

Navigating the new Bizfile: Updating Entity Information

All registered entities must notify ACRA of any changes to their business entity information within 14 days from the date of change. This ensures that the public registry maintained by ACRA remains up to date. A penalty may be imposed for late notifications.

The following changes must be lodged with ACRA:

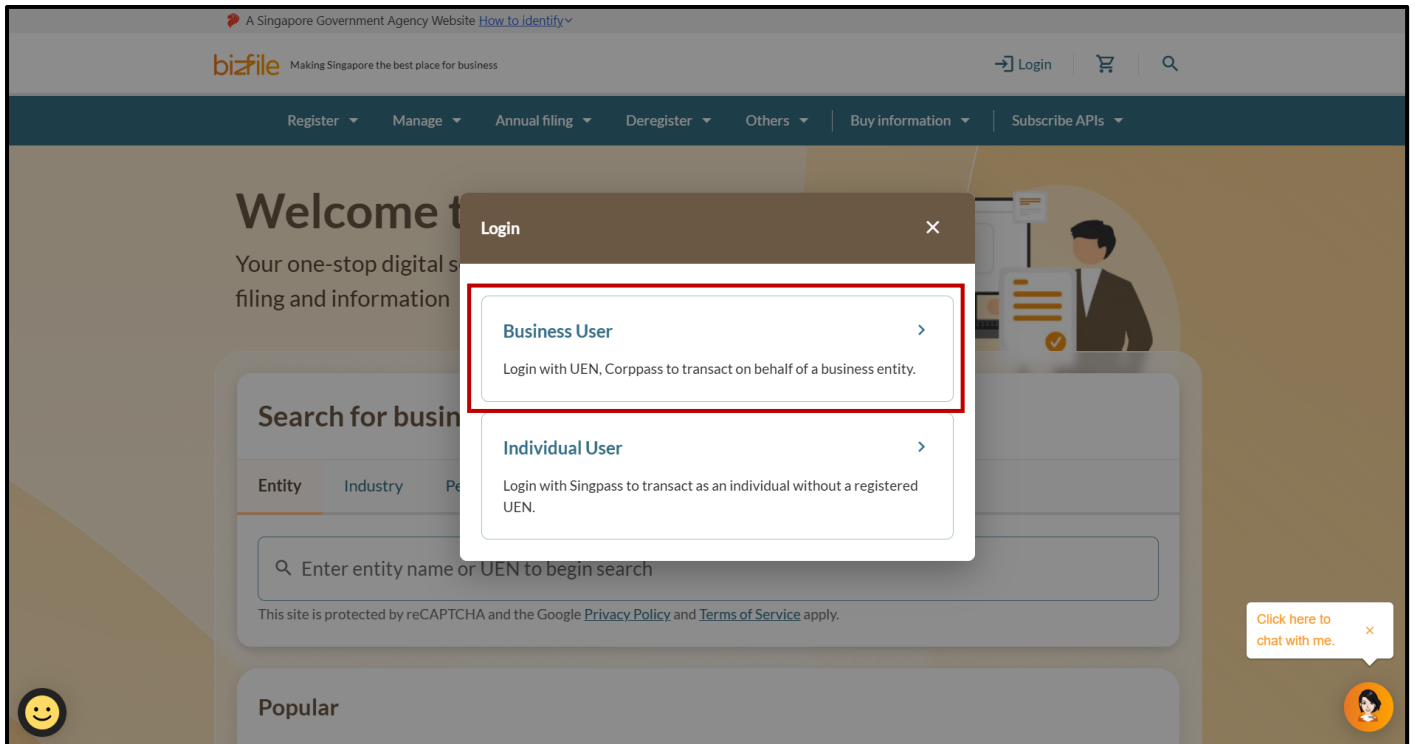
- Entity name (following an approved named change for an existing entity)
- Entity email address
- Primary and secondary business activities
- Registered office address and office hours
- Location of registers address
- Branch information (for Limited Partnership)
- Conversion to non-Regulation 12 Limited Partnership status
- Charter, statute, memorandum and articles, or other constitutional instrument (for foreign companies)

Use the following eServices to update other changes related to position holders and shareholders:

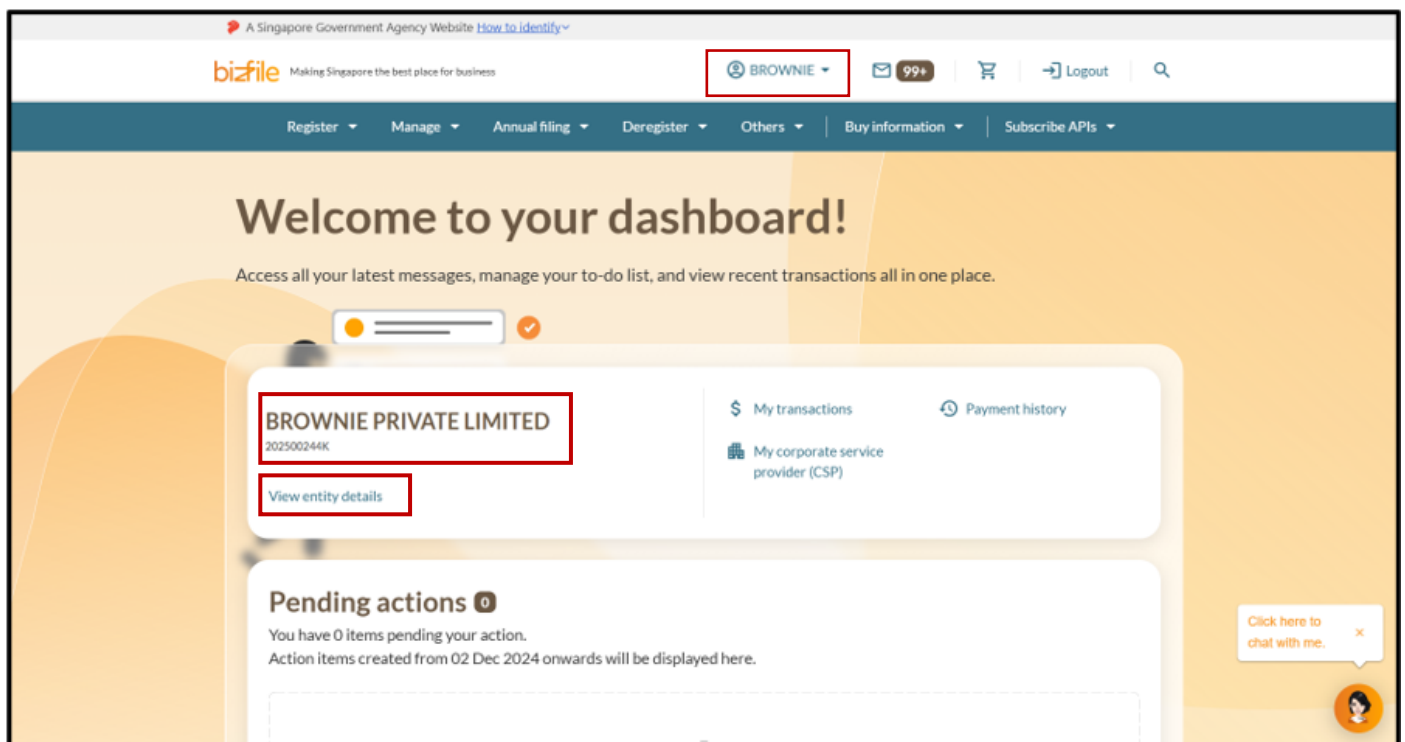
Types of updates	eServices
Changes to particulars of position holders	Update position holder information
Add or remove position holders	Appoint/Withdraw position holders
Allotting new shares, transferring shares	Update shares information
Changes to particulars of shareholders	Update shareholder information

Step-by-step instructions on updating entity information

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

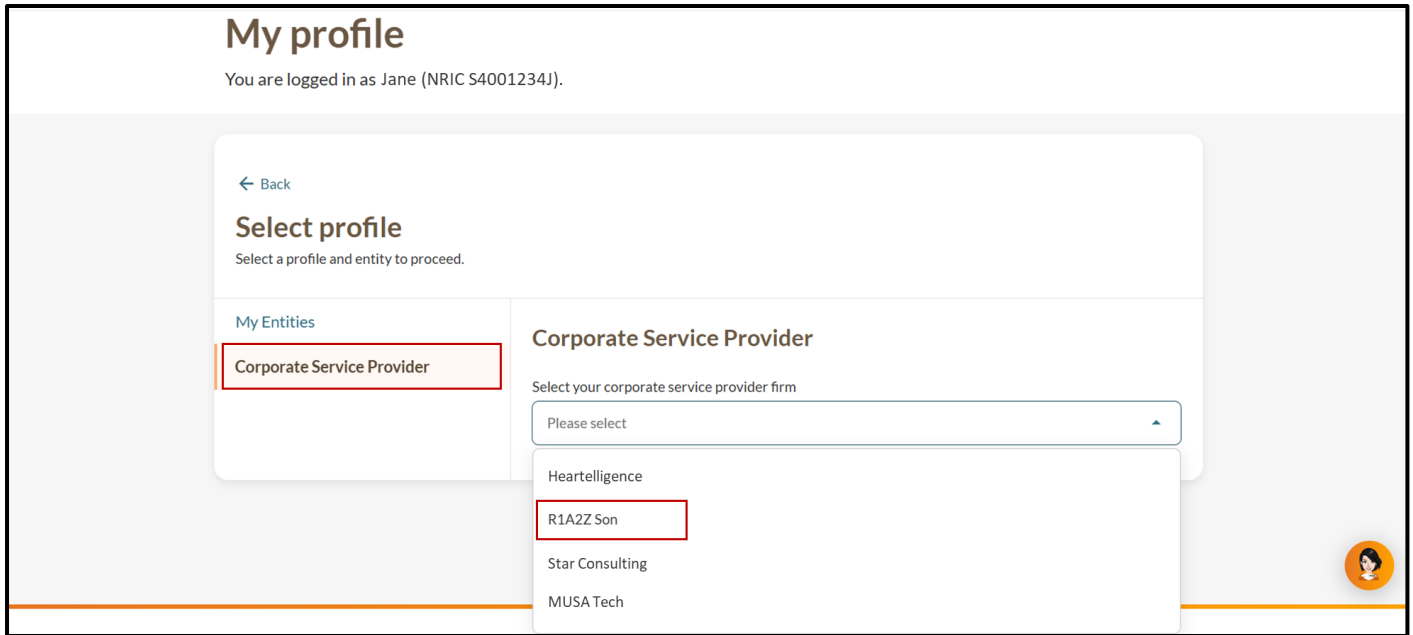


Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. Select **“View entity details”** to access the **“Entity information”** page.

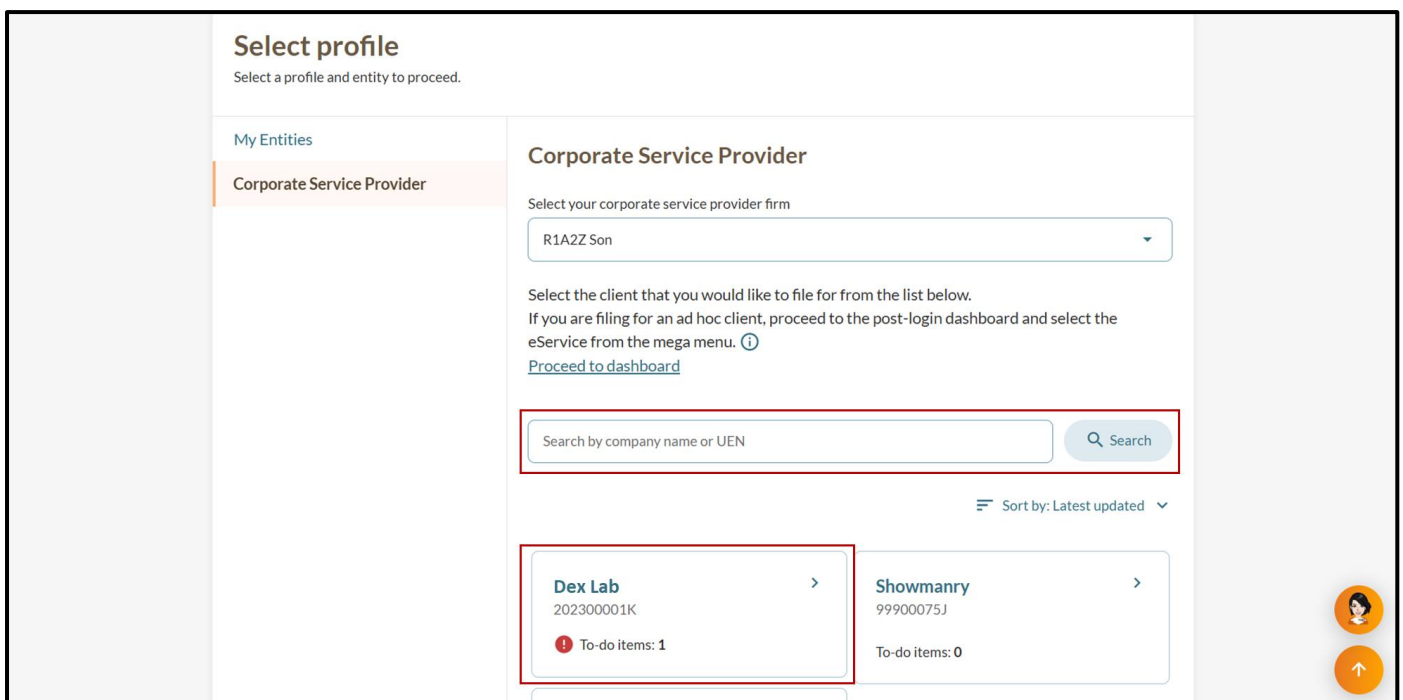


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

For Corporate Service Provider updating the entity information on behalf for their clients, 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: On the “Entity information” page, you can edit specific entity details details by selecting the relevant categories from the left menu.

Home > Dashboard > Entity information

Entity information

BROWNIE PRIVATE LIMITED
202500244K
Last updated 01 Mar 2025 01:50 AM

- Entity Profile**
- Basic information
- Business activities
- Office address
- Office hours
- Registers address
- Free business products

Position Holders

Share capital and Shareholders

Entity Profile

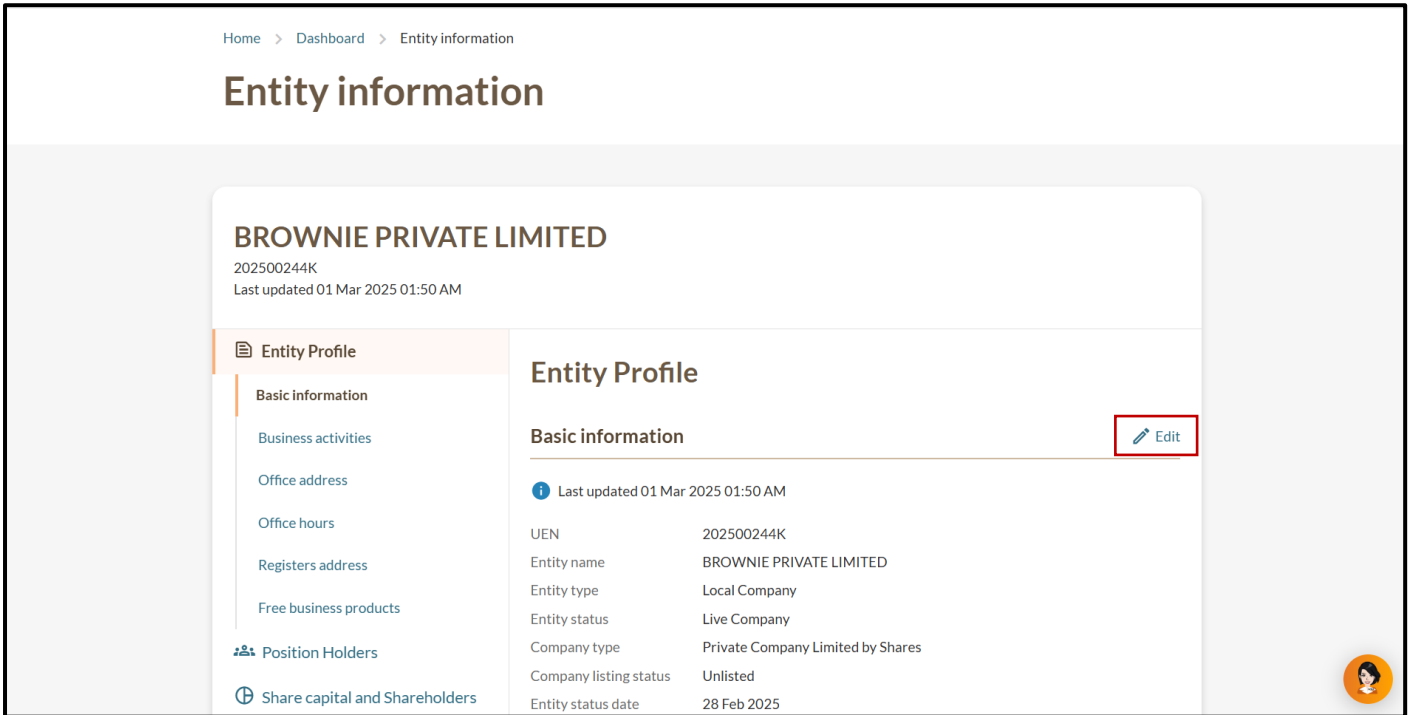
Basic information [Edit](#)

Last updated 01 Mar 2025 01:50 AM

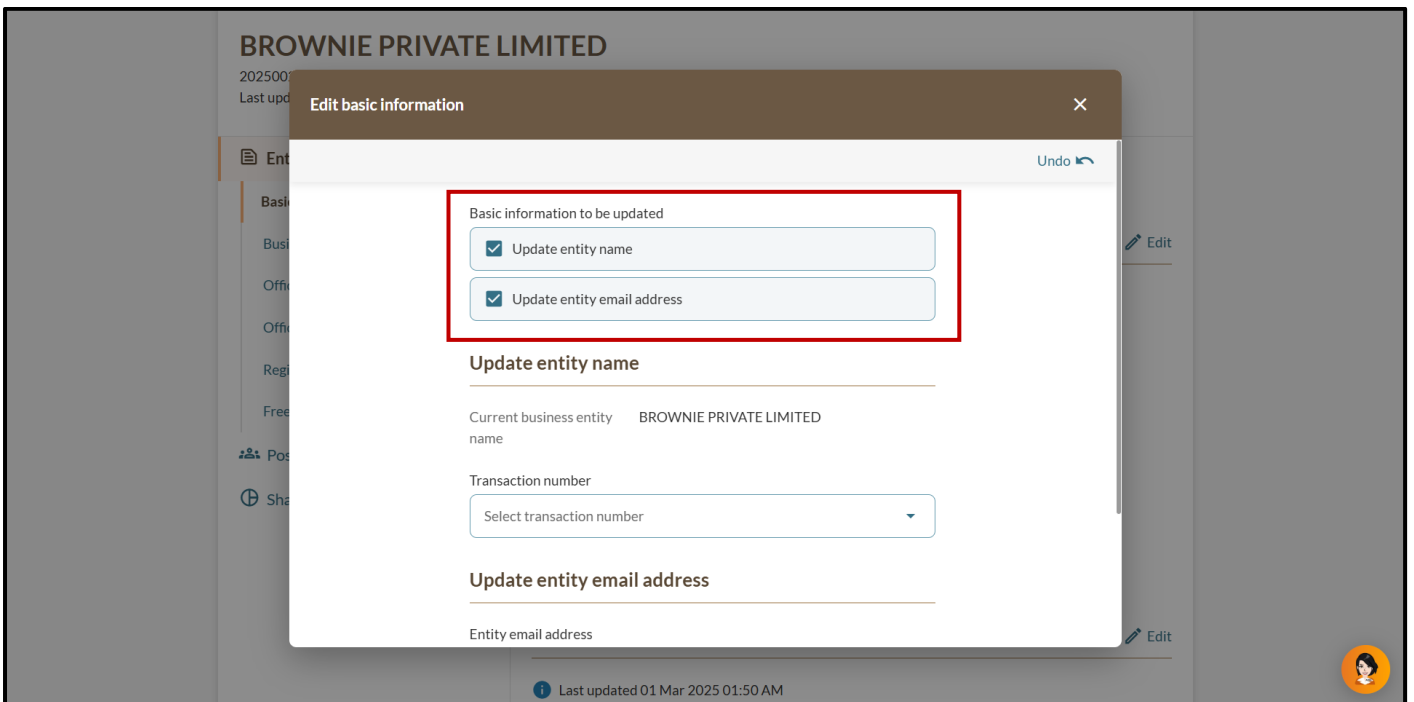
UEN	202500244K
Entity name	BROWNIE PRIVATE LIMITED
Entity type	Local Company
Entity status	Live Company
Company type	Private Company Limited by Shares
Company listing status	Unlisted
Entity status date	28 Feb 2025

1) Updating basic information – change in entity name and email address

Step 1: In the “Basic Information” section, select “Edit”.

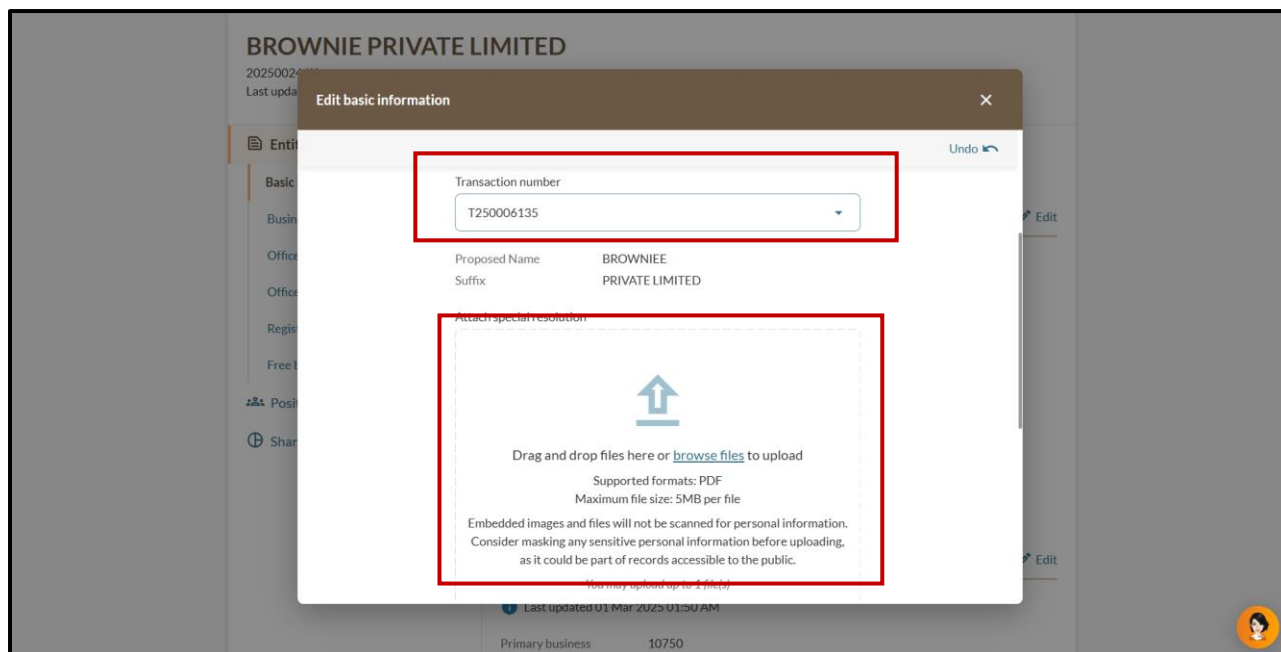


Step 2: You will be able to update the entity name or entity email address in the pop-up window. Check the relevant fields that requires editing and fill in the required changes. You may update both entity name and email address in a single transaction, or submit them separately.



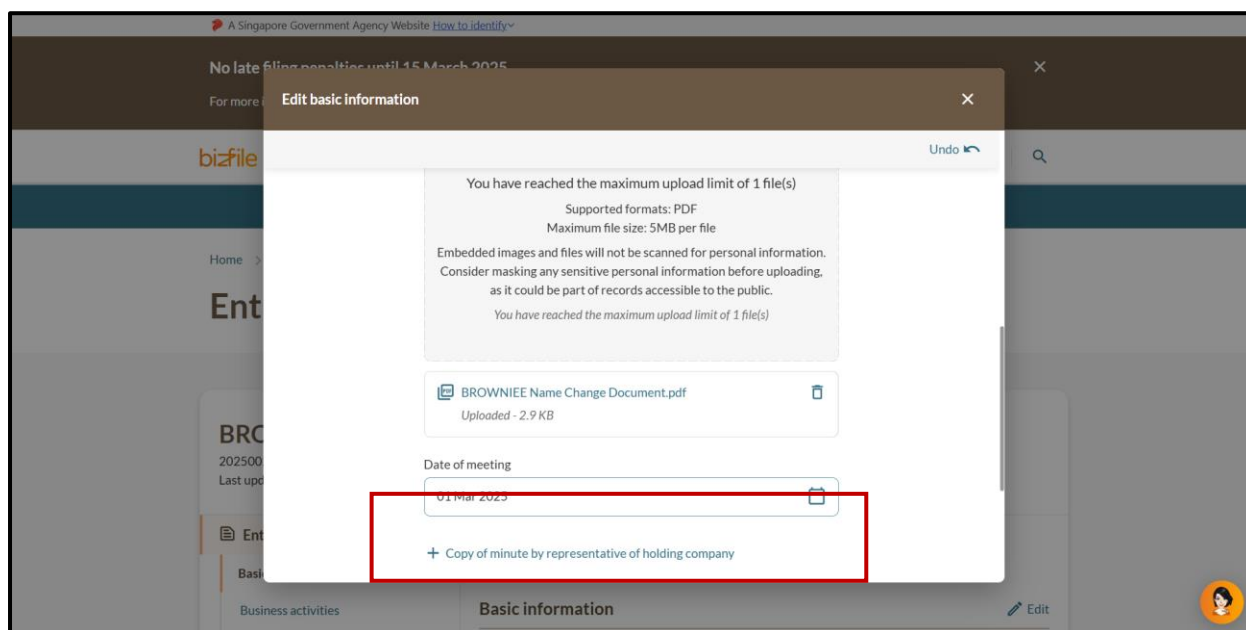
Step 3: Before updating the **entity name**, ensure you have successfully applied for a change in the business name. Provide the transaction number for the business name application and upload the special resolution authorising the name change in PDF format.

Important: The entity name update can only be submitted by the same person who applied for the change in business name in Bizfile.



When uploading your file, ensure the file name includes only alphanumeric characters (letters A-Z, a-z and numbers 0-9). Do not include spaces, special characters (such as ., @, #, \$, %, &, *), or foreign language characters in the filename.

Step 4: Enter the date of meeting when the resolution was passed. Select “+” to attach the required files.



Step 5: To update the entity’s email address, enter the new email address and select **“Review and confirm”**.

A Singapore Government Agency Website [How to identify](#)

No late filing penalties until 15 March 2025

For more

bizfile

Undo ↶

Entity name

Date of meeting

01 Mar 2025

+ Copy of minute by representative of holding company

Update entity email address

Entity email address

browniee@email.com

Save draft

Review and confirm →

Business activities

Basic information

Edit

Step 6: Verify that the updated entity name and entity email address are correct. Check the declaration box to confirm the accuracy of the information, then click **“Submit”**.

Update entity name

Current entity name

BROWNIE PRIVATE LIMITED

Transaction number

T250006135

Date of meeting

01 Mar 2025

New entity name

BROWNIEE PRIVATE LIMITED

Special resolution

[BROWNIEE Name Change Document.pdf](#)

Update entity email address

Current email address

email123@gmail.com

New email address

browniee@email.com

I, Tan Ko, 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 →

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 see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful update of information.

The screenshot shows the 'Update basic information' transaction confirmation page. At the top, the title 'Update basic information' is displayed. Below it, the entity name 'BROWNIEE PRIVATE LIMITED' and UEN '202500244K' are shown. A progress bar indicates three steps: 1. Edit basic information, 2. Review and confirm, and 3. Complete. A large green checkmark icon is centered on the page, with the text 'Transaction submitted successfully' below it. A message states: 'To track your transaction status or view more details by clicking button below'. A blue button labeled 'Go to My Transaction' is positioned below the message. Underneath, a section titled 'Transaction details' contains a table with the following information:

UEN	Transaction ID	Transaction name	Date and time
202500244K	T250006163	Update business entity information - Update basic information	05 Mar 2025 07:22 PM

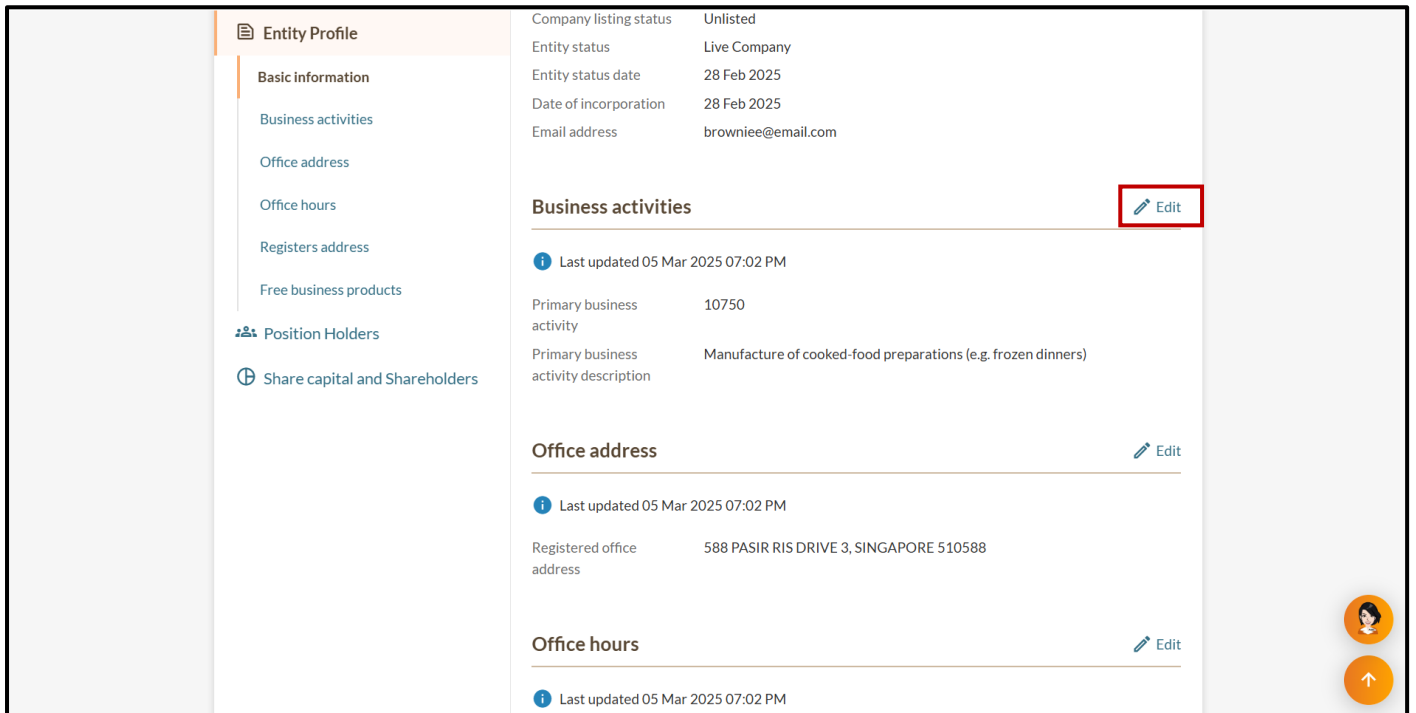
The screenshot shows the Bizfile Inbox interface. The top navigation bar includes the 'bizfile' logo, the user name 'BROWNIEE', a notification badge with '31', and a 'Logout' button. The main navigation menu contains 'Register', 'Manage', 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. The breadcrumb trail shows 'Home > Inbox'. The 'Inbox' title is prominently displayed. Below it, a message card is shown with the following details:

- ← All messages
- Information successfully updated for Update Basic Information**
- 05 Mar 2025 · 7:23 PM
- Dear Sir/Madam
- Entity Name: BROWNIEE
- UEN: 202500244K
- Transaction Name: Update Business Entity Information - Update Basic Information
- Transaction No.: T250006163
- The information submitted in the above transaction has been successfully updated by Tan Ko.
- Accounting and Corporate Regulatory Authority (ACRA)

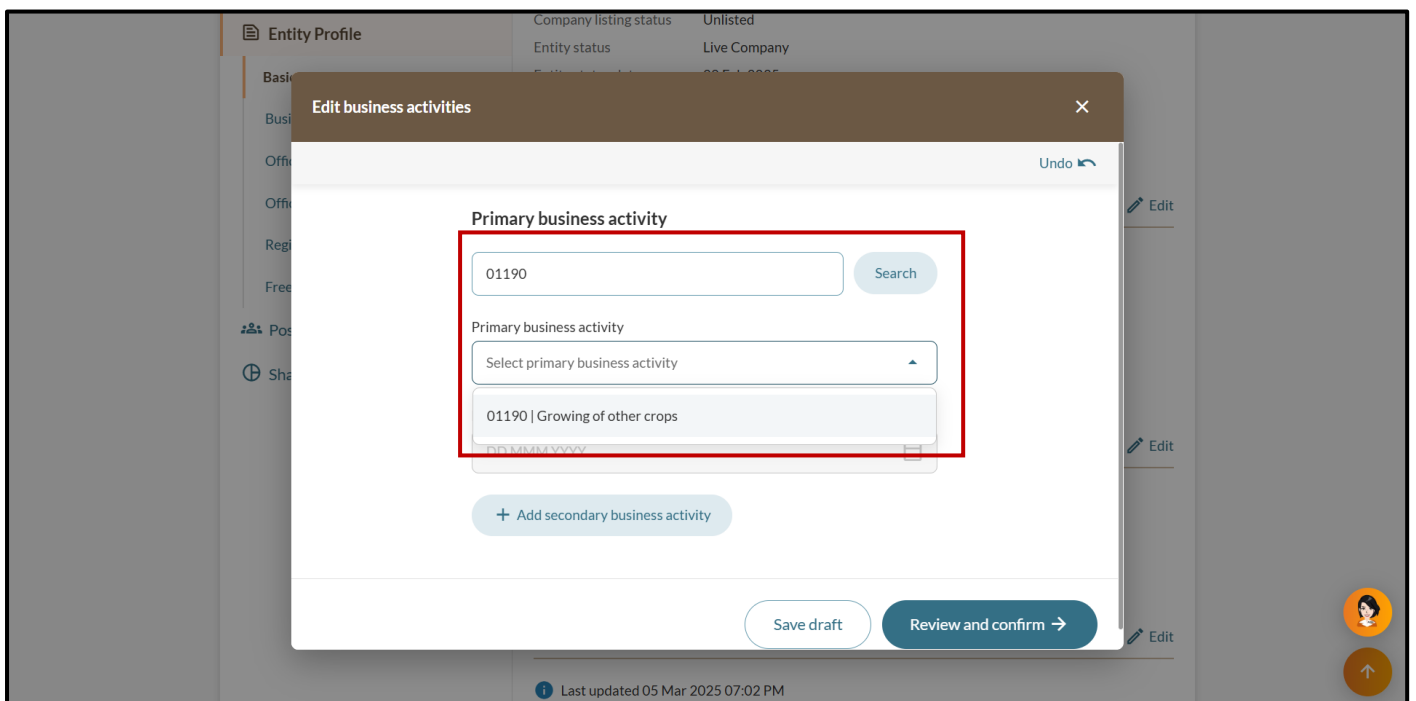
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

2) Updating business activities

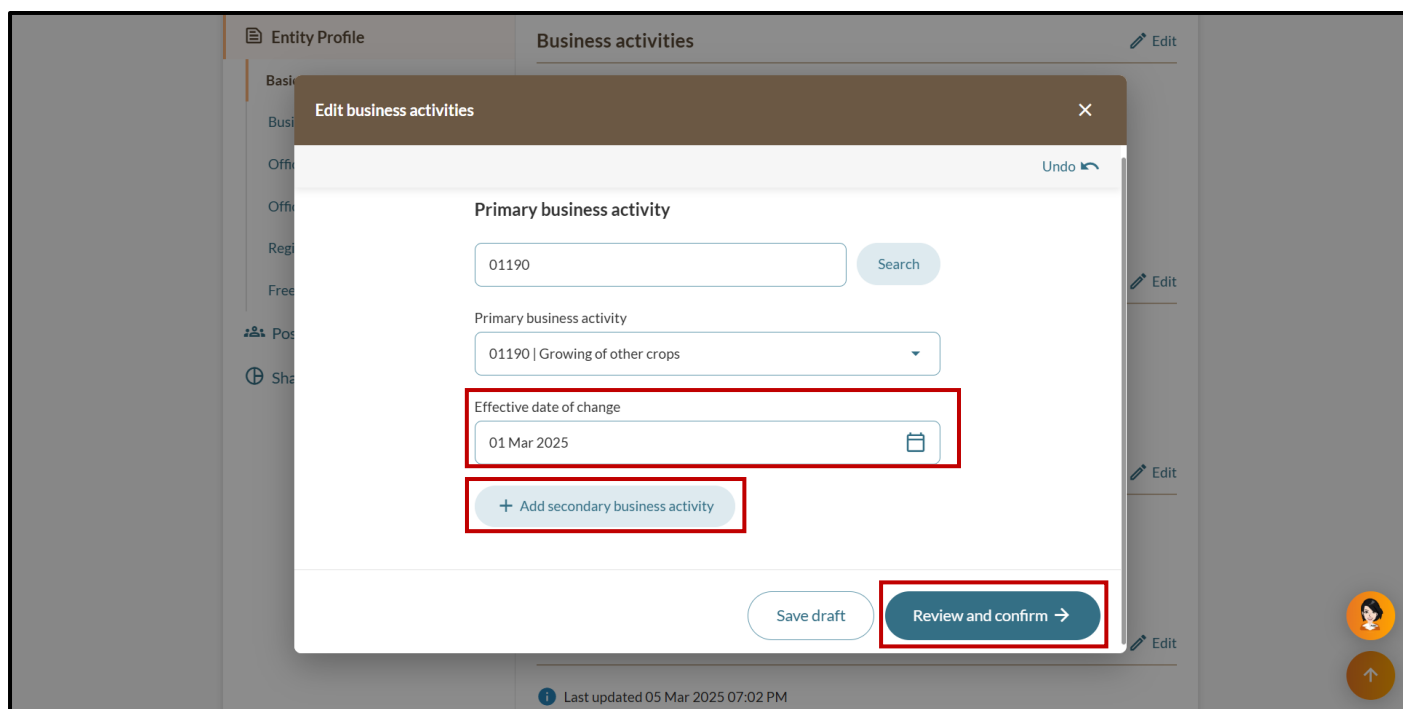
Step 1: In the **Business activities** section, select **“Edit”**.



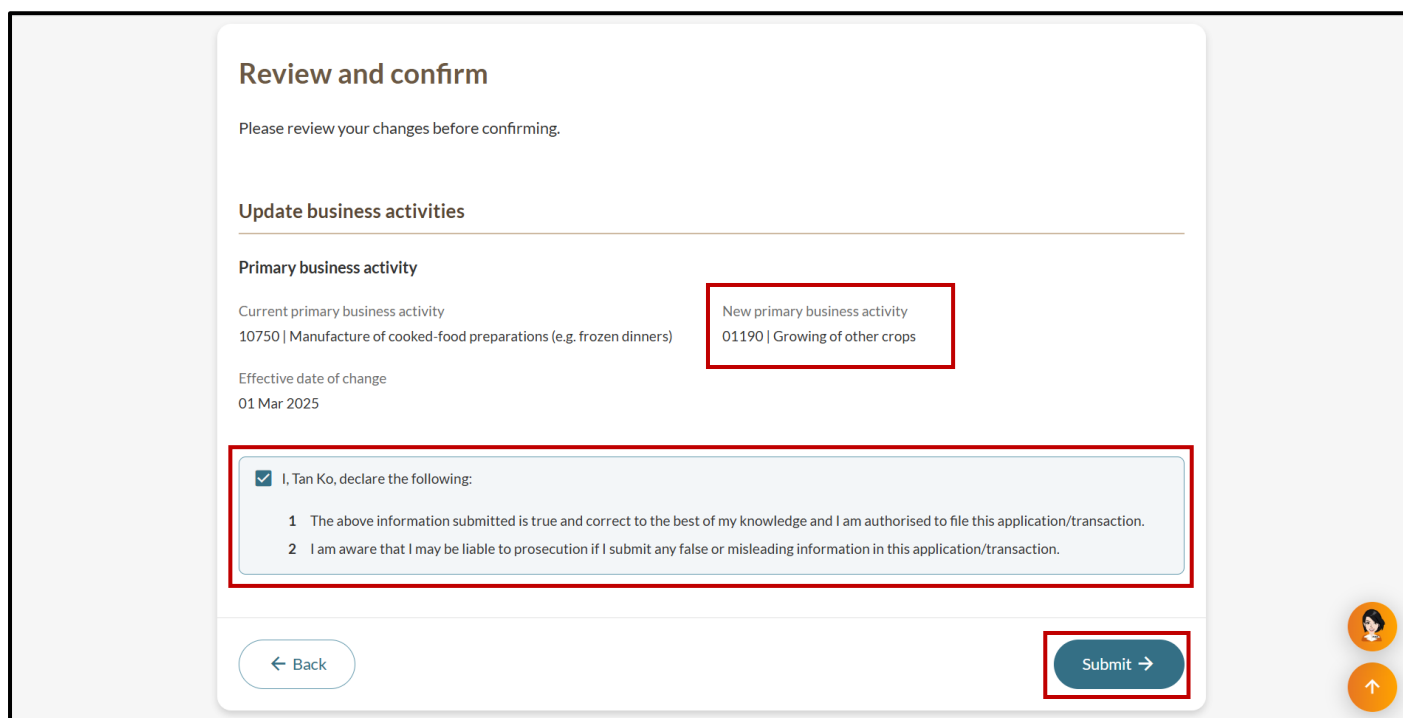
Step 2: Enter the relevant Singapore Standard Industrial Classification (SSIC) code or search using relevant industry keywords. Select the relevant business activity from the dropdown list.



Step 3: Specify the effective date of change. Select **“Add secondary business activity”** to add an optional secondary business activity. If you are only updating the primary business activity, select **“Review and confirm”**.



Step 4: Verify that the updated business activity and SSIC are correct. Check the declaration box to confirm the accuracy of the information and click **“Submit”**.




Step 5: You will see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful update of information.

Update business activities

BROWNIEE PRIVATE LIMITED
202500244K

1 Edit business activities — 2 Review and confirm — 3 Complete



Transaction submitted successfully

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

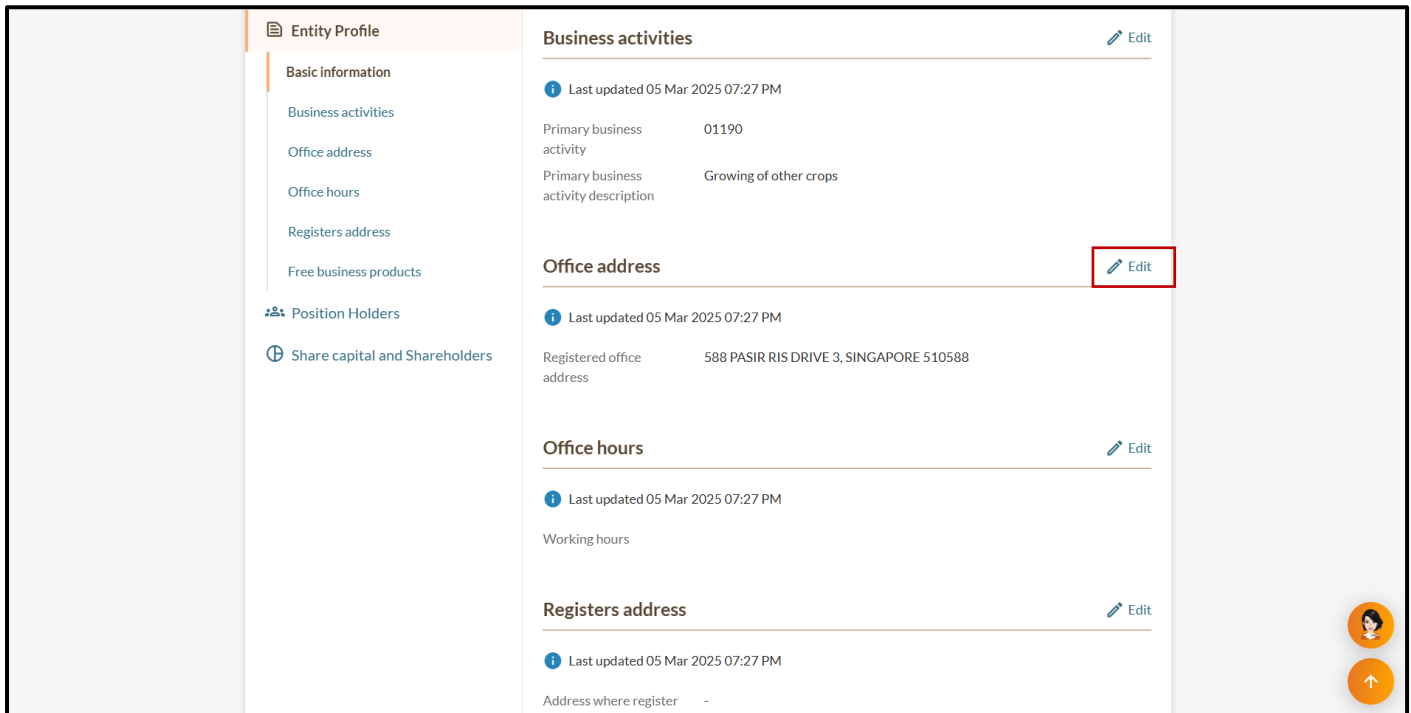
[Go to My Transaction](#)

Transaction details

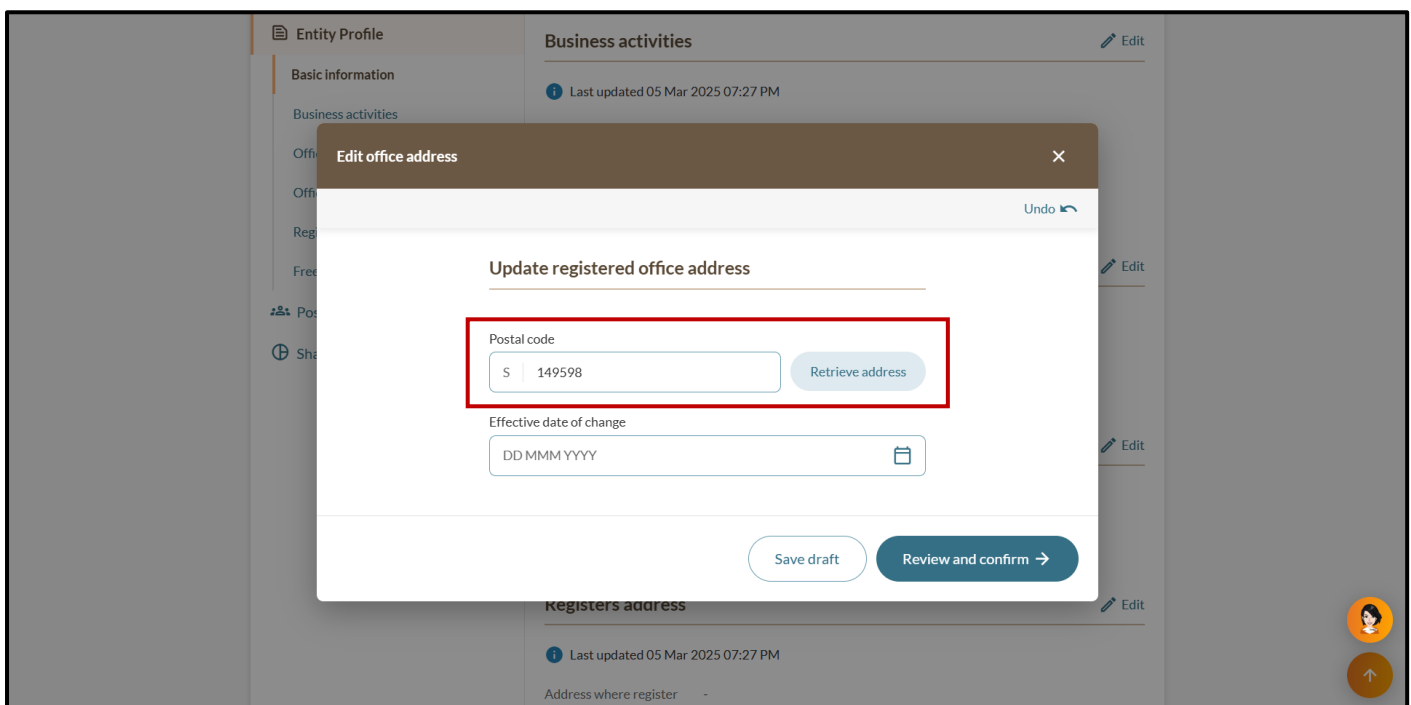
UEN	Transaction ID	Transaction name	Date and time
202500244K	T250006159	Update business entity information - Update business activities	05 Mar 2025 07:08 PM

3) Updating registered office address

Step 1: In the “Office address” section, select “Edit”.



Step 2: Enter the updated postal code and select “Retrieve address”.



Step 3: Specify the effective date of change and select **“Review and confirm”**.

The screenshot shows a web interface for editing office address. A modal window titled "Edit office address" is open. It contains the following fields and options:

- Postal code: S 149598 (with a "Retrieve address" button)
- Address: 401, COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE
- Level: 3
- Unit: 03
- Address doesn't have level and unit
- Effective date of change: 01 Mar 2025 (with a calendar icon)
- Buttons: "Save draft" and "Review and confirm →" (highlighted with a red box)

Step 4: Verify that the updated office address is correct. Check the declaration box to confirm the accuracy of the information and click **“Submit”**.

The screenshot shows the "Review and confirm" page. It contains the following information:

- Section: **Update office address**
- Registered office address
- Current office address: 588 PASIR RIS DRIVE 3, SINGAPORE 510588
- New office address: 401 COMMONWEALTH DRIVE, #3-03 HAW PAR TECHNO CENTRE, SINGAPORE 149598 (highlighted with a red box)
- Effective date of change: 01 Mar 2025
- Declaration box (highlighted with a red box):
 - I, Tan Ko, declare that:
 - The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
 - I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.
- Buttons: "← Back" and "Submit →" (highlighted with a red box)

Step 5: You will see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful update of information.

Update office address

BROWNIEEE PRIVATE LIMITED
202500244K

1 Edit office address 2 Review and confirm 3 Complete

Transaction submitted successfully

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

[Go to My Transaction](#)

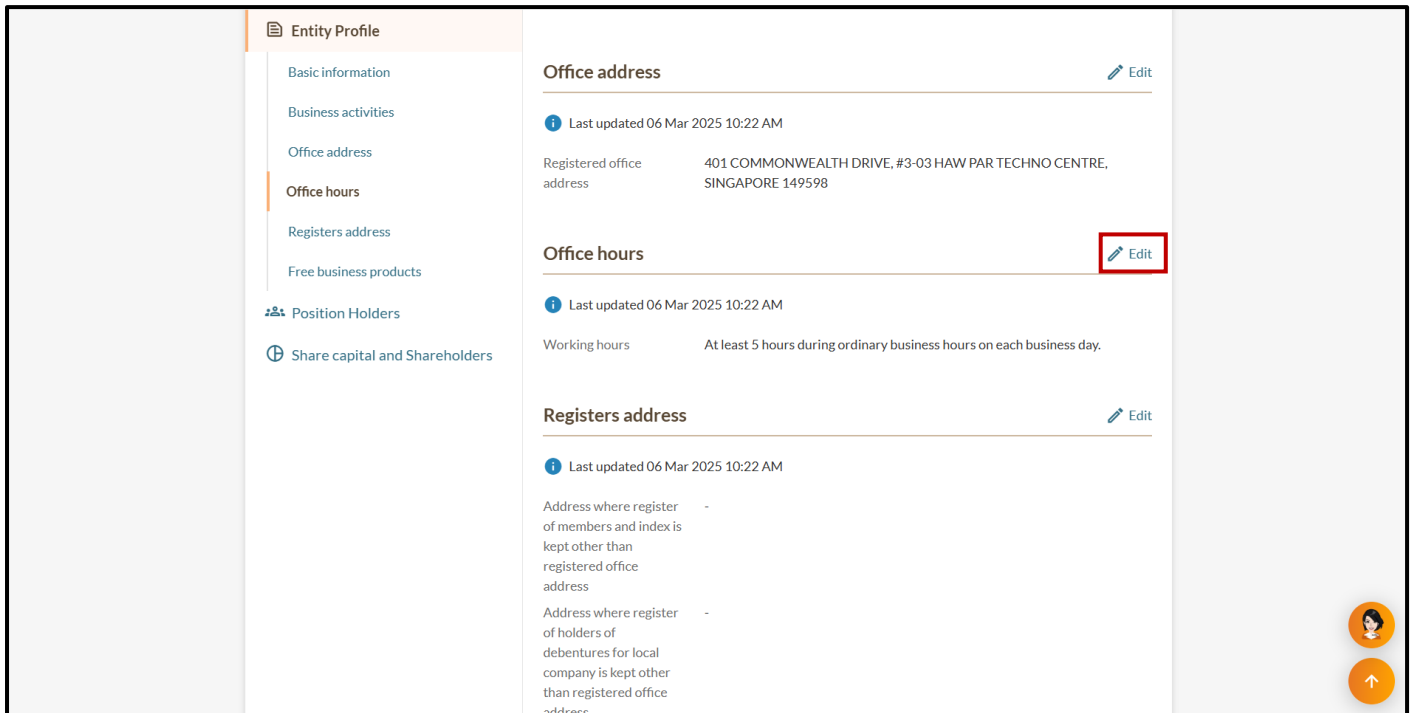
Transaction details

UEN	Transaction ID	Transaction name	Date and time
202500244K	T250006197	Update business entity information - Update office address	06 Mar 2025 10:21 AM

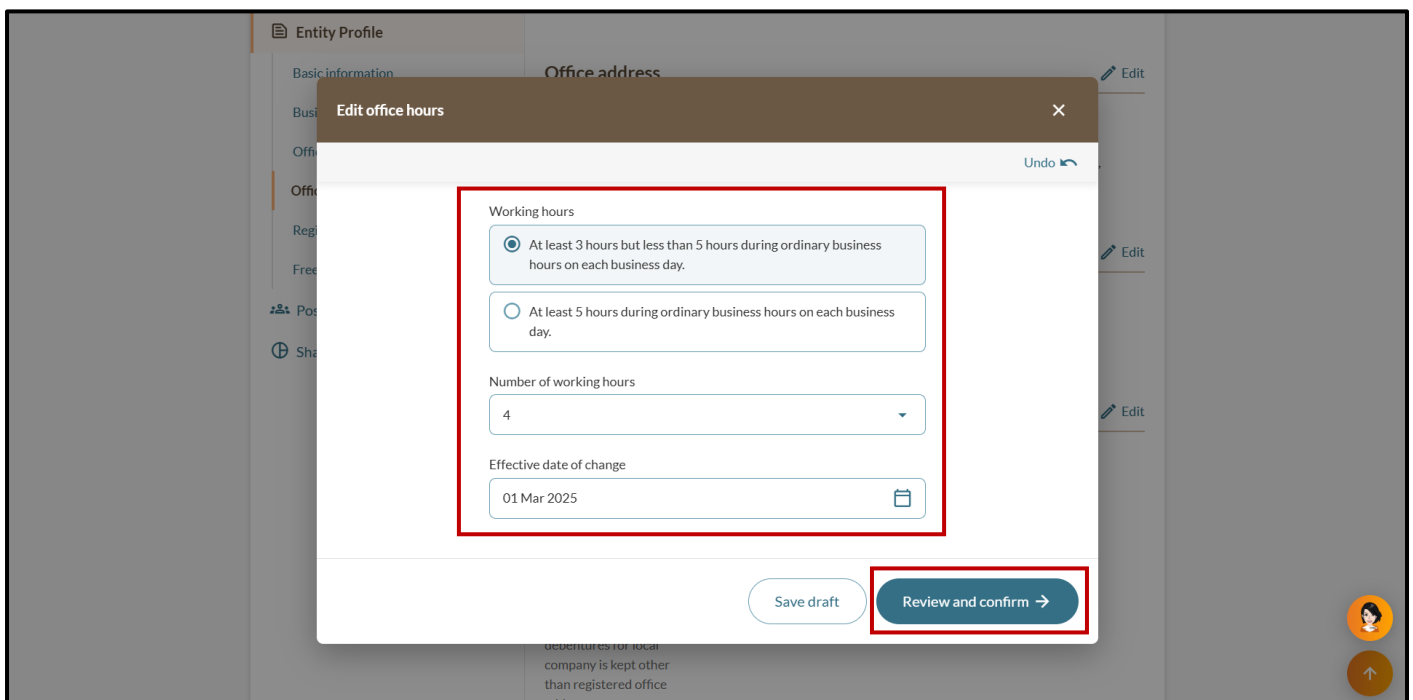
4) Updating office hours

Local companies and foreign company branches are required to maintain and update their office hours information.

Step 1: In the “Office hours” section, select “Edit”.



Step 2: Select the relevant working hours options, enter the number of working hours and the effective date of change, and select “Review and confirm”.



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: Verify that the updated office hours is correct. Check the declaration box to confirm the accuracy of the information and click **“Submit”**.

Please review your changes before confirming.

Update office hours

Working hours

Current working hours
At least 5 hours during ordinary business hours on each business day.

New working hours
At least 3 hours but less than 5 hours during ordinary business hours on each business day.

Number of working hours

Current working hours
-

New working hours
4

Effective date of change
01 Mar 2025

I, Tan Ko, 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 4: You will see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful update of information.

Update office days and hours

BROWNIEEE PRIVATE LIMITED
202500244K

1 Edit office hours — 2 Review and confirm — 3 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
202500244K	T250006204	Update business entity information - Update office days and hours	06 Mar 2025 10:44 AM

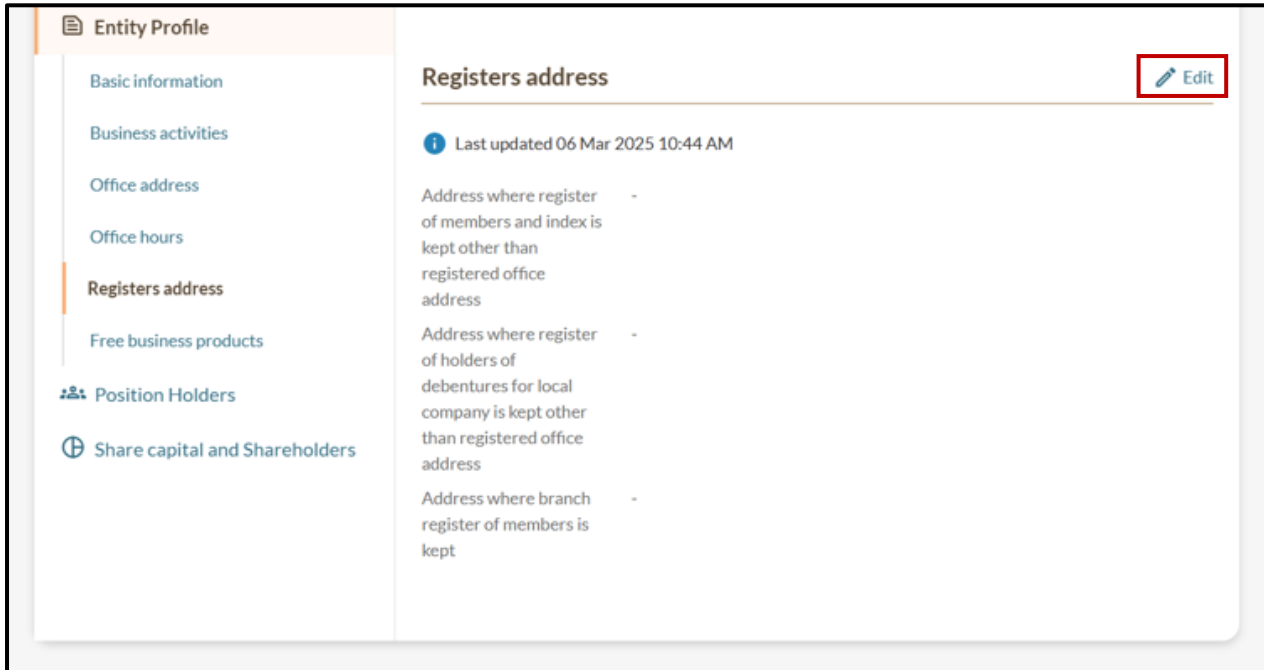
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

5) Updating location of Registers

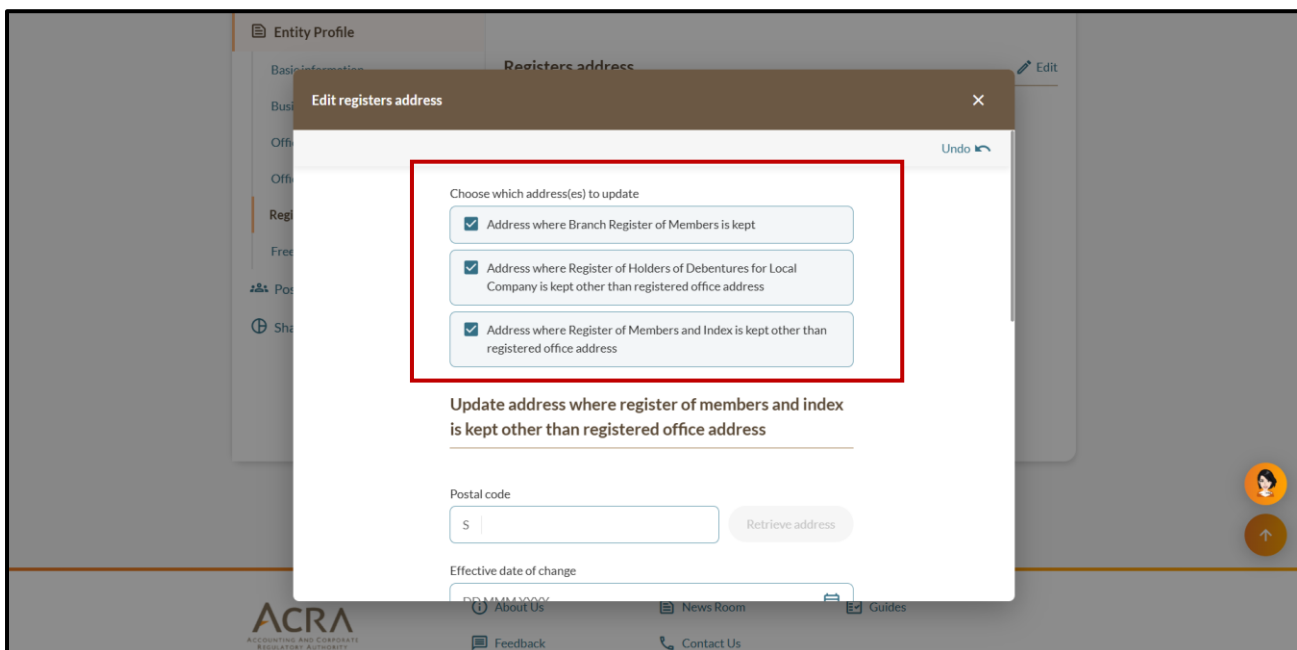
Local companies and foreign company branches are required to maintain and update the locations where the following registers are kept:

- Register of members and index
- Register of holders of debentures for local company
- Branch register of members

Step 1: In the “Registers address” section, select “Edit”.



Step 2: Select the relevant registers address options and enter the updated location of the register and select “Review and confirm”. You may update multiple register addresses in a single transaction, or submit them separately.



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: After entering the required information, select **"Review and confirm"**.

Entity Profile

Registers address

Edit

Undo

Address type

Local Foreign

Postal code

S 149598 [Retrieve address](#)

401, COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE

Level Unit

- -

Address doesn't have level and unit

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

ACRA ACCOUNTING AND CORPORATE REGULATORY AUTHORITY

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Step 4: Verify that the updated register addresses are correct. Check the declaration box and click **"Submit"**.

Address where register of holders of debentures for local company is kept other than registered office address

Current address - New address 401 COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE, SINGAPORE 149598

Effective date of change 01 Mar 2025

Branch register of members is kept

Type of notice Date of opening

Notice of Situation 01 Mar 2025

Address type Original

Local address -

Changes

401 COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE, SINGAPORE 149598

I, Tan Ko, 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 5: You will see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful update of information.

Update registers address

BROWNIEEE PRIVATE LIMITED
202500244K

1 ————— 2 ————— 3
Edit registers address Review and confirm Complete


Transaction submitted successfully
To track your transaction status or view more details by clicking button below
[Go to My Transaction](#)

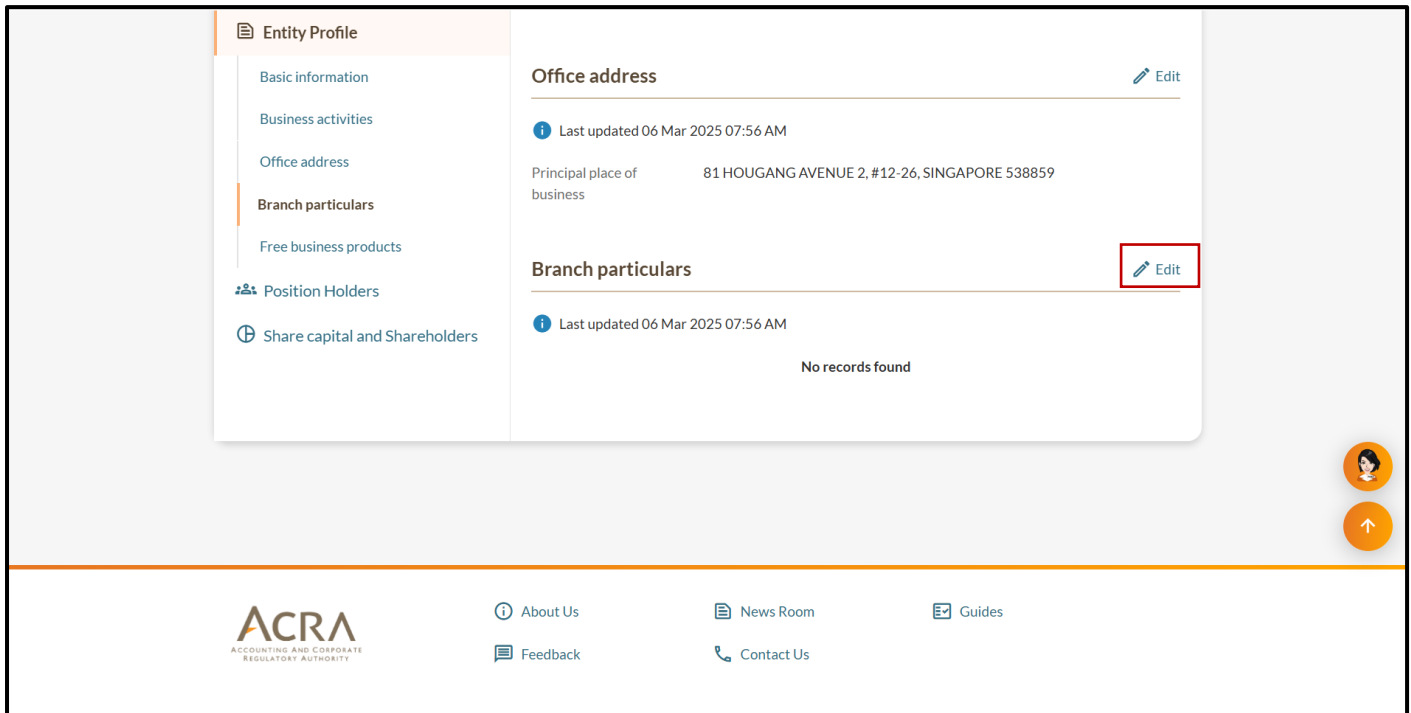
Transaction details

UEN	Transaction ID	Transaction name	Date and time
202500244K	T250006207	Update business entity information - Update registers address	06 Mar 2025 10:53 AM

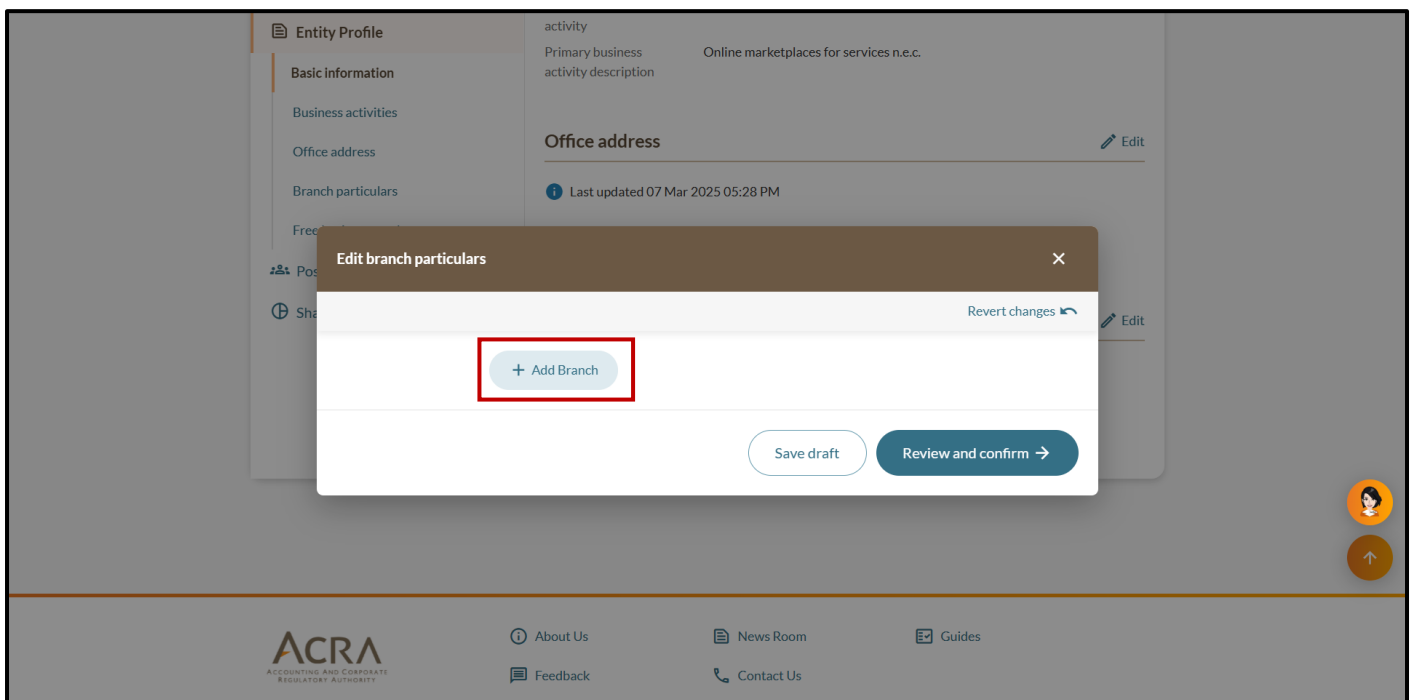
6) Updating branch information for Limited Partnership

Limited Partnerships must notify ACRA of any changes to their branch details within 14 days from the date of change.

Step 1: In the “Entity Profile” section select “**Branch particulars**” and “**Edit**”.



Step 2: Select “**Add Branch**”.



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: Specify the start date of the branch and enter the postal code to retrieve the address.

The screenshot shows the 'Edit branch particulars' dialog box. The 'Start date' is set to '05 Mar 2025'. The 'Postal code' is 'S 550123'. The 'Retrieve address' button is highlighted. The address '123, SERANGOON NORTH AVENUE 1' is displayed. The 'Level' and 'Unit' fields are both set to '-'. The checkbox 'Address doesn't have level and unit' is checked. The '+ Add Branch' button is at the bottom.

Step 4: Select “Add Branch” to add more branches as required. Once you have finished adding all the branches, select “Review and confirm”.

The screenshot shows the 'Edit branch particulars' dialog box. The 'Start date' is set to '05 Mar 2025'. The 'Postal code' is 'S 550123'. The 'Retrieve address' button is highlighted. The address '123, SERANGOON NORTH AVENUE 1' is displayed. The 'Level' and 'Unit' fields are both set to '-'. The checkbox 'Address doesn't have level and unit' is checked. The '+ Add Branch' button is at the bottom, and the 'Review and confirm' button is at the bottom right.

Step 5: Verify that the updated branch information is correct. Check the declaration box to confirm the accuracy of the information and click **“Submit”**.

Review and confirm

Please review your changes before confirming.

Update branch particulars

Branch 1	
Start date	New address
05 Mar 2025	123 SERANGOON NORTH AVENUE 1, SINGAPORE 550123

I, HRL MGRL FXX, declare the following:

- 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 6: You will see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful update of information.

Update branch particulars

KEYSON CONSULTING LIMITED PARTNERSHIP
T25LP0001J

1 Edit branch particulars 2 Review and confirm 3 Complete

Transaction submitted successfully

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

[Go to My Transaction](#)

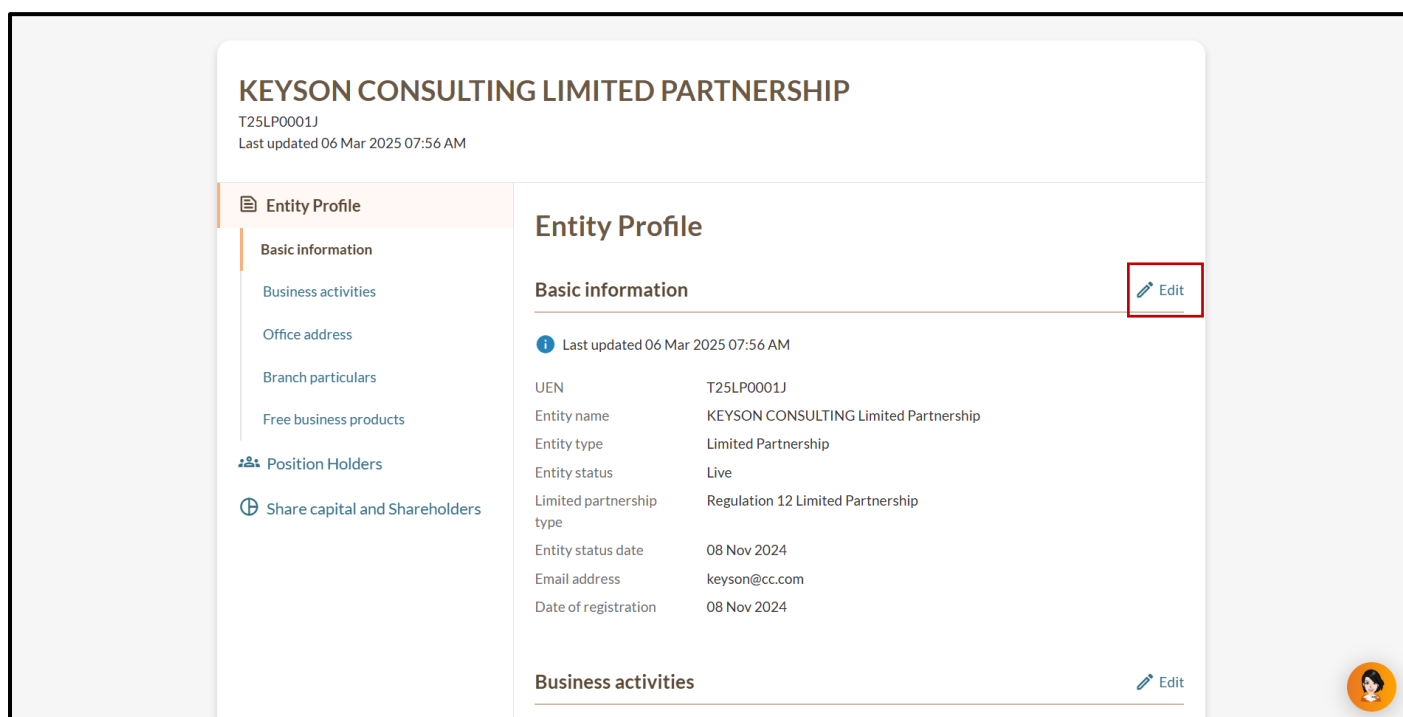
Transaction details			
UEN	Transaction ID	Transaction name	Date and time
T25LP0001J	T250000689	Update business entity information - Update branch particulars	07 Mar 2025 05:35 PM

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

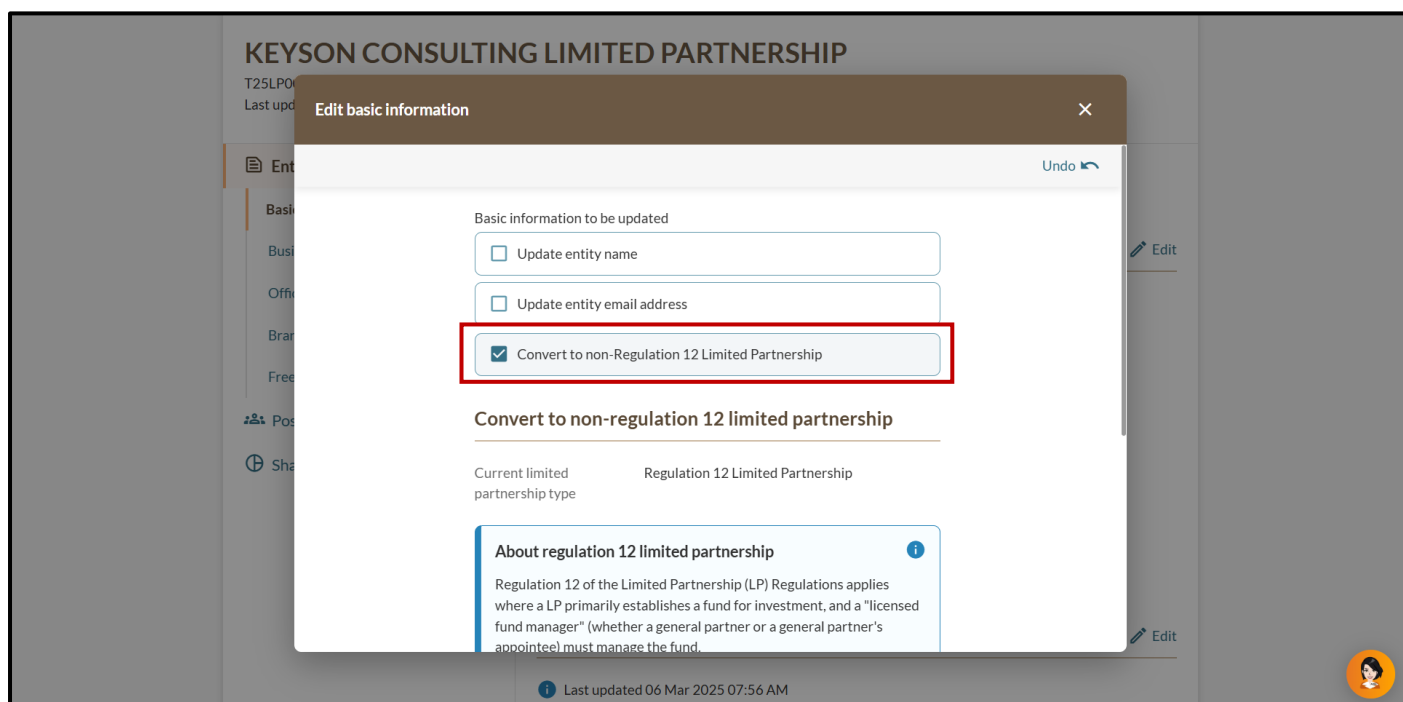
7) Updating basic information – change in Limited Partnership status

A Limited Partnership registered under Regulation 12 must update its status upon conversion to a non-Regulation 12 Limited Partnership.

Step 1: In the “Basic Information” section, select “Edit”.

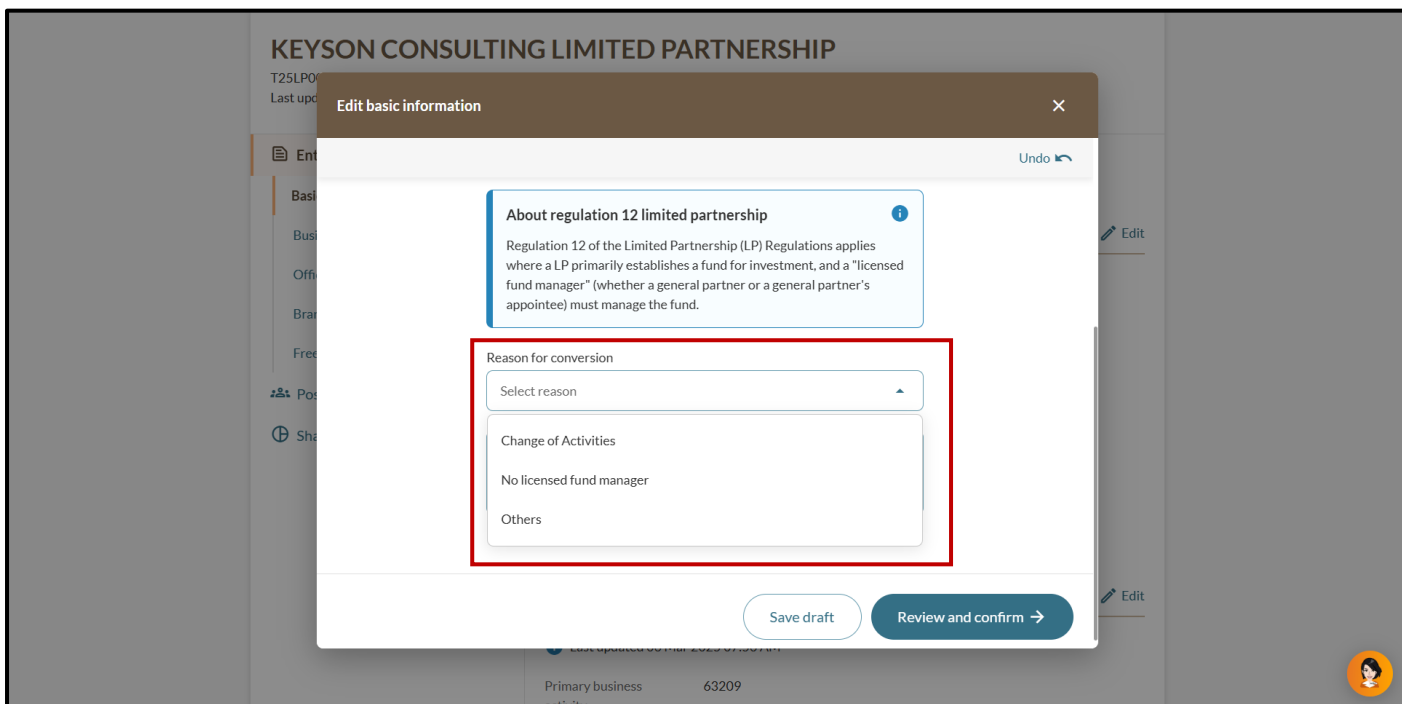


Step 2: For entities registered as Regulation 12 LP, the system will display the "Convert to non-Regulation 12 Limited Partnership" option in the pop-up window. Select the option.

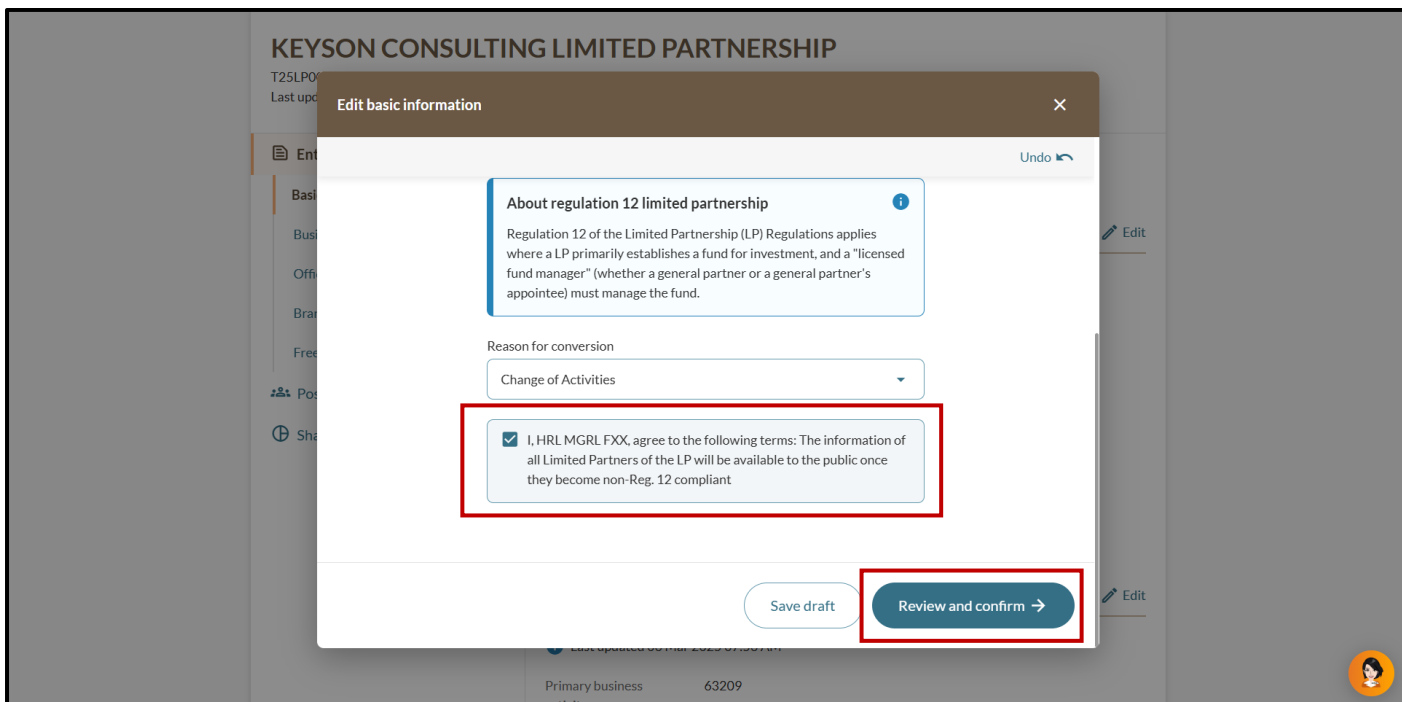


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 3: Specify the reason for conversion.



Step 4: Check the declaration box to acknowledge that all limited partners' information will become publicly accessible after conversion. Select **“Review and confirm”**.



Step 5: Verify that the changes are correct. Check the declaration box to confirm the accuracy of the information and select **“Submit”**.

Review and confirm

Please review your changes before confirming.

Convert to non-regulation 12 limited partnership

Original	Changes
Regulation 12 limited partnership	Non-regulation 12 limited partnership

Reasons

Reason for conversion

Change of Activities

I, HRL MGRL FXX, agree to the following terms: The information of all Limited Partners of the LP will be available to the public once they become non-Reg. 12 compliant

I, HRL MGRL FXX, 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 6: You will see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful update of information.

Update basic information

KEYSON CONSULTING LIMITED PARTNERSHIP
T25LP0001J

1 Edit basic information — 2 Review and confirm — 3 Complete

Transaction submitted successfully

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

Go to My Transaction

Transaction details

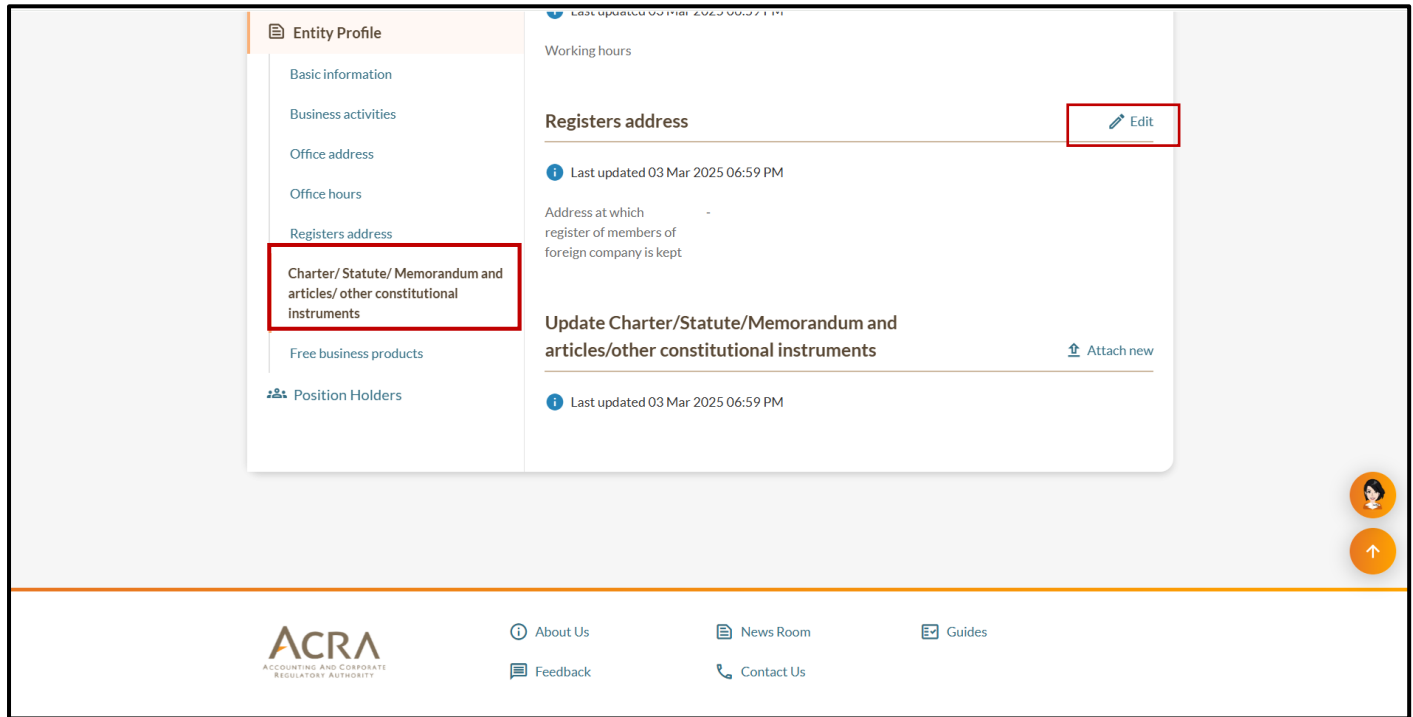
UEN	Transaction ID	Transaction name	Date and time
T25LP0001J	T250000688	Update business entity information - Update basic information	07 Mar 2025 05:28 PM

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

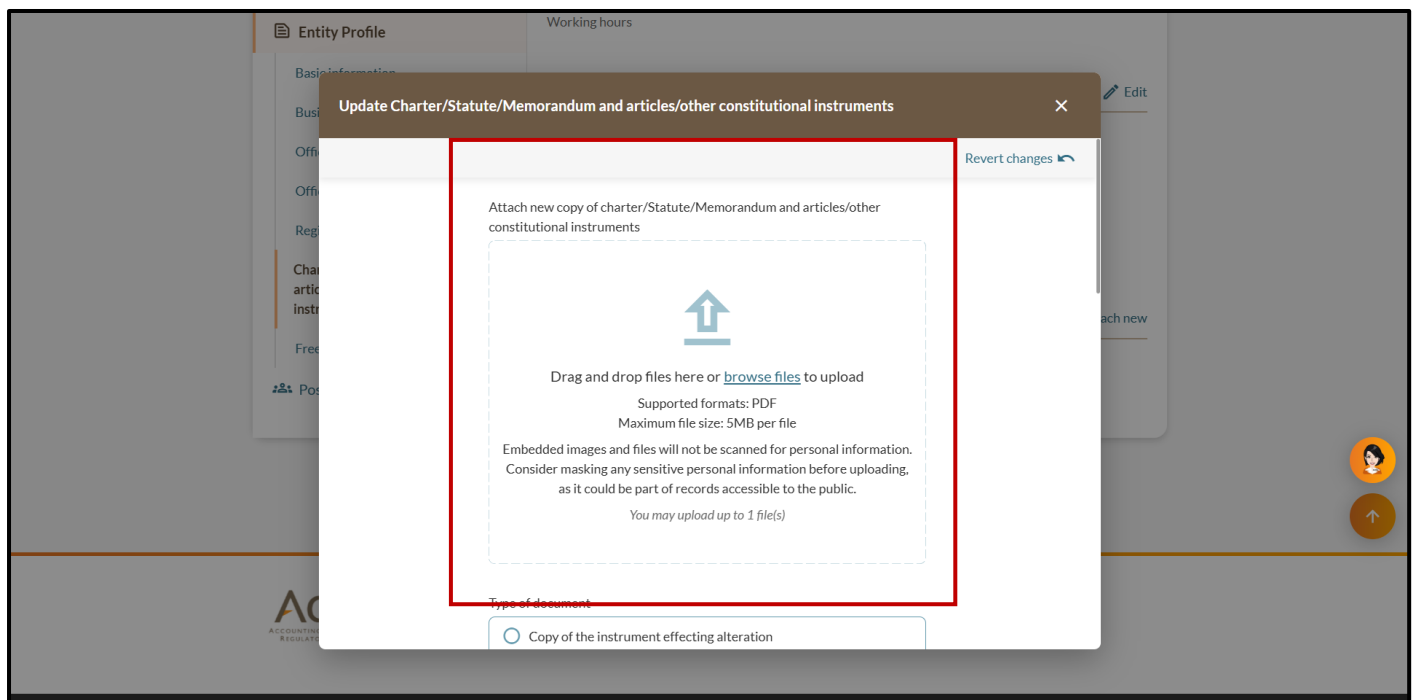
8) Updating Charter, Statute, Memorandum/Articles or other Instruments

Foreign companies must notify ACRA within 30 days of any changes to their Charter, Statute, or Memorandum/Articles of Association at their head office. All supporting documents must be notarised or certified as true copies.

Step 1: In the “Entity Profile” section, select “Charter/ Statue/ Memorandum and articles/ other constitutional instruments”, and click “Attach new”.

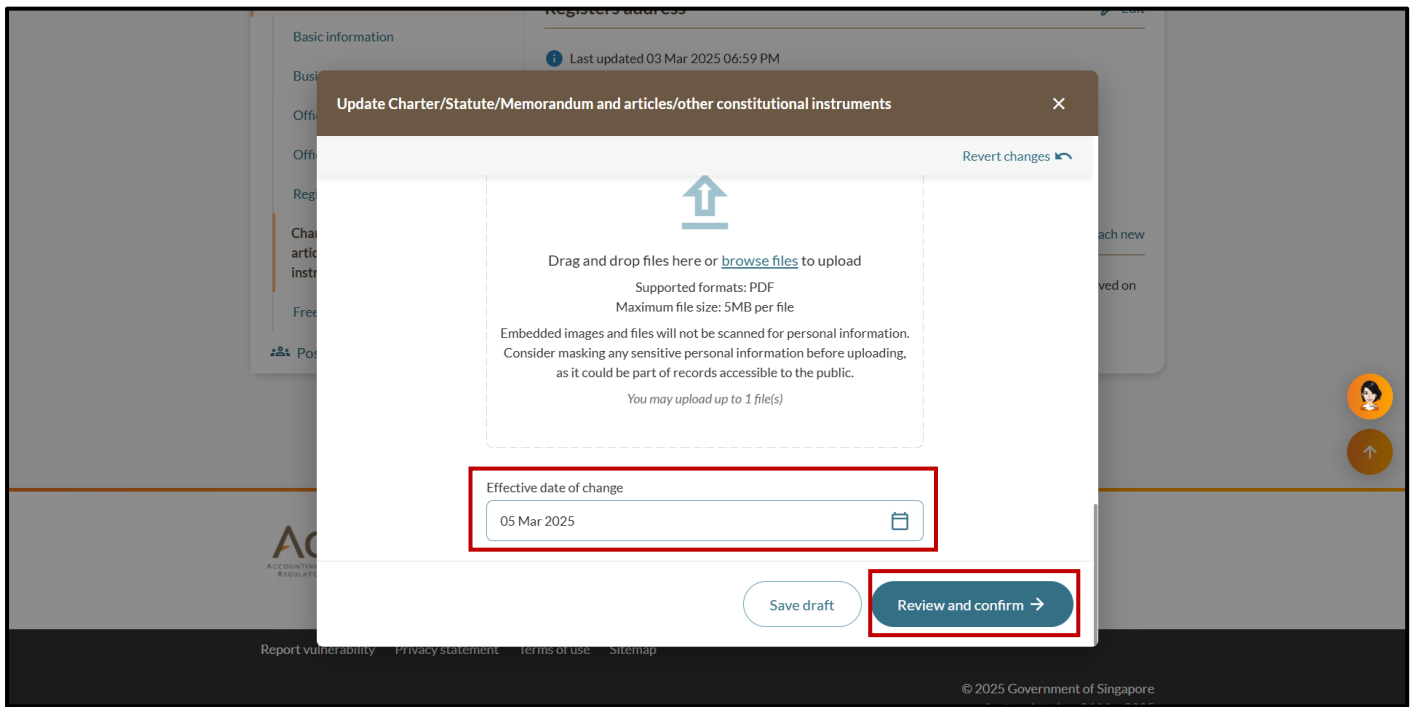


Step 2: Attach the required documents and specify the relevant document type.

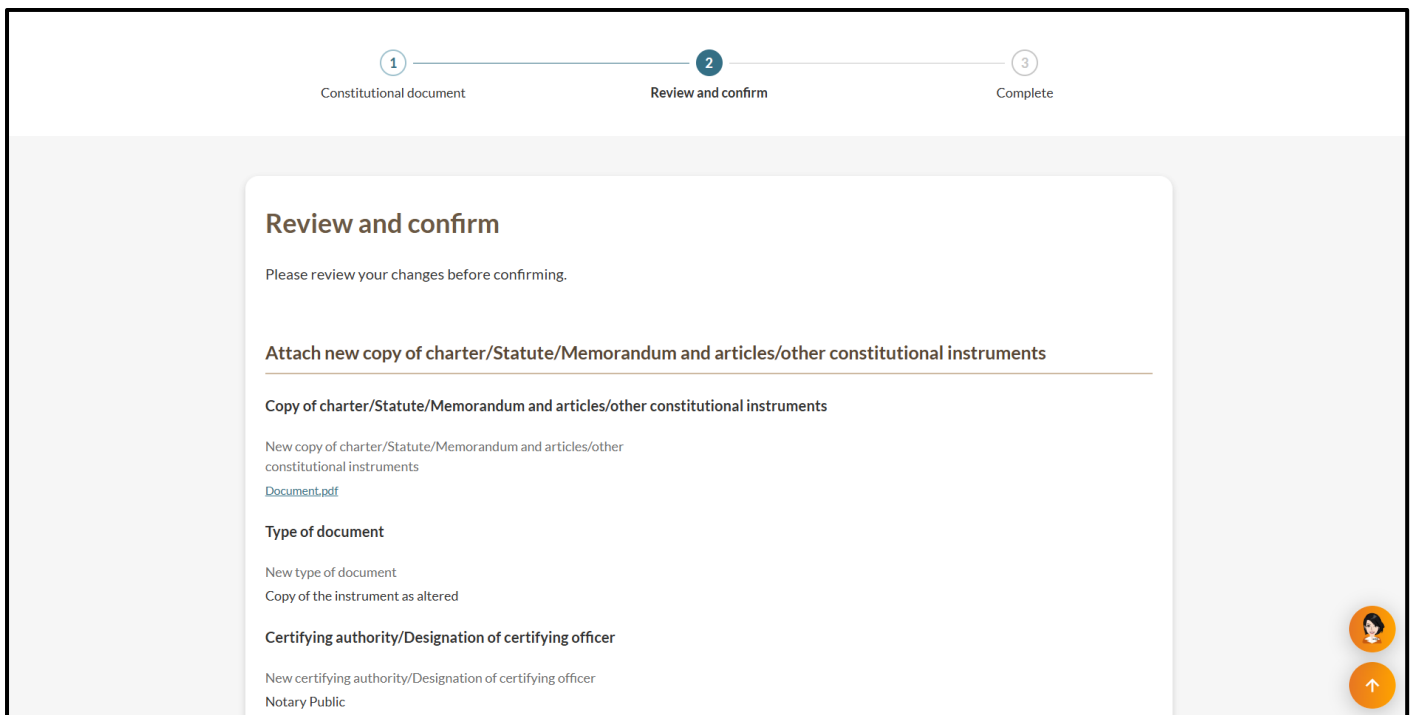


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 3: Specify the effective date of change and select **“Review and confirm”**.



Step 4: Verify that the updated information and supporting documents are correct. Check the declaration box and click **“Submit”**.



Certifying authority/Designation of certifying officer

New certifying authority/Designation of certifying officer
Notary Public

Date of certification

New date of certification
06 Mar 2025

Supporting documents

New supporting documents
[Document.pdf](#)

Effective date of change
05 Mar 2025

I, Willow Raisa Moore, 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 5: You will see a confirmation message indicating that the transaction has been submitted successfully. You will receive a notification in your Bizfile Inbox confirming the successful update of information.

1 Constitutional document
 2 Review and confirm
 3 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
T25FC0017H	T250006298	Update business entity information - Update charter / statute / memorandum and articles / other constitutional elements	07 Mar 2025 09:59 AM

Updated as of 4 Apr 2025

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