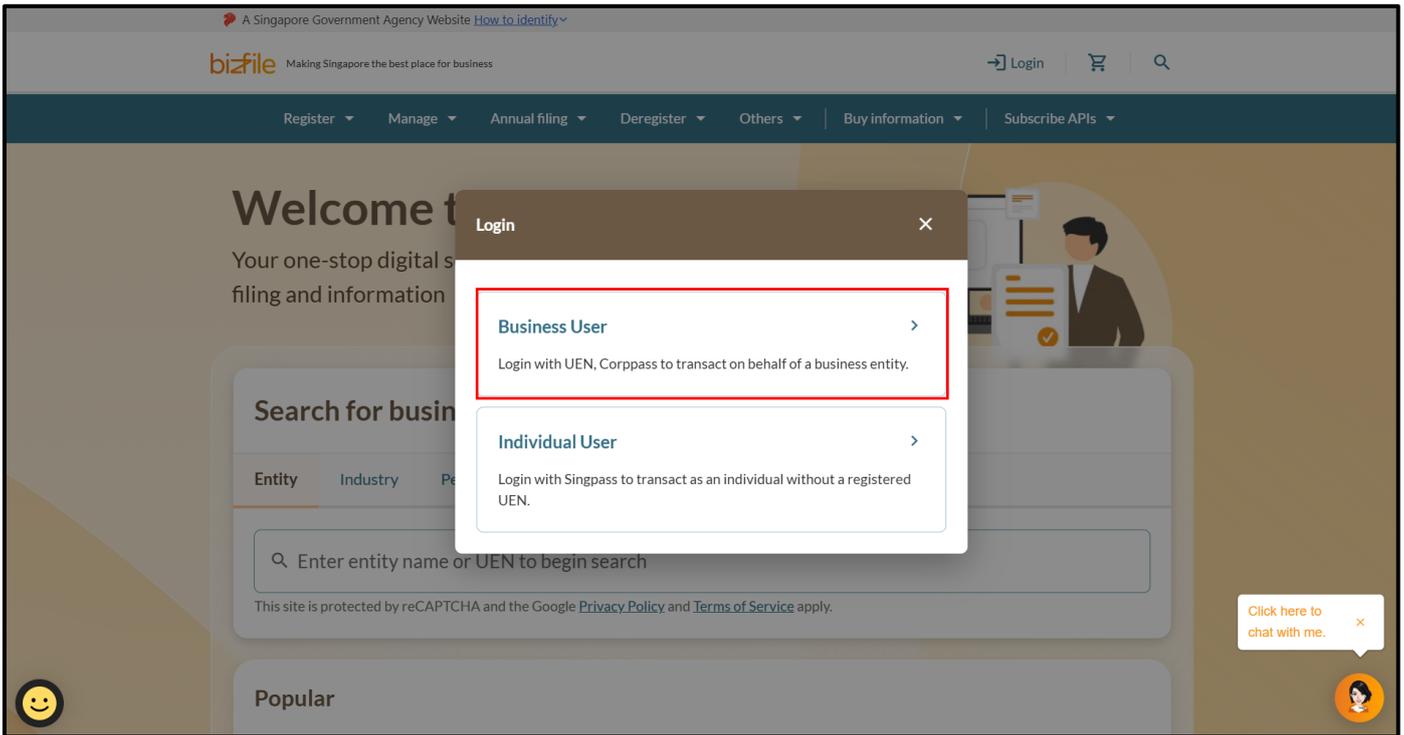
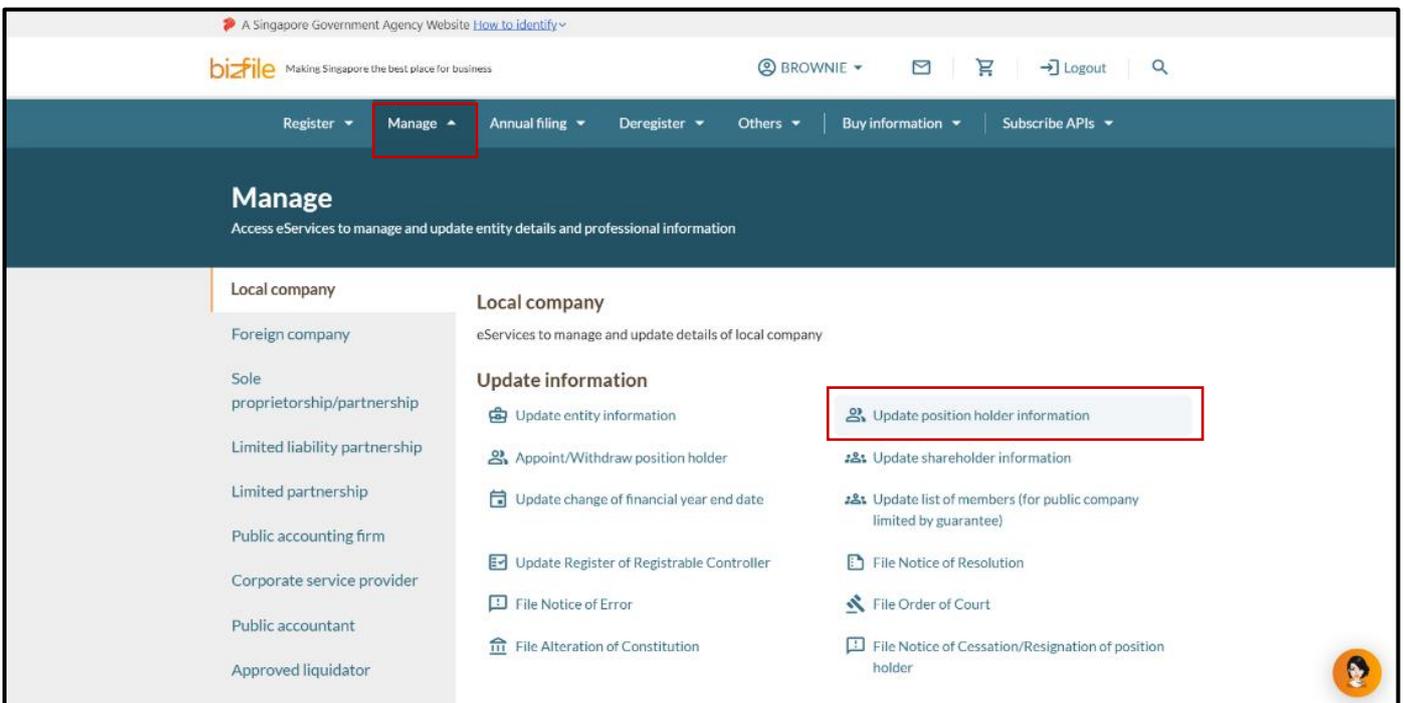


Navigating the new Bizfile: Update position holder information

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



Step 2: From the mega menu, click on the “**Manage**” tab and select “**Update position holder information**”.



Step 3: On the “**Update position holder information**” introduction page, select “Start new transaction” or “Continue existing draft” to proceed with an existing draft update.

Update position holder information

CENTRALMAP PRIVATE LIMITED
202488884T

Introduction

This eService allows you to update the personnel information in your registered entity. You can make changes to the personal particulars of all position holders such as owners, partners or directors based on the entity type registered.

To update the appointment or withdrawal of a position holder in the entity, proceed to [Appoint/Withdraw position holders](#).

🕒 Time to complete	5 minutes - 15 minutes
📅 Approval time	Immediate (up to 14 days if endorsement is required)
💰 Fee	\$0

Before you start

Ensure that you have the updated information of the position holder, including their name, identification type and number, nationality, address and contact information.

Useful reminders 📘

- All changes must be lodged with the Registrar in Bizfile within 14 days from the date of change. File the changes on time to avoid incurring late lodgement penalty.
- Check that you have entered all information correctly before submitting your application.

Start new transaction Continue existing draft →

Step 4: In the “**Edit position holder information**” section, select the relevant position holder and click “**Edit**” to modify their details.

The screenshot shows the top navigation bar with links for Register, Manage, Annual filing, Deregister, Others, Buy information, and Subscribe APIs. Below the navigation, there is a breadcrumb trail: Home > eServices >. The company name 'EXCELLENCE' and its UEN '53400294C' are displayed. A progress indicator shows three steps: 1. Edit position holder (active), 2. Review and confirm, and 3. Complete. The main content area is titled 'Edit position holder information' and contains the instruction: 'Select the position holder from the list below and click 'Edit' to update their information.' Below this instruction, there are 'Expand all' and 'Collapse all' links. A list of position holders is shown, with the first entry '1. KLAY THOMPSON' (Owner · S9845186B) highlighted with a red box. A user profile icon is visible in the bottom right corner.

This screenshot shows the details for the selected position holder '1. KLAY THOMPSON' (Owner · S9845186B). The 'Edit' button is highlighted with a red box. Below the header, there are two sections: 'Position(s) held' and 'Personal information'. The 'Position(s) held' section shows a table with columns for 'Position held' and 'Date of appointment', with the entry 'Owner' and '21 Nov 2024'. The 'Personal information' section shows a table with columns for 'Identification type', 'Identification number', 'Name (As per NRIC/Identification document)', and 'Nationality', with the entries 'NRIC (Citizen)', 'S9845186B', 'KLAY THOMPSON', and 'Singapore Citizen' respectively. A user profile icon and an upward arrow icon are visible in the bottom right corner.

Step 5: Update the information as required.

Edit position holder information

Select the position holder from the list below and click 'Edit' to update their information.

Expand all Collapse all

1. KLAY THOMPSON

Personal information

Name (As per NRIC/Identification document)

Identification type

Identification number

Note:

- Personal particulars for NRIC and selected FIN holders are retrieved from relevant government agencies and prefilled.

Step 6: An “Effective date of change” field will be displayed for each modifications made. Specify the effective date for each change.

Identification type

Nationality

Effective date of change of nationality

Identification number

Retrieve information

Note:

- Personal particulars for NRIC and selected FIN holders are retrieved from relevant government agencies and prefilled.
- If you are NRIC holder, exclude the following names from your entry: Alias name, Hanyu Pinyin name, Alias Hanyu Pinyin name, and married name.
- Your personal data including date of birth, email address and mobile number are collected solely for administrative purpose and will not be disclosed to the public.

Effective date of change of identification



Quick Tip

All changes to be made to position holders' information must be updated with ACRA within 14 days.

Step 7: For individual position holders using passports as identification, include their nationality/citizenship details.

Name (As per NRIC/Identification document)
Rachel Koh

Identification type
Passport / Others

Nationality
Singapore Citizen

Identification number
K216398S3 Retrieve information

Note:

- Personal particulars for NRIC and selected FIN holders are retrieved from relevant government agencies and prefilled.
- If you are NRIC holder, exclude the following names from your entry: Alias name, Hanyu Pinyin name, Alias Hanyu Pinyin name, and married name.
- Your personal data including date of birth, email address and mobile number are collected solely for administrative purpose and will not be disclosed to the public.

Effective date of change of identification
DD MMM YYYY

Step 8: If you need to update information for foreign corporate position holders, you can edit their entity information directly. However, for locally registered entities with UEN, any changes must be made through the **"Update Entity Information"** eService.

1. NICOLE LIM
Owner · S9669740F

2. Lumex

Entity information

Entity name
Lumex

Country/region of incorporation/registration
Corporate identification number
549300160PM02

Address

Foreign address line 1
Enter foreign address

+ Add address line 2

Cancel Save

Expand all Collapse all

Step 6: Verify that the tag **“To be updated”** appears below the position holder’s name where the information has been modified, before clicking on **“Review and Confirm”**.

1 Edit position holder 2 Review and confirm 3 Complete

Edit position holder information

Select the position holder from the list below and click 'Edit' to update their information.

▼ Expand all ▲ Collapse all

1. KLAY THOMPSON
Owner · S9845186B

To be updated

▼ Expand all ▲ Collapse all

← Back Save draft Review & confirm →

Step 7: Carefully review all the changes you have made. Check the declaration box to complete the declaration and click **“Submit”**.

Contact information

Contact address
401 COMMONWEALTH DRIVE,
#01-01 HAW PAR TECHNO
CENTRE, SINGAPORE 149598

Email address Effective date of change of email
klay@gmail.com address
28 Feb 2025

Mobile number
+65 9229 0303

I, KLAY THOMPSON 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 8: You will see a confirmation message indicating that the transaction was submitted successfully. A notification will also be sent to your Bizfile Inbox confirming that the position holder's information has been updated.

The screenshot displays a web interface for updating position holder information. At the top, the breadcrumb navigation reads 'Home > eServices > Update position holder information'. The main heading is 'Update position holder information', with a print icon to its right. Below the heading, the text 'EXCELLENCE' and '53400294C' is visible. A progress bar shows three steps: '1 Edit position holder', '2 Review and confirm', and '3 Complete', with the third step being active. A central white box contains a green checkmark icon, the text 'Transaction submitted successfully', and a subtext '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 box. A user profile icon is located in the bottom right corner of the page.