Navigating the new Bizfile: Remove filing access for appointed CSP

Entities that have appointed Corporate Service Providers (CSP) to file Bizfile transactions on their behalf can view and manage their appointed CSPs on their Bizfile dashboard after logging in.

The entity's authorised position holders may remove the filing access of the CSP that they are no longer engaging to perform filing on behalf of the entity.

Step by step instructions to remove filing access for appointed CSP

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. Click **"My corporate service provider (CSP)"**.

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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 3: On "My Corporate Service Provider" page, select the CSP you wish to remove and click "Remove CSP".

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Home > Current Page My Corporate Serv	vice Provider	
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CSP UEN + Enter UEN CSP name +	LINEAR CONSULTING Entity UEN 202566666K Date added as CSP 19 Sep 2023 Endorsed by	Active CSP
Appointment status Appointed Ceased	Remove CSP Items per page: 10 Items per	
+ Add appointment status Apply filters Clear filters	Page 1 of 1 🔻	

Step 4: Review the CSP details carefully before confirming the removal.

Important: Once filing access is removed, the CSP will no longer be able to file transaction on behalf of your entity unless they add your entity to their client list.

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Step 5: Once the CSP is removed, the CSP's status will change to "Inactive CSP".

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Step 6: The Qualified Individuals registered to the CSP will be notified via their Bizfile Inbox that the CSP's access has been removed.

← All n	nessages
MAP	LEWOOD CONSULTING PRIVATE LIMITED 202400417K has removed your CSP's access
to pe	erform filings on their behalf in BizFile
04 Apr 20	025 - 12:00 PM
Dear Sir	/Madam
Your clie	ent MAPLEWOOD CONSULTING PRIVATE LIMITED (UEN: 202400417K) has removed your CSP's access to perform filings on their behalf in BizFile
You may	/ contact your client for further clarification.
Thank y	оц.
Account	ting and Corporate Regulatory Authority (ACRA)

Updated as of 6 May 2025

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