

## 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.

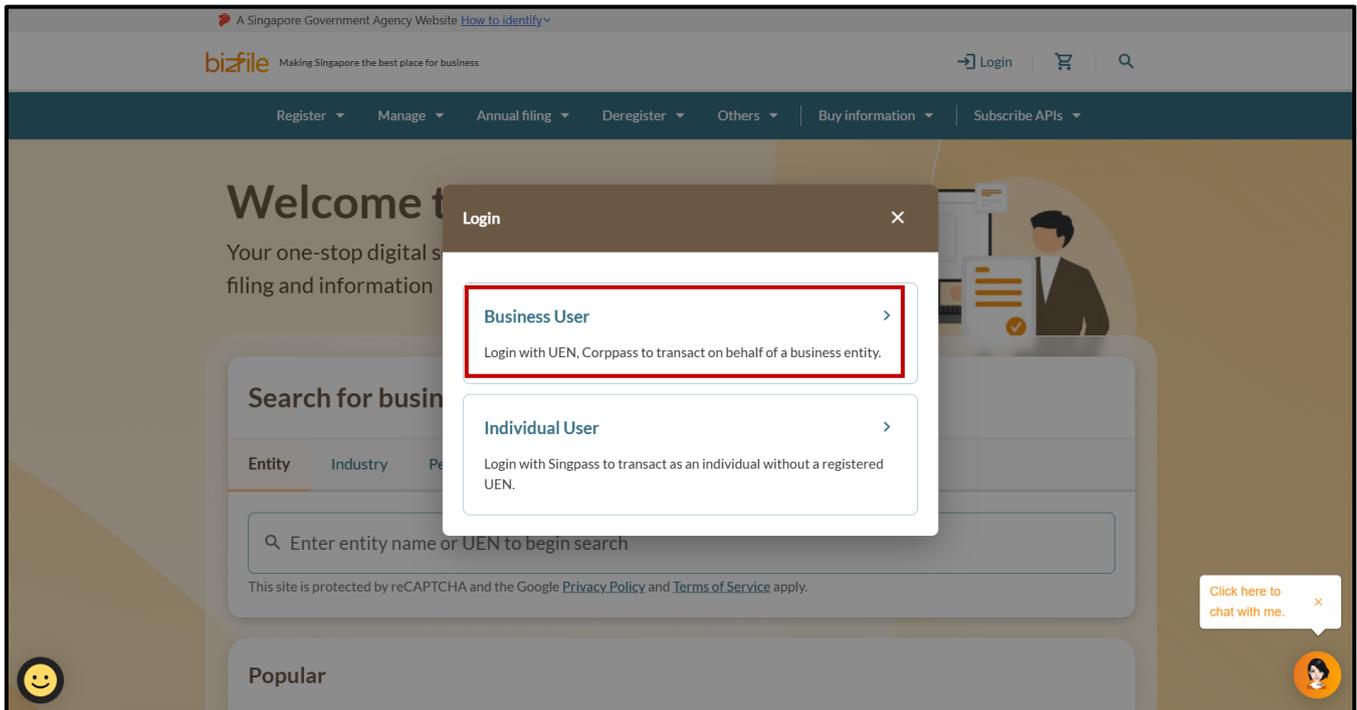
The filing can be done by either the chargor or their appointed Corporate Service Provider (CSP).

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.

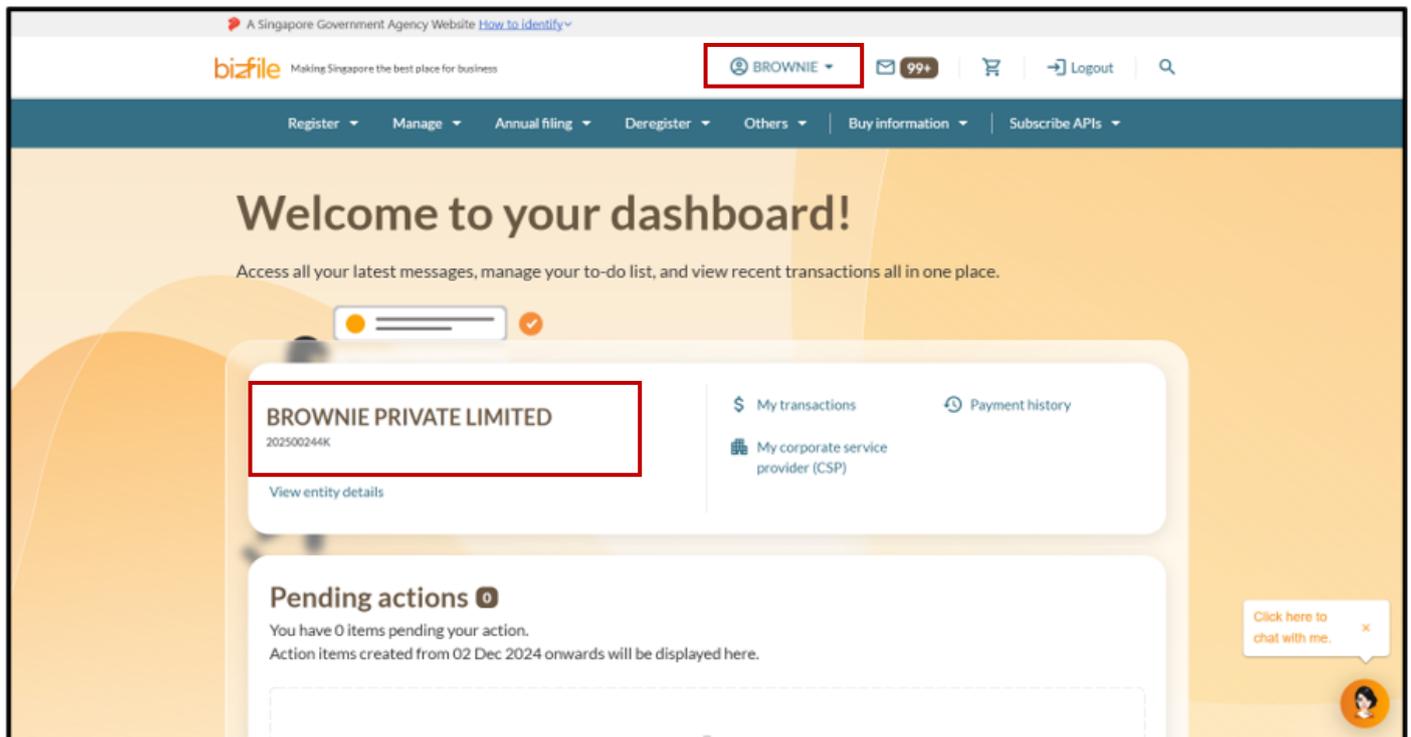
Once the filing is successfully completed, the charge will either remain in the register for partial satisfaction or discharge or be removed entirely for full satisfaction or discharge of the charge.

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

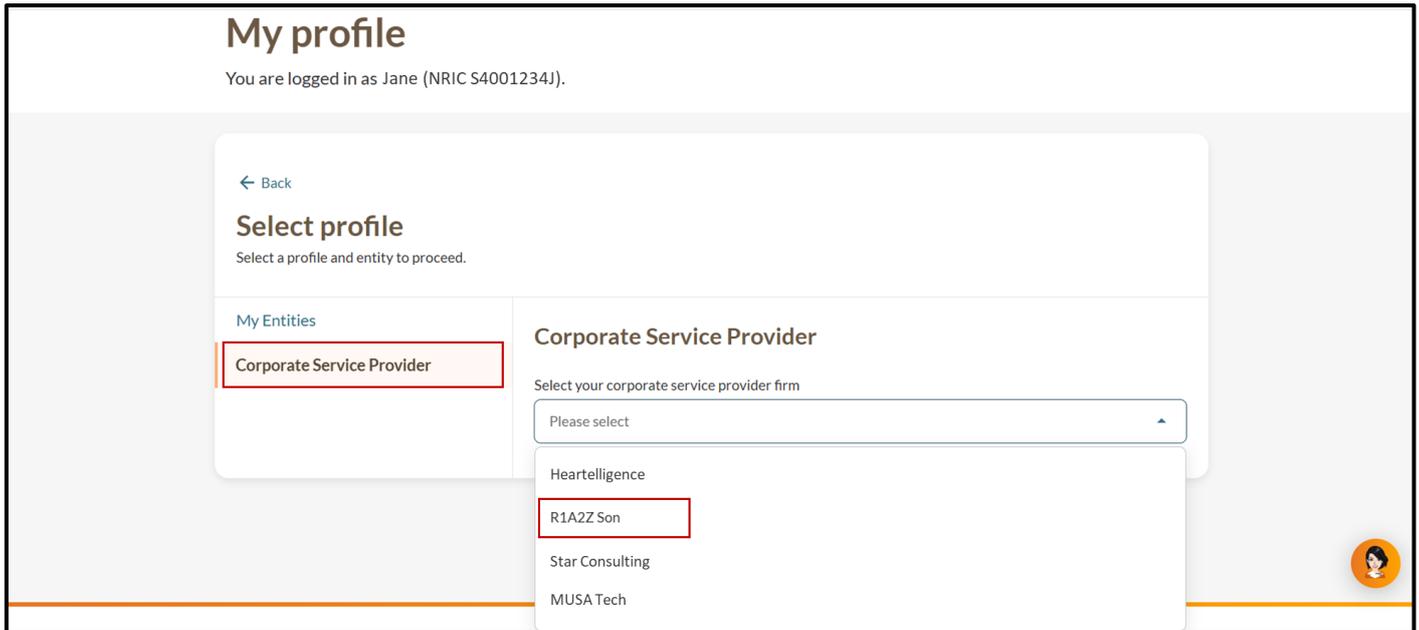
**Step 1:** Log in to Bizfile using Corppass (Business User) credentials.



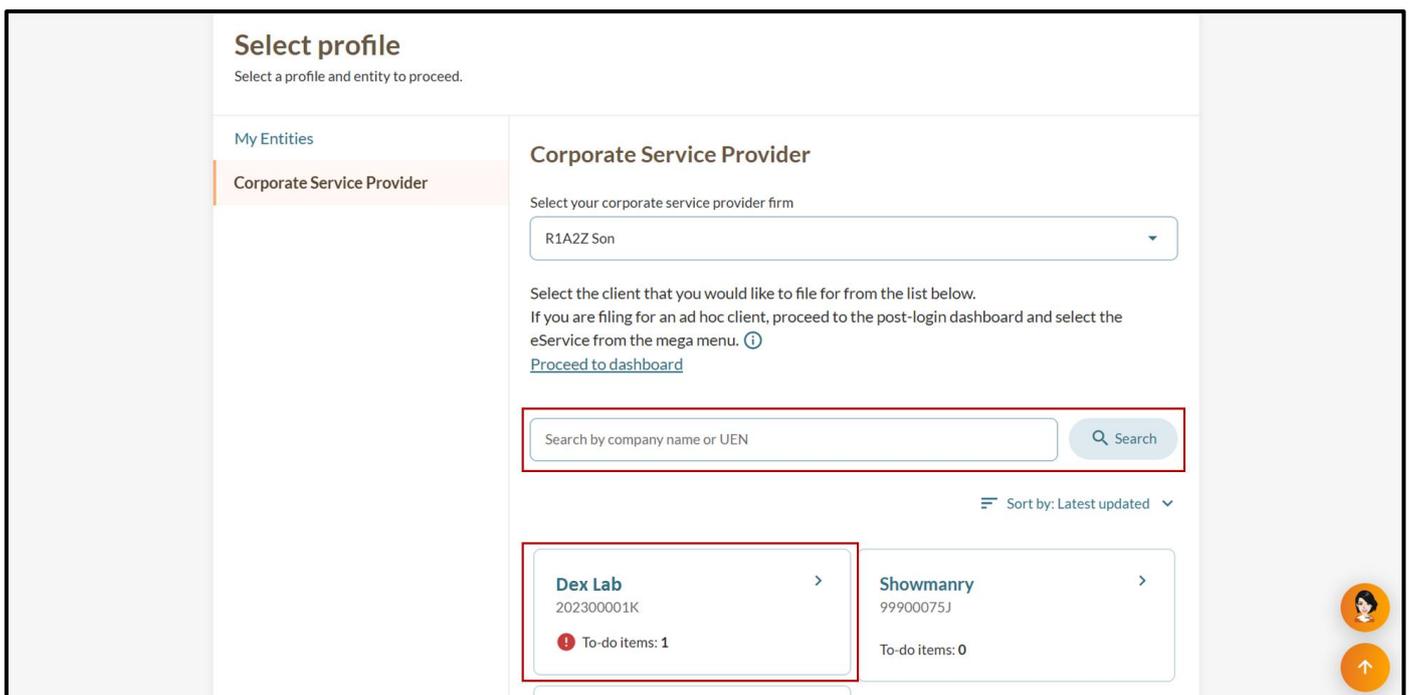
**Step 2:** Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard.



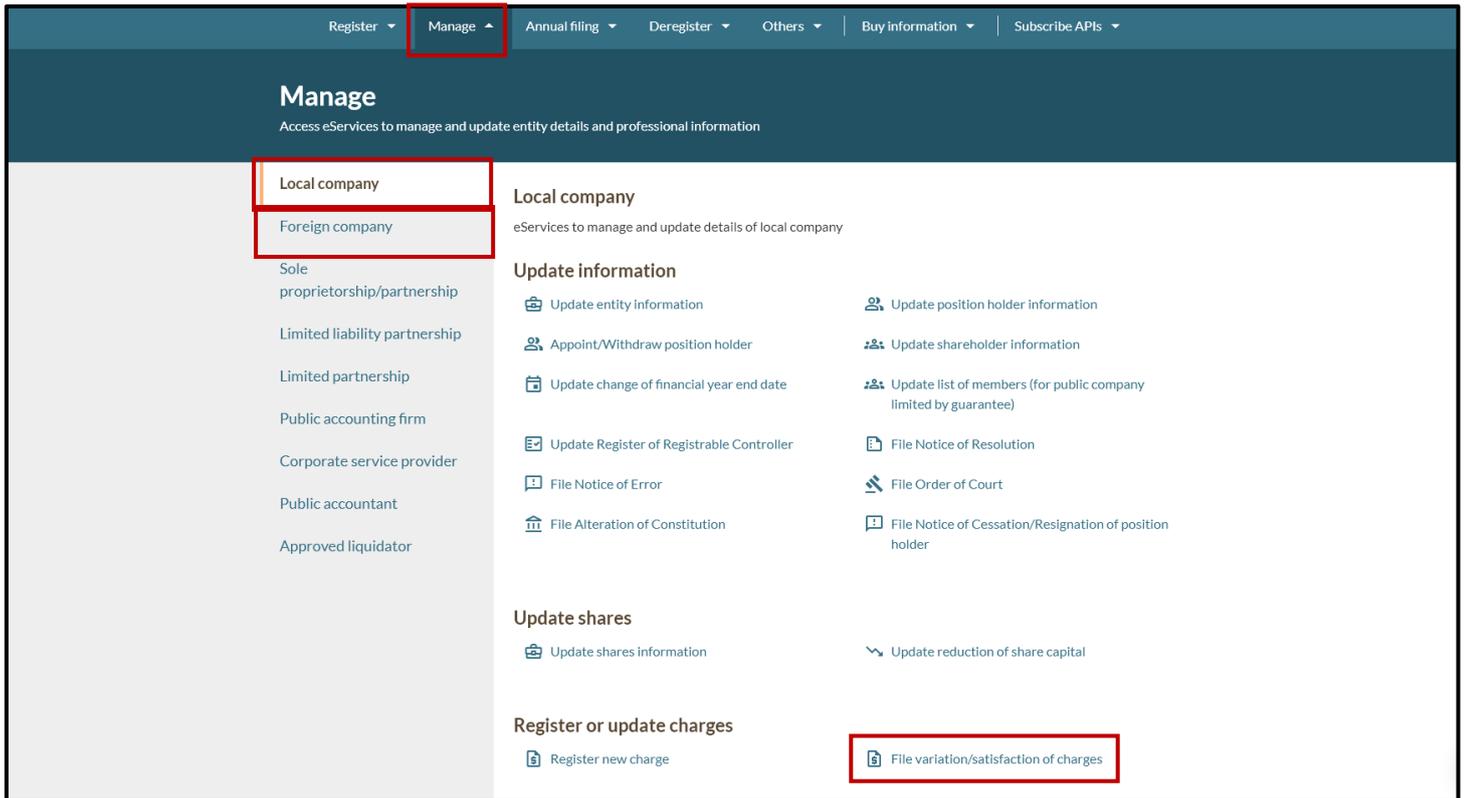
For Corporate Service Provider filing satisfaction of charge on behalf of your client, click the **“Corporate Service Provider”** tab on **“My profile – Select profile”** page and select your CSP firm from the drop-down list (if you belong to more than one CSP firm).



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.



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



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

# File variation/satisfaction of charges

EMPTY BARRELS PTE. LTD.  
202500065W

## 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
📅 Approval time	Immediate
💰 Fee	\$0

### Before you start

You will need to prepare the following information:

- 1 Variation of Charge**
  - **Original Charge Number**
    - You will need the original charge number that was registered earlier.
  - **Variation Information**
    - Details such as variation of the amount secured or the charge, instrument of variation of charge
- 2 Satisfaction of Charge**
  - **Original Charge Number**
    - You will need the original charge number that was registered earlier.
  - **Satisfaction information**
    - Details such as date of satisfaction, supporting documents.

**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 Charges

# Satisfaction of charge

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202500065W

1 Satisfaction of charge      2 Review and confirm      3 Complete

## Charge information

Chargor UEN  
202500065W

Chargor name  
EMPTY BARRELS PTE. LTD.

Charge number

- Please select
- C202500075
- C202500088
- C202500090
- C202500092

← Back      Review and confirm →

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

**Charge information**

Chargor UEN  
202500065W

Chargor name  
EMPTY BARRELS PTE. LTD.

Charge number  
C202500137

Charge number  
C202500137

Date of charge registration  
20 Jan 2025

**Charge instrument and its execution**

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 securing the charge  
-

Restrictions/prohibitions  
-

Salient covenants or terms and conditions specified for the charge  
-

**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

Partial Discharge

Partial Satisfaction

Total Discharge ✓

Total Satisfaction

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

The screenshot shows a form with three fields. The first field is 'Date of satisfaction/partial satisfaction' with a date picker showing 'DD MMM YYYY'. The second field is 'Nature of satisfaction' with a dropdown menu showing 'Partial Discharge'. The third field is 'Charge status' with a dropdown menu that is open, showing 'Please select' at the top, 'Remain in Register' in the middle, and 'Remove from Register' at the bottom. A red box highlights the 'Charge status' dropdown menu.

**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**”.

The screenshot shows the same form as above, but with the 'Nature of satisfaction' dropdown menu set to 'Total Discharge'. The 'Charge status' dropdown menu is open, showing 'Remove from Register' at the top and 'Remove from Register' at the bottom with a checkmark. A red box highlights the 'Charge status' dropdown menu.

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

The screenshot shows a file upload area with a dashed border. At the top, it says 'Attach document evidencing satisfaction of charge'. In the center, there is a blue icon of an upward arrow. Below the icon, it says 'Drag and drop files here or [browse files](#) to upload'. Below that, it says 'Supported formats: PDF' and 'Maximum file size: 2MB per file'. Further down, it says '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.' At the bottom, it says 'You may upload up to 1 file(s)'. A red box highlights the entire upload area.

**Step 10:** Under the “Chargee details” section, indicate the satisfied amounts for the charge.

- For charges that secured all monies owing (indicated as “Yes”), tick the checkbox to confirm satisfaction of the amount. Click “**Review and confirm**” to proceed.

**Chargee details**

Expand all Collapse all

**1. CRISPY WALLETS UNLIMITED**

Chargee type	Chargee UEN/number	Chargee name	Address
Corporate	202400191D	CRISPY WALLETS UNLIMITED	50 LORONG 5 TOA PAYOH, #10-12 EAST PAYOH PALM, SINGAPORE 310050

Did the charge secure all monies owing?

Yes

Amount satisfied?

Back Save draft Review and confirm →

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

**Chargee details**

Expand all Collapse all

**1. AAAAAAG**

Chargee type	Chargee name	Address	Did the charge secure all monies owing?
Individual	AAAAAAG	31 ALEXANDRA ROAD, ALESSANDREA, SINGAPORE 159967	No

Currency	Amount secured
SGD	100000.00

Amount satisfied

SGD | e.g. 1

Back Save draft Review and confirm →

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

## Review and confirm

Please review the information 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
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### 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 Individual	Chargee name PERSON 2	Address 55 NEWTON ROAD, REVENUE HOUSE, SINGAPORE 307987	Did the charge secure all monies owing? NO
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#### Amount secured by this charge

Currency HKD	Amount secured 40000
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#### Amount satisfied

Currency HKD	Amount satisfied 10000
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#### 2. PERSON 1

Chargee type Individual	Chargee name PERSON 1	Address THIS IS THE ENTRY FOR FOREIGN ADDRESS LINE 1, THIS IS THE ENTRY FOR FOREIGN ADDRESS LINE 2	Did the charge secure all monies owing? YES
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### 3. CHANCE FORTY SIX LIMITED

Chargee type	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 monies  
owning?  
NO

#### Amount secured by this charge

Currency	Amount secured
BOB	80000

#### Amount satisfied

Currency	Amount satisfied
BOB	80000

#### Amount secured by this charge

Currency	Amount secured
SGD	20000

#### Amount satisfied

Currency	Amount satisfied
SGD	0

### 4. NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS

Chargee type	Chargee UEN/number	Chargee name	Address
Corporate	IT-None	NONDOUBTER ENDOTHELIAL TAILPIPES SPEEDBOATS	BELY STR, 010101 IT

Did the charge secure all monies  
owning?  
NO

#### Amount secured by this charge

Currency	Amount secured
SGD	60000

#### Amount satisfied

Currency	Amount satisfied
SGD	0

Date of satisfaction/partial satisfaction	Nature of satisfaction Total satisfaction	Charge status Remove from register	Attach document evidencing satisfaction of charge <a href="#">BR2S UAT Testing Document.pdf</a>
20 Jan 2025			

Click here to  
chat with me.



**Step 12:** Check the declaration box to complete the declaration and click **“Submit”**.

**Declaration**

I, 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.

[← Back](#) [Submit →](#)

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

## Satisfaction of charge

EMPTY BARRELS PTE. LTD.  
202500065W

1 ————— 2 ————— 3  
Satisfaction of charge      Review and confirm      Complete

**Transaction submitted successfully**

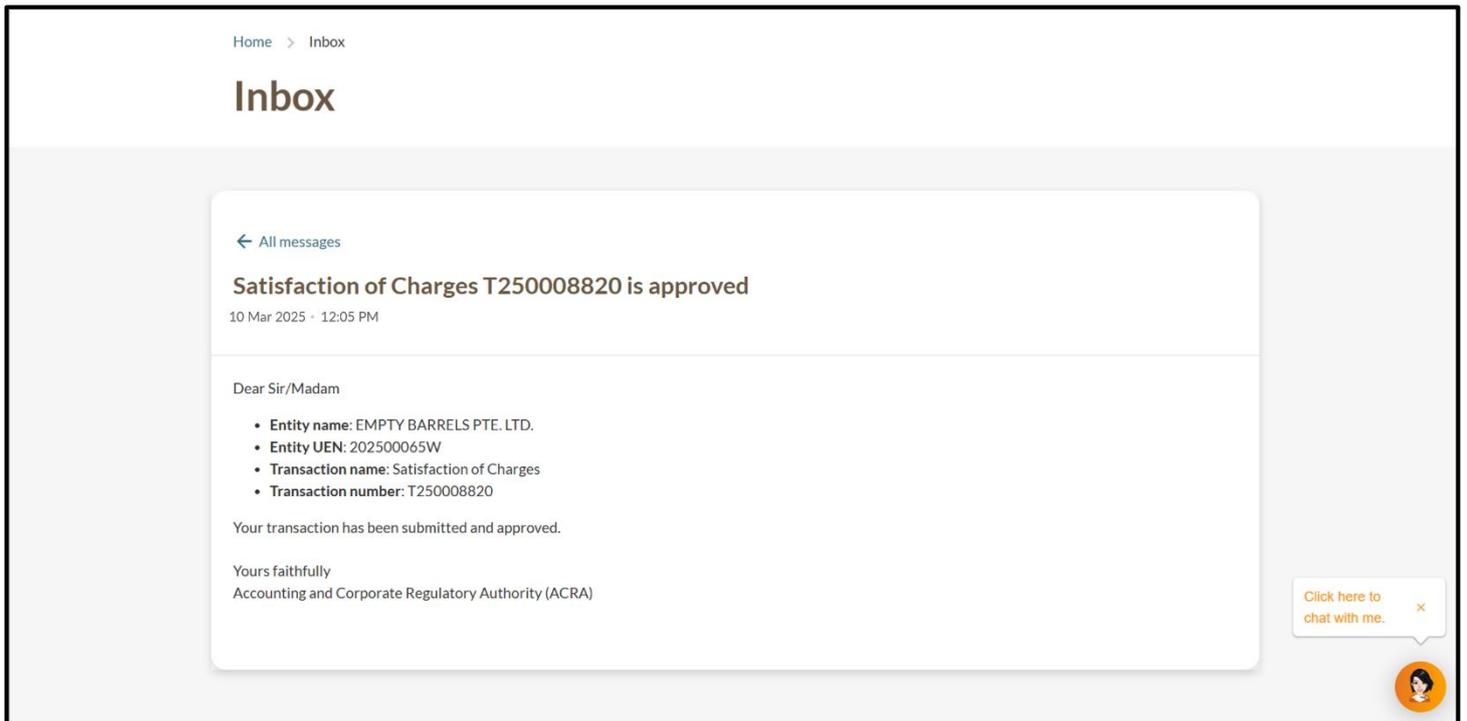
To track your transaction status or view more details by clicking button below

[Go to My Transaction](#)

**Transaction details**

UEN	Transaction ID	Transaction name	Date and time
202500065W	T250002389	Satisfaction of charge	10 Mar 2025 12:05 PM

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



*Updated as of 23 May 2025*