Navigating the new Bizfile: Renew business registration
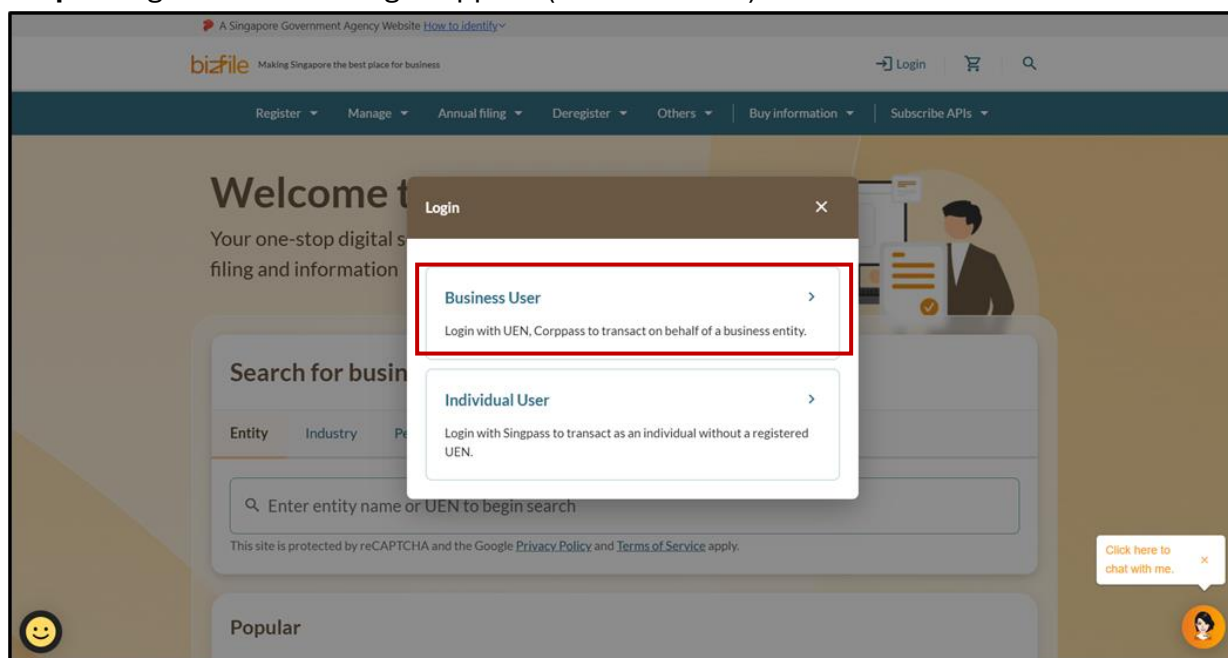
Step-by-step instructions to renew business registration

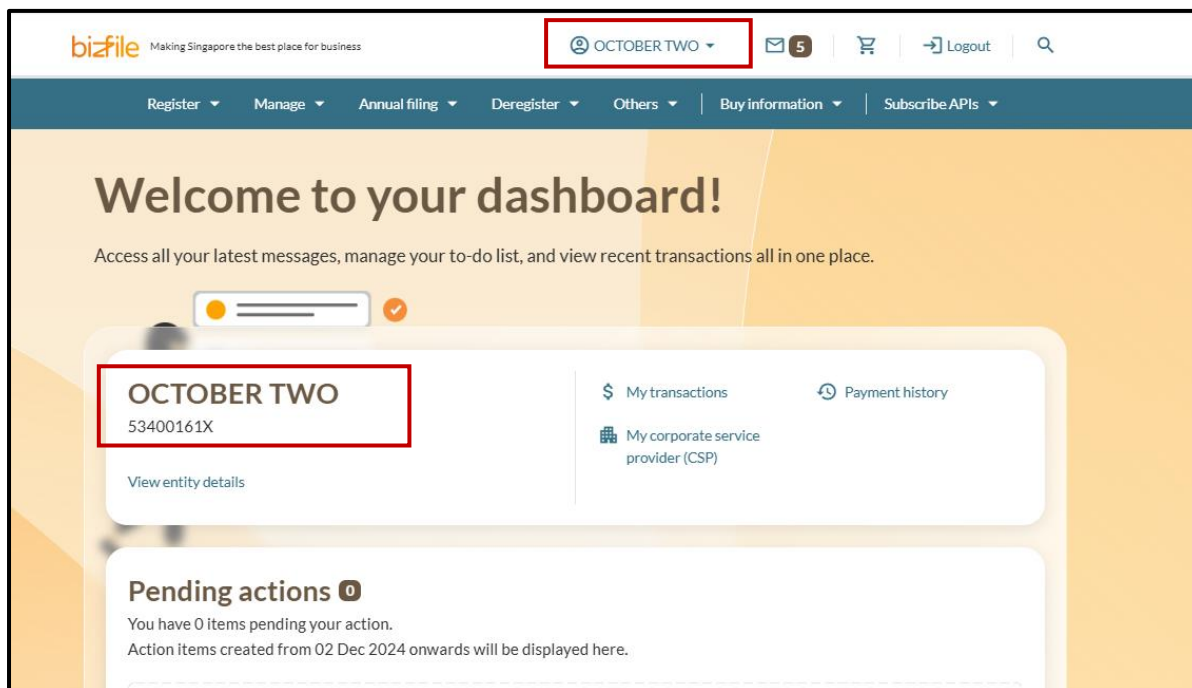## 1) Renewing registration for sole proprietorship/partnership

Ensure that you have:

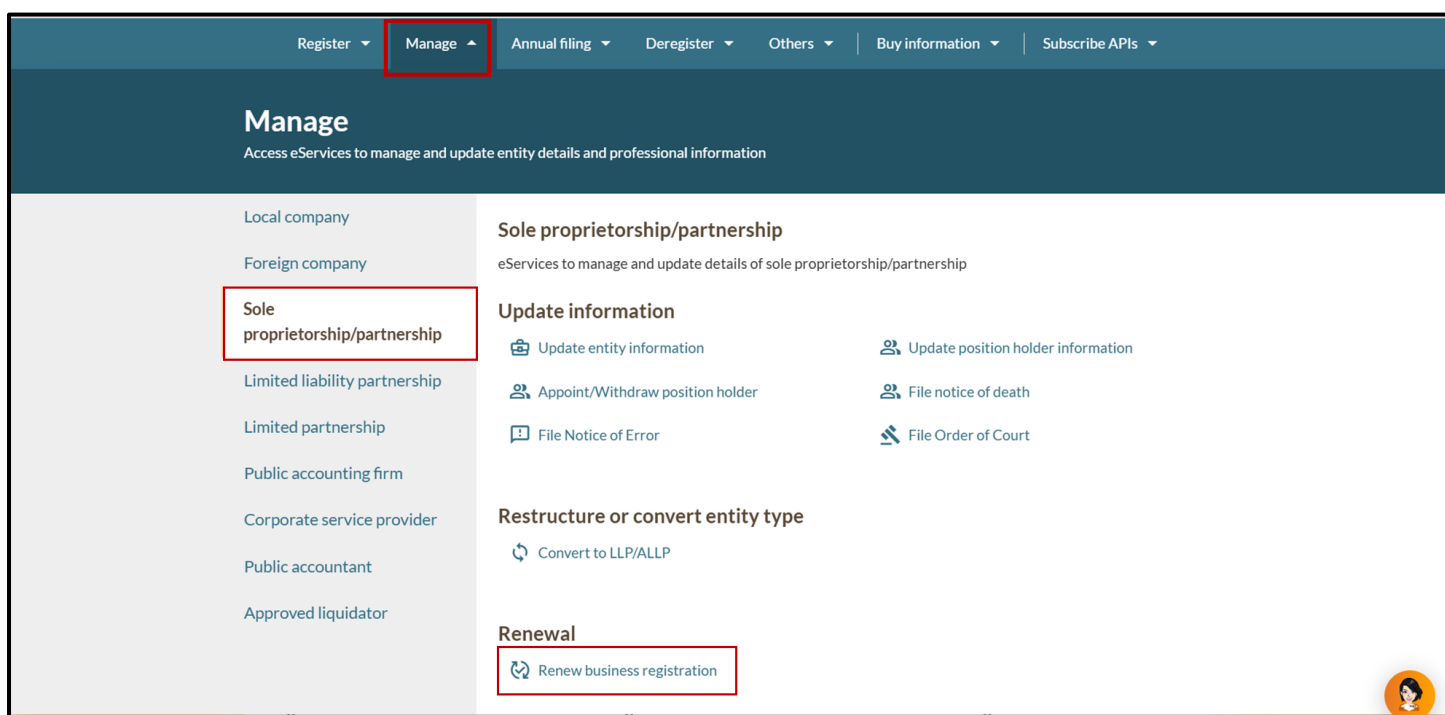   ✓ Up-to-date CPF Medisave contributions with the CPF Board for all business owners or partners

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

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 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 **Sole proprietorship/partnership** and click **"Renew business 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.

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 ℹ

- 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 →

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: 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.

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

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

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

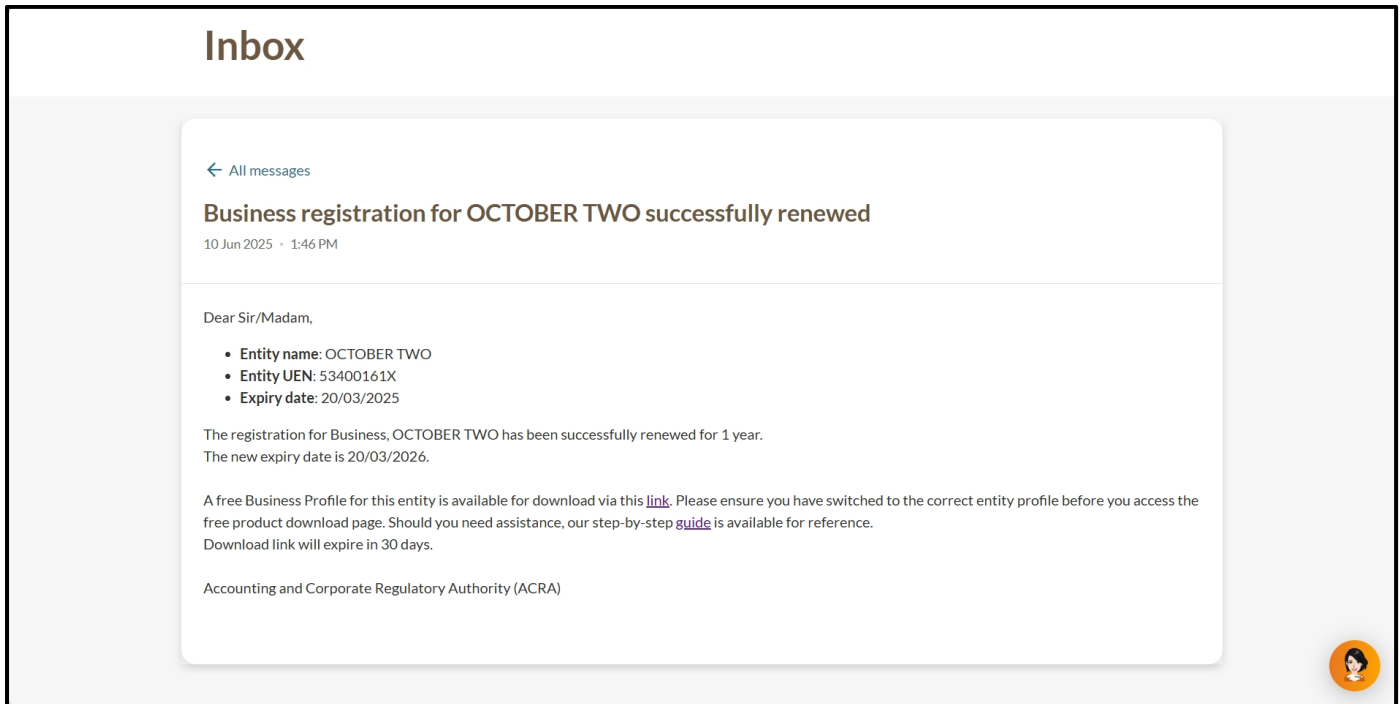*Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only*

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

Inbox

← All messages

Business registration for OCTOBER TWO successfully renewed

10 Jun 2025 · 1:46 PM

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)

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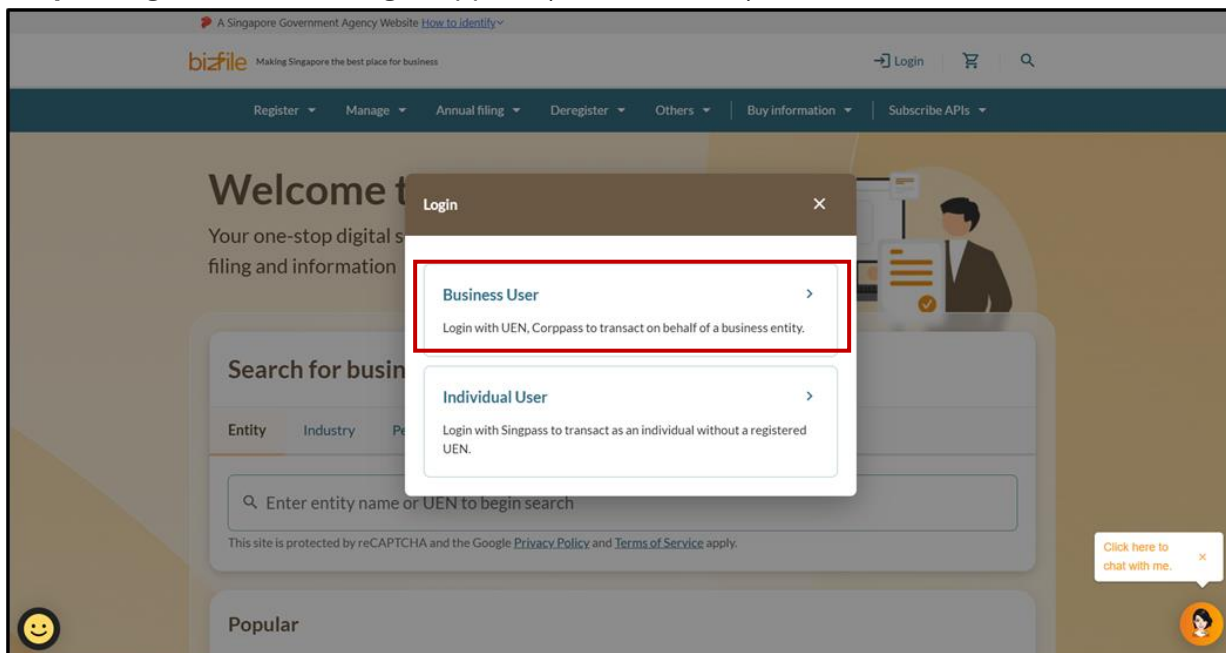
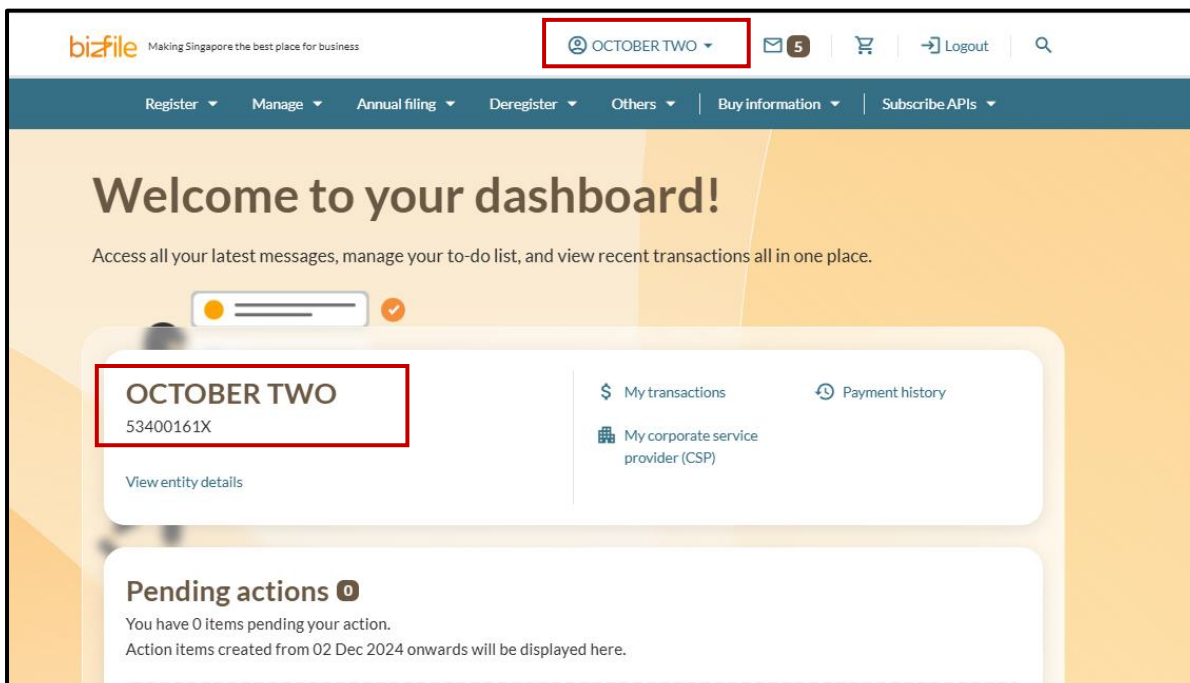## 2) Renewing registration for limited partnership

Ensure that you have:

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

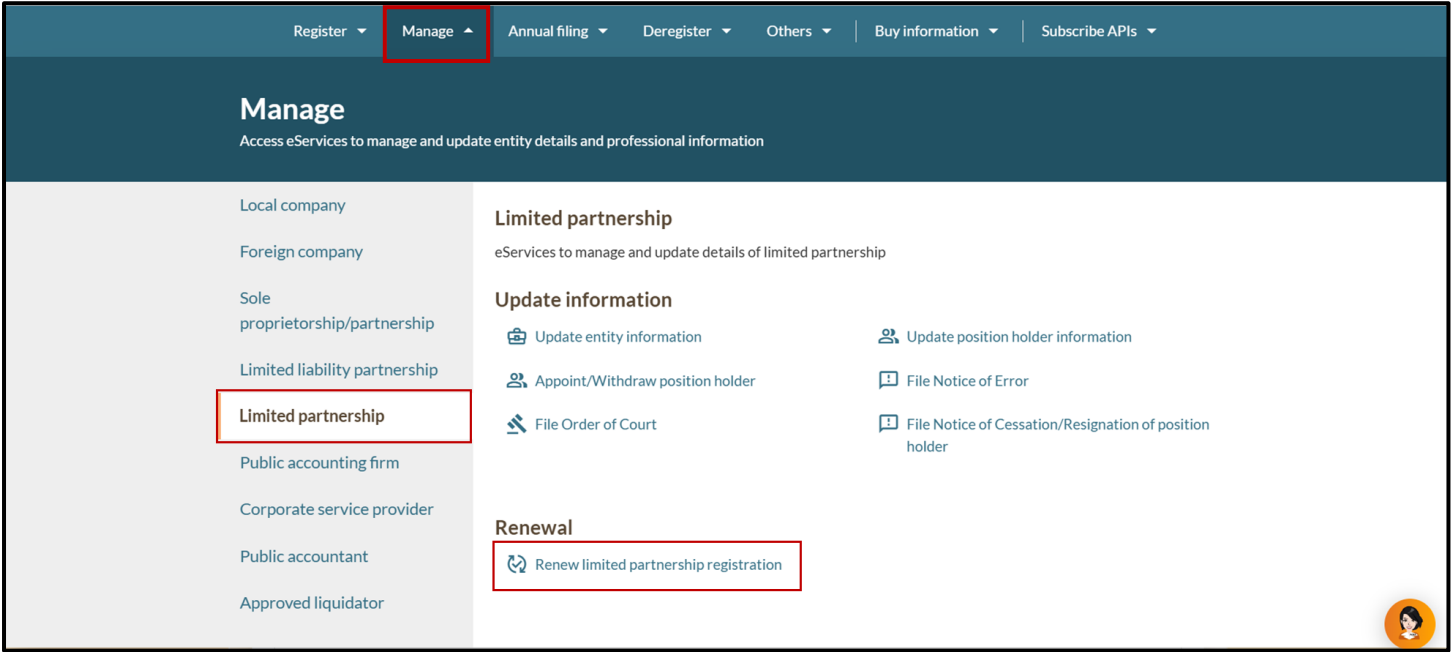**Step 1**: Log in to Bizfile using Corppass (Business user) credentials.

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.

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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.

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

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

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

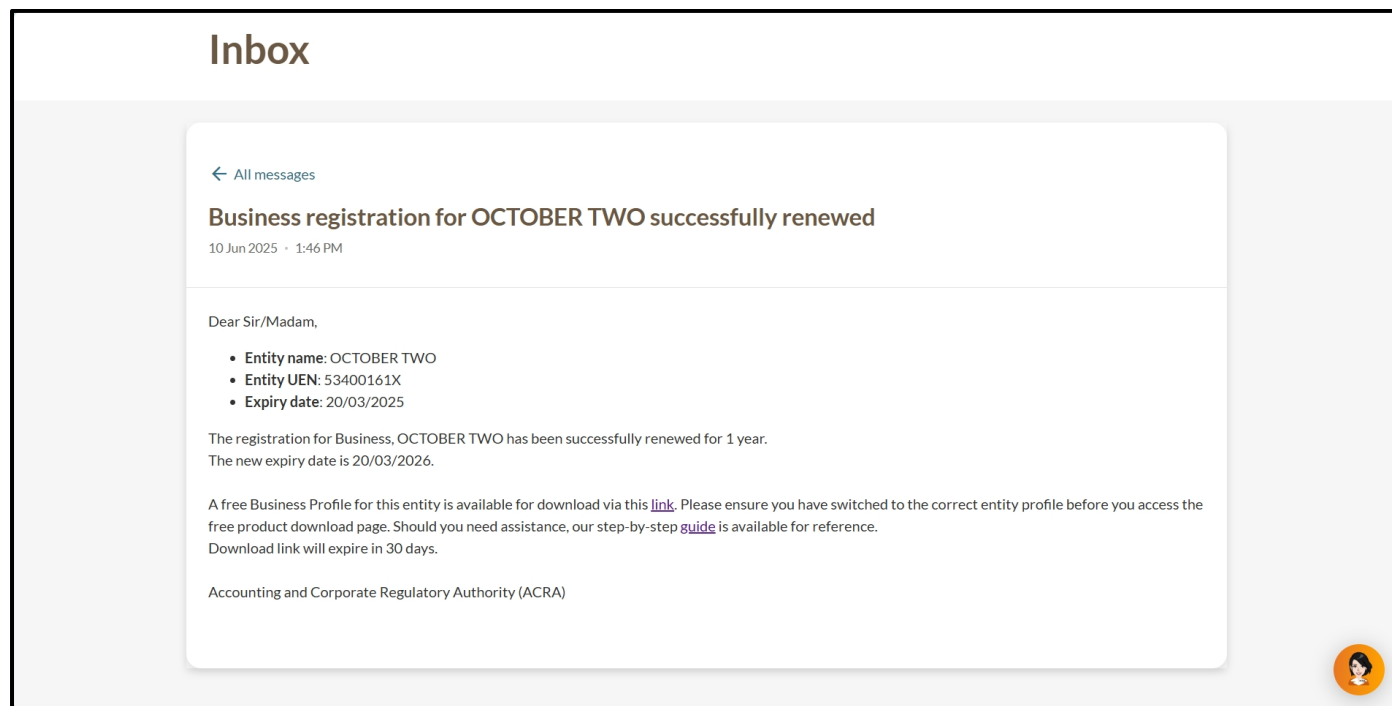*Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only*

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

Pls scan the QR code to access the eService.

https://go.gov.sg/bizrenewal

Updated as of 01 December 2025

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