

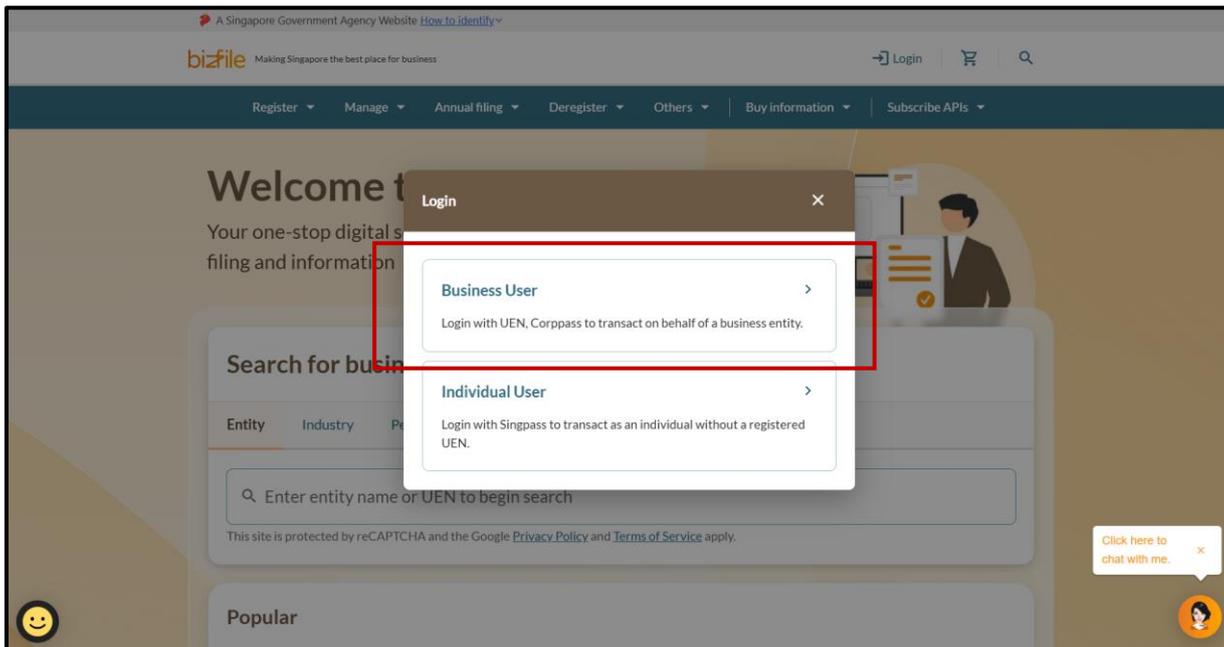
Navigating the new Bizfile: Remove filing access for appointed CSP

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.

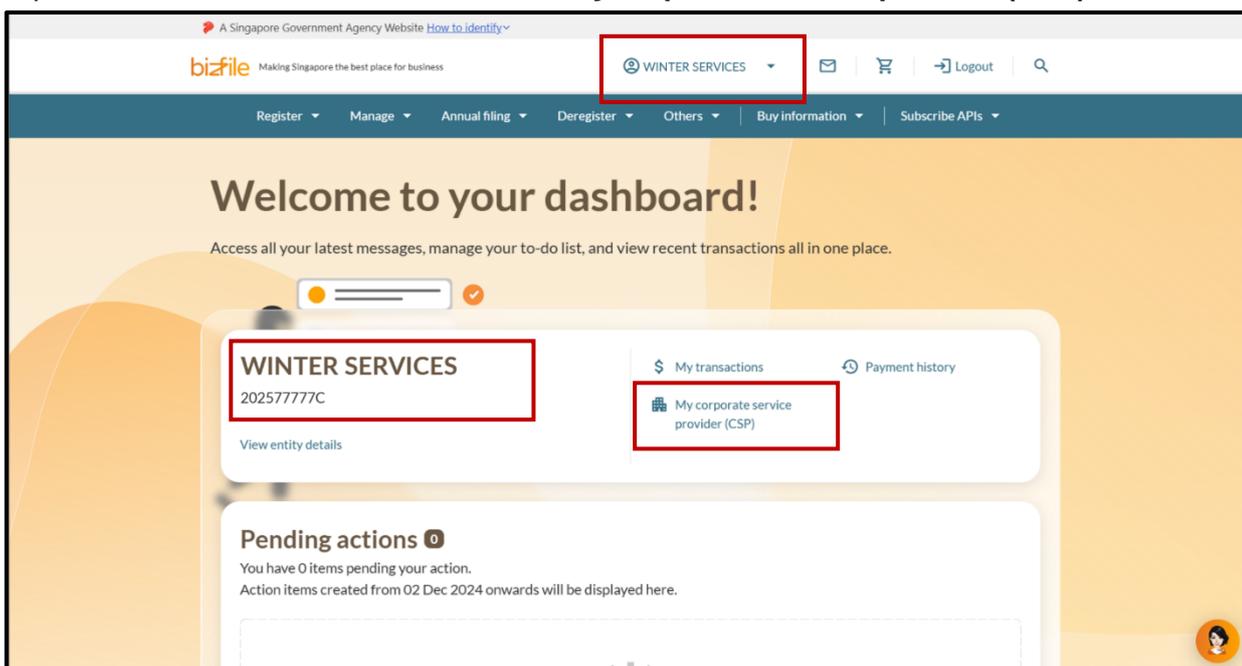
The entity's authorised position holders may remove the filing access of the CSP that they are no longer engaging to perform filing on behalf of the entity.

Step by step instructions to remove filing access for appointed CSP

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

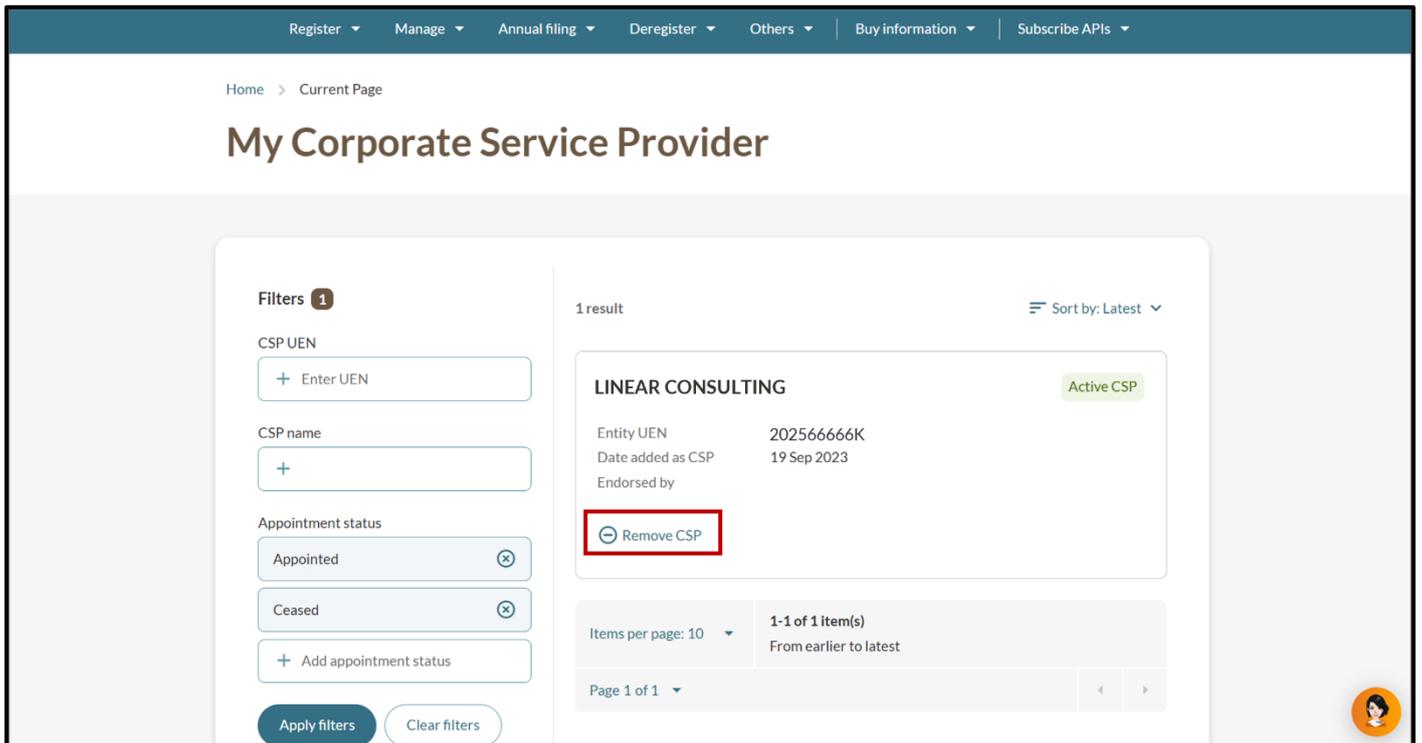


Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. Click **“My corporate service provider (CSP)”**.



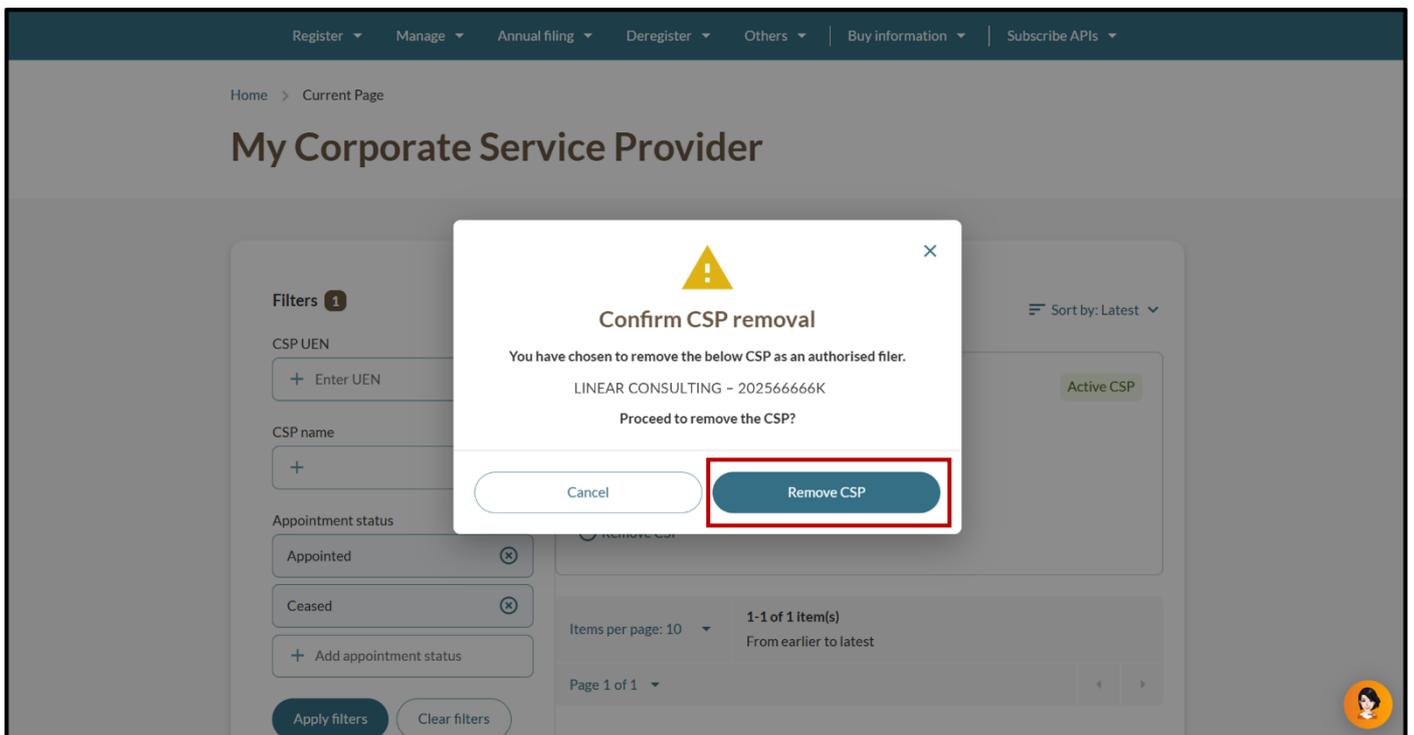
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

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



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.



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

The screenshot shows the 'My Corporate Service Provider' interface. On the left, there are filter sections for 'CSP UEN', 'CSP name', and 'Appointment status'. The 'Appointment status' section has 'Appointed' and 'Ceased' selected. On the right, a search result for 'LINEAR CONSULTING' is displayed. The status 'Inactive CSP' is highlighted with a red box. Below the result, there are pagination controls showing '1-1 of 1 item(s)' and 'Page 1 of 1'.

LINEAR CONSULTING	
Entity UEN	202566666K
Date added as CSP	19 Sep 2023
Endorsed by	
Date removed as CSP	18 Mar 2025
Removed by	HRL MGRL FXX

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

The screenshot shows an email message from the Accounting and Corporate Regulatory Authority (ACRA). The subject line is 'MAPLEWOOD CONSULTING PRIVATE LIMITED 202400417K has removed your CSP's access to perform filings on their behalf in BizFile'. The message is dated 04 Apr 2025 at 12:00 PM. The body of the message reads: 'Dear Sir/Madam, Your client 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 you. Accounting and Corporate Regulatory Authority (ACRA)'.

Updated as of 6 May 2025