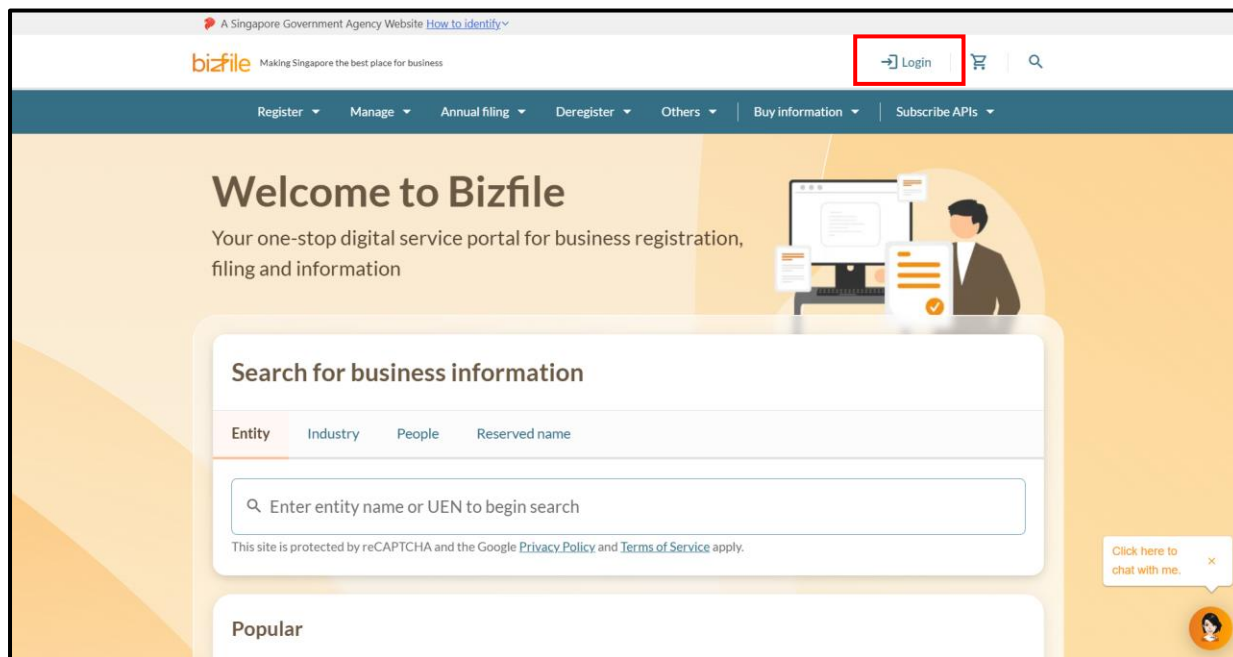


Navigating the new Bizfile: Renew registration as a public accountant

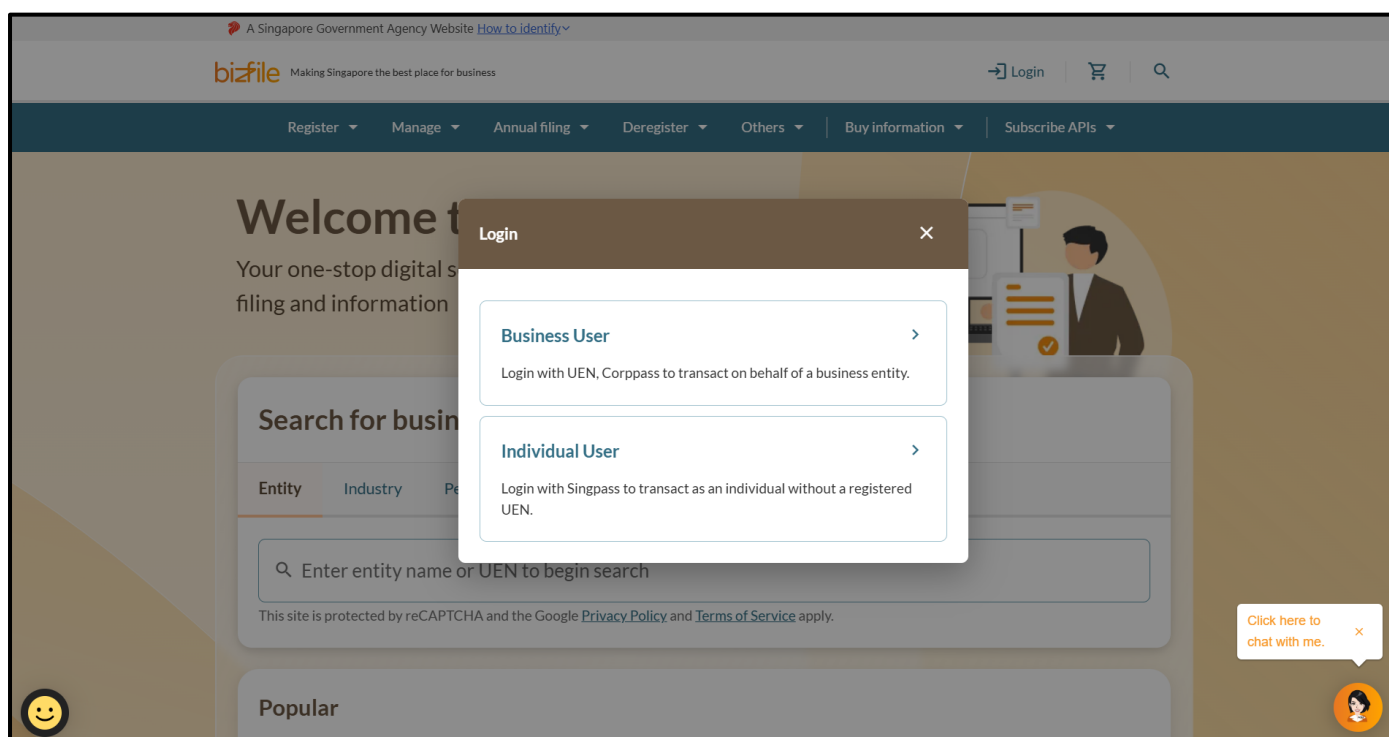
The “Renew registration as a public accountant” eService allows a public accountant or a corporate service provider (on behalf of the public accountant) to renew his/her registration as a public accountant.

Step-by-step instructions to renew registration as a public accountant

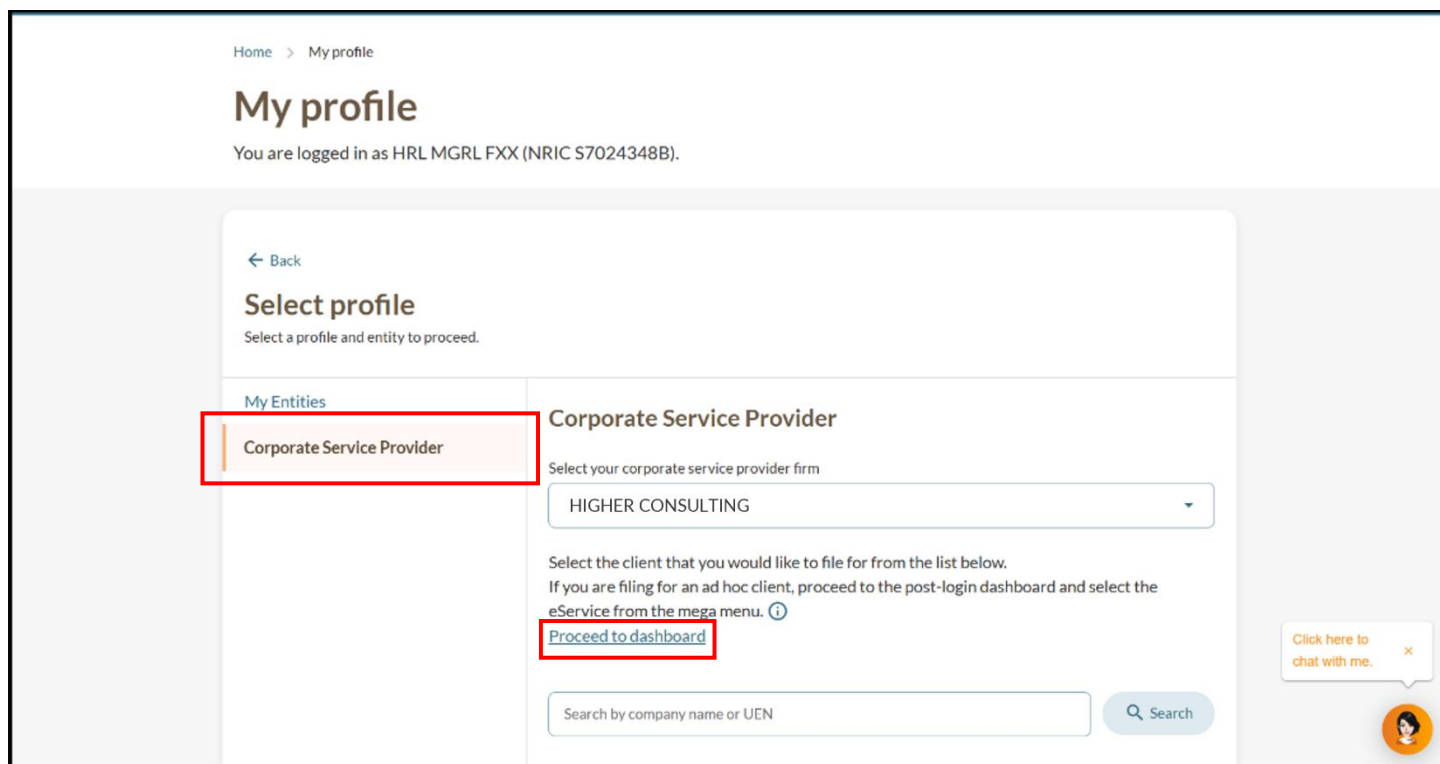
Step 1 (Login): Click “Login” on the Bizfile homepage.



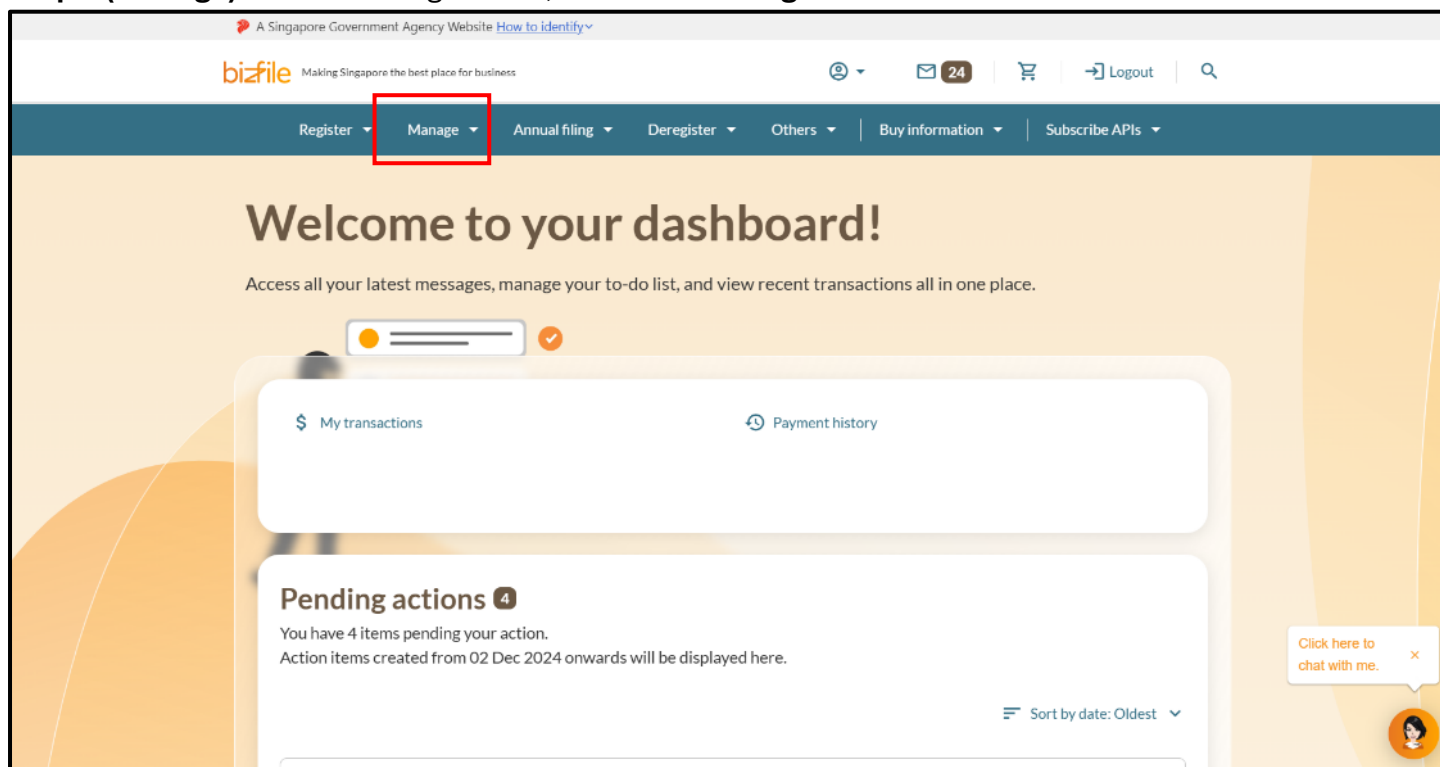
Step 2 (User account): For public accountants who are submitting their own renewal, log in using **Singpass (Individual user) credentials**. For Corporate Service Providers (CSP), log in using **Corppass (Business user) credentials**.



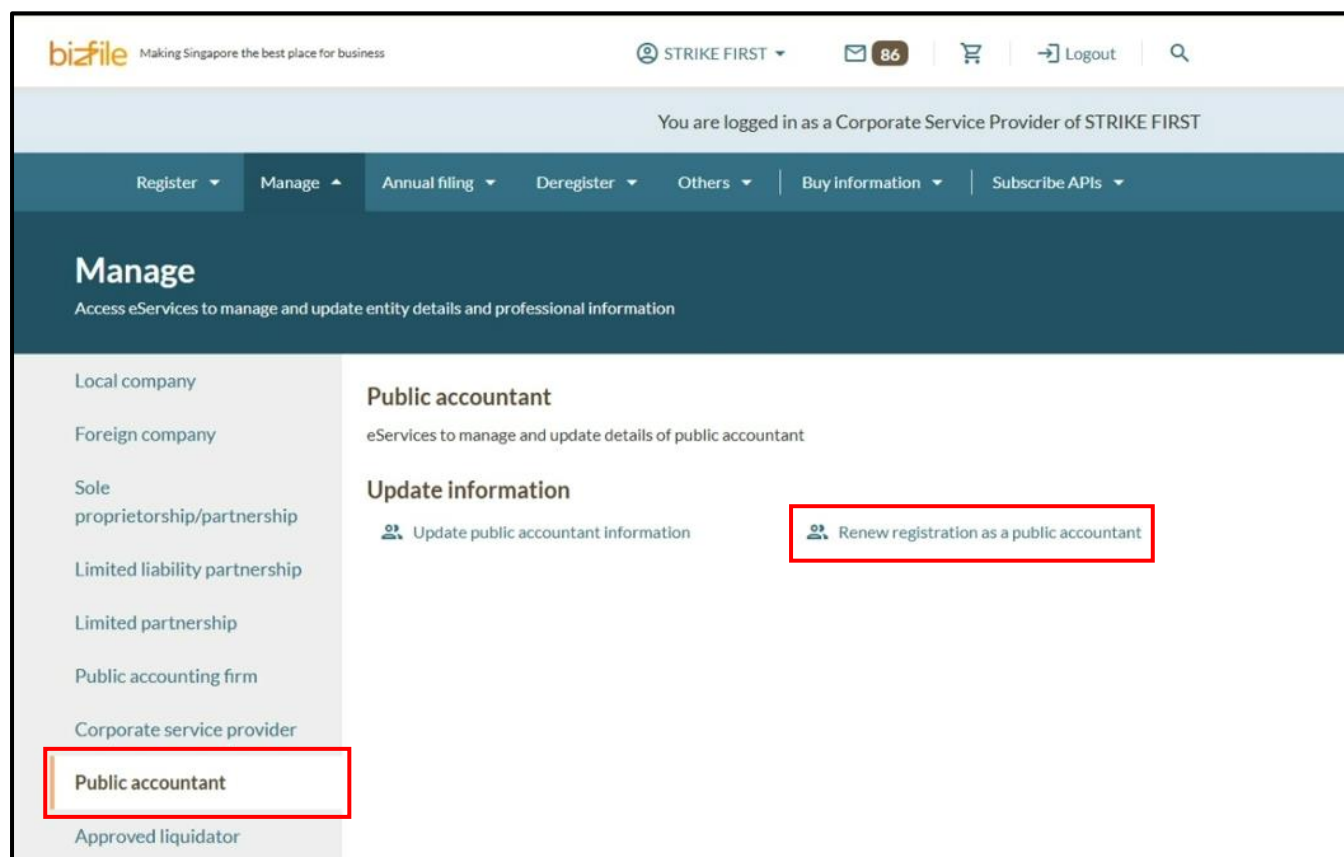
For CSPs, after logging into Bizfile, navigate to the **“Corporate Service Provider”** tab and select **“Proceed to dashboard”**.



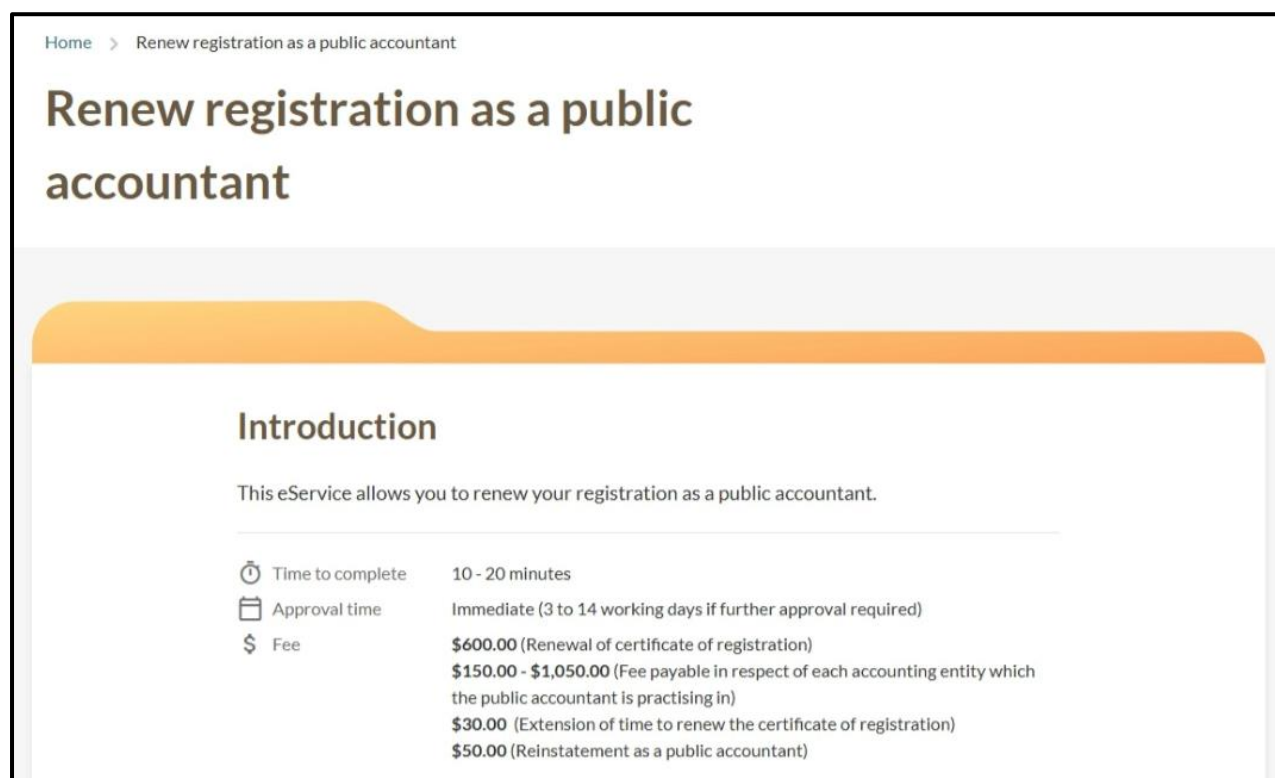
Step 3 (Manage): From the mega menu, click the **“Manage”** tab.



Step 4 (Renew registration): Under the “Public accountant” tab, select “Renew registration as a public accountant”.



Step 5 (Retrieve PA Registration number) : At the introduction page, enter the “PA Registration number”, click “Retrieve” and “Start” to begin the application.



Before you start

1 Registration requirements

Ensure that you meet the requirements for renewing your registration as a public accountant.

[Renewal requirements](#)

2 You will also need to prepare the following information:

- Public accountant registration number.
- Information on the number of clients audited by the public accounting entity in which you practised during the reporting year, including:
 - Public listed entities on the Singapore Exchange (SGX)
 - Public listed entities on overseas exchanges
 - Number clients in the process of issuing its debt or equity instruments for trading on SGX
 - Regulated financial institutions (including banks, insurance companies, investment funds, and securities firms)
 - Large charities and institutions of a public character
- Information on the clients you have audited during the year:
 - Number of SGX-listed clients audited
 - Total number of clients audited

3 Additional Information

- If you are submitting your renewal after the renewal period, you will have to pay an additional \$30 for an extension of time.
- If you are submitting your renewal after the extension of time period, you will have to pay an additional \$50 to reinstate your registration.
- The fee payable by you will depend on:
 - the number of public accounting entities that you practise in and
 - the number of listed corporations audited by the public accounting entity.
- If the public accounting entity audits:
 - 0 listed corporation - \$100
 - 1-10 listed corporation(s) - \$250
 - 11-100 listed corporations - \$650
 - More than 100 listed corporations - \$1050

Useful reminders

- Practising as a public accountant without a valid certificate of registration is illegal. Ensure that your certificate of registration is renewed to continue providing public accountancy services.
- You must settle all outstanding fees with ACRA (e.g. fees for the conduct of Practice Monitoring Programme, penalties, costs and expenses incidental to disciplinary proceedings) before submitting any renewal application.
- Check that you have entered all information correctly before submitting your application.

Public accountant registration number

11452

Retrieve

Start →

Step 6 (Verify public accountant's information): Verify the public accountant's information is correct and up to date and click **"Next"**.

If you need to update any public accountant's details, use the **"Update public accountant information"** eService found under the **"Manage"** and **"Public accountant"** tab before continuing with this filing.

Renew registration as a public accountant

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PA informationPAE detailsCPE and declarationPractice requirements and OthersReview and confirmPayment

Submit renewal information

Review the personal information below and ensure it is up-to-date. If any of the information is incorrect, you may submit a change in Bizfile. Under the menu bar, navigate to "Manage" > "Public accountant" > "Update public accountant information."

You will be directed to file a General lodgement. Under the general lodgement type, select "Update public accountant information" under the header "Public accountant and accounting entity".

Personal information

Identification type	Identification number	Name (As per NRIC/Identification Document)
Passport / Others	E96240721	FRANK SIM

Contact information

Address	Email address	Mobile number
#13 JALAN THAMBIPILLAY, BRICKFIELDS, 4021 SWITZERLAND	test.a@mail.com	+65 9876 5432

Public accountant information

Application date	Public accountant registration number
13 Oct 2025	11452

← Back

Save draft

Next →

Step 7 (Verify public accounting entity's information): Verify the public accounting entity's information is correct and up to date.

If you need to update any public accounting entity's details, use the "**Update entity information**" eService found under the "**Manage**" tab before continuing with this filing.

Register ▾Manage ▾Annual filing ▾Deregister ▾Others ▾Buy information ▾Subscribe APIs ▾

Home > Renew registration as a public accountant

Renew registration as a public accountant

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PA informationPAE detailsCPE and declarationPractice requirements and OthersReview and confirmPayment

Details of public accounting entity

Review the information below and enter the number of entities audited.

Public accounting entity in which the public accountant is practising in

For the purpose of this renewal application -

- "Audited" means the audit reports that were signed off during the period.
- "Number of clients" means the actual number of clients and not the number of audit sign-off for the same client during the period.
- Where a client is both a listed entity on the Singapore Exchange and a client in the regulated financial industries please include the client under "Clients which are public listed entities on the Singapore Exchange"

Fees payable by each public accountant in the accounting entity in which he is practising

- Fee payable depends on the number of listed corporations audited by the accounting entity as follows:
- 0 listed corporation = \$150
- 1 - 10 listed corporation(s) = \$250
- 11 - 100 listed corporations = \$650
- >100 listed corporations = \$1050

Expand allCollapse all

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION

202505385H · 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123

UEN	Public accounting entity name	Registered office address	Email address
202505385H	TEST PACONE PUBLIC ACCOUNTING CORPORATION	123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123	test@email.com

6

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 8 (Indicate number of clients): For each of the public accounting entity that the public accountant is practising in, indicate the numbers of clients audited by the public accounting entity and the public accountant in each of the category. Click **“Save”**.

The public accounting entity has audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the Singapore Exchange (SGX)

Enter number of clients

Number of public listed entities on other exchanges

Enter number of clients

Number of clients in the process of issuing its debt or equity instruments for trading on SGX

Enter number of clients

Number of regulated financial industries (including banks, insurance companies, funds and securities)

Enter number of clients

Number of large charities and institution of a public character

Enter number of clients

The public accountant has audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the SGX

Enter number of clients

Total number of clients audited (including clients listed on the SGX)

Enter number of clients

Save

Expand all Collapse all

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Save draft

Next

Step 9 (View and/or edit): Click on “**Expand all**” and “**Edit**” if you wish to view and/or edit the entries.

Public accounting entity in which the public accountant is practising in

For the purpose of this renewal application -

i. "Audited" means the audit reports that were signed off during the period.

ii. "Number of clients" means the actual number of clients and not the number of audit sign-off for the same client during the period.

iii. Where a client is both a listed entity on the Singapore Exchange and a client in the regulated financial industries please include the client under "Clients which are public listed entities on the Singapore Exchange"

Fees payable by each public accountant in the accounting entity in which he is practising

- Fee payable depends on the number of listed corporations audited by the accounting entity as follows:
- 0 listed corporation = \$150
- 1 - 10 listed corporation(s) = \$250
- 11 - 100 listed corporations = \$650
- >100 listed corporations = \$1050

Expand all
Collapse all

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION

202505385H · 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123

Expand all
Collapse all

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Save draft
Next →

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION

202505385H · 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123

Edit

UEN	Public accounting entity name	Registered office address	Email address
202505385H	TEST PACONE PUBLIC ACCOUNTING CORPORATION	123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123	test@email.com

The public accounting entity has audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the Singapore Exchange (SGX)	Number of public listed entities on other exchanges	Number of clients in the process of issuing its debt or equity instruments for trading on SGX	Number of regulated financial industries (including banks, insurance companies, funds and securities)
1	0	0	0

Number of large charities and institution of a public character
0

The public accountant has audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the SGX	Total number of clients audited (including clients listed on the SGX)
1	20

Step 10 (Complete details of public accounting firm entities): Click “Next” after completing the details of all the public accounting entities which the public accountant is practising in.

Public accounting entity in which the public accountant is practising in

For the purpose of this renewal application -

i. "Audited" means the audit reports that were signed off during the period.

ii. "Number of clients" means the actual number of clients and not the number of audit sign-off for the same client during the period.

iii. Where a client is both a listed entity on the Singapore Exchange and a client in the regulated financial industries please include the client under "Clients which are public listed entities on the Singapore Exchange"

Fees payable by each public accountant in the accounting entity in which he is practising

- Fee payable depends on the number of listed corporations audited by the accounting entity as follows:
- 0 listed corporation = \$150
- 1 - 10 listed corporation(s) = \$250
- 11 - 100 listed corporations = \$650
- >100 listed corporations = \$1050

▼ Expand all ▲ Collapse all

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION

202505385H · 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123

▼ Expand all ▲ Collapse all

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Next →

Step 11 (Declare compliance with CPE requirements): Check the declaration box if the public accountant has complied with the Continuing Professional Education (CPE) requirements or has obtained approval for the exemption.

Important: If the public accountant is unable to meet the CPE requirements, he/she can apply for an exemption from the CPE requirements. Public accountants who have submitted a CPE exemption application should wait for the outcome before submitting the renewal application. Refer to [ACRA's website](#) for more information.

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PA information PAE details CPE and declaration Practice requirements and Others Review and confirm Payment

Continuing Professional Education and declaration

Select the declaration applicable to the public accountant.

Continuing Professional Education

- ☒ I declare that the public accountant has met the CPE requirements for renewal by: (a) obtaining at least 120 CPE hours in each 3-year rolling period, of which at least 90 hours are in structured learning and at least 20 (out of the 90) CPE hours are acquired in each calendar year as per the CPE syllabus; or (b) obtaining at least 20 CPE hours in structured learning in each calendar year (for a public accountant who is newly registered where the 3-year rolling period is not yet applicable) or (c) obtaining approval for an exemption from the CPE requirements.

Note: If the public accountant has not met the CPE requirements due to valid reasons, he/she can apply for a CPE exemption via the General Lodgement, subject to approval. Upon approval of the CPE exemption, the public accountant can return to submit this PA Renewal application.

Step 12 (Declare compliance with other requirements): Check the declaration box if the public accountant meets all other requirements. Click **“Next”** to proceed.

Declaration

- ☒ The public accountant has satisfied the following requirements for renewal as a public accountant:
- 1 The public accountant is a "Chartered Accountants (Singapore)" of the Institute of Certified Public Accountants of Singapore (ISCA).
 - 2 The public accountant has complied with the order or requirement against him/her, if any, under section 38(1) or 38(2)(b) of the Accountants Act (consequences of failure to pass the practice review or obtain a satisfactory outcome).
 - 3 The public accountant does not have amount due and payable or outstanding to ACRA in respect of the following fees, penalties, costs and expenses:
 - (i) Fees for the conduct of practice monitoring programme under section 33(2) of the Accountants Act, read with rule 4 and the First Schedule to the Accountants (Public Accountants) Rules;
 - (ii) Penalties imposed on the public accountant following disciplinary proceedings by the PAOC under section 52(2)(d) of the Accountants Act; and
 - (iii) Costs and expenses of and incidental to any disciplinary proceedings against the public accountant ordered to be paid by the PAOC under section 52(3) of the Accountants Act.
 - 4 The public accountant is not an undischarged bankrupt.
 - 5 The public accountant is physically and mentally fit to discharge the duties of a public accountant.
 - 6 The public accountant has not breached the conditions, if any, imposed on registration.

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Next →

Step 13 (Enter details of adverse declarations): Select “Yes” or “No” as applicable on the declarations. Enter details for the declarations that are declared adversely. Click **“Next”** to proceed.

Renew registration as a public accountant

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Practice requirements and Other key information

Select the declaration applicable to the public accountant.

Declaration

Is the public accountant is carrying on the public practice of accountancy in Singapore by placing the service as a public accountant at the disposal of the community, but not entirely at the disposal of any one individual, firm or corporation?

☒ Yes☐ No

Is the public accountant maintaining an office or place at which the services may be engaged?

☒ Yes☐ No

Is the public accountant available to undertake work on behalf of any member of the public?

☒ Yes☐ No

Is the public accountant available to undertake work on behalf of any member of the public?

☒ Yes☐ No

Is the public accountant engaged in other business(es) or occupation(s) that is inconsistent with the integrity of a public accountant?

☐ Yes☒ No

Does the public accountant have debts that are overdue such that debt repayment would have to be made with the creditor?

☐ Yes☒ No

Has the public accountant been censured by any professional accountancy body or organisation of which he or she is a member with or with which he or she is registered or has had his or her membership or registration with the body or organisation terminated or suspended for the year 2025?

☐ Yes

☒ No

Has the public accountant been convicted of a criminal offence for the year 2025?

☐ Yes

☒ No

Has public accountant been convicted in a court of law in another country (excluding parking offences or criminal records disclosed above) for the year 2025?

☐ Yes

☒ No

Is the public accountant charged with an offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences) for the year 2025?

☐ Yes

☒ No

Is the public accountant under current police investigations in Singapore or in another country following allegations made against the public accountant for the year 2025?

☒ Yes

☐ No

Details

Provide more details on the declaration

0/255

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Save draft

Next →

Step 14 (Review and confirm information submitted): Review all entered information carefully on the “Review and confirm” page.

Renew registration as a public accountant

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PA information
PAE details
CPE and declaration
Practice requirements and Others
Review and confirm
Payment

Review and confirm

Please review the information before submitting the transaction.

Personal information

Identification type	Identification number	Name (As per NRIC/Identification Document)
Passport / Others	E96240721	FRANK SIM

Contact information

Address	Email address	Mobile number
#13 JALAN THAMBIPILLAY, BRICKFIELDS, 4021 SWITZERLAND	test.a@mail.com	+65 9876 5432

Public accountant information

Application date	Public accountant registration number
14 Oct 2025	11452

Details of public accounting entity 1

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION

UEN	Public accounting entity name	Registered office address	Email address
202505385H	TEST PACONE PUBLIC ACCOUNTING CORPORATION	123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123	test@email.com

The public accounting entity audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the Singapore Exchange (SGX)	Number of public listed entities on other exchanges	Number of clients in the process of issuing its debt or equity instruments for trading on SGX	Number of regulated financial institutions (including banks, insurance companies, funds and securities)
1	0	0	0

Number of large charities and institution of public character
0

The public accountant audited the following number of clients from 01 January - 31 December 2025

Number public listed entities on the SGX	Total number of clients audited (including clients listed on the SGX)
1	20

Continuing Professional Education and declaration

- ☒ I declare that the public accountant has met the CPE requirements for renewal by: (a) obtaining at least 120 CPE hours in each 3-year rolling period, of which at least 90 hours are in structured learning and at least 20 (out of the 90) CPE hours are acquired in each calendar year as per the CPE syllabus; or (b) obtaining at least 20 CPE hours in structured learning in each calendar year (for a public accountant who is newly registered where the 3-year rolling period is not yet applicable) or (c) obtaining approval for an exemption from the CPE requirements.

Note: If the public accountant has not met the CPE requirements due to valid reasons, he/she can apply for a CPE exemption via the General Lodgement, subject to approval. Upon approval of the CPE exemption, the public accountant can return to submit this PA Renewal application.

- ☒ The public accountant has satisfied the following requirements for renewal as a public accountant:

- 1 The public accountant is a "Chartered Accountants (Singapore)" of the Institute of Certified Public Accountants of Singapore (ISCA).
- 2 The public accountant has complied with the order or requirement against him/her, if any, under section 38(1) or 38(2)(b) of the Accountants Act (consequences of failure to pass the practice review or obtain a satisfactory outcome).
- 3 The public accountant does not have amount due and payable or outstanding to ACRA in respect of the following fees, penalties, costs and expenses:
 - (i) Fees for the conduct of practice monitoring programme under section 33(2) of the Accountants Act, read with rule 4 and the First Schedule to the Accountants (Public Accountants) Rules;
 - (ii) Penalties imposed on the public accountant following disciplinary proceedings by the PAOC under section 52(2)(d) of the Accountants Act; and
 - (iii) Costs and expenses of and incidental to any disciplinary proceedings against the public accountant ordered to be paid by the PAOC under section 52(3) of the Accountants Act.
- 4 The public accountant is not an undischarged bankrupt.
- 5 The public accountant is physically and mentally fit to discharge the duties of a public accountant.
- 6 The public accountant has not breached the conditions, if any, imposed on registration.

Practice requirements and Other key information

Is the public accountant carrying on the public practice of accountancy in Singapore by placing the service as a public accountant at the disposal of the community, but not entirely at the disposal of any one individual, firm or corporation?
Yes

Is the public accountant maintaining an office or place at which the services may be engaged?
Yes

Is the public accountant available to undertake work on behalf of any member of the public?
Yes

Is the public accountant engaged in other business(es) or occupation(s) that is inconsistent with the integrity of a public accountant?
No

Does the public accountant have debts that are overdue such that debt repayment would have to be made with the creditor?
No

Has the public accountant been censured by any professional accountancy body or organisation of which he or she is a member with or with which he or she is registered or has had his or her membership or registration with the body or organisation terminated or suspended for the year 2025?
No

Has the public accountant been convicted of a criminal offence for the year 2025?
No

Has public accountant been convicted in a court of law in another country (excluding parking offences or criminal records disclosed above) for the year 2025?
No

Step 15 (Complete declaration and proceed to payment): Check the declaration box to complete the declaration and click **“Proceed to payment”** to proceed.

Is the public accountant charged with an offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences) for the year 2025? No	Is the public accountant under current police investigations in Singapore or in another country following allegations made against the public accountant for the year 2025? Yes	Details I was investigated by the Police for ...
--	--	---

☒ I, PRINCETON CHIU, declare that:

- The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
- I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

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Proceed to payment →

Step 16 (Make payment): You will be directed to the payment summary page. Select the payment method and click **“Make payment”** to complete the transaction.

1 PA information

2 PAE details

3 CPE and declaration

4 Practice requirements and Others

5 Review and confirm

6 Payment

Select payment method

Complete your payment before 9:46AM 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

04/29 · Visa

Default

+ Add card

Payment summary

ARN251014000001

1 x 202505385H - TEST PACONE PUBLIC ACCOUNTING CORPORATION	\$250.00
1 x Renewal of Public Accountant	\$600.00
Total (includes GST)	\$850.00

Make payment

← Back

Step 17 (Acknowledgment of payment): Upon successful payment, you will receive an acknowledgement message and a 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
ACRA251014000001	ARN251014000001	Debit/Credit Card	pi_3SHx05JUwRqvcgtW05dWUZkV
Date and time	Amount paid		
14 Oct 2025 09:26 AM	\$850.00		

Transaction details

Transaction ID	Transaction name	Date and time
T250104673	Renew registration as a public accountant	14 Oct 2025 09:16 AM

Step 18 (Receipt of Renewal of Certificate of Registration): You will receive your certificate in your Bizfile inbox.

 Making Singapore the best place for business

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[Home](#) > [Renew registration as a public accountant](#)

Inbox

← All messages

Renewal of Certificate of Registration

14 Oct 2025 · 9:26 AM

Renewal of Certificate of Registration

This is to certify that Frank Sim, Registration No. 11452, has this day been registered as a public accountant under Section 12(1) of the Accountants Act and is authorised to practise as a public accountant in the Republic of Singapore until 31 December 2026.

Registrar of Public Accountants

Accounting and Corporate Regulatory Authority (ACRA)

Issued date: 14 Oct 2025

Updated as of 21 Nov 2025