Navigating the new Bizfile: Register New Charge - Foreign Company

The "Register new charge" eService enables companies to register charges with ACRA for a foreign company.

Companies must register a charge within 30 days of its creation if created in Singapore, or within 37 days if created overseas.

For charges created in Singapore, companies must obtain a Court Order under section 137 of the Companies Act to extend the registration period.

For charges created outside Singapore, registration must be completed within 37 days from the date of creation. In the event of non-compliance with this timeline, companies may apply to ACRA under section 139 of the Companies Act for a 30-day extension period before the due date. The aforementioned 37-day registration requirement applies specifically to the following lodgements:

- Statement Containing Particulars of Charges
- Statement Containing Particulars of a Series of Debentures

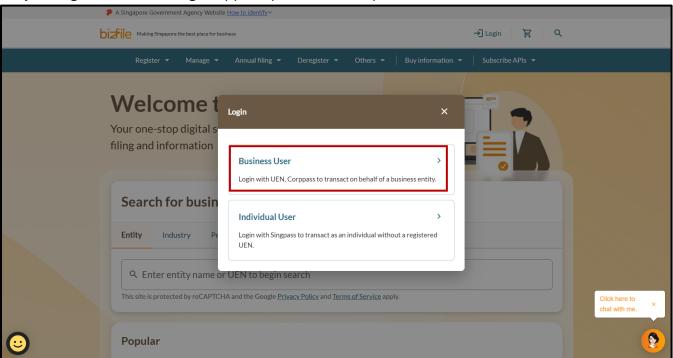
Failing to register a charge within the stipulated timeframe is an offence that may result in fines upon conviction. Additionally, an unregistered charge becomes void against the company's liquidator and other secured creditors.

Foreign companies registering a new charge can file the following lodgements:

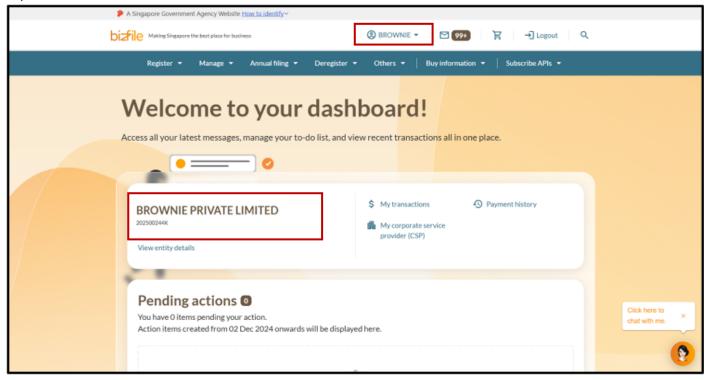
| Lodgement type | Navigation |
|--|---|
| Charge before registration of foreign company | <u>Click here</u> |
| Property acquired before registration of foreign company | Click here |
| Statement containing particulars of charges | These lodgements follow |
| Statement containing particulars of a series of debentures | the same process as |
| Statement containing particulars when more than one issue is made of debentures in series | local company filings. Click here for the step- |
| Statement in respect of property acquired by company while property is subject to a charge | by-step instructions. |

Step-by-step Instructions to Register New Charge for foreign company

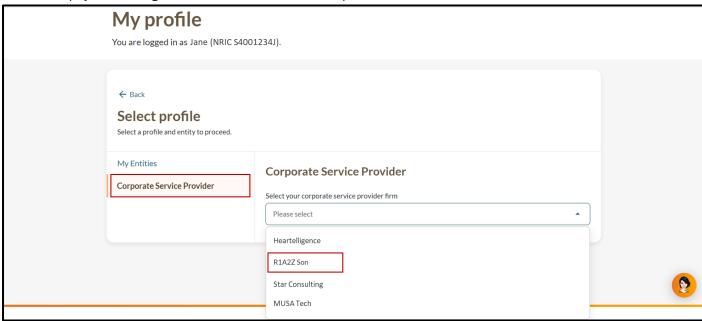
Step 1: Log in to Bizfile using Corppass (Business User) credentials.



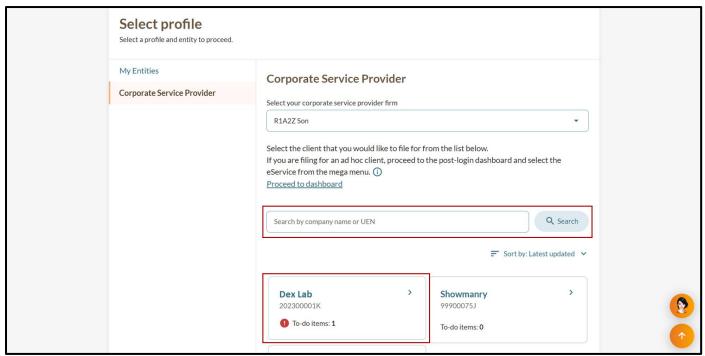
Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard.



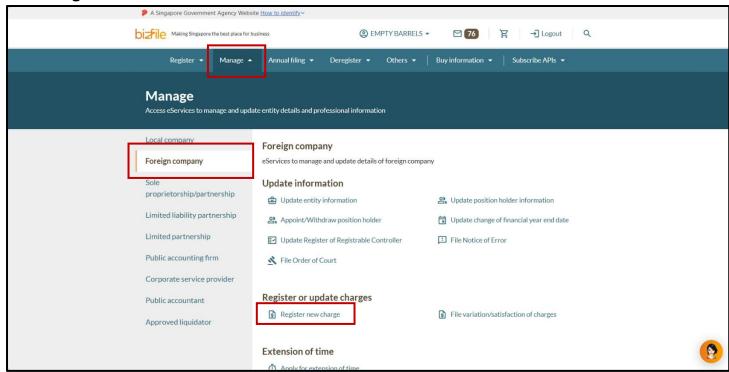
For Corporate Service Provider registering a new charge on behalf of your client, click the **"Corporate Service Provider"** tab on **"My profile – Select profile"** page and select your CSP firm from the dropdown list (if you belong to more than one CSP firm).



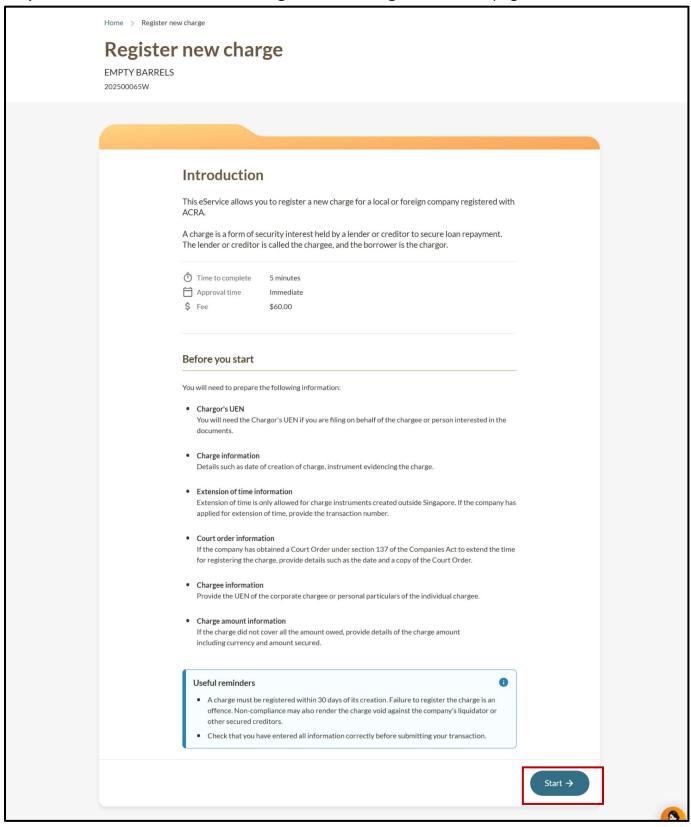
To select the entity you want to file for, use the search function to search and click the displayed entity name under the search bar.



Step 3: From the mega menu, click on the **"Manage"** tab, select **"Foreign company"** and **"Register new charge"**.



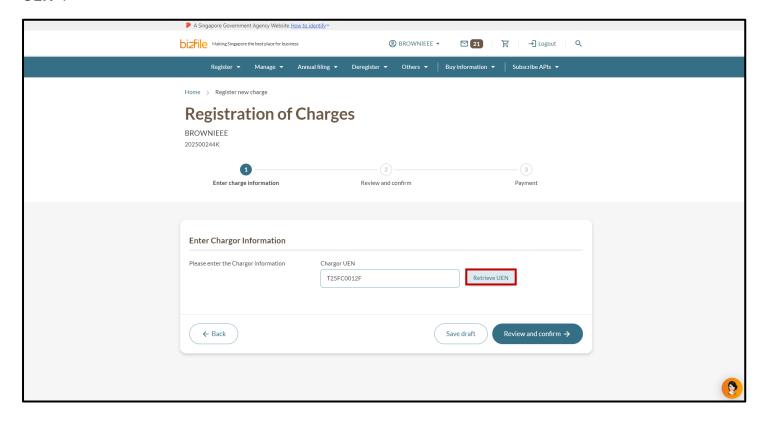
Step 4: You will be redirected to the "Register new charge" instruction page. Click "Start".



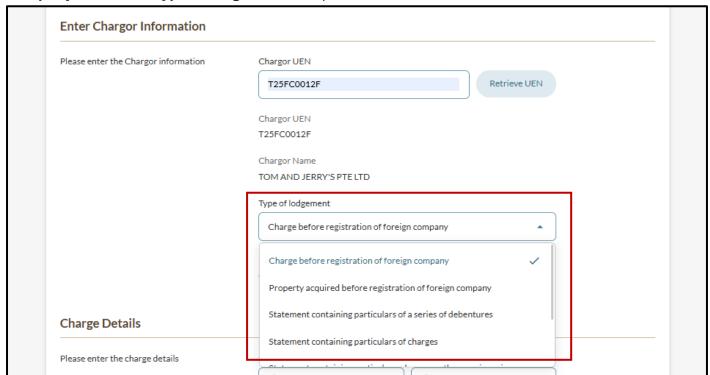
1) Lodgement Type - Charge before registration of foreign company

Chargor information

Step 1: To start registering a new charge, enter the borrower or chargor's UEN and click "Retrieve UEN".

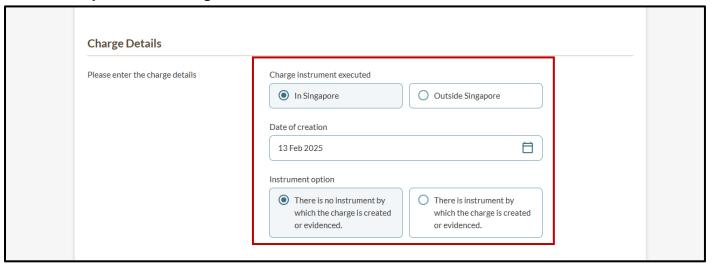


Step 2: The chargor's name will be displayed. Select "Charge before registration of foreign company" from the "Type of lodgement" dropdown list.

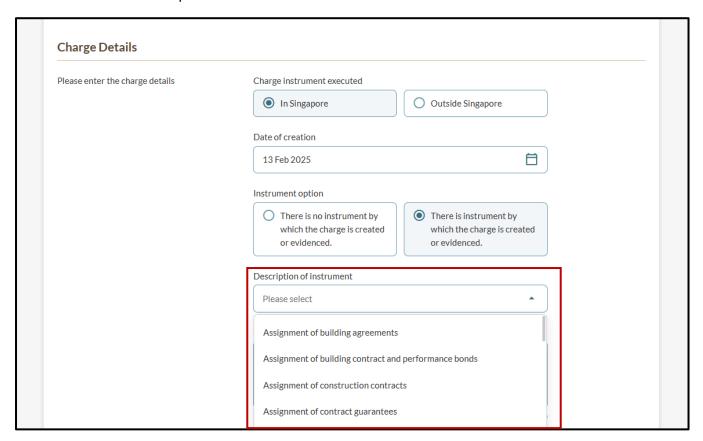


Charge details

Step 3: Specify the charge instrument's execution location and creation date. Indicate if there is an instrument by which the charge is created or evidenced.



Step 4: For charge instrument created in Singapore with an instrument, specify the description of instrument from the dropdown list.

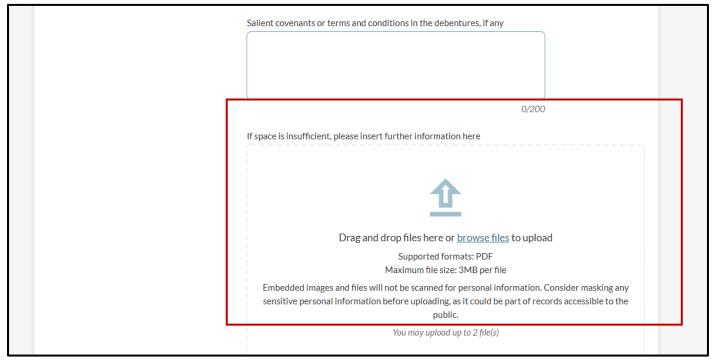


Step 5: Enter the description of all properties that are being used as security for the charge. Include any applicable restrictions, prohibitions, terms and conditions mentioned in the debentures.

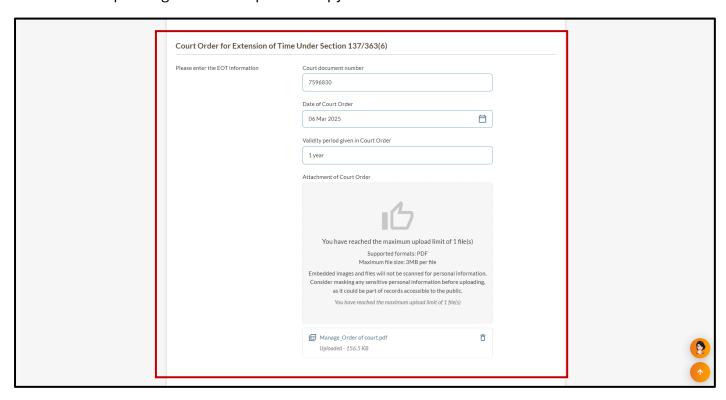


Step 6: You may upload a file as an attachment if you have additional information to provide.

Important: When uploading the supporting documents, ensure the file name includes only alphanumeric characters (letters A-Z, a-z and numbers 0-9). Do not include spaces, special characters (such as ., @, #, \$, %, &, *), or foreign language characters in the filename.

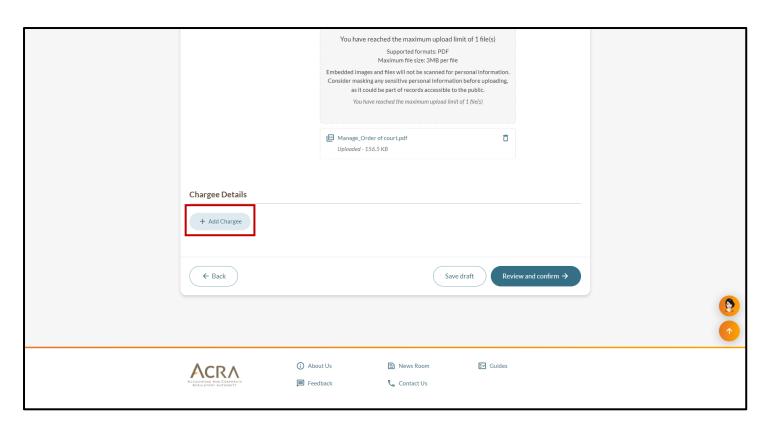


Step 7: If you are registering a charge created more than 30 days after the company's registration in Singapore, provide the details of the court order including the document number, date of court order and extension period granted and upload a copy of the court order.



Step 8: Click "Add Chargee" to enter the details of the chargee.

Important: At least one chargee must be added for registration of new charge.

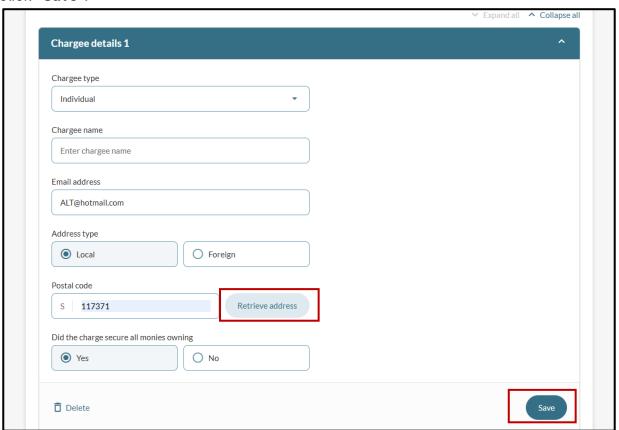


Chargee details

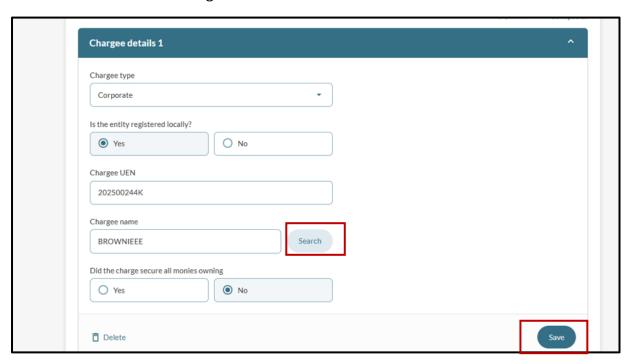
Step 9: Specify if the chargee is an individual or corporate.



Step 10: For individual chargee, enter the chargee's full name, email address and indicate if the chargee has a local or foreign address. For local addresses, enter the postal code and click "Retrieve address" to populate the address. Indicate whether the charge has secured all monies owing and click "Save".

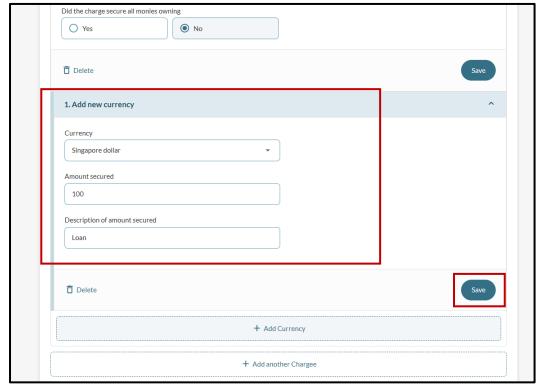


Step 11: For corporate chargee, indicate if the entity is registered locally. Provide the UEN and entity name for locally registered entities, click "Search" to retrieve the entity's details. Specify if the charge has secured all monies owing and click "Save".

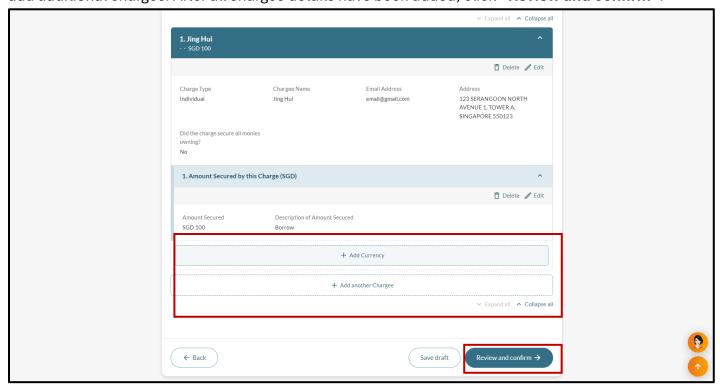


Step 12: If the charge did not secure all monies owing, enter the currency, details and description of the amount secured and click **"Save"**.

Important: If you indicate that the charge did not secure all monies owing by selecting "No", you must enter at least one charge amount in the "Amount secured" field. This amount can be zero, but must be accompanied by the relevant currency details. Without complete currency information, you will not be able to save your inputs and continue with the transaction.



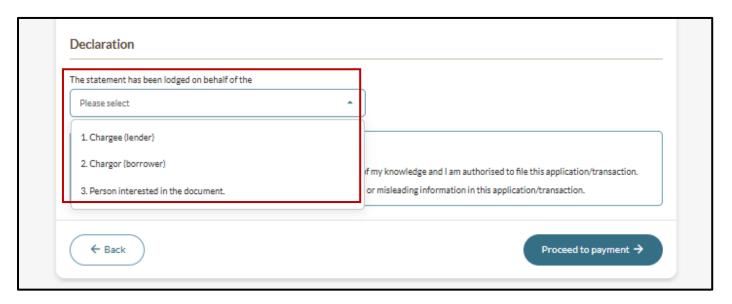
Step 13: Select "Add currency" to add additional amount secured and "Add another Chargee" to add additional chargee. After all chargee details have been added, click "Review and confirm".



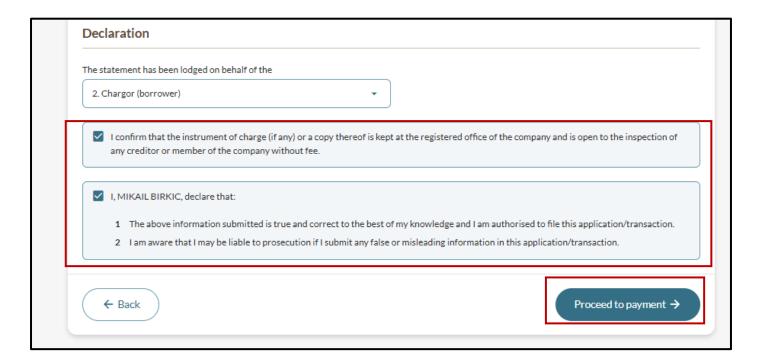
Step 14: Review the details of the charge and chargee carefully to ensure all entered information are correct.



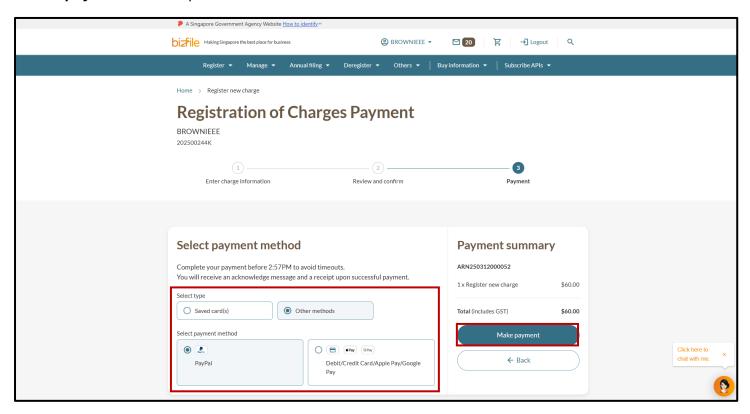
Step 15: Declare if the statement has been lodged on behalf of the chargee, chargor or person interested in the document.



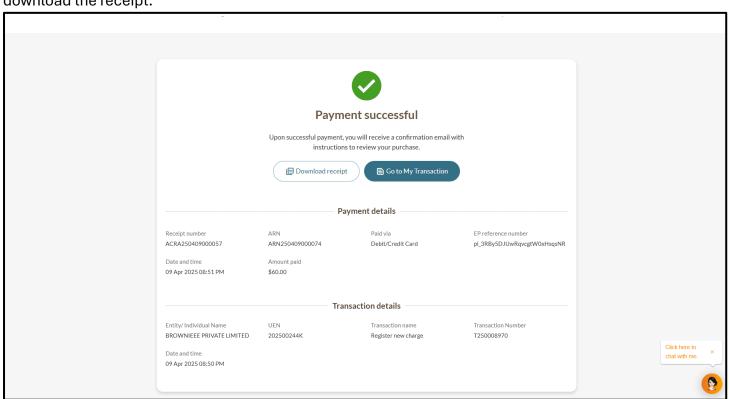
Step 16: If the statement is lodged on behalf of the chargor, tick the confirmation and declaration, then click **"Proceed to payment"**.



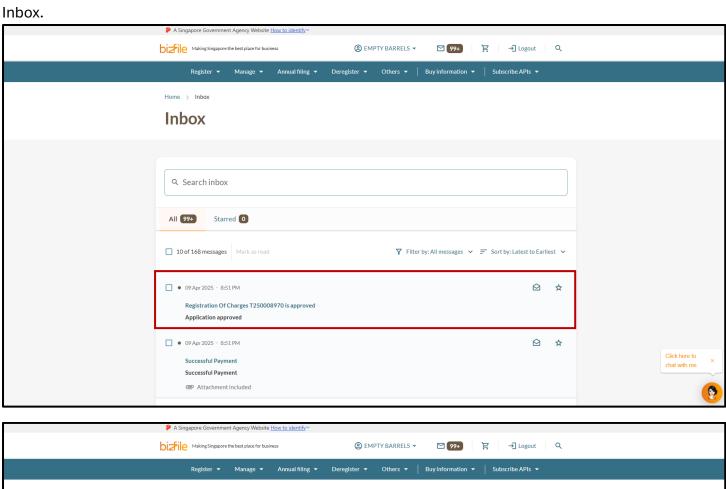
Step 17: You will be directed to the payment summary page. Select the payment method and click "Make payment" to complete the transaction.

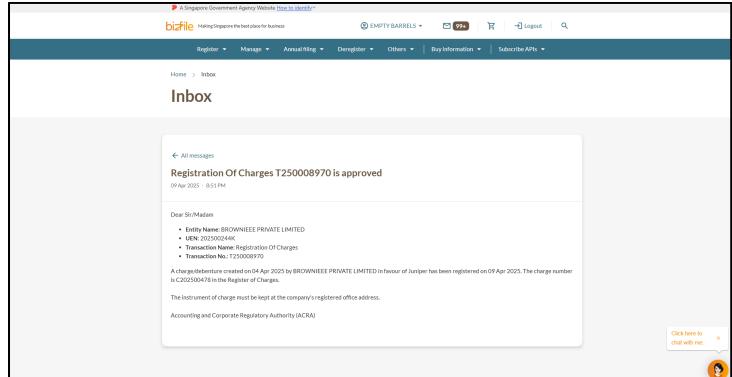


Step 18: Upon successful submission, you will receive an acknowledgement message and a link to download the receipt.



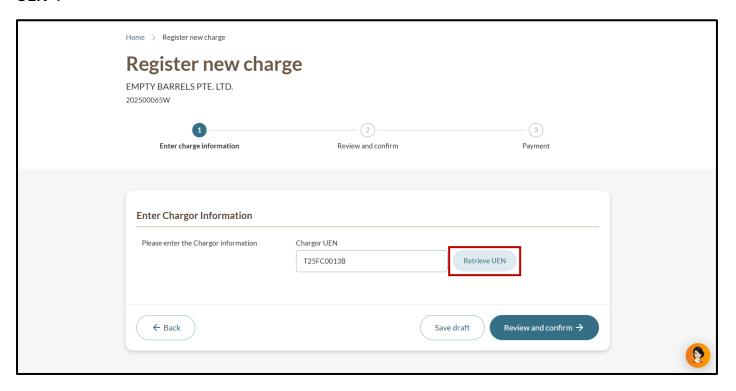
Step 19: A notification confirming the approval of the registration of charges will be sent to your Bizfile Inhox



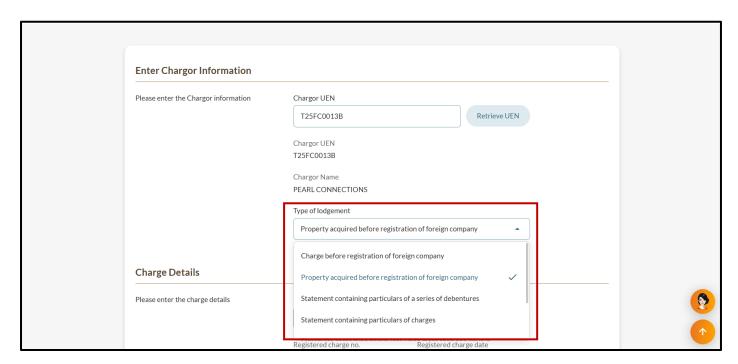


2) Lodgement Type - Property acquired before registration of foreign company

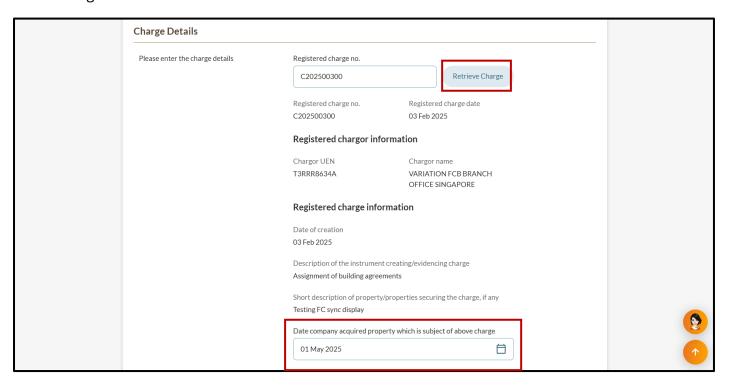
Step 1: To start registering a new charge, enter the borrower or chargor's UEN and click "Retrieve UEN".



Step 2: The chargor's name will be displayed. Select "Property acquired before registration of foreign company" from the "Type of lodgement" dropdown list.

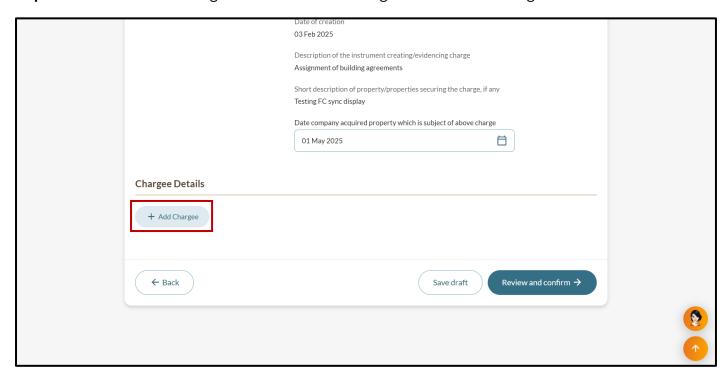


Step 3: Key in the charge number and click **"Retrieve Charge".** The registered chargor and charge details will be displayed. Select the date when the company acquired the property that is the subject of the charge.

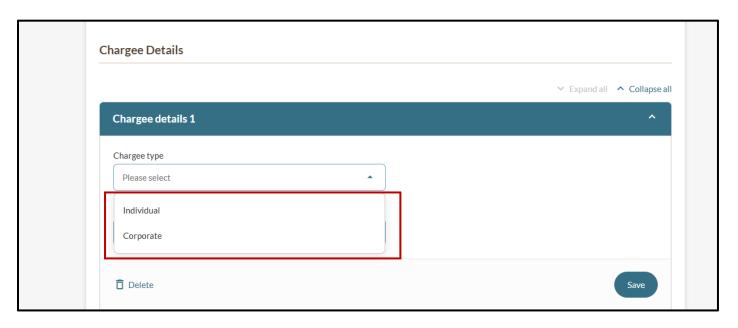


Step 4: Click "Add Chargee" to enter the chargee details.

Important: At least one chargee must be added for registration of new charge.

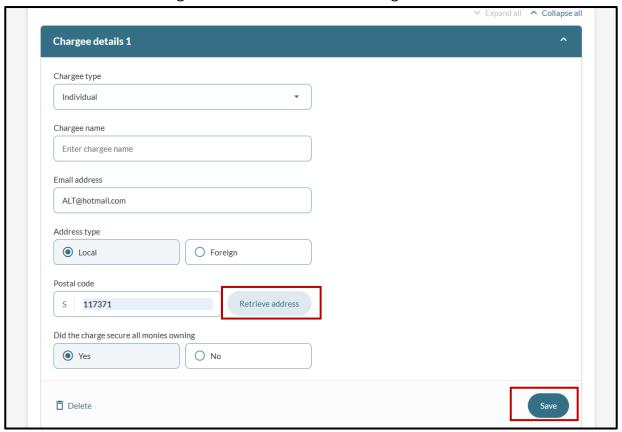


Step 5: Specify if the chargee is an individual or corporate.

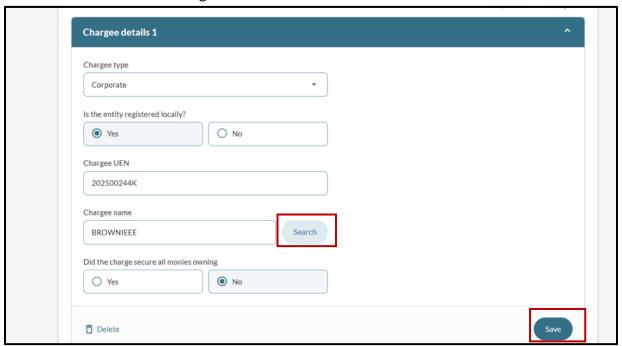


Step 6: For individual chargee, enter the chargee's full name, email address and indicate if the chargee has a local or foreign address.

For local addresses, enter the postal code and click "Retrieve address" to populate the address. Indicate whether the charge has secured all monies owing and click "Save".

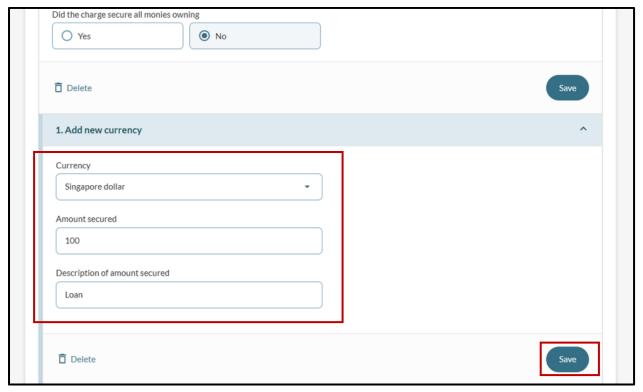


Step 7: For corporate chargee, indicate if the entity is registered locally. Provide the UEN and entity name for locally registered entities, click "**Search**" to retrieve the entity's details. Specify if the charge has secured all monies owing and click "**Save**".

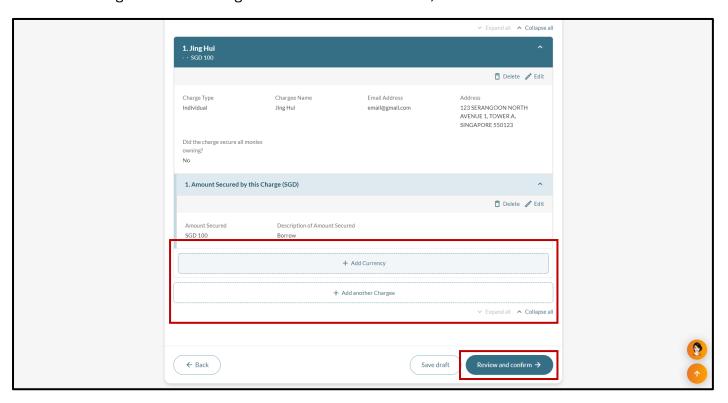


Step 8: If the charge did not secure all monies owing, enter the currency, details and description of the amount secured and click "Save".

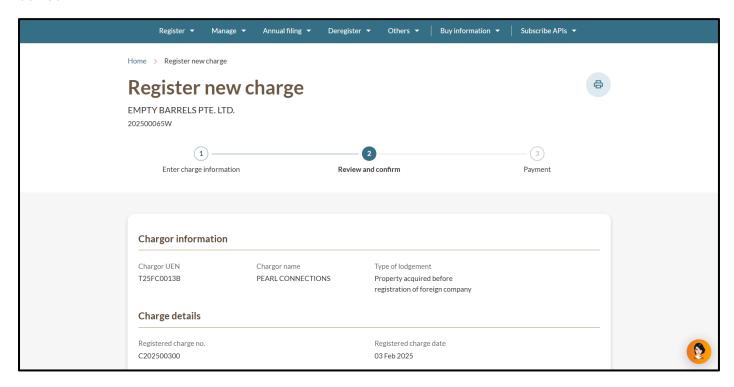
Important: If you indicate that the charge did not secure all monies owing by selecting "No", you must enter at least one charge amount in the "Amount secured" field. This amount can be zero, but must be accompanied by the relevant currency details. Without complete currency information, you will not be able to save your inputs and continue with the transaction.



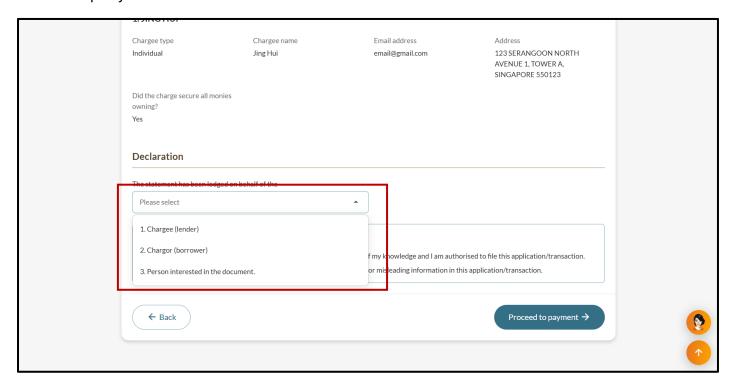
Step 9: Select "Add currency" to add additional amount secured and "Add another Chargee" to add additional chargee. After all chargee details have been added, click "Review and confirm".



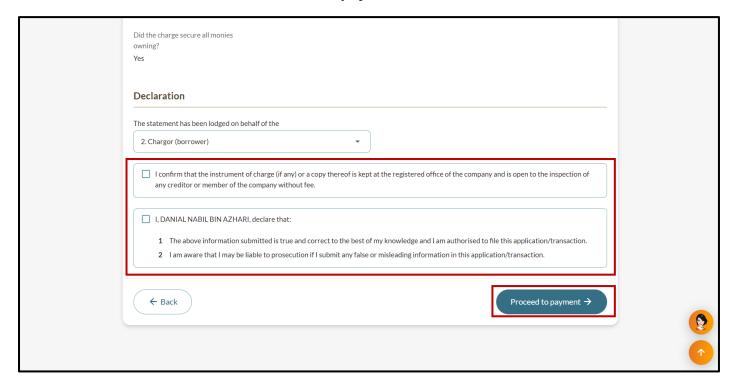
Step 10: Review the charge and chargee details carefully to ensure all entered information are correct.



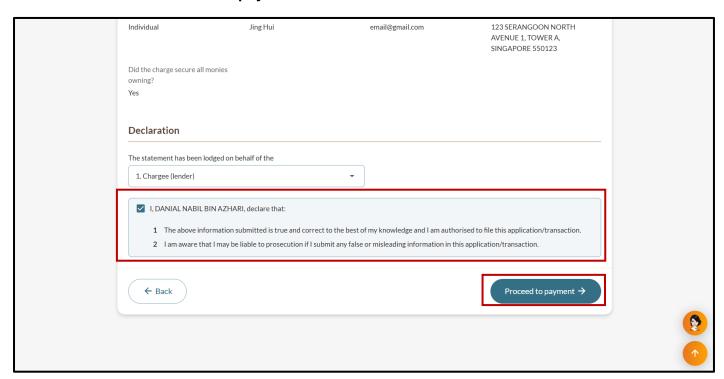
Step 11: Declare if the statement has been lodged on behalf of the chargee, charger or an interested party.

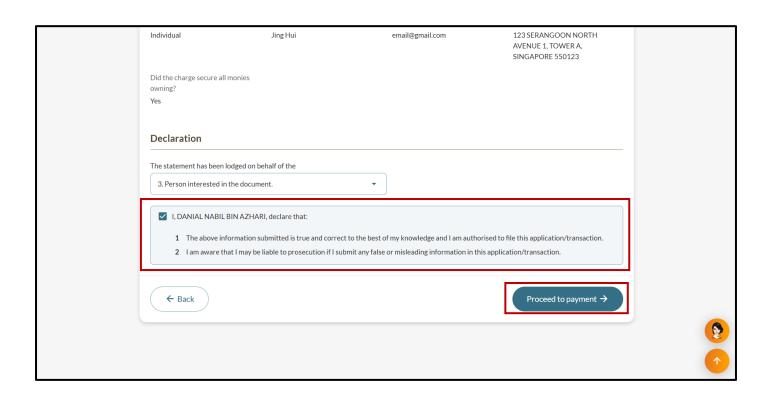


Step 12: If the statement is lodged on behalf of the chargor, tick both the confirmation and declaration checkboxes and click **"Proceed to payment"**.

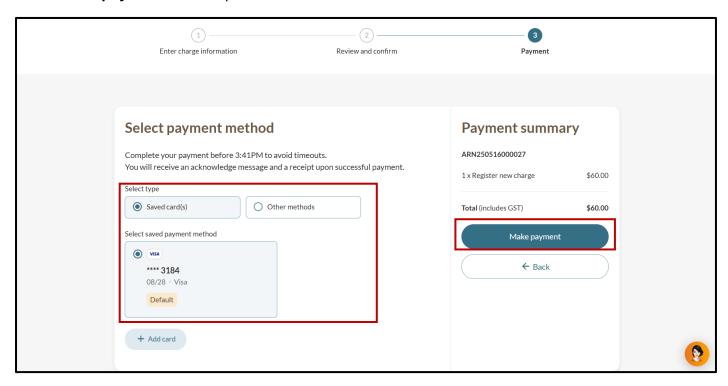


Step 13: For submission made on behalf of the chargee or interested party, tick the declaration checkbox and click "**Proceed to payment**".

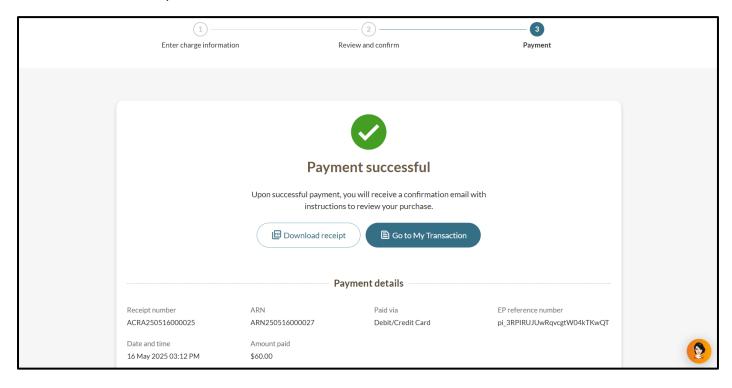




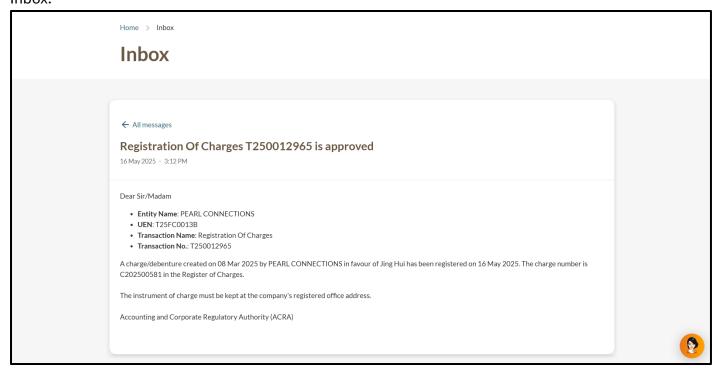
Step 14: You will be directed to the payment summary page. Select the payment method and click **"Make payment"** to complete the transaction.



Step 15: Upon successful submission, you will receive an acknowledgement message and a link to download the receipt.



Step 16: A notification confirming the approval of the registration of charges will be sent to your Bizfile Inbox.



Updated as of 22 May 2025