a 'Shareholder' button with a plus icon.
- Date of appointment at country/region of incorporation/registration:** A date field set to '05 Feb 2020' with a calendar icon.
- Corporate position holder details:**
 - Is the corporate position holder registered locally?** Radio buttons for 'Yes' (selected) and 'No'.
 - Retrieve information:** Radio buttons for 'By UEN' (selected) and 'By entity name'.
 - UEN:** A text field containing '202500161H' and a 'Retrieve information' button.
- Entity details:** A table showing information for UEN 202500161H:

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

At the bottom of the form are 'Cancel', 'Delete', and 'Save' buttons. A chat widget is visible on the right side.

This screenshot shows the same 'Corporate position holder' form as above, but with a red rectangular box highlighting the 'Save' button at the bottom right of the form.

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 has 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 'Add position holders such as directors. The branch of a foreign company must have a locally resident authorised representative.' Below this, there is a list of existing position holders, with one entry '1. HRL MGRL FXX' shown as 'Authorised Representative, Director · NRIC (Citizen) · S0009287F'. A red box highlights a button labeled '+ Add position holder' below the list. At the bottom of the form, there are three buttons: 'Back', 'Save draft', and 'Next →'. The 'Next →' button is highlighted with a red box. On the right side, there is a chat bubble that says 'Click here to chat with me.' and a small circular profile icon.

Step 15: Fill in the register of nominee director (ROND) and register of nominee shareholder (RONS) details.

Scenario 1: Entity is exempted from ROND and RONS requirements upon incorporation

1. Click on **“Yes”** to indicate that the entity is exempted* from ROND and RONS requirements upon incorporation.
2. Select the exemption categories
3. Click **“Next”** to proceed.

*Note: Please refer to ACRA’s website for the list of exemptions, e.g., listed companies, government agencies, entities wholly owned by the government and Singapore’s financial institutions etc.

Update Registers of Nominee Directors and Nominee Shareholders

If the company or foreign company has any nominee directors or nominee shareholders, please indicate the fact and provide the particulars of the nominators here.

More about maintaining the Registers of Nominee Director and Register of Nominee Shareholders [🔗](#)

Nominee director and nominee shareholder declaration

Will the entity be exempted from the register of nominee directors and register of nominee shareholders requirements upon incorporation?

☒ Yes ☐ No

Category of exemption

Select a value from the dropdown list ▼

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

Update Registers of Nominee Directors and Nominee Shareholders

If the company or foreign company has any nominee directors or nominee shareholders, please indicate the fact and provide the particulars of the nominators here.

More about maintaining the Registers of Nominee Director and Register of Nominee Shareholders [🔗](#)

Nominee director and nominee shareholder declaration

Will the entity be exempted from the register of nominee directors and register of nominee shareholders requirements from the date of incorporation?

☐ Yes

☒ No

Does the company have any nominee directors or nominee shareholders?

☒ Yes

☐ No

Scenario 2: Entity is not exempted from ROND and RONS requirements upon incorporation, and does not have any nominee directors or nominee shareholders

1. Click **“No”** to indicate that the entity is not exempted* from ROND and RONS requirements.
2. Click **“No”** to indicate that the entity does not have nominee directors and nominee shareholders.
3. Click **“Next”** to proceed.

*Note: Please refer to ACRA’s website for the list of exemptions, e.g., listed companies, government agencies, entities wholly owned by the government and Singapore’s financial institutions etc.

Register new business entity

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8

Entity information

Position holder information

Nominator Information

Controller Information

Shares information

Required documents

Review and confirm

Payment

Update Registers of Nominee Directors and Nominee Shareholders

If the company or foreign company has any nominee directors or nominee shareholders, please indicate the fact and provide the particulars of the nominators here.

More about maintaining the Registers of Nominee Director and Register of Nominee Shareholders [🔗](#)

Nominee director and nominee shareholder declaration

Will the entity be exempted from the register of nominee directors and register of nominee shareholders requirements upon incorporation?

☐ Yes

☒ No

Does the company have any active nominee directors or nominee shareholders?

☐ Yes

☒ No

← Back

Save draft

Next →

Scenario 3: Entity is not exempted from ROND and RONS requirements upon incorporation, and there are nominee directors or nominee shareholders

1. Click **“No”** to indicate that the entity is not exempted* from ROND and RONS requirements.
2. Click **“Yes”** to indicate that the entity has nominee directors and nominee shareholders.
Select **“Add a nominator”** under the “Nominee Directors” section or “Nominee Shareholders” section.

*Note: Please refer to ACRA’s website for the list of exemptions, e.g., listed companies, government agencies, entities wholly owned by the government and Singapore’s financial institutions etc.

Update Registers of Nominee Directors and Nominee Shareholders

If the company or foreign company has any nominee directors or nominee shareholders, please indicate the fact and provide the particulars of the nominators here.

[More about maintaining the Registers of Nominee Director and Register of Nominee Shareholders](#)

Nominee director and nominee shareholder declaration

Will the entity be exempted from the register of nominee directors and register of nominee shareholders requirements from the date of incorporation?

☐ Yes ☒ No

Does the company have any nominee directors or nominee shareholders?

☒ Yes ☐ No

Nominee Directors

+ Add a nominator

Nominee Shareholders

+ Add a nominator

Step 16: Select a nominee director or nominee shareholder. Enter the nominator's identification details below.

Note: For nominee shareholders, Foreign Companies are only required to fill in the shareholder's name in this page.

Nominee Directors

▼ Expand all ▲ Collapse all

New nominee director

Nominee director information

Nominee name

Please select ▼

S9312345A - Kelly Wong

S8602134B - Goh Wen Bin

S0601014H - Bryan Lee Rui Wei

Nominator's information

Nominator category

☒ Individual ☐ Corporate

Identification type

Please select a value from the dropdown list ▼

Identification number

Enter identification number as per identification document

Name


Enter name as per identification document

+ Add alias

Nationality

Please select a value from the dropdown list ▼

Date of birth

DD MMM YYYY 

Step 17: Enter the nominator’s contact details, including their Residential 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”.

Residential address

Address type

☒ Local

☐ Foreign

Postal code

S | 530718

Retrieve address

718, HOUGANG AVENUE 2

Level

32

Unit

1

☐ Address doesn't have level and unit

Email address

ALT@hotmail.com

Country code

65

Mobile number

85555555

Delete

Save

+ Add a nominator

Expand all Collapse all

Step 18: Select “Add a nominator” to add additional nominators. Enter the required information and click “Next” to proceed.

Nominee Directors

▼ Expand all ▲ Collapse all

1. KELLY WONG
Nominator: Nathan Tan

2. GOH WEN BIN
Nominator: ABC Shipping Company

3. BRYAN LEE RUI WEI
Nominator: Koh Wei Jun

Edit

Nominator's information

Nominator name	Nominator category	Identification type	Identification number
S0601014H - Bryan Lee Rui Wei	Individual	NRIC (Citizen)	S9765432A
Nominator name	Nationality	Date of birth	
Koh Wei Jun	Singaporean	3 July 1975	

Nomination information

Local address	Email address	Contact number
260 Ang Kio, Singapore 511711	WeiJun@example.com	+65 9123 4567

Nomination information

Date of nomination	Additional information
-	-

Cancel

Save

+ Add a nominator

▼ Expand all ▲ Collapse all

Nominee Shareholders

+ Add a nominator

← Back

Save draft

Next →

Step 19: Fill in the register of registrable controllers (RORC) details.

Scenario 1: Entity is exempted from RORC requirements upon incorporation

1. Click on **“Yes”** to indicate that the entity is exempted* from RORC requirements upon incorporation.
2. Select the exemption categories
3. Click **“Next”** to continue.

*Note: Please refer to ACRA’s website for the list of exemptions, e.g., listed companies, government agencies, entities wholly owned by the government and Singapore’s financial institutions etc.

Update Register of Registrable Controllers

Please provide information of the entity's registrable controller(s) here.

More about maintaining the Register of Registrable Controllers [↗](#)

Register of Registrable Controllers

Will the entity be exempted from the Register of Registrable Controllers (RORC) requirements upon incorporation?

☒ Yes ☐ No

Category of exemption

Select a value from the dropdown list ▼

← Back

Save draft

Next →

Scenario 2: Entity is not exempted from RORC requirements upon incorporation, and able to identify controller(s) that meet the definition of a registrable controller

1. Click on **“No”** if not exempted* from RORC requirements
2. Click **“Yes”** if the entity can identify controller(s)
3. Click **“Add a Registrable Controller”** under “Individual Registrable Controllers” or “Corporate Registrable Controllers” and provide the details.
4. Click **“Next”** after all Registrable Controllers have been identified.

*Note: Please refer to ACRA’s website for the list of exemptions, e.g., listed companies, government agencies, entities wholly owned by the government and Singapore’s financial institutions etc.

Update Register of Registrable Controllers

Please provide information of the entity’s registrable controller(s) here.

[More about maintaining the Register of Registrable Controllers](#)

Register of Registrable Controllers

Will the entity be exempted from the Register of Registrable Controllers (RORC) requirements upon incorporation?

☐ Yes ☒ No

Is the entity able to identify registrable controller(s) that meet the definition of a registrable controller under the Companies Act 1967 or the Limited Liability Partnerships Act 2005?

☒ Yes ☐ No

Individual Registrable Controllers 0

[+ Add a Registrable Controller](#)

Corporate Registrable Controllers 0

[+ Add a Registrable Controller](#)

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

Scenario 3: Entity is not exempted from RORC requirements upon incorporation, and unable to identify controller(s) that meet the definition of a registrable controller

1. Click on **“No”** if not exempted* from RORC requirements
2. Click **“No”** if the entity can identify controller(s) and check the declaration box.
3. Click **“Add a Registrable Controller”** under “Individual Registrable Controllers” provide the particulars of the individuals(s) with executive control.
4. Click **“Next”** after all Registrable Controllers have been identified.

*Note: Please refer to ACRA’s website for the list of exemptions, e.g., listed companies, government agencies, entities wholly owned by the government and Singapore’s financial institutions etc.

Update Register of Registrable Controllers

Please provide information of the entity’s registrable controller(s) here.

More about maintaining the Register of Registrable Controllers [🔗](#)

Register of Registrable Controllers

Will the entity be exempted from the Register of Registrable Controllers (RORC) requirements upon incorporation?

☐ Yes ☒ No

Is the entity able to identify registrable controller(s) that meet the definition of a registrable controller under the Companies Act 1967 or the Limited Liability Partnerships Act 2005?

☐ Yes ☒ No

☒ The entity confirms that it is unable to identify any controller meeting the definition of a registrable controller as prescribed under the Companies Act 1967 or the Limited Liability Partnerships Act 2005.

Please note that the entity is required to enter the particulars of the individual(s) with executive control into its RORC and to lodge these particulars with ACRA by completing the section below.

Individual Registrable Controllers 0

+ Add a Registrable Controller

← Back

Save draft

Next →

Step 20: 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.

Certified certificate of incorporation

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.

Type of document

☒ Certified copy of Certificate of Incorporation/Registration, Certified copy of other documents of similar effect

☐ Certified Copy of other documents of similar effect

☐ Other documentary evidence e.g. legal opinion of foreign lawyers law does not provide for such certificate.

Registration number issued in country/region of incorporation/registration

462738465

Certifying authority/designation of certifying officer



DANIAL NABIL

Date of certification

04 Dec 2024

Upload document


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



Step 21: 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.

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 22: 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 23: 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 24: Verify that you have entered all information correctly.

Review and confirm

Please review the information below before submitting.

Business 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

Registered office address

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

Click here to chat with me. x

Step 25: 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	Special Resolution.pdf

☒ 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.

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Submit →

Click here to chat with me. x

Step 26: 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 2 3 4 5
Entity information Position holder information Constitutional documents Review and confirm 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 →

Click here to chat with me. x

Step 27: 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 28: 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		

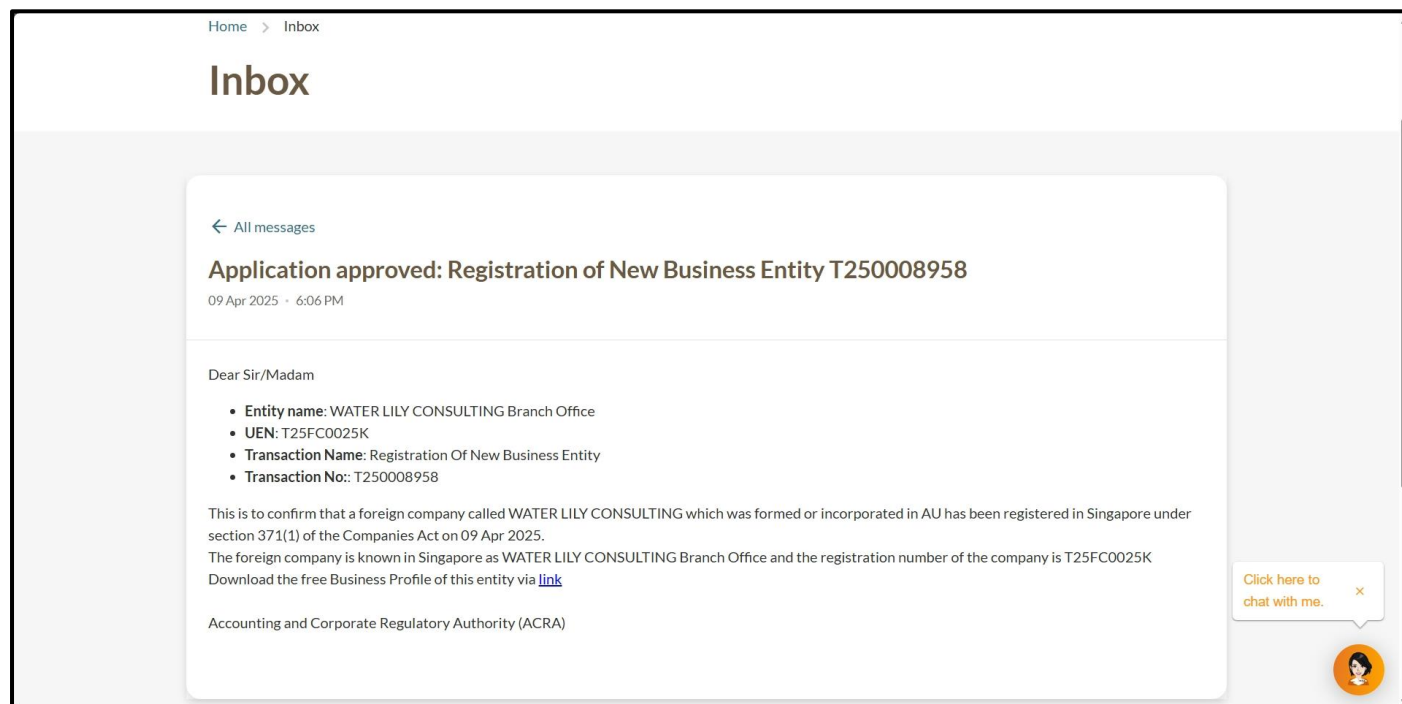
Transaction details

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 29: 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 24 Oct 2025