

## 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.

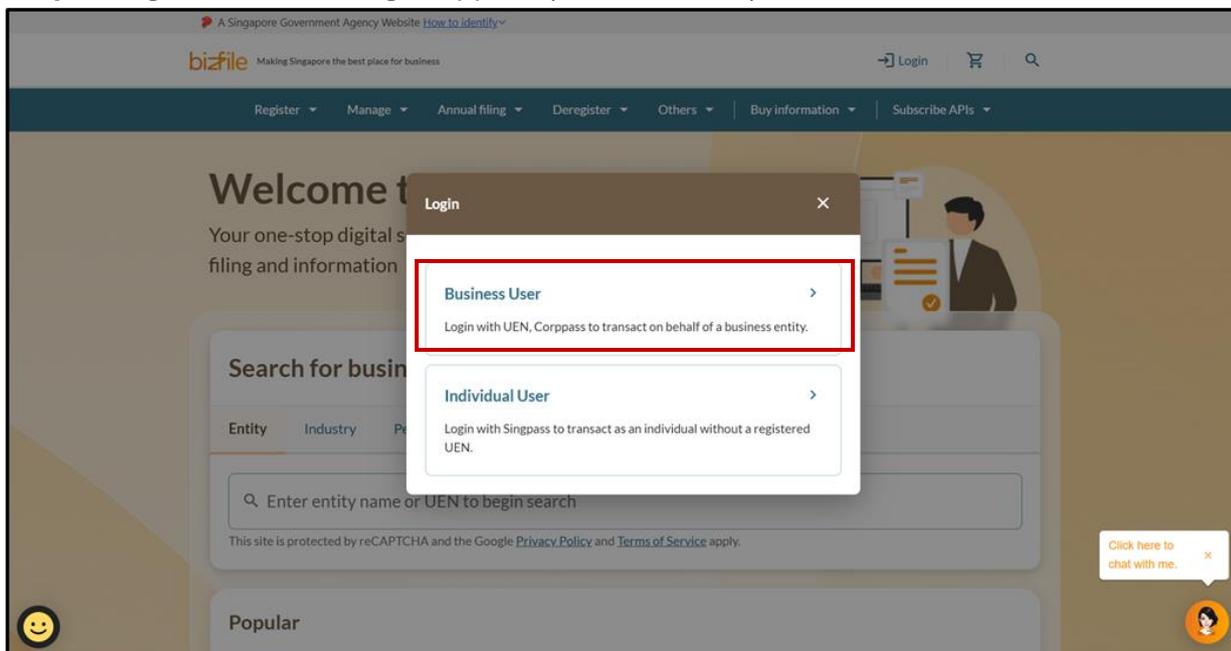
# Step-by-step instructions to renew business registration

## 1) Renewing registration for sole proprietorship/partnership

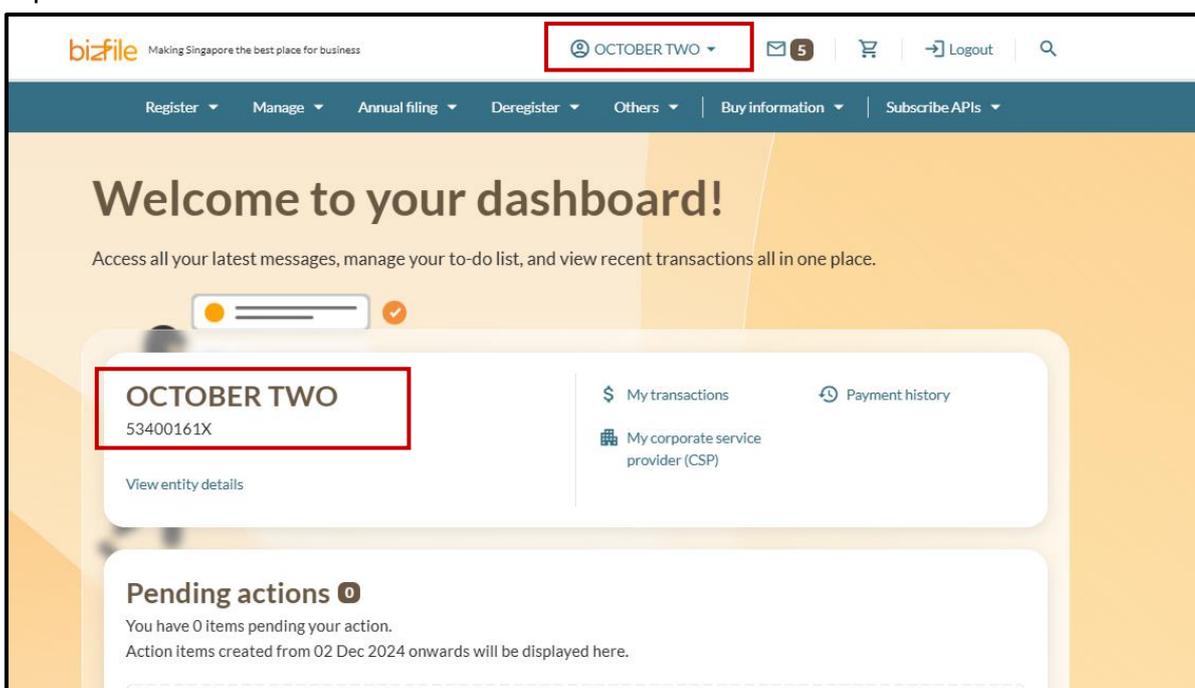
Ensure that you have:

- ✓ 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.

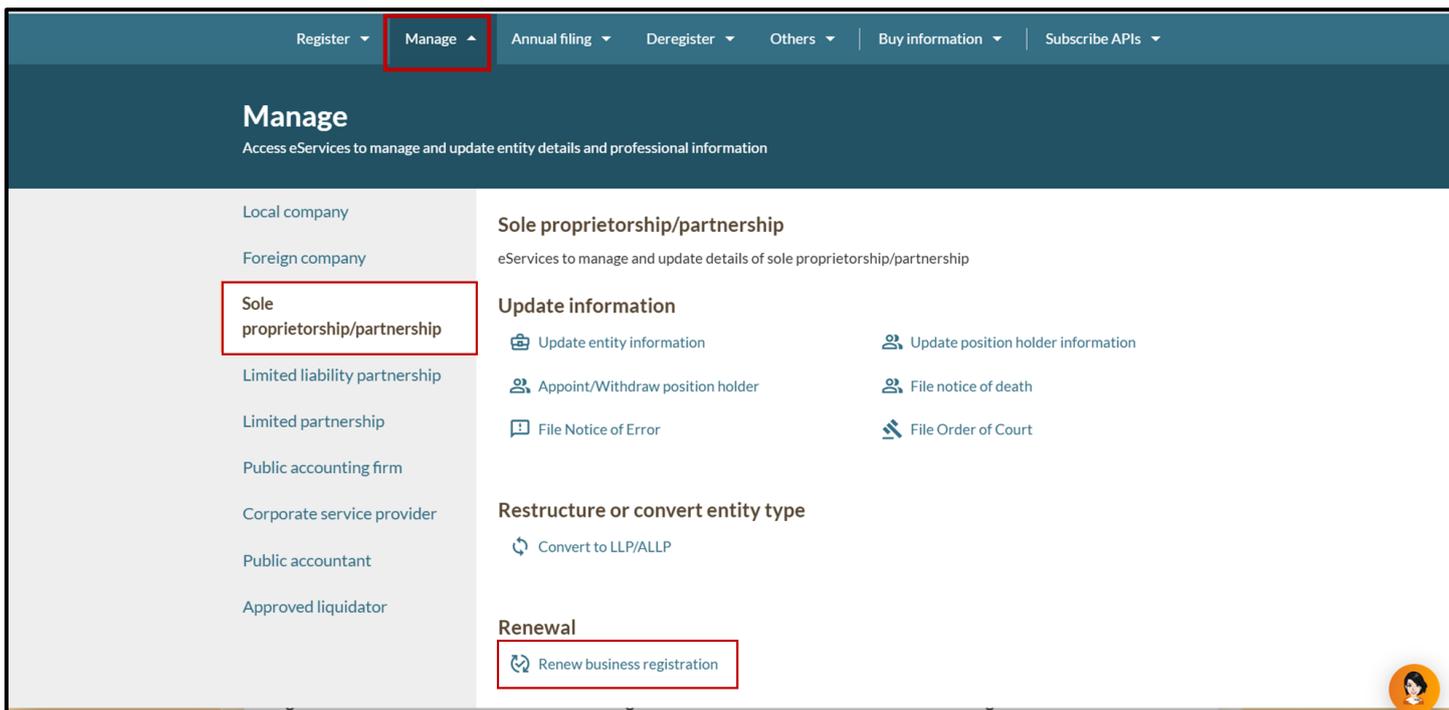


**Step 2:** Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard.



*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.

1 Renewal period 2 Review and confirm 3 Payment

### Renewal period

Select your preferred renewal period of 1 year or 3 years.

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

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.

The screenshot shows a payment interface with two main sections: 'Select payment method' and 'Payment summary'. In the 'Select payment method' section, there are options for 'Saved card(s)' and 'Other methods'. Under 'Other methods', there are three payment method options: 'PayPal', 'Debit/Credit Card/Apple Pay/Google Pay' (highlighted with a red box), and 'PayNow'. In the 'Payment summary' section, the ARN is 'ARN250310000018' and the total amount is '\$30.00'. A 'Make payment' button is highlighted with a red box, and a 'Back' button is also visible.

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

The screenshot shows a 'Payment successful' confirmation page. At the top, there is a green checkmark icon and the text 'Payment successful'. Below this, there is a message: 'Upon successful payment, you will receive a confirmation email with instructions to review your purchase.' Two buttons are visible: 'Download receipt' and 'Go to My Transaction'. Below this, there is a section titled 'Payment details' with a table of transaction information.

Payment details			
Receipt number	ARN	Paid via	EP reference number
ACRA250310000015	ARN250310000018	Debit/Credit Card	pi_3R0xIJUwRqvcgtW1zdGypuW
Date and time	Amount paid		
10 Mar 2025 11:48 AM	\$30.00		

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

## Inbox

[← All messages](#)

### Business registration for OCTOBER TWO successfully renewed

10 Jun 2025 · 1:46 PM

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Dear Sir/Madam,

- **Entity name:** OCTOBER TWO
- **Entity UEN:** 53400161X
- **Expiry date:** 20/03/2025

The registration for Business, OCTOBER TWO has been successfully renewed for 1 year.  
The new expiry date is 20/03/2026.

A free Business Profile for this entity is available for download via this [link](#). Please ensure you have switched to the correct entity profile before you access the free product download page. Should you need assistance, our step-by-step [guide](#) is available for reference.  
Download link will expire in 30 days.

Accounting and Corporate Regulatory Authority (ACRA)

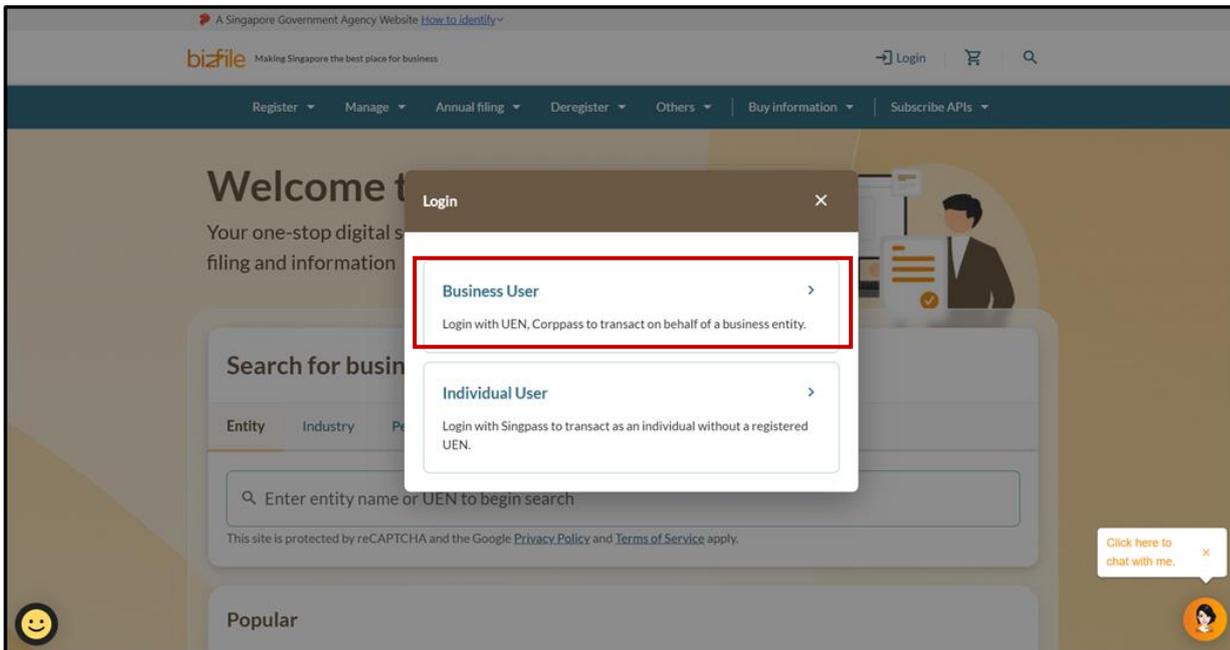


## 2) Renewing registration for limited partnership

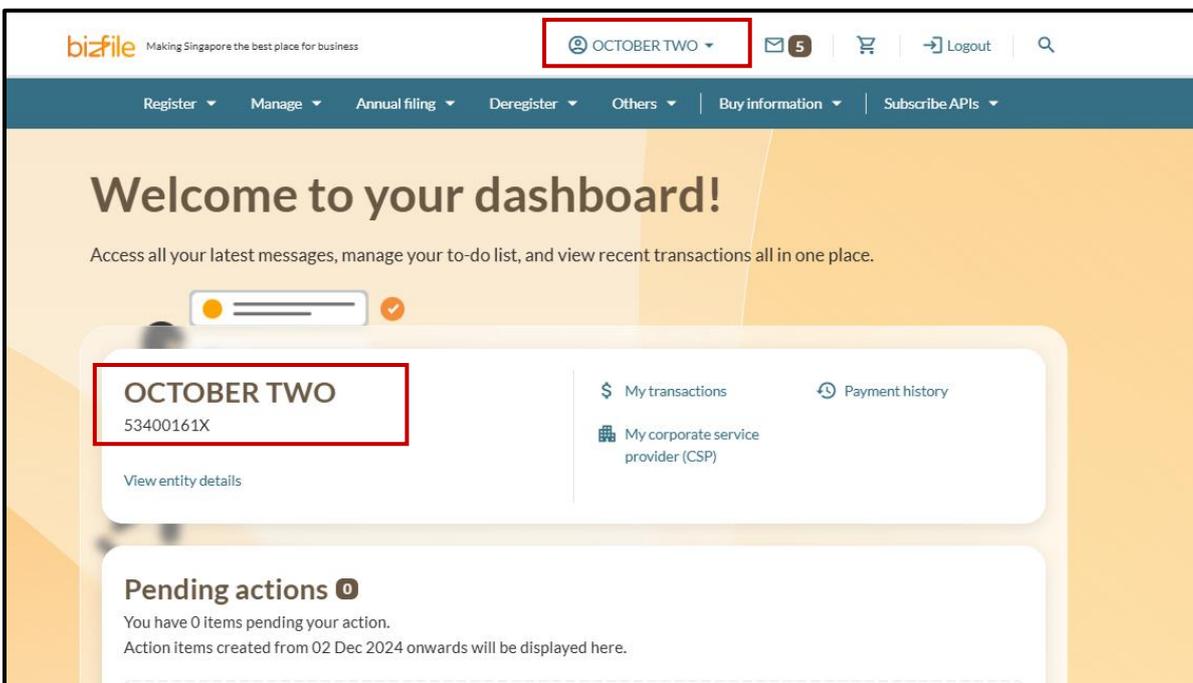
Ensure that you have:

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

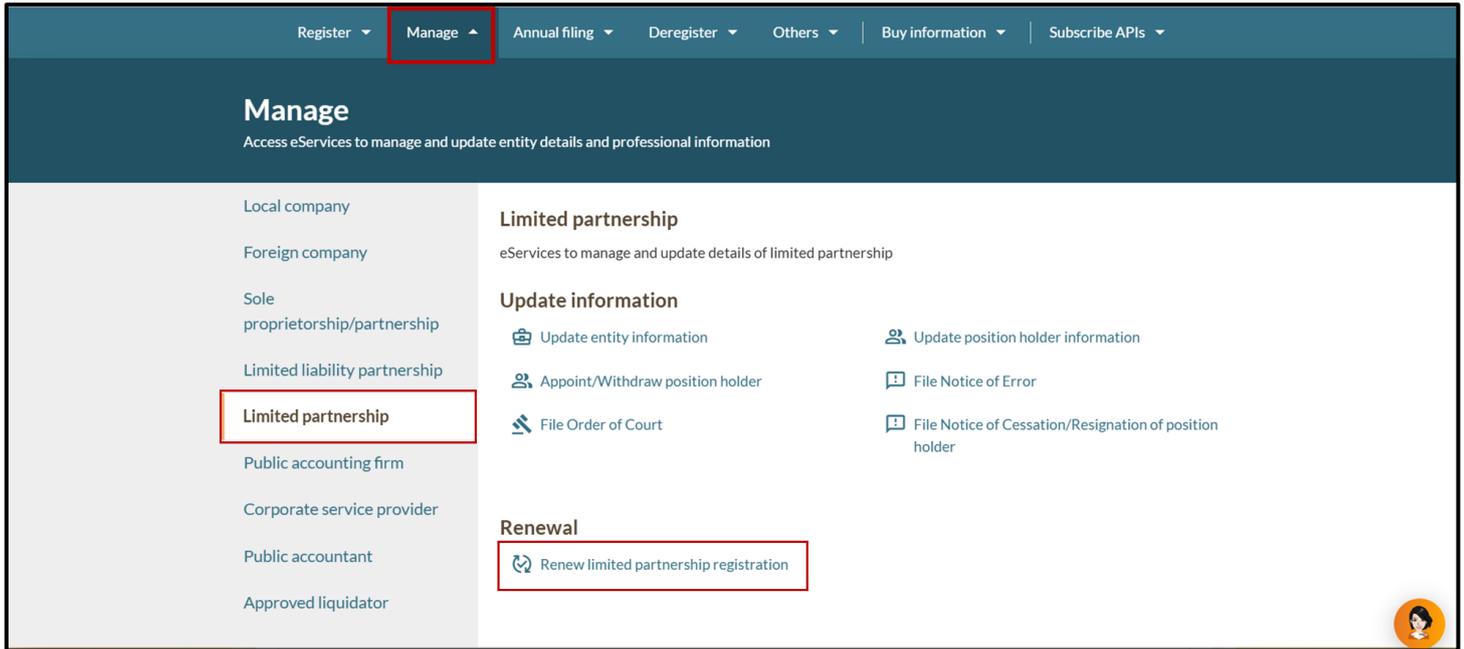
**Step 1:** Log in to Bizfile using Corppass (Business user) credentials.



**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.



**Step 3:** From the mega menu, click the **“Manage”** tab, select **Limited partnership** and click **“Renew limited partnership 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.

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

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.

**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.

**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**

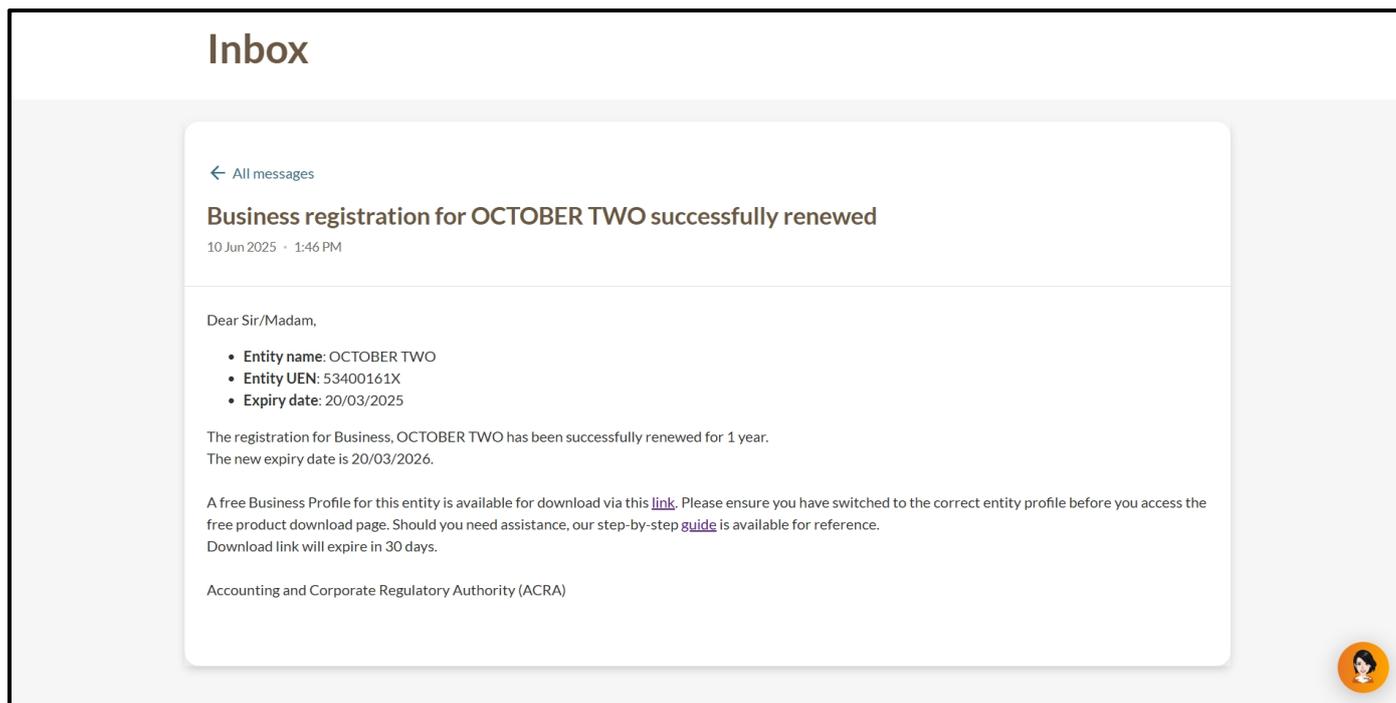
Upon successful payment, you will receive a confirmation email with instructions to review your purchase.

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

**Payment details**

Receipt number	ARN	Paid via	EP reference number
ACRA250310000015	ARN250310000018	Debit/Credit Card	pi_3R0xIXJUwRqvcgtW1zdGvpuW
Date and time	Amount paid		
10 Mar 2025 11:48 AM	\$30.00		

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



*Updated as of 10 Jun 2025*