# 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

A Singapore Government Agency Website How to identify →] Login 🎽 🔍 bizfile Making Singapore the best place for business Welcome t Login Your one-stop digital s filing and information > **Business User** Login with UEN, Corppass to transact on behalf of a business entity. Search for busin Individual User > Entity Industry Login with Singpass to transact as an individual without a registered UEN. Q Enter entity name or UEN to begin search This site is protected by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply. Click here to chat with me Popular

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.

A Singapore Government Agency Website How to identify~	
Diffie     Making Singapore the best place for business       Image: Singapore the best place for business	gout Q
Register + Manage + Annual filing + Deregister + Others +   Buy information +   Subscribe AF	PIS <del>-</del>
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         Witw entity details	
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 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).

	,	
<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         >         Showmanry         >           202300001K         99900075J         To-do items: 0	<b>2</b>

**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 in	formation			
<b>Entity inform</b>				
BROWNIE PRIVA 202500244K Last updated 01 Mar 2025 01:50 Af	TE LIMITED			
Entity Profile	Entity Profi	le		
Basic information	Linerty i rom			
Business activities	Basic informatio	n	🧪 Edit	
Office address	i Last updated 01 M	ar 2025 01:50 AM		
Office hours	UEN	202500244K		
Registers address	Entity name	BROWNIE PRIVATE LIMITED		
Free business products	Entity type	Local Company		
Thee business products	Entity status	Live Company		
🖀 Position Holders	Company type	Private Company Limited by Shares		
$\oplus$ Share capital and Sharehold	Company listing status lers Entity status date	Unlisted 28 Feb 2025		<b>2</b>

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

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

Home > Dashboard > Entity information						
Entity information						
BROWNIE PRIVATE L 202500244K Last updated 01 Mar 2025 01:50 AM	IMITED					
Entity Profile						
Basic information	Entity Prom	e				
Business activities	Basic information		🧨 Edit			
Office address	<ol> <li>Last updated 01 Mar</li> </ol>	2025 01:50 AM				
Office hours	UEN	202500244K				
Registers address	Entity name	BROWNIE PRIVATE LIMITED				
Free business products	Entity type	Local Company				
The business products	Entity status	Live Company				
😂 Position Holders	Company type	Private Company Limited by Shares				
igoplus Share capital and Shareholders	Company listing status Entity status date	Unlisted 28 Feb 2025				

**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.

BRC	WNIE PRIVATE LIMITED	
202500 Last upd	Edit basic information	×
🖹 Ent		Undo 🛌
Basi	Basic information to be updated	]
Busi	Update entity name	/ Edit
Offic	Update entity email address	
Offic		
Regi	Update entity name	_
Free	Current business entity BROWNIE PRIVATE LIMITED	_
🖧 Pos	name	
🕀 Sha	Transaction number Select transaction number	
	Update entity email address	
	Entity email address	/ Edit
	Last updated 01 Mar 2025 01:50 AM	

**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.

BROWNI 2025002/	E PRIVATE LIMITED		
Last upda Edit l	basic information	×	
E Entit		Undo 🖛	
Basic	Transaction number		
Busin	T250006135 -	13	🕫 Edit
Office	Proposed Name BROWNIEE		
Office	Suffix PRIVATE LIMITED		
Regis	Attachspecial esolution		
Freet			
281 Posit	Û		
① Shar	Drag and drop files here or <u>browse files</u> to upload		
	Supported formats: PDF Maximum file size: 5MB 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.		🕈 Edit
	You may upload up to 1 fite(s)		
	Last updated U1 Mar 2025 U1:50 AM		
	Primary business 10750		

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 Agen	cy Website <u>How to identify</u> ~		
No late filing penalties u For more i Edit basic inform	ntil 15 March 2025	×	
bizfile	орюаава - 2.7 кв	Undo 🗠 🔍 Q	
Home >	Date of meeting 01 Mar 2025		
Ent	+ Copy of minute by representative of holding company		
	Update entity email address		
BRC 202500 Last upc	Entity email address browniee@email.com		
Ent Basi	Save draft Review	rand confirm →	
Business activities	Basic information	n 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	New entity name BROWNIEE PRIVATE LIMITED	
Transaction number T250006135	Special resolution BROWNIEE Name Change Document.pdf	
Date of meeting 01 Mar 2025		
Update entity email address		
Current email address email123@gmail.com	New email address browniee@email.com	
<ul> <li>I, Tan Ko, declare that:</li> <li>The above information submitted is true and correct to the best</li> <li>I am aware that I may be liable to prosecution if I submit any false</li> </ul>	of my knowledge and I am authorised to fil e or misleading information in this applicat	e this application/transaction. ion/transaction.
← Back		Submit →

**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.



# 2) Updating business activities

Step 1: In the Business activities section, select "Edit".

	Office hours	- 2025 07-02 PM	🧨 Edit	
				<b>(</b>
	Registered office address	588 PASIR RIS DRIVE 3, SINGAPORE 510588		
	i Last updated 05 Mar	2025 07:02 PM		
	Office address		🧪 Edit	
O Share capital and Shareholders	activity description			
🚓 Position Holders	Primary business activity Primary business	10750 Manufacture of cooked-food preparations (e.g. frozen dinners)		
Free business products	Last updated 05 Mar	2025 07:02 PM		
Office hours	Business activities	S	🧨 Edit	
Office address				
Business activities	Date of incorporation Email address	28 Feb 2025 browniee@email.com		
Basic information	Entity status date	28 Feb 2025		
Entity Profile	Company listing status Entity status	Unlisted Live Company		

**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.

	Profile	Company listing status	Unlisted				
	rione	Entity status	Live Company				
Basi			00510005				
Busi	Edit business activities				×		
Offic					Undo 🖛		
Offic						/ Edit	
Pogi	Prima	ary business activity					
Regi	011	90		Search			
Free			)				
Pos	Primar	y business activity					
🕀 Sha	Sele	ct primary business activity		•			
	011	90   Growing of other crops					
		MMM VVVV				🧨 Edit	
	+	Add secondary business acti	vity				
			Save draft	Review an	nd confirm →	/ Edit	
		i Last updated 05 Mar	2025 07:02 PM				

**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".** 

🖹 Enti	ty Profile	Business activities			🧨 Edit	
Basi	Edit business activities			×		
Busi				Lindo D		
Offic	Prima	ary business activity				
Regi	011	90	Search			
Free	Primar	y business activity			/ Edit	
Pos	011	90   Growing of other crops	•			
U Sha	Effecti	ve date of change				
	01 N	1ar 2025	Ë		/ Edit	
	+	Add secondary business activity				
			Save draft Re	eview and confirm $\rightarrow$	A 5.00	<b>(</b>
			200.014		Edit	1
		Last updated 05 Mar 2025 0	7:02 PM			

**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".** 

Review and confirm		
Please review your changes before confirming.		
Update business activities		
Primary business activity		
Current primary business activity 10750   Manufacture of cooked-food preparations (e.g. frozen dinners)	New primary business activity 01190   Growing of other crops	
Effective date of change 01 Mar 2025		
<ul> <li>I, Tan Ko, declare the following:</li> <li>The above information submitted is true and correct to the besi</li> <li>I am aware that I may be liable to prosecution if I submit any false</li> </ul>	t of my knowledge and I am authorised to I se or misleading information in this applica	file this application/transaction. ation/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.



# 3) Updating registered office address

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

Entity Profile	Business activities	🧨 Edit	
Basic information Business activities Office address Office hours Registers address	Last updated 05 Mar 2025 07:27 PM Primary business 01190 activity Primary business Growing of other crops activity description		
Free business products	Office address	🧨 Edit	
<ul> <li>Share capital and Shareholders</li> </ul>	Last updated 05 Mar 2025 07:27 PM     Registered office 588 PASIR RIS DRIVE 3, SINGAPORE 510588     address		
	Office hours  Last updated 05 Mar 2025 07:27 PM Working hours		
	Registers address		<b>9</b>

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

E Ent	tity Profile	Business activities	Î	Edit
Basi	ic information	1 Last updated 05 Mar 2025 07:27 PM		
Offi	Edit office address		×	
Reg			Undo 🖛	
Free	e Upo	date registered office address	ð	Edit
Det Po:	Post	al code 149598 Retrieve address		
	Effec	trive date of change	Ø	Edit
		Save draft Review	r and confirm $\rightarrow$	
		Registers address	Î	Edit
		Last updated 05 Mar 2025 07:27 PM  Address where register -		$\bigcirc$

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Step 3: Specify the effective date of change and select "Review and confirm".

Entity Profile	Business activities	/ Edit
Basic information Busi Edit office address		×
Off	Undo	
Offi Regi Free	Postal code           S         149598   Retrieve address	/ Edit
28 Pos	101, COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE	
⊕ sha	Level     Unit       3     03       Address doesn't have level and unit       Effective date of change       01 Mar 2025	🧨 Edit
	Save draft Review and confirm → ■ Last updated 05 Mar 2025 07:27 PM Address where register -	Edit

**Step 4:** Verify that the updated office address 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 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	
Effective date of change		
01 Mai 2025		_
I, Tan Ko, declare that:		
<ol> <li>The above information submitted is true and correct i</li> <li>I am aware that I may be liable to prosecution if I submitted is the submitted is the submitted in the submitted is the submitted is the submitted is true and correct is submitted in the submitted is true and correct is submitted in the submitted is true and correct is submitted in the submitted is true and correct is submitted in the submitted is true and correct is submitted in the submitted is true and correct is submitted in the submitted is true and correct is submitted in the submitted in the submitted is true and correct is submitted in the submitted in the submitted in the submitted is true and correct is submitted in the submitted is true and correct is submitted in the sub</li></ol>	to the best of my knowledge and I am authorised to file this application/transaction. mit any false or misleading information in this application/transaction.	
	)	1
- 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.



# 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".

Entity Profile		
Basic information	Office address 🧪 Edit	
Business activities Office address <b>Office hours</b> Registers address Free business products	<ul> <li>Last updated 06 Mar 2025 10:22 AM</li> <li>Registered office 401 COMMONWEALTH DRIVE, #3-03 HAW PAR TECHNO CENTRE, address SINGAPORE 149598</li> </ul> Office hours	
<ul> <li>Position Holders</li> <li>Share capital and Shareholders</li> </ul>	<ul> <li>Last updated 06 Mar 2025 10:22 AM</li> <li>Working hours At least 5 hours during ordinary business hours on each business day.</li> </ul>	
	Registers address       ✓ Edit            • Last updated 06 Mar 2025 10:22 AM          Address where register       -         • of members and index is         kept other than         registered office         address          Address where register       -         • of holders of         debentures for local         company is kept other         than registered office         address	<b>9</b> 1

**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"**.

Entity Profile			
Basic information	Office address	/ Edit	
Busi Edit office hours		×	
Offi		Undo 🖛	
Offic	Working hours		
Regi	At least 3 hours but less than 5 hours during ordinary business hours on each business day.	/ Edit	
Pos	At least 5 hours during ordinary business hours on each business		
Sha	aay.		
	Number of working hours	🧨 Edit	
	Effective date of change		
	01 Mar 2025		
	Save draft Review an	ud confirm →	
	company is kept other than registered office		
	Entity Profile Basic information Basic Information Basic Information Basic Profile Profile Sha	Entity Profile  Section Constant Office address  Entity Profile  Entity Profile  Entity Constant Office hours  Entity Constant	Exitive Profile Sate Laformation Office address Exit Cit office hours Intervention Office address Intervention of the set of the s

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**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		
<ul> <li>I, Tan Ko, declare that:</li> <li>1 The above information submitted is true and correct to the best</li> <li>2 I am aware that I may be liable to prosecution if I submit any false</li> </ul>	t of my knowledge and I am authorised to file this application/transaction. se 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.



# 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".

Entity Profile	
Basic information	Registers address
Business activities	1 Last updated 06 Mar 2025 10:44 AM
Office address	Address where register -
Office hours	of members and index is kept other than
Registers address	registered office address
Free business products	Address where register - of holders of
🕰 Position Holders	debentures for local company is kept other
Ghare capital and Shareholders     A statement of the statement of	than registered office address
	Address where branch - register of members is kept

**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.

Entity Profile			
Basic information	Registers address	/ Edit	
Busi Edit registers ad	dress	×	
Offi		Undo 🖛	
Offi	Choose which address(es) to update		
Regi	Address where Branch Register of Members is kept		
Free Pos	Address where Register of Holders of Debentures for Local Company is kept other than registered office address		
) Sha	Address where Register of Members and Index is kept other than registered office address		
	Update address where register of members and index is kept other than registered office address		
	Postal code		2
	S Retrieve address		
	Effective date of change		
ACRA	Guid Us	les	
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Step 3: After entering the required information, select "Review and confirm".

Entity Profile			
Basiciofermetion	Registers add	ress 🖉 Edit	
Busi Edit registers a	ddress	×	
Offi		Undo 🗠	
Offic	0 x LOLD		
Regi	Address type		
Free	Local	O Foreign	
and the second s	Postal code		
(D) Sha	S 149598	Retrieve address	
	401 COMMONWEALTH DR	IVE HAW PAR TECHNO CENTRE	
	-		
	Address doesn't have lev	el and unit	
		Save draft Review and confirm ->	
	(:) About the		
ACRA	About Us	E News Room Er Guides	
REGULATORY AUTHORITY	Feedback	Contact Us	

**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 compan	y 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 Notice of Situation	Date of opening 01 Mar 2025	
Address type Local address	Original -	
Changes 401 COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE, SINGAPORE 149598		
<ul> <li>I, Tan Ko, declare that:</li> <li>The above information submitted is true and correct to the best</li> <li>I am aware that I may be liable to prosecution if I submit any fals</li> </ul>	of my knowledge and I am authorised to file this application/transaction. e 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.



# 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".

Entity Profile		
Basic information	Office address	/ Edit
Business activities Office address	Last updated 06 Mar 2025 07:56 AM  Principal place of 81 HOLIGANG AVENUE 2 #12-26 SINGAPORE 538859	
Branch particulars	business	
Free business products	Branch particulars	<i>∎</i> Edit
igodoldoldoldoldoldoldoldoldoldoldoldoldol	1 Last updated 06 Mar 2025 07:56 AM	
	Νο Γεζοτας Τουτία	
		9
ACRA	) About Us 🖹 News Room 🛃 Guides	
ACCOUNTING AND CORPORTE Regulatory Authority	🕽 Feedback 🔍 Contact Us	

#### Step 2: Select "Add Branch".

Entity I Basic info Business	Profile ormation	activity Primary business activity description	Online marketplaces for services n	.e.C.		
Office ac Branch p	ldress particulars	Office address 1 Last updated 07 Mar 2	2025 05:28 PM		/ Edit	
<mark>≠≗t Pos</mark> ⊕ Sha	Edit branch particulars			X Revert changes 🗠	/ Edit	
	+	Add Branch	Save draft	Review and confirm $\rightarrow$		
						<b>2</b>
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**Step 3:** Specify the start date of the branch and enter the postal code to retrieve the address.

	Primary business	63209		
E Entity Profile	e activity			
Basic informati	Primary business	Online marketplaces for services n.e.c.		
Edit b	ranch particulars		×	
Busi				
Offi			Revert changes 🖍	/ Edit
Brar	Branch 1	📋 Delete		
Free	Start date			
D she	05 Mar 2025	<b></b>		
U Sile	Postal code			/ Edit
	S 550123	Retrieve address		
	123, SERANGOON NORTH AVE	NUE 1		
	Level	Unit		
	-	•		<b>9</b>
	Address doesn't have level ar	ıd unit		
	+ Add Branch			
	U About 05		oulues	
ACCOUNTING AND CORPOR REGULATORY AUTHORITY	Feedback	📞 Contact Us		

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

E	Entity Profile	Primary business activity	63209		
	Basic information	Primary business	Online marketplaces for services n.e.c.		
	Busi Edit branch particulars	5		×	
	Offi			Revert changes 👟	/ Edit
	Brar	05 Mar 2025	Ē		
	Free				
28	Ba Pos	Postal code			
Œ	🕀 Sha	s 550123	Retrieve address		Arm
		123, SERANGOON NORTH AVENUE	1		
		Level	Unit		
		-	-		
		Address doesn't have level and up	nit		
		+ Add Branch			
			Save draft Review	w and confirm $\rightarrow$	
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**Step 5:** Verify that the updated branch information is correct. Check the declaration box to confirm the accuracy of the information and click **"Submit"**.

<b>Review and confirm</b> Please review your changes before confirming.		
Update branch particulars		
Branch 1 Start date 05 Mar 2025	New address 123 SERANGOON NORTH AVENUE 1, SINGAPORE 550123	
<ul> <li>I, HRL MGRL FXX, declare the following:</li> <li>The above information submitted is true an</li> <li>I am aware that I may be liable to prosecution</li> </ul>	nd correct to the best of my knowledge and I am authorised to file this application/transaction. ion 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 br KEYSON CONSULTIN T25LP0001J	anch particu G LIMITED PARTNERSHIP	llars	G Complete	
	<b>Transactio</b> To track your transaction	DIN SUBMITTED SUCCESSFULLY a status or view more details by clicking button be Control My Transaction Transaction details	low	
UEN T25LP0001J	Transaction ID T250000689	Transaction name Update business entity information - Update branch particulars	Date and time 07 Mar 2025 05:35 PM	٩

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# 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".

KEYSON CONSULTING LIMITED PARTNERSHIP T25LP0001J Last updated 06 Mar 2025 07:56 AM			
Entity Profile			
Basic information	Entity Pron	le	
Business activities	Basic information	n	🧨 Edit
Office address	<ol> <li>Last updated 06 Ma</li> </ol>	ar 2025 07:56 AM	
Branch particulars	UEN	T25LP0001J	
Free business products	Entity name	KEYSON CONSULTING Limited Partnership	
*** Desition Holdors	Entity type	Limited Partnership	
Position Holders	Entity status	Live	
igoplus Share capital and Shareholders	Limited partnership type	Regulation 12 Limited Partnership	
	Entity status date	08 Nov 2024	
	Email address	keyson@cc.com	
	Date of registration	08 Nov 2024	
	Business activitie	25	🧨 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.

KEY	SON CONSULTING LIMITED PARTNERSHIP		
T25LP0 Last upd	Edit basic information	×	
E Ent		Undo 🛌	
Basi	Basic information to be updated		
Busi	Update entity name	I E	Edit
Offic	Update entity email address	_	
Brar	Convert to non-Regulation 12 Limited Partnership		
Pos	Convert to non-regulation 12 limited partnership		
🕀 Sha	Current limited Regulation 12 Limited Partnership partnership type	_	
	About regulation 12 limited partnership (i) Regulation 12 of the Limited Partnership (LP) Regulations applies where a LP primarily establishes a fund for investment, and a "licensed fund manager" (whether a general partner or a general partner's appointee) must manage the fund.	JP €	Edit
	Last updated 06 Mar 2025 07:56 AM		

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Step 3: Specify the reason for conversion.

KEY: T25LP0	SON CONSULTING LIMITED PARTNERSHIP		
Last upd	Edit basic information	×	
Basi Busi Offi Brat	About regulation 12 limited partnership (D) Regulation 12 of the Limited Partnership (LP) Regulations applies where a LP primarily establishes a fund for investment, and a "licensed fund manager" (whether a general partner or a general partner's appointee) must manage the fund.	Undo 🖛	✓ Edit
Free 281 Po: ① Sha	Reason for conversion Select reason Change of Activities No licensed fund manager Others		
	Save draft Review and o Primary business 63209	confirm →	₽ Edit ₽

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

KEY: T25LP0	SON CONSULTING LIMITED PARTNERSHIP	
Last upc	Edit basic information X	
Ent	Undo 🛌	
Basi Busi Offi Brat	About regulation 12 limited partnership Regulation 12 of the Limited Partnership (LP) Regulations applies where a LP primarily establishes a fund for investment, and a "licensed fund manager" (whether a general partner or a general partner's appointee) must manage the fund.	
Free 22: Po: ① Sha	Reason for conversion Change of Activities  ✓ I,HRL MGRLFXX, 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	
	Save draft Review and confirm $\rightarrow$ Edit Primary business 63209	9

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**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 confi	rming.	
Convert to non-regulation 12 lim	nited 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 followin non-Reg. 12 compliant	ng terms: The information of all Limited Partners of the LP will be available to the public once they become	
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 p	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			<b>e</b>	
1 ———— Edit basic information	(Review i	2	Complete	
Transaction submitted successfully         To track your transaction status or view more details by clicking button below         Image: Control of the control of				
UEN T25LP0001J	Transaction ID T250000688	Transaction name Update business entity information - Update basic information	Date and time 07 Mar 2025 05:28 PM	۲

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# 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".

<ul> <li>Entity Profile</li> <li>Basic information</li> <li>Business activities</li> <li>Office address</li> <li>Office hours</li> <li>Registers address</li> <li>Charter/Statute/Memorandum and articles/ other constitutional instruments</li> <li>Free business products</li> <li>** Position Holders</li> </ul>	<ul> <li>Cast updated 03 Mar</li> <li>Working hours</li> <li>Registers address</li> <li>Cast updated 03 Mar</li> <li>Address at which register of members of foreign company is kept</li> <li>Update Charter/S articles/other con</li> <li>Cast updated 03 Mar</li> </ul>	2025 06:59 PM - tatute/Memorandum a stitutional instruments 2025 06:59 PM	nd	✓ Edit ▲ Attach new	<b>9</b>
	<ul><li>About Us</li><li>Feedback</li></ul>	News Room Contact Us	E Guides		

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

Entity Prof Basia Inference Busi Upda	ate Charter/Statute/Memorandum and articles/other constitutional instruments	X	Celit	
Offi Reg Cha artic instr Free z≛t Pos	Attach new copy of charter/Statute/Memorandum and articles/other constitutional instruments Drag and drop files here or <u>browse files</u> to upload Supported formats: PDF Maximum file size: 5MB 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)	rever t changes • •	ach new	<b>9</b>
	Type of document Copy of the instrument effecting alteration			

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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".

		Registers address		/ cont	
Basic	information	Last updated 03 Mar 2025 06:59 PM			
Busi	Update Charter/Statute/N	Aemorandum and articles/other constitutional instruments	×		
Offi			Revert changes 🖛		
Reg Chai artic instr Free 281 Por	E	Drag and drop files here or <u>browse files</u> to upload Supported formats: PDF Maximum file size: 5MB per file imbedded 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)		ach new ved on	8
Ac	Effe	ective date of change 15 Mar 2025	]		
Accounte Regulate		Save draft Revi	ew and confirm $\rightarrow$		
Report vult	herability Privacy statement	lerms of use Sitemap			
			© 2025 Government of	Singapore	

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

1 Constitutional document	2 Review and confirm	③ Complete	
Review and confirm			
Please review your changes before confirmin	<sup>g.</sup> /Memorandum and articles/other cons <sup>,</sup>	titutional instruments	
Copy of charter/Statute/Memorandum and an New copy of charter/Statute/Memorandum and an constitutional instruments	articles/other constitutional instruments		
Document.odf Type of document New type of document			
Copy of the instrument as altered Certifying authority/Designation of certifying	ng officer		9
Notary Public	unicer		

Certifying autionity/Designation of certifying		
New certifying authority/Designation of certifying of Notary Public	fficer	
Date of certification		
New date of certification 06 Mar 2025		
Supporting documents		
New supporting documents Document.pdf		
Effective date of change 05 Mar 2025		
<ul> <li>I, Willow Raisa Moore, declare that:</li> <li>The above information submitted is true a</li> <li>I am aware that I may be liable to prosecut</li> </ul>	and correct to the best of my knowledge and I am authorised to file this ution if I submit any false or misleading information in this application/tr	application/transaction. ransaction.
← 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 doc	ument	Review and confirm	Complete	
UEN T25FC0017H	Transaction To track your transaction sta	Cost of My Transaction Transaction details Transaction name Update business entity information - Update charter / statute / memorandum and articles / other constitutional elements	low Date and time 07 Mar 2025 09:59 AM	0

Updated as of 4 Apr 2025