## Navigating the new Bizfile: File satisfaction of charge

The "File satisfaction of charge" eService allows you to file a statement when a registered charge has been fully or partially satisfied for a local or foreign company registered with ACRA.

This transaction can only be filed if a registration of charge has previously been filed under the chargor's UEN and has not been removed from the register.

The filing can be done by either the chargor or their appointed Corporate Service Provider (CSP).

In cases where the chargee is filing the satisfaction on behalf of the chargor, they must first engage a CSP who will need to add the chargor as their client before proceeding with the filing.

Once the filing is successfully completed, the charge will either remain in the register for partial satisfaction or discharge or be removed entirely for full satisfaction or discharge of the charge.

## Step-by-step Instructions to file satisfaction of charge

	A Singapore Government Agency Website H	law to identify~	
k	Diafile Making Singapore the best place for busin	ess → Login   몇   Q	
		Annual filing   Deregister   Others   Buy information   Subscribe APIs	
	Welcomet         Your one-stop digital s         filing and information         Search for busin         Entity       Industry         R       Enter entity name or I         This site is protected by reCAPTCHAR	Login × Business User  Login with UEN, Corppass to transact on behalf of a business entity. Individual User  Login with Singpass to transact as an individual without a registered UEN. JEN to begin search and the Google Privacy Policy and Terms of Service apply.	Click here to chat with me.
:	Popular		<b>9</b>

**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.

	A Singapore Government Agency Website How to identify~	
b	🖉 Making Singapore the best place for business 🛛 🕲 BROWNIE 👻 🎦 Logout 🔍	
	Register 👻 Manage 👻 Annual filing 👻 Deregister 👻 Others 👻   Buy information 👻   Subscribe APIs 👻	
	Welcome to your dashboard! Access all your latest messages, manage your to-do list, and view recent transactions all in one place.	
	BROWNIE PRIVATE LIMITED   202500244K     View entity details     S     My transactions   My corporate service   provider (CSP)	
	Pending actions You have 0 items pending your action. Action items created from 02 Dec 2024 onwards will be displayed here.	Click here to chat with me. ×

For Corporate Service Provider filing satisfaction of charge on behalf of your client, click the **"Corporate Service Provider"** tab on **"My profile – Select profile"** page and select your CSP firm from the drop-down list (if you belong to more than one CSP firm).

	,	
<b>My profile</b> You are logged in as Jane (NRIC \$4001)	234J).	
← Back Select profile Select a profile and entity to proceed. My Entities Corporate Service Provider	Corporate Service Provider Select your corporate service provider firm Please select Heartelligence R1A2Z Son Star Consulting MUSA Tech	

To select the entity you want to file for, use the search function to search and click the displayed entity name under the search bar.

Select profile Select a profile and entity to proceed.		
My Entities	Corporate Service Provider	
Corporate Service Provider	Select your corporate service provider firm	
	R1A2Z Son 👻	
	Select the client that you would like to file for from the list below. If you are filing for an ad hoc client, proceed to the post-login dashboard and select the eService from the mega menu. Proceed to dashboard Search by company name or UEN Q Search	
	📻 Sort by: Latest updated 💙	
	Dex Lab         >           202300001K         99900075J           To-do items: 1         To-do items: 0	<b>2</b>

**Step 3**: From the mega menu, select **"Manage"**, click the **"Local company"** or **"Foreign company"** tab and select **"File variation/satisfaction of charges"**.

Register 🔻 Manage 🔺	Annual filing 🔻 Deregister 👻 Others 👻	Buy information
Manage Access eServices to manage and upda	ate entity details and professional information	
Local company	Local company	
Foreign company	eServices to manage and update details of local company	
Sole proprietorship/partnership	Update information	
Limited liability partnership	Update entity information	A   Update position holder information
Limited partnership	Appoint/Withdraw position holder	Lopdate shareholder information      Lopdate list of members (for public company     limited by guarantee)
Public accounting firm	Update Register of Registrable Controller	File Notice of Resolution
Corporate service provider	File Notice of Error	S File Order of Court
Approved liquidator	$\widehat{\mathbf{m}}$ File Alteration of Constitution	File Notice of Cessation/Resignation of position holder
	Update shares	
	Update shares information	∽ Vpdate reduction of share capital
	Register or update charges	
	B Register new charge	File variation/satisfaction of charges

Step 4: On the "File variation/satisfaction of charges" introduction page, select "Satisfaction of charges" and click "Start".

File va	riation/satisfaction of charges
EMPTY BARRE 202500065W	LS PTE. LTD.
	Introduction
	This eService allows you to file variation of charges or satisfaction of charges for a local or foreign company registered with ACRA.
	A variation of charge is an agreement to vary the terms of the original charge. When a debt for which the charge was given has been paid in whole or in part, a statement of satisfaction of the debt needs to be filed in order to release the charge and remove from the register.
	Time to complete 5 minutes - 15 minutes     Anarcycal time Immediate
	\$ Fee \$0
	Before you start
	You will need to prepare the following information:
	Variation of Charge
	Original Charge Number     Vou will need the original charge number that was registered earlier.
	<ul> <li>Details such as variation of the amount secured or the chargee, instrument of variation of charge</li> </ul>
	2 Satisfaction of Charge
	<ul> <li>Original Charge Number</li> <li>You will need the original charge number that was registered earlier.</li> </ul>
	<ul> <li>Satisfaction information</li> <li>Details such as date of satisfaction, supporting documents.</li> </ul>
	Useful reminders  • Check that you have entered all information correctly before submitting your transaction.
	Select Lodgement
	Satisfaction of Charges     Variation of Charges
	Start →

**Step 5:** The chargor's name and UEN will be displayed. From the dropdown list, select the charge number you wish to satisfy.

Home > Variation/Satisfaction of Charge	25	
Satisfaction of o	charge	<b>₽</b>
EMPTY BARRELS PTE. LTD. 202500065W		
1	2	Complete
Second charge		comprete
Charge information		
	Chargor UEN 202500065W	
	Chargor name EMPTY BARRELS PTE. LTD.	
	Charge number	
	Please select	<u> </u>
	C202500075	
	C202500088	
		ew and confirm ->
← Back	C202500090	

Step 6: The details of the charge, charge instrument and execution will be displayed.

Chargor UEN	
202500065W	
Chargor name	
EMPTY BARRELS PTE. LTD.	
Charge number	
C202500137 ~	
Charge number	
C202500137	
Date of charge registration	
20 Jan 2025	
In Singapore	
Charge instrument executed	
In Singapore	
Date of creation	
16 Jan 2025	
Description of instrument	
Assignment of building agreements	
Description	
Date of instrument	
-	
Short description of property/properties serving the charge	
-	
Destrictions (archibitions	
restrictions/pronibitions	

**Step 7:** Enter the date the charge was satisfied or partially satisfied and select the appropriate nature of satisfaction from the dropdown list.

Date of satisfaction/partial satisfaction	-
23 Apr 2025	
Nature of satisfaction	
Total Discharge	<u> </u>
Partial Discharge	
Partial Satisfaction	
Total Discharge	× .
Total Satisfaction	
 7	

Step 8: Select the relevant charge status from the dropdown list.

Date of satisfaction/partial satisfaction	
DD MMM YYYY	<b>H</b>
Nature of satisfaction	_
Partial Discharge	•
Charge status	
Please select	•
. Remain in Register	
Remove from Register	

**Important:** If you select **"Total discharge"** or **"Total satisfaction"** as the nature of satisfaction, the only available option for charge status will be "Remove from register".

Date of satisfaction/partial satisfaction	
23 Apr 2025	
Nature of satisfaction	
Total Discharge	•
Charge status	
Remove from Register	•
. Remove from Register	~

Step 9: Upload the supporting document evidencing the charge has been satisfied.

Г	Attach document evidencing satisfaction of charge	
	<u>⊉</u>	
	Drag and drop files here or browse files to upload	
	Supported formats: PDF Maximum file size: 2MB per file	
	Embedded images and files will not be scanned for personal information. Consider masking any sensitive personal information before uploading, as it could be part of records accessible to the public.	
	You may upload up to 1 file(s)	

Step 10: Under the "Chargee details" section, indicate the satisfied amounts for the charge.

• For charges that secured all monies owning (indicated as "Yes"), tick the checkbox to confirm satisfaction of the amount. Click **"Review and confirm"** to proceed.

Chargee type Chargee UEN/number Corporate 202400191D Did the charge secure all monies owning? Yes I Amount satisfied?	Chargee name Address CRISPY WALLETS UNLIMITED 50 LORONG 5 TOA PAYOH, #10- 12 EAST PAYOH PALM, SINGAPORE 310050
the charge secure all monies ning? Amount satisfied?	

• For charges that did not secure all monies owing (indicated as "No"), specify the exact amount satisfied. Click **"Review and confirm"** to proceed.

			Expand all  Collap
1. AAAAAAG			
Chargee type Individual	Chargee name AAAAAAG	Address 31 ALEXANDRA ROAD, ALESSANDREA, SINGAPORE 159967	Did the charge secure all monies owning? No
Currency SGD	Amount secured 100000.00		
Amount satisfied SGD e.g. 1			

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 11:** Review the details of the charge and chargee carefully to ensure all entered information are correct.

	before submitting the transaction.		
Charge information			
Chargor UEN 202400522D	Chargor name ELECTRICAL TOOTHPASTE PTE. LTD.	Charge number C202500047	Date of charge registration 09 Jan 2025
Charge instrument and	its execution		
Charge instrument executed Outside Singapore	Date of creation 09 Jan 2025	Description of instrument Assignment of contract guarantees	Description
Date of instrument 01 Jan 2025	Short description of property/properties securing the charge, if any PH Short Description of Property/Properties Securing the Charge, if any	Restrictions/prohibitions, if any PH Restrictions/Prohibitions, if any	Salient covenants or terms and conditions specified for the charge, if any PH Salient Covenants or Terms and Conditions in the Charge, if any
Chargee details			
1. PERSON 2			
Chargee type ndividual	Chargee name PERSON 2	Address 55 NEWTON ROAD, REVENUE HOUSE, SINGAPORE 307987	Did the charge secure all monies owning? NO
	ge		
Amount secured by this char			
Amount secured by this char Currency HKD	Amount secured 40000		
Amount secured by this char, Currency HKD Amount satisfied	Amount secured 40000		
Amount secured by this char, Currency HKD Amount satisfied Currency HKD	Amount secured 40000 Amount satisfied 10000		
Amount secured by this char, Currency HKD Amount satisfied Currency HKD 2. PERSON 1	Amount secured 40000 Amount satisfied 10000		

Curran Reis rAhe	Chargee UEN/number	Chargee name	Address
Corporate	202400515D	CHANCE FORTY SIX LIMITED	56 TANGLIN ROAD, #2-234 TANGLIN DELIVERY BASE, SINGAPORE 247964
Did the charge secure all monie	15		
owning?			
NO			
Amount secured by this ch	irge		
Currency	Amount secured		
BOB	80000		
Amount satisfied			
Currency	Amount satisfied		
BOB	80000		
Amount secured by this cha	arge		
Currency	Amount secured		
SGD	20000		
Amount satisfied			
Currency	Amount satisfied		
SGD	0		
4. NONDOUBTER ENDO	THELIAL TAILPIPES SPEEDB	OATS	
Chargee type	Chargee UEN/number	Chargee name	Address
Chargee type Corporate	Chargee UEN/number IT-None	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie	Chargee UEN/number IT-None s	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie owning? NO	Chargee UEN/number IT-None s	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie owning? NO Amount secured by this cha	Chargee UEN/number IT-None s	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie owning? NO Amount secured by this cha	Chargee UEN/number IT-None s rge	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie owning? NO Amount secured by this cha Currency SGD	Chargee UEN/number IT-None s Amount secured 60000	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie owning? NO Amount secured by this cha Currency SGD Amount satisfied	Chargee UEN/number IT-None s Amount secured 60000	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie owning? NO Amount secured by this cha Currency SGD Amount satisfied Currency	Chargee UEN/number IT-None s Amount secured 60000	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie owning? NO Amount secured by this cha Currency SGD Amount satisfied Currency SGD	Chargee UEN/number IT-None s Amount secured 60000 Amount satisfied 0	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT
Chargee type Corporate Did the charge secure all monie owning? NO Amount secured by this cha Currency SGD Amount satisfied Currency SGD Date of satisfaction/partial	Chargee UEN/number IT-None s Amount secured 60000 Amount satisfied 0 Nature of satisfaction	Chargee name NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	Address BELY STR, 010101 IT

Step 12: Check the declaration box to complete the declaration and click "Submit".

🗹 I, D	DANIAL NABIL BIN AZHARI 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.

## Step 13: Upon successful submission, you will receive an acknowledgement message.



**Step 13:** A notification confirming that the submission and approval of the satisfaction of charge will be sent to your Bizfile Inbox.

Home > Inbox	
Inbox	
← All messages Satisfaction of Charges T250008820 is approved 10 Mar 2025 - 12:05 PM	
Dear Sir/Madam  • Entity name: EMPTY BARRELS PTE. LTD. • Entity UEN: 202500065W • Transaction name: Satisfaction of Charges • Transaction number: T250008820 Your transaction has been submitted and approved.	
Yours faithfully Accounting and Corporate Regulatory Authority (ACRA)	Click here to chat with me.
	8

Updated as of 23 May 2025