

Navigating the new Bizfile: Renew business registration

The “Renew business registration” eService enables the renewal of registration for sole proprietorships, partnerships and limited partnerships for a period of one or three years.

Business owners must renew the business registration before the expiry date if they intend to continue running the sole proprietorship, partnership or limited partnership. Renewals may be submitted up to 60 days before the expiry date. Please note penalties may be imposed for late renewals.

For all business types, owners must ensure that their Medisave contributions are up to date with the CPF Board. Non-compliance with Medisave requirements will result in rejection of the renewal application and may lead to cancellation of business registration.

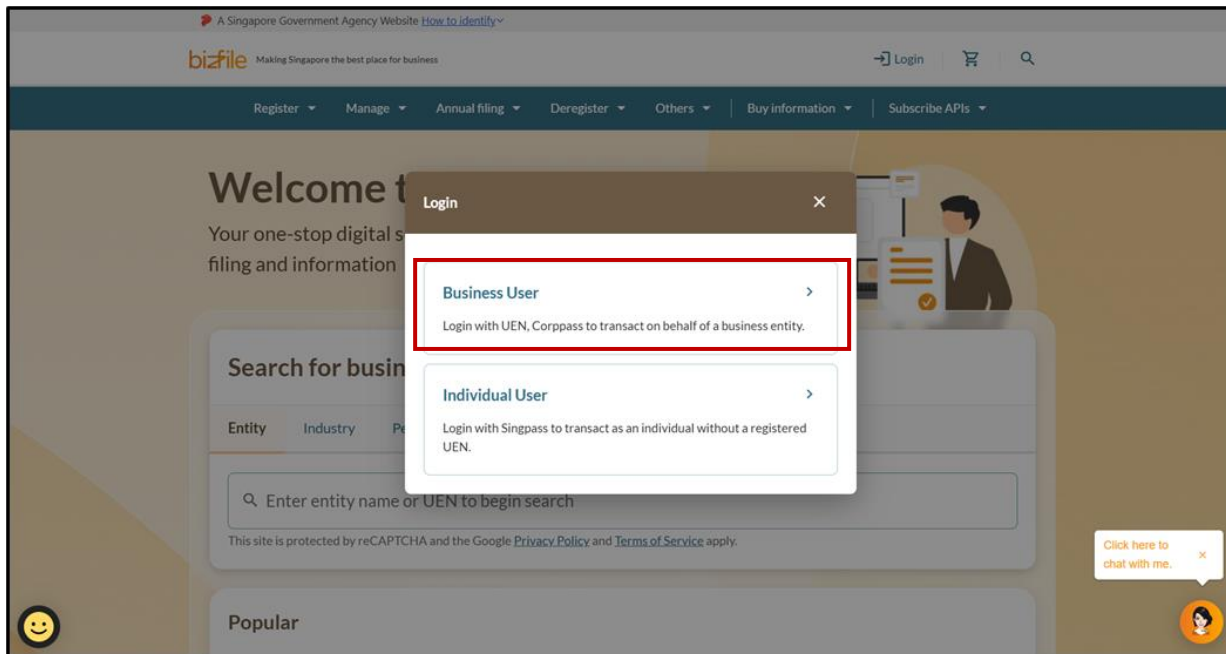
Step-by-step instructions to renew business registration

1) Renewing registration for sole proprietorship/partnership

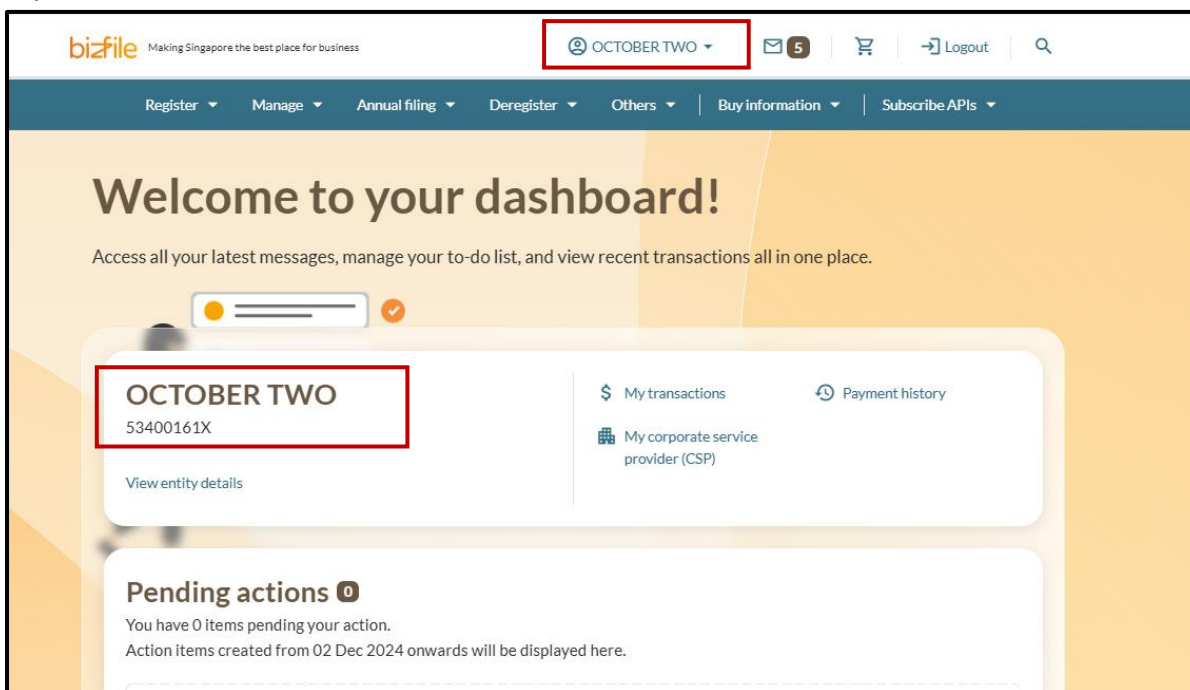
Ensure that you have:

- ✓ Up-to-date CPF Medisave contributions with the CPF Board for all business owners or partners

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

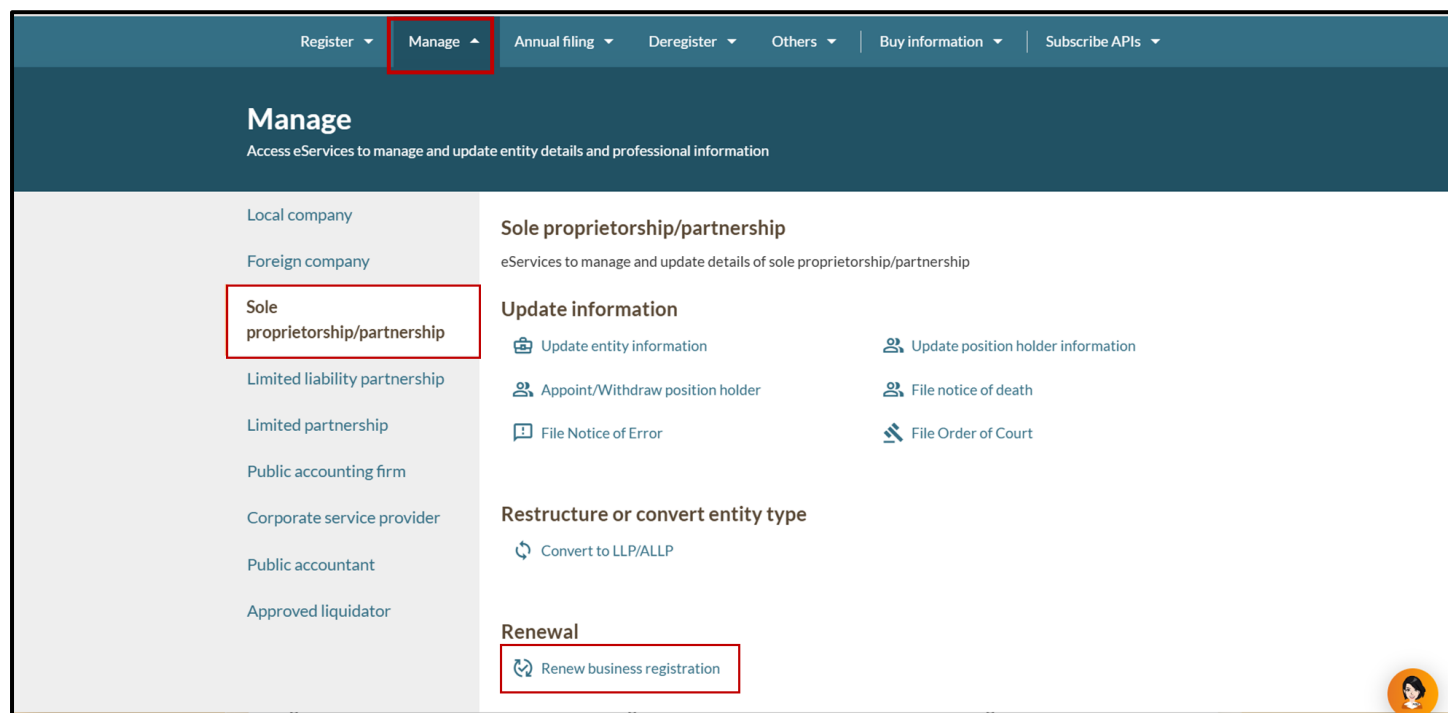


Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard.



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: From the mega menu, click the “**Manage**” tab, select **Sole proprietorship/partnership** and click “**Renew business registration**”.



Step 4: On the “**Renew business registration**” introduction page, click “**Start**”.

Important: You will only be able to renew the registration 60 days before the registration expiry date. If you access this eService prior to 60 days before the expiry date, you will not be able to proceed with the transaction.

[Home](#) > [Renew business registration](#)

Renew business registration

Introduction

This eService allows you to renew the registration of a sole proprietorship, partnership or limited partnership for 1 year or 3 years.

🕒 Time to complete	10 minutes
📅 Approval time	Immediate
💰 Fee	\$30.00 (1 year) \$90.00 (3 years)

Before you start

- 1 Ensure that the CPF Medisave contributions of all business owners or partners are up-to-date with the CPF Board.
- 2 Ensure that you are logged in using Corppass to perform this transaction. If you do not have a Corppass account, you can apply for one on the [Corppass website](#).

Useful reminders

- It is an offence to carry on the business after the registration has expired.
- You can renew the registration of your sole proprietorship, partnership, or limited partnership up to 60 days before expiry.
- Late renewal may incur a penalty.
- PayNow is now available as a payment option for renewal of registration for sole proprietorship, partnership, and limited partnership.

Start →

Step 5: Select the renewal period and click **“Review and confirm”** to proceed.

Important: The 3-year renewal option is only available if your business entity meets the CPF Board’s conditions.

The screenshot shows the 'Renewal period' step of a three-step process. The progress bar at the top indicates Step 1 (Renewal period) is active, Step 2 (Review and confirm) is next, and Step 3 (Payment) is final. The main content area is titled 'Renewal period' and includes the instruction 'Select your preferred renewal period of 1 year or 3 years.' The 'Current expiry date' is 20 Mar 2025. Under 'Period of renewal', there are two radio button options: '1 year (\$30)' (selected) and '3 years (\$90)'. A red box highlights these options and an informational note below them: 'Option for 3-year renewal period is only available if the conditions set by the CPF Board are met. Please contact the CPF Board for more information.' The 'New expiry date' is 20 Mar 2026. At the bottom, there are three buttons: 'Back', 'Save draft', and 'Review and confirm' (highlighted with a red box and an arrow). A user profile icon is visible in the bottom right corner.

Step 6: Review all entered information carefully. Tick the declaration box to confirm the accuracy and click **"Payment"** to proceed.

The screenshot shows the 'Review and confirm' step of the three-step process. The progress bar at the top indicates Step 1 (Renewal period) is complete, Step 2 (Review and confirm) is active, and Step 3 (Payment) is final. The main content area is titled 'Review and confirm' and includes the instruction 'Review the information below before submitting.' Under the 'Renewal period' section, a summary table is displayed:

Current expiry date	Period of renewal	New expiry date
20 Mar 2025	1 year	20 Mar 2026

Below the table, a red box highlights a declaration section. It starts with a checked checkbox and the text 'I, NICOLE LIM, declare that:'. This is followed by two numbered points:

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

At the bottom, there are two buttons: 'Back' and 'Payment' (highlighted with a red box and an arrow). A user profile icon is visible in the bottom right corner.

Step 7: You will be directed to the payment summary page. Select the payment method and click **“Make payment”** to complete the transaction.

Select payment method

Complete your payment before 12:13PM to avoid timeouts.
You will receive an acknowledge message and a receipt upon successful payment.

Select type

☐ Saved card(s) ☒ Other methods

Select payment method

☐ PayPal

☒ Debit/Credit Card/Apple Pay/Google Pay

☐ PayNow

Payment summary

ARN250310000018

1 x Renew business / limited partnership registration (1 year) \$30.00

Total (includes GST) \$30.00

Make payment

[← Back](#)

Step 8: Once payment is successful, you will be see an acknowledgement message and otpion to download your receipt.

Payment successful

Upon successful payment, you will receive a confirmation email with instructions to review your purchase.

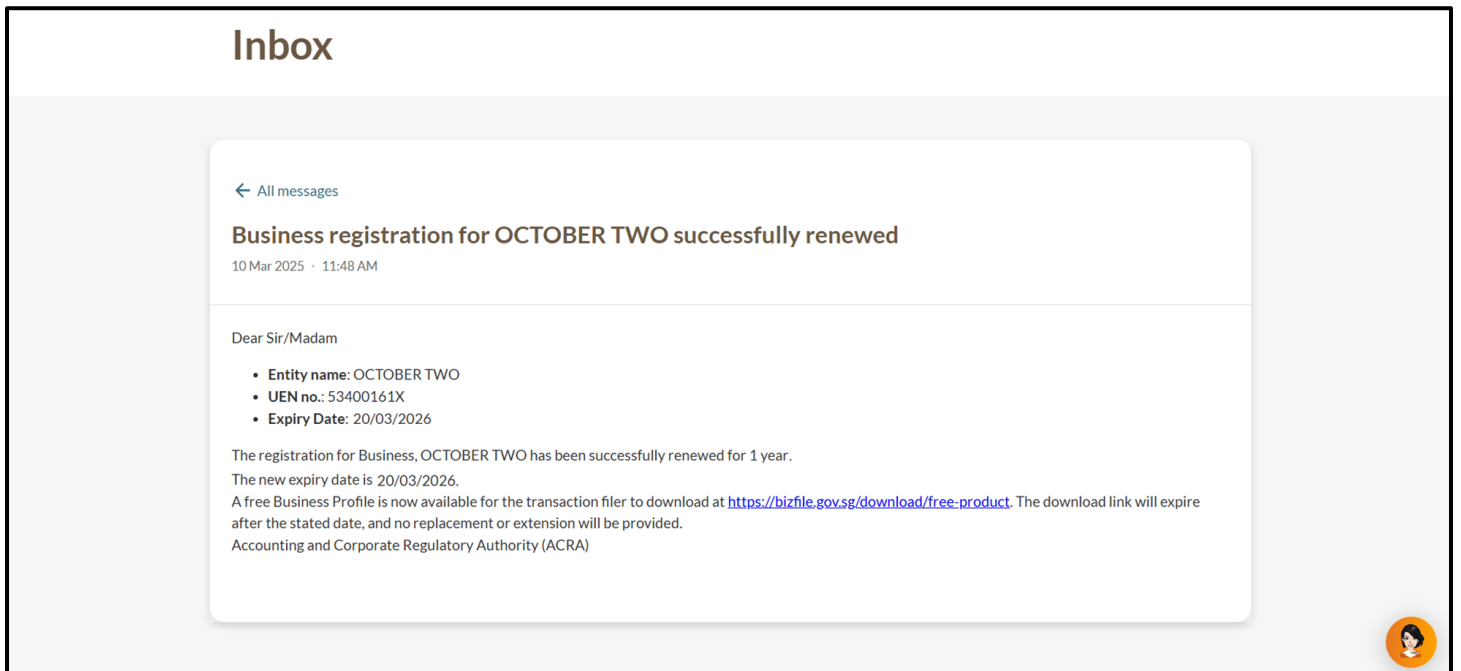
[Download receipt](#) [Go to My Transaction](#)

Payment details

Receipt number	ARN	Paid via	EP reference number
ACRA250310000015	ARN250310000018	Debit/Credit Card	pi_3R0xlXJUwRqvcgtW1zdGvpW
Date and time	Amount paid		
10 Mar 2025 11:48 AM	\$30.00		

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 9: A notification will be sent to your Bizfile inbox with a link to download your free Business Profile.

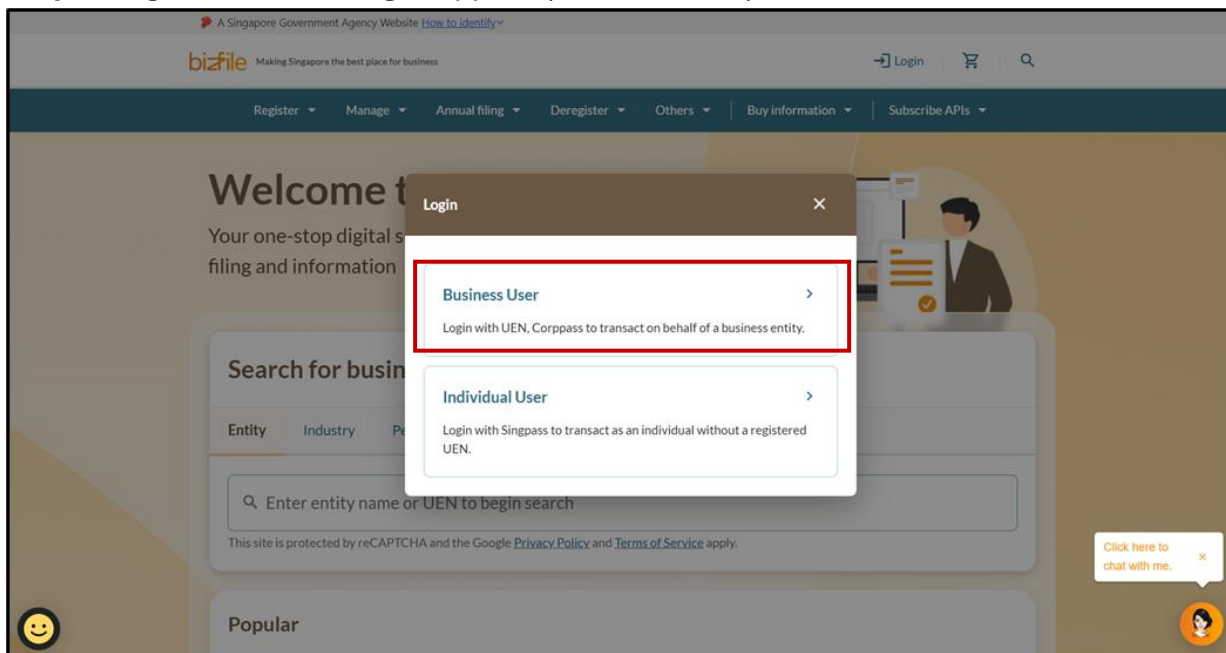


2) Renewing registration for limited partnership

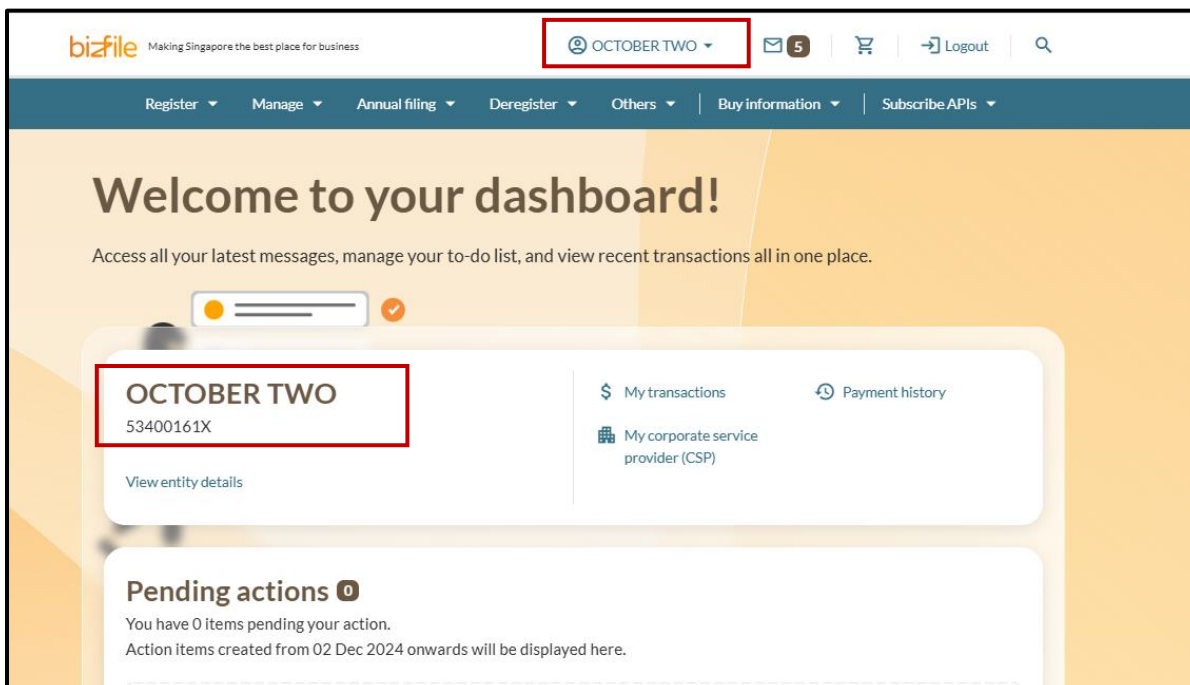
Ensure that you have:

- ✓ Up-to-date CPF Medisave contributions with the CPF Board for all business owners or partners

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

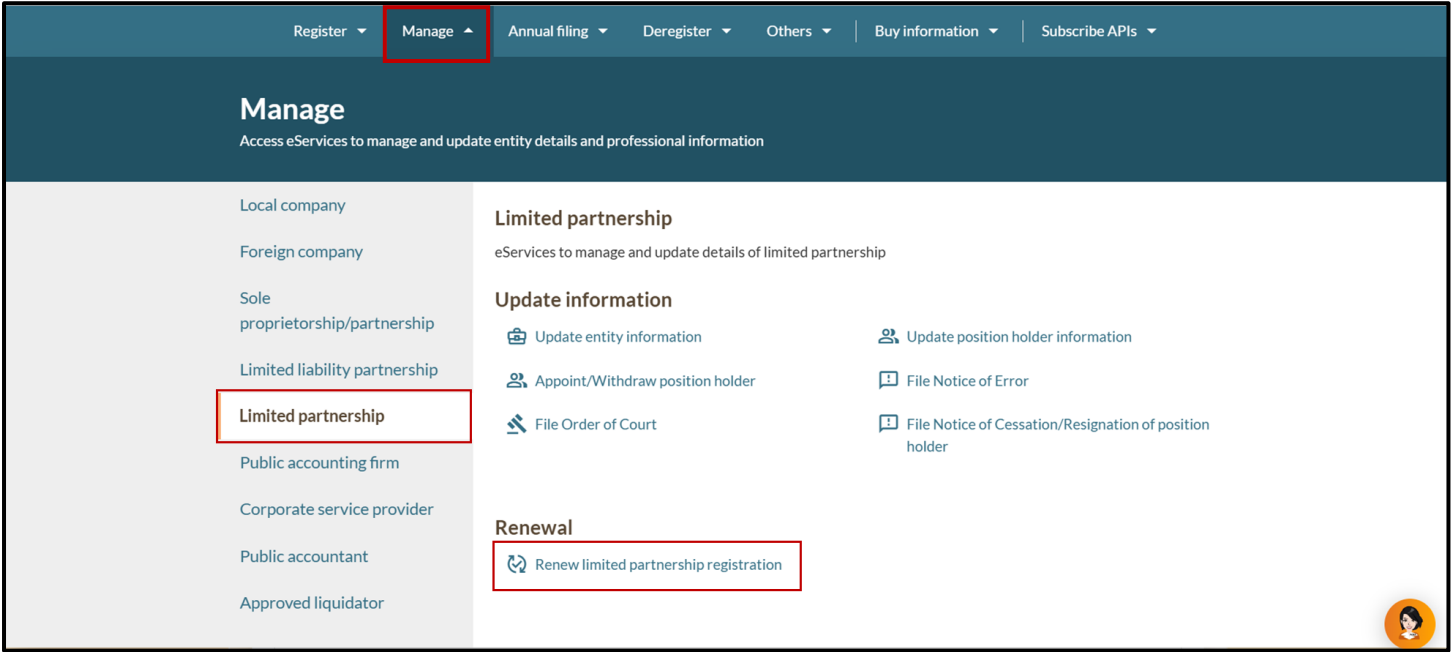


Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard.



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: From the mega menu, click the **“Manage”** tab, select **Limited partnership** and click **“Renew limited partnership registration”**.



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 4: On the “**Renew business registration**” introduction page, click “**Start**”.

Important: You will only be able to renew the registration 60 days before the registration expiry date. If you access this eService prior to 60 days before the expiry date, you will not be able to proceed with the transaction.

If the registration for the limited partnership has expired and cancelled due to non-renewal, you will need to register a new limited partnership.

Home > Renew business registration

Renew business registration

Introduction

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🕒 Time to complete	10 minutes
📅 Approval time	Immediate
💰 Fee	\$30.00 (1 year) \$90.00 (3 years)

Before you start

- 1 Ensure that the CPF Medisave contributions of all business owners or partners are up-to-date with the CPF Board.
- 2 Ensure that you are logged in using Corppass to perform this transaction. If you do not have a Corppass account, you can apply for one on the [Corppass website](#).

Useful reminders

- It is an offence to carry on the business after the registration has expired.
- You can renew the registration of your sole proprietorship, partnership, or limited partnership up to 60 days before expiry.
- Late renewal may incur a penalty.
- PayNow is now available as a payment option for renewal of registration for sole proprietorship, partnership, and limited partnership.

Start →

Step 5: Select the renewal period and click **“Review and confirm”** to proceed.

Important: The 3-year renewal option is only available if your business entity meets the CPF Board’s conditions.

Renewal period

Select a renewal period of either 1 year or 3 years for your limited partnership.

The renewal period you select reflects the current registration term only. It does not indicate the intended total operational duration of the limited partnership.

Current expiry date
20 Mar 2025

Period of renewal

☒ 1 year (\$30) ☐ 3 years (\$90)

i Option for 3-year renewal period is only available if the conditions set by the CPF Board are met. Please contact the CPF Board for more information.

New expiry date
20 Mar 2026

[← Back](#) [Save draft](#) [Review and confirm →](#)

Step 6: Review all entered information carefully. Tick the declaration box to confirm the accuracy and click **"Payment"** to proceed.

1 Renewal period 2 Review and confirm 3 Payment

Review and confirm

Review the information below before submitting.

Renewal period

Current expiry date 20 Mar 2025	Period of renewal 1 year	New expiry date 20 Mar 2026
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☒ I, NICOLE LIM, declare that:

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

[← Back](#) [Payment →](#)

Step 7: You will be directed to the payment summary page. Select the payment method and click **“Make payment”** to complete the transaction.

Select payment method

Complete your payment before 12:13PM to avoid timeouts.
You will receive an acknowledge message and a receipt upon successful payment.

Select type

☐ Saved card(s) ☒ Other methods

Select payment method

☐ PayPal

☒ Debit/Credit Card/Apple Pay/Google Pay

☐ PayNow

Payment summary

ARN250310000018

1 x Renew business / limited partnership registration (1 year) \$30.00

Total (includes GST) \$30.00

Make payment

[← Back](#)

Step 8: Once payment is successful, you will see an acknowledgement message and option to download your receipt.

Payment successful

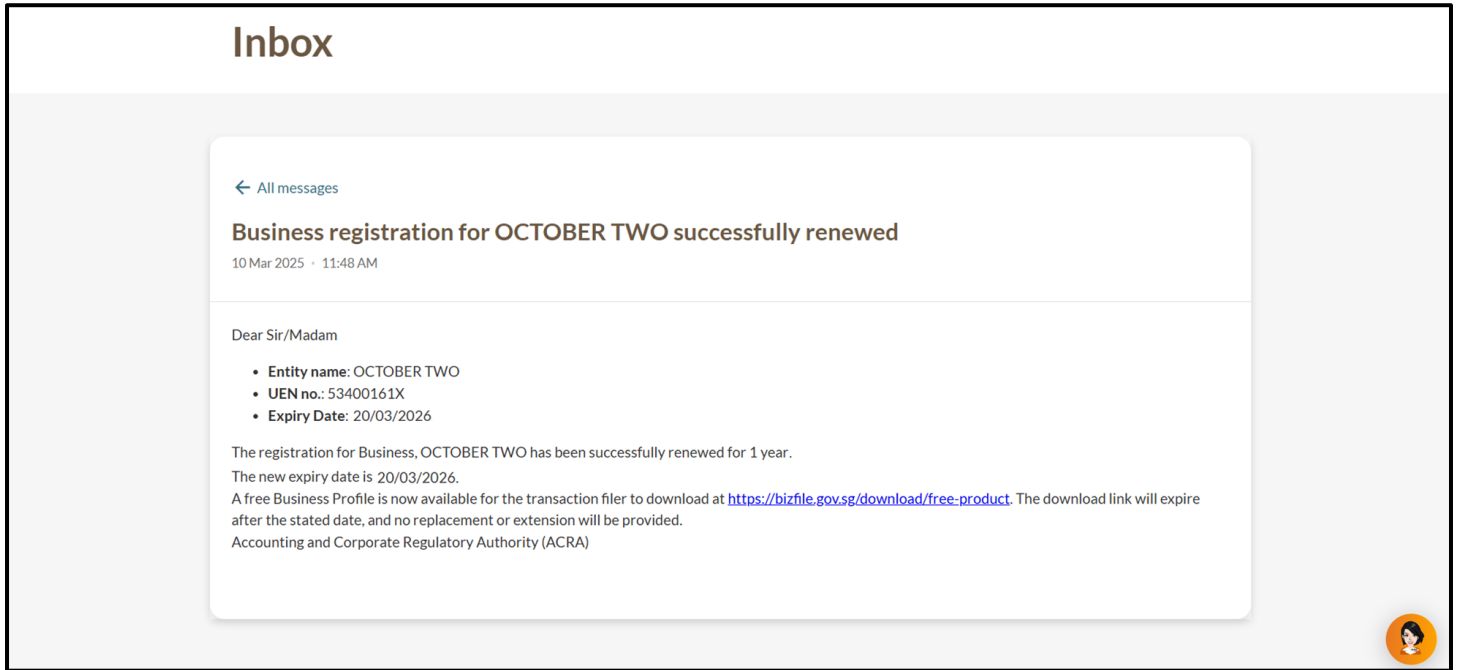
Upon successful payment, you will receive a confirmation email with instructions to review your purchase.

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Payment details

Receipt number	ARN	Paid via	EP reference number
ACRA250310000015	ARN250310000018	Debit/Credit Card	pi_3R0xlXJUwRqvcgtW1zdGypuW
Date and time	Amount paid		
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Updated as of 14 April 2025