

## Navigating the new Bizfile: Update shares information – Allotment of shares

The “Update shares information” eService allows you to update changes to the share capital and shareholding for a local company.

You can use this eService to update the following shares information:

- **Return of allotment of shares**

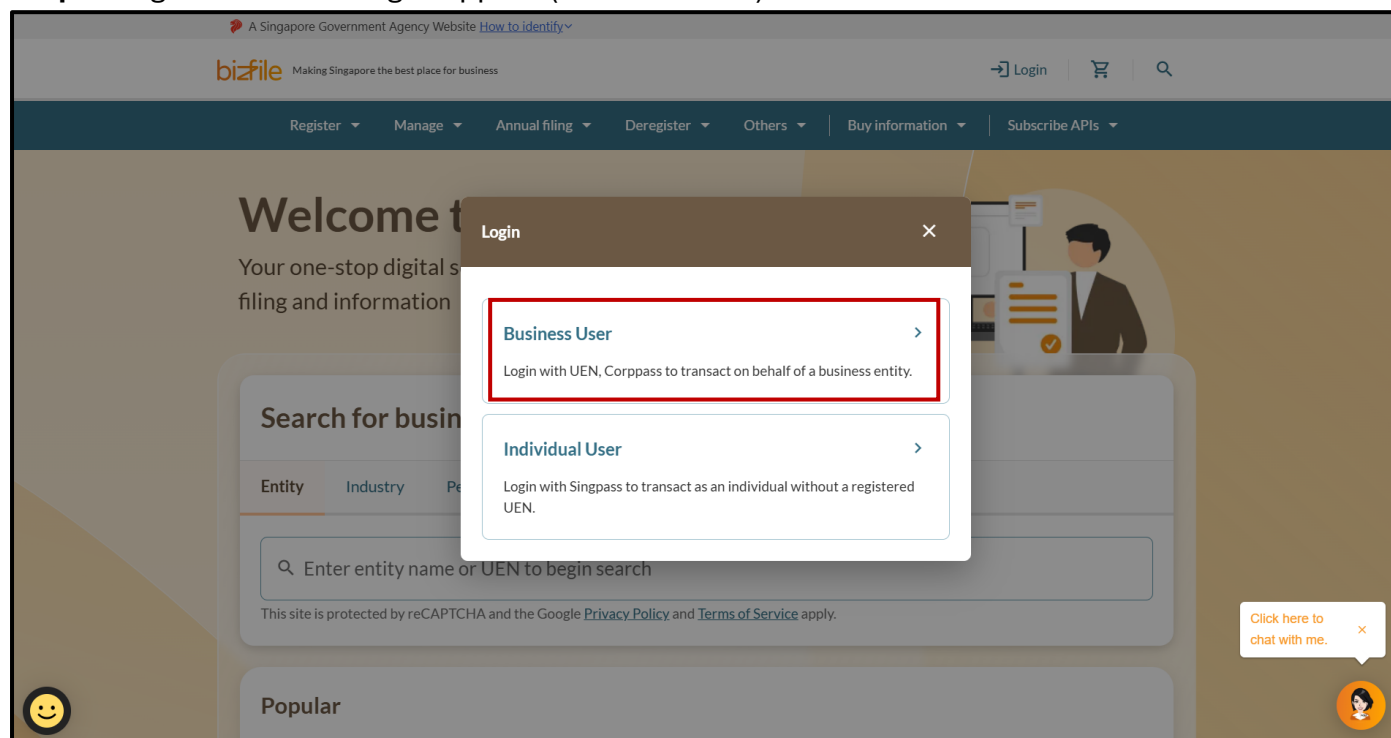
Notify ACRA of the allotment of newly issued shares made in the company and update the increase in the company's share capital and shareholdings.

- **Transfer of shares**

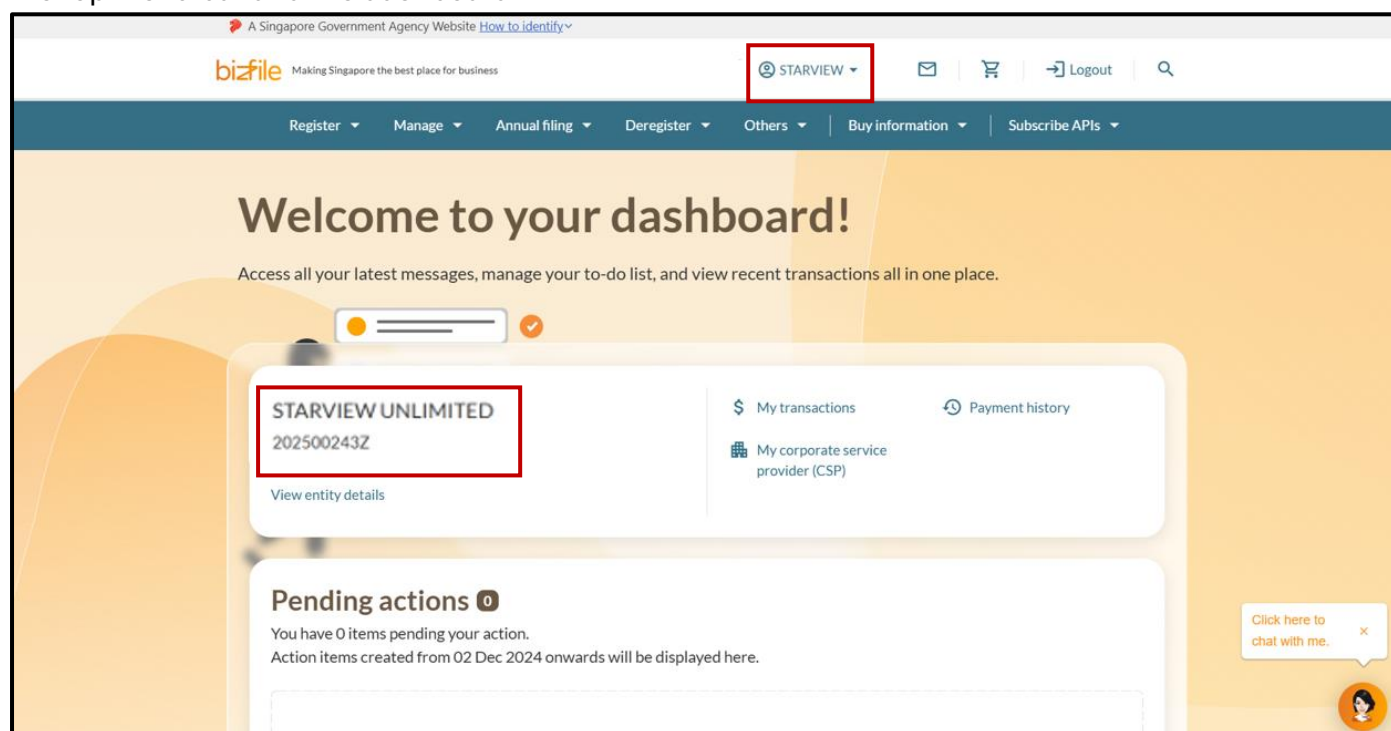
Update the transfer of shares for a local company, from an existing shareholder to another existing shareholder or to a new shareholder, in accordance with the company's constitution.

## Step-by-step instructions to update shares information – Return of allotment of shares

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

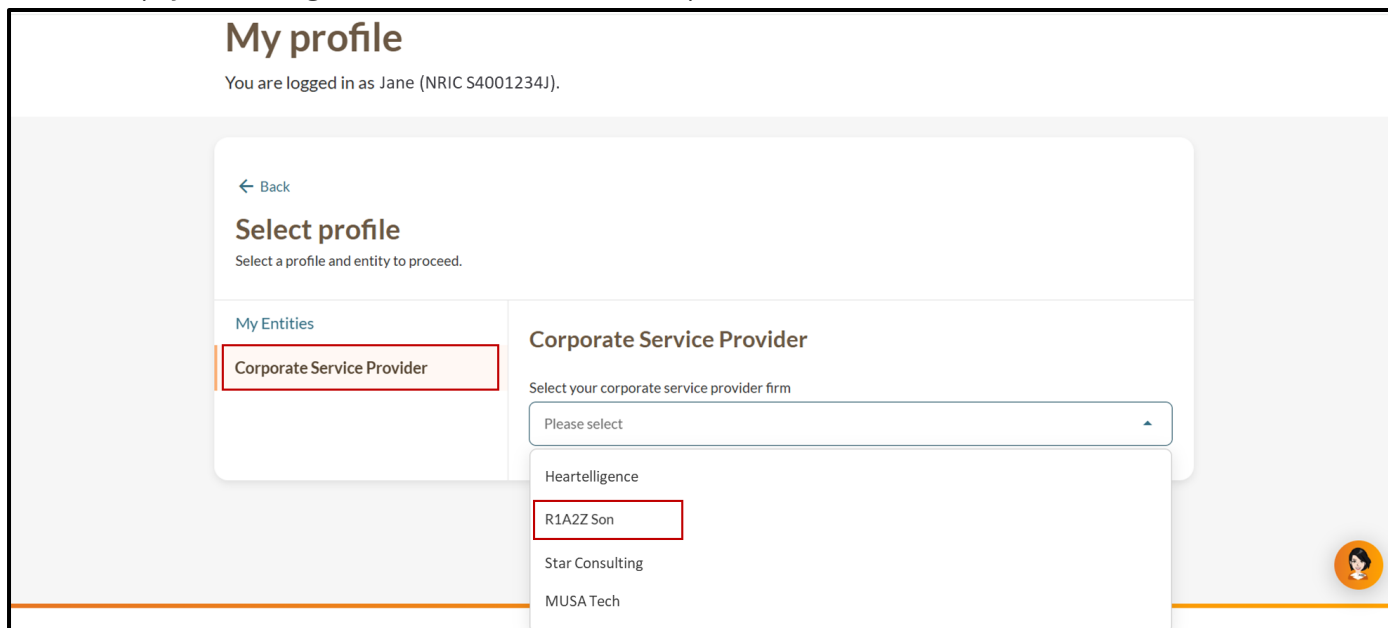


**Step 2:** Access the correct entity dashboard. For position holders, verify the entity name displayed on the top menu bar and the dashboard.



*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 filing shares allotment 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).



**My profile**  
You are logged in as Jane (NRIC S4001234J).

[← Back](#)

**Select profile**  
Select a profile and entity to proceed.

**My Entities**

- Corporate Service Provider**

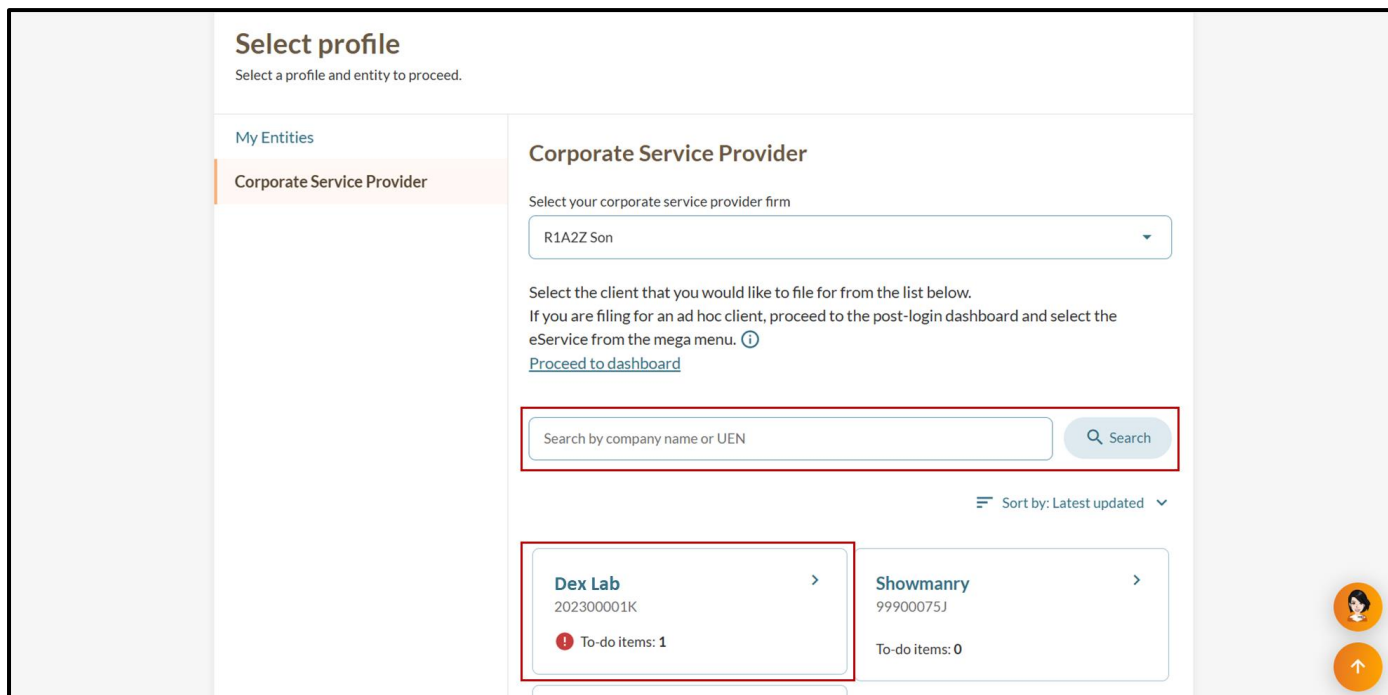
**Corporate Service Provider**

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 [Search](#)

Sort by: Latest updated

|  |   |
|--|---|
| <b>Dex Lab</b><br>202300001K<br>To-do items: 1 | <b>Showmanry</b><br>99900075J<br>To-do items: 0 |
|--|---|

**Step 3:** From the mega menu, select **“Manage”** and click **“Update shares information”**.

The screenshot displays the bizfile website interface. At the top, the header includes the bizfile logo, the tagline 'Making Singapore the best place for business', and navigation links for 'A Singapore Government Agency Website' and 'How to identify'. Below the header is a mega menu with options: Register, Manage (highlighted with a red box), Annual filing, Deregister, Others, Buy information, and Subscribe APIs. The 'Manage' section is expanded, showing a sidebar with various entity types: Local company (highlighted), Foreign company, Sole proprietorship/partnership, Limited liability partnership, Limited partnership, Public accounting firm, Corporate service provider, Public accountant, and Approved liquidator. The main content area for 'Local company' lists 'eServices to manage and update details of local company'. Under the 'Update information' section, there are two columns of options: 'Update entity information', 'Appoint/Withdraw position holder', 'Update change of financial year end date', 'Update Register of Registrable Controller', 'File Notice of Error', and 'File Alteration of Constitution' in the first column; and 'Update position holder information', 'Update shareholder information', 'Update list of members (for public company limited by guarantee)', 'File Notice of Resolution', 'File Order of Court', and 'File Notice of Cessation/Resignation of position holder' in the second column. At the bottom, the 'Update shares' section is visible, with 'Update shares information' (highlighted with a red box) and 'Update reduction of share capital'.

*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 4:** On the “Update shares information” introduction page, select “**Return of Allotment of shares**” from the dropdown list and click “**Start**”.

## Update shares information

YA KUN KAYA TOAST PRIVATE LIMITED  
202400335Z

### Introduction

This eService allows you to update changes to the share capital and shareholding for a local company.

Share information provides a representation of the company's ownership and financial structure. Keeping the company's shares information current enables stakeholders to gain an accurate understanding of the company's ownership structure and financial standing.

|                    |                        |
|--------------------|------------------------|
| 🕒 Time to complete | 5 minutes - 15 minutes |
| 📅 Approval time    | Immediate              |
| 💰 Fee              | \$0                    |

### Before you start

- 1 Ensure that you have the following information ready, where applicable:
  - Entity UEN
  - Changes to the share capital
  - Date of change (e.g. date of allotment, date of transfer)
  - Details of new shareholders such as full name, identification number, nationality, and address
  - Shareholding of each shareholder
  - Any supporting documents
- 2 You can file the following notices under this eService:
  - **Return of allotment of shares**  
Notify ACRA of the allotment of newly issued shares made in the company and update the increase in the company's share capital and shareholdings.  
  
Before filing, prepare the following information:
    - Number of shares allotted
    - Amount of issued share capital
    - Amount paid (if any) or deemed to be paid on the allotment of each share
    - Class of shares that are being issued
    - Sub-class of shares that are being issued (if any)
    - Copy of resolution (if any)
    - For otherwise in cash, method of allotment information
  - **Transfer of shares**  
A company can transfer shares from an existing shareholder to another existing shareholder or to a new shareholder, in accordance with the company's constitution. All share transfers must comply with the provisions outlined in the constitution, and only fully paid shares can be transferred.  
  
Ensure that a proper instrument of transfer has been delivered to the company. This document records the transfer of the legal title to the shares from the existing shareholder to the new shareholder.  
  
To update share capital and shareholding, select the relevant transaction from the drop-down list below.

### Useful reminders

- Ensure that you have entered all information correctly before submitting your application.
- For private companies, ACRA maintains the electronic Register of Members (EROM). Any changes to share information, such as allotment of new shares or transfer of existing shares, will only take effect after ACRA updates the company's EROM on the date of lodgement to reflect the shares transaction.
- The following shares transactions are to be filed using [General Lodgement](#):
  - Notice of Cancellation or Disposal of Treasury Shares under S76K
  - Notice to update EROM and paid-up share capital
  - Notice of Purchase or Acquisition of Ordinary/Preference Shares/Stocks
  - Update List of Members (for Public Company Limited by Guarantee)
  - Notice of Redemption of Redeemable Preference Shares
  - Notice by Local Company of Alteration in Share Capital under S71
  - Conversion of Shares
  - Notice of Redenomination

Select an eService to update share information

Return of Allotment of Shares

Start →

*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 5:** Verify the business entity details to ensure you are filing share allotment for the correct entity. Indicate if the entity has filed prior approval obtained in the general meeting for the company to issue shares and click **“Next”**.

**Enter entity information**

You are filing allotment of new issuance of shares for the following business entity

**Entity information**

Business entity name  
BROWNIEEE

UEN  
202500244K

Business entity type  
Local Company

Company type  
Exempt Private Company Limited by Shares

Have you filed the prior approval obtained in the general meeting for the company to issue shares?

☐ No ☒ Yes

[← Back](#) [Save draft](#) [Next →](#)


If the entity has not filed prior approval for the company to issue shares, specify the date of meeting and upload the resolution. Click **“Next”** to proceed.

Have you filed the prior approval obtained in the general meeting for the company to issue shares?

☒ No ☐ Yes

Date of meeting  
DD MMM YYYY

Attach copy of resolution



Drag and drop files here or [browse files](#) to upload  
Supported formats: JPG, JPEG, PNG, PDF, DOCX, XLSX, PPTX  
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)

[← Back](#) [Save draft](#) [Next →](#)

*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 6:** Enter the share capital details by selecting the currency type and shares payable option.

**Enter share capital**

Share capital refers to the amount of money that shareholders have invested in a company by purchasing shares. It can be in different currencies, and different classes of shares with varying rights and privileges. Start by adding a currency and the classes of shares. You may add more currencies as needed.

▼ Expand all ▲ Collapse all

**Currency 1** ▲

Currency

Select currency ▼

Shares payable

☐ All in cash

☐ All otherwise than in cash

☐ No consideration

☐ Partially in cash and otherwise than in cash

Share capital

For shares payable **“All otherwise than in cash”** or **“Partially in cash and otherwise than in cash”**, specify the allotment method.

▼ Expand all ▲ Collapse all

**Currency 1** ▲

Currency

Singapore dollar ▼

Shares payable

☐ All in cash

☒ All otherwise than in cash

☐ No consideration

☐ Partially in cash and otherwise than in cash

Method of allotment

☐ Pursuant to a contract in writing

☐ Pursuant to a contract not reduced to writing

☐ Pursuant to a provision in the constitution

☐ In satisfaction of a dividend in favour of, but not payable in cash to, the shareholder or in pursuance of the application of monies held in an account or reserve in paying up unissued shares to which the shareholders have become entitled

☐ Pursuant to a scheme of arrangement approved by the Court

*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:** Select the class of shares to be allotted from the dropdown list.

The screenshot shows the 'Share capital' section of a form. A red box highlights the 'Class of shares' dropdown menu, which is open, showing options: 'Ordinary', 'Preference', 'Others', and '+ Add sub-class'. Below the dropdown is a '+ Add another class' link. To the right, there are two input fields: 'Issued share capital' and 'Paid-up share capital', both with a currency selector (SGD) and a value field (e.g. 1). A note below these fields says 'Enter "0" if not applicable'. At the bottom right of the form is a 'Save' button. Below the main form area is a dashed box with '+ Add Currency' and 'Expand all' / 'Collapse all' links.

**Step 8:** Enter the number of shares, issued share capital and paid-up share capital amount and click “Save”.

The screenshot shows the 'Share capital' section of the form after data entry. A red box highlights the 'Class of shares' dropdown, now set to 'Ordinary'. Below it, the 'Number of shares' field contains '500'. The 'Issued share capital' and 'Paid-up share capital' fields both show 'SGD' and '500'. A note below these fields says 'Enter "0" if not applicable.'. At the bottom right of the form, the 'Save' button is highlighted with a red box. Below the main form area is a dashed box with '+ Add Currency' and 'Expand all' / 'Collapse all' links. At the very bottom of the page, there are navigation buttons: 'Back', 'Save draft', and 'Next', along with a user profile icon and an upward arrow icon.



**Step 9:** Add other share classes as needed by selecting **"Add sub-class"**, **"Add treasury shares"** or **"Add another class"** respectively.

The screenshot shows the 'Share capital' form. At the top, there's a 'Class of shares' dropdown menu set to 'Ordinary'. Below it are three input fields: 'Number of shares' (500), 'Issued share capital' (SGD 500), and 'Paid-up share capital' (SGD 500). A red box highlights three buttons: '+ Add sub-class', '+ Add treasury shares', and '+ Add another class'. Below these buttons is a 'Delete' button with a trash icon. At the bottom right, there's a 'Save' button. The form also has a '+ Add Currency' button and 'Expand all'/'Collapse all' links. Navigation buttons at the bottom include 'Back', 'Save draft', and 'Next'.

**Step 10:** For sub-class shares, enter the sub-class name and the number of shares. Click **"Save"** after entering the required information.

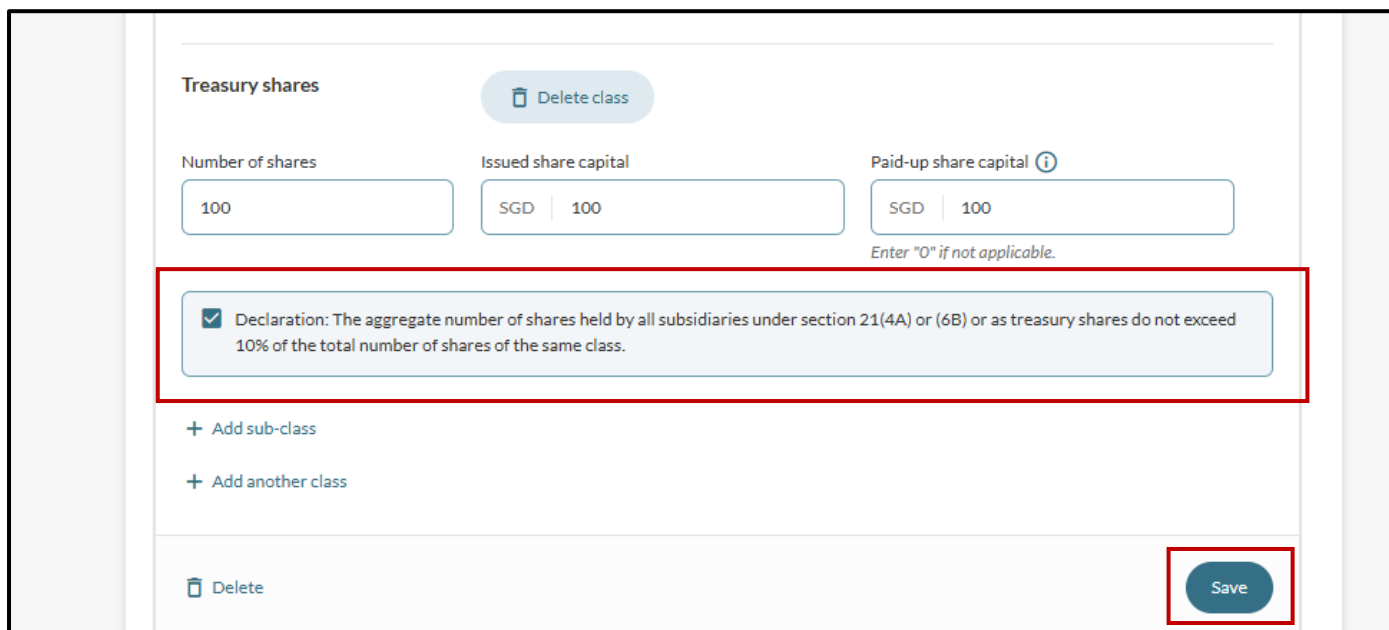
The screenshot shows the 'Share capital' form with sub-class details. The 'Class of shares' dropdown is still 'Ordinary'. The 'Number of shares' field is 500. Below the main form, there's a table with two rows of sub-class information, highlighted with a red box:

| Sub-class name | Number of shares |  |
|----------------|------------------|--|
| A              | 300              |  |
| B              | 200              |  |

Below the table are three buttons: '+ Add sub-class', '+ Add treasury shares', and '+ Add another class'. At the bottom right, there's a 'Delete' button with a trash icon and a 'Save' button, which is highlighted with a red box.

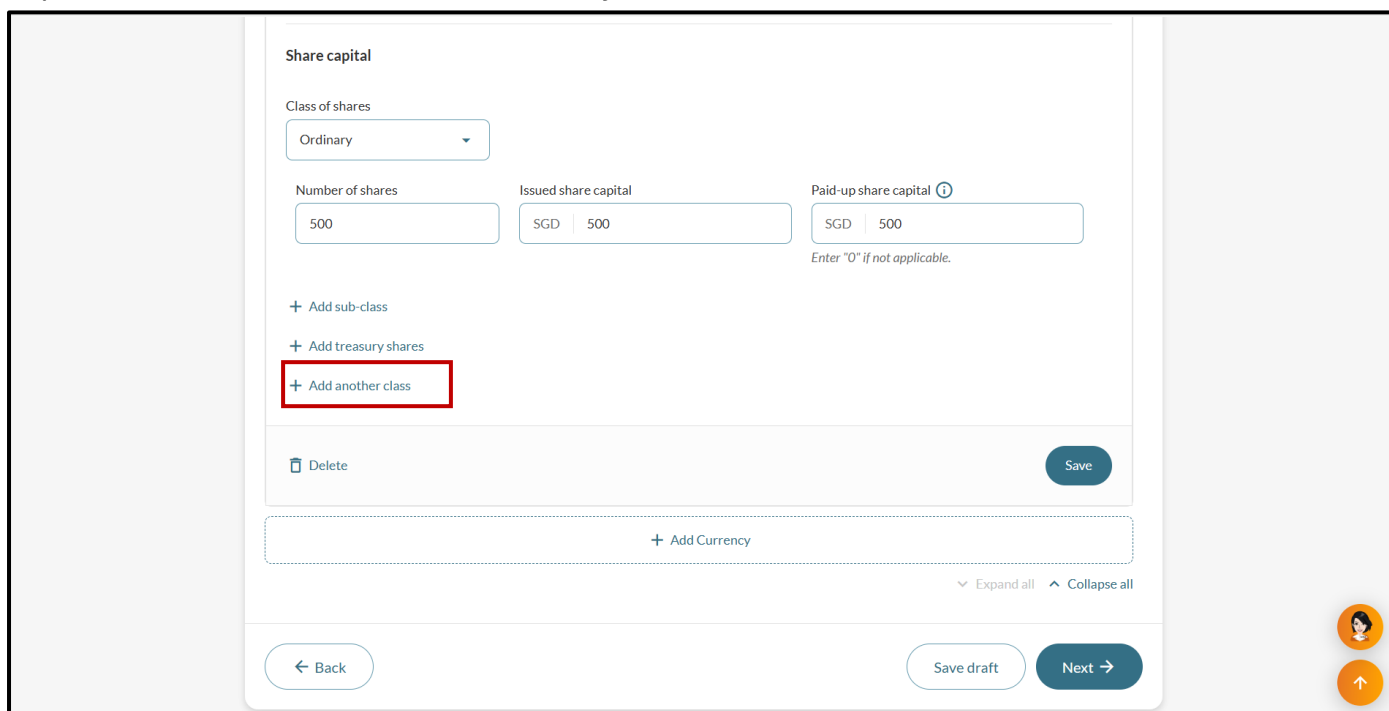
**Step 11:** For treasury shares, enter the number of shares, issued share capital and paid-up share capital. Check the box to confirm the required declaration and click **“Save”**.

**Important:** Treasury shares can only be added under Ordinary class of shares.



The screenshot shows the 'Treasury shares' form. At the top, there is a 'Delete class' button. Below it, there are three input fields: 'Number of shares' (100), 'Issued share capital' (SGD 100), and 'Paid-up share capital' (SGD 100). A red box highlights a declaration checkbox with the text: 'Declaration: The aggregate number of shares held by all subsidiaries under section 21(4A) or (6B) or as treasury shares do not exceed 10% of the total number of shares of the same class.' Below the declaration, there are two buttons: '+ Add sub-class' and '+ Add another class'. At the bottom right, there is a 'Save' button highlighted with a red box.

**Step 12:** You may add another class of shares by selecting **"Add another class"** and the class of shares from the dropdown list. Enter the number of shares, issued share capital and paid-up share capital. You can add sub-class shares to any class of shares as needed.



The screenshot shows the 'Share capital' form. At the top, there is a 'Class of shares' dropdown menu set to 'Ordinary'. Below it, there are three input fields: 'Number of shares' (500), 'Issued share capital' (SGD 500), and 'Paid-up share capital' (SGD 500). A red box highlights the '+ Add another class' button. Below the button, there are two buttons: '+ Add sub-class' and '+ Add treasury shares'. At the bottom right, there is a 'Save' button. At the bottom left, there is a 'Back' button. At the bottom right, there are 'Save draft' and 'Next' buttons. On the far right, there are two circular icons: a person icon and an up arrow icon.

**Step 13:** Enter the information for the share class, click **"Save"** after completing each entry.

The screenshot shows the 'Enter share capital' form with two share classes. The first class, 'Preference', has 400 shares, SGD 400 issued share capital, and SGD 400 paid-up share capital. The second class, 'Others', has 300 shares, SGD 300 issued share capital, and SGD 300 paid-up share capital. The 'Save' button is highlighted with a red box.

| Class of shares | Number of shares | Issued share capital | Paid-up share capital |
|-----------------|------------------|----------------------|-----------------------|
| Preference      | 400              | SGD 400              | SGD 400               |
| Others          | 300              | SGD 300              | SGD 300               |

**Step 14:** Select **"Add Currency"** to add another share capital currency if required and enter the required information. Click **"Next"** to proceed.

The screenshot shows the 'Enter share capital' form with a progress bar at the top. The progress bar has six steps: 1. Entity information, 2. Share capital details, 3. Shareholders and group shares, 4. Share allotment details, 5. Review and confirm, and 6. Complete. The 'Share capital details' step is currently active. The form shows a list of share capital entries, with the first entry being '1. Singapore dollar' (500 ORD, SGD 500 issued, SGD 0 paid-up). The 'Add Currency' button is highlighted with a red box. The 'Next' button is also highlighted with a red box.

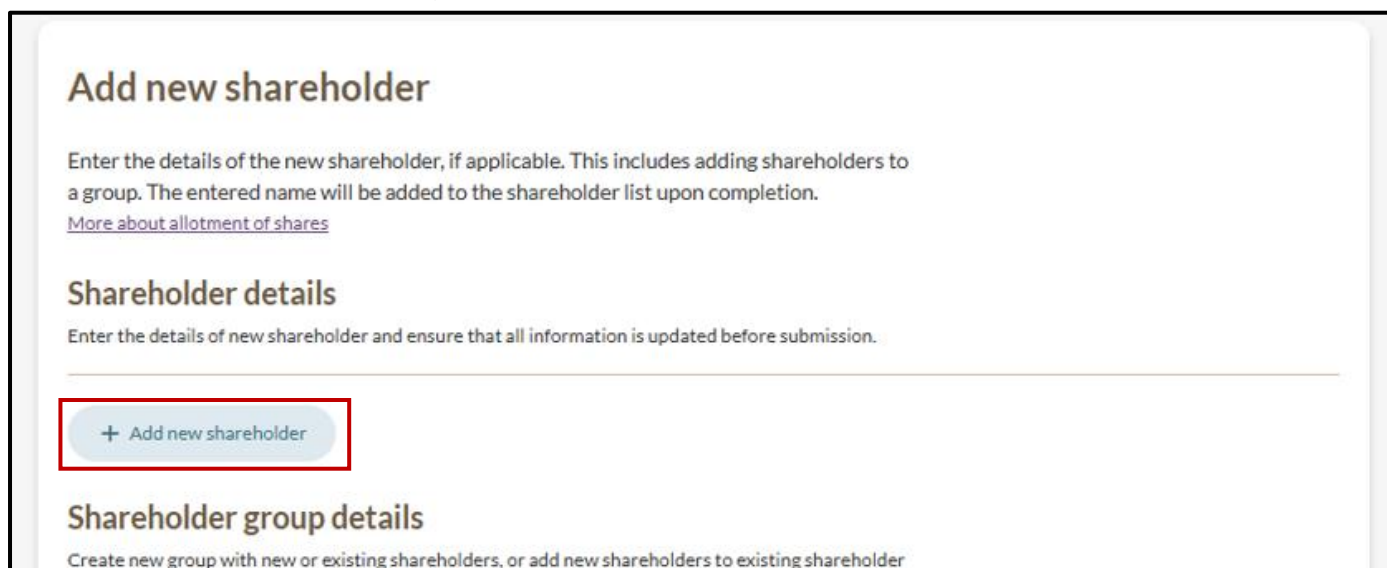
1. Singapore dollar  
500 ORD • SGD 500 issued • SGD 0 paid-up

+ Add Currency

Next →

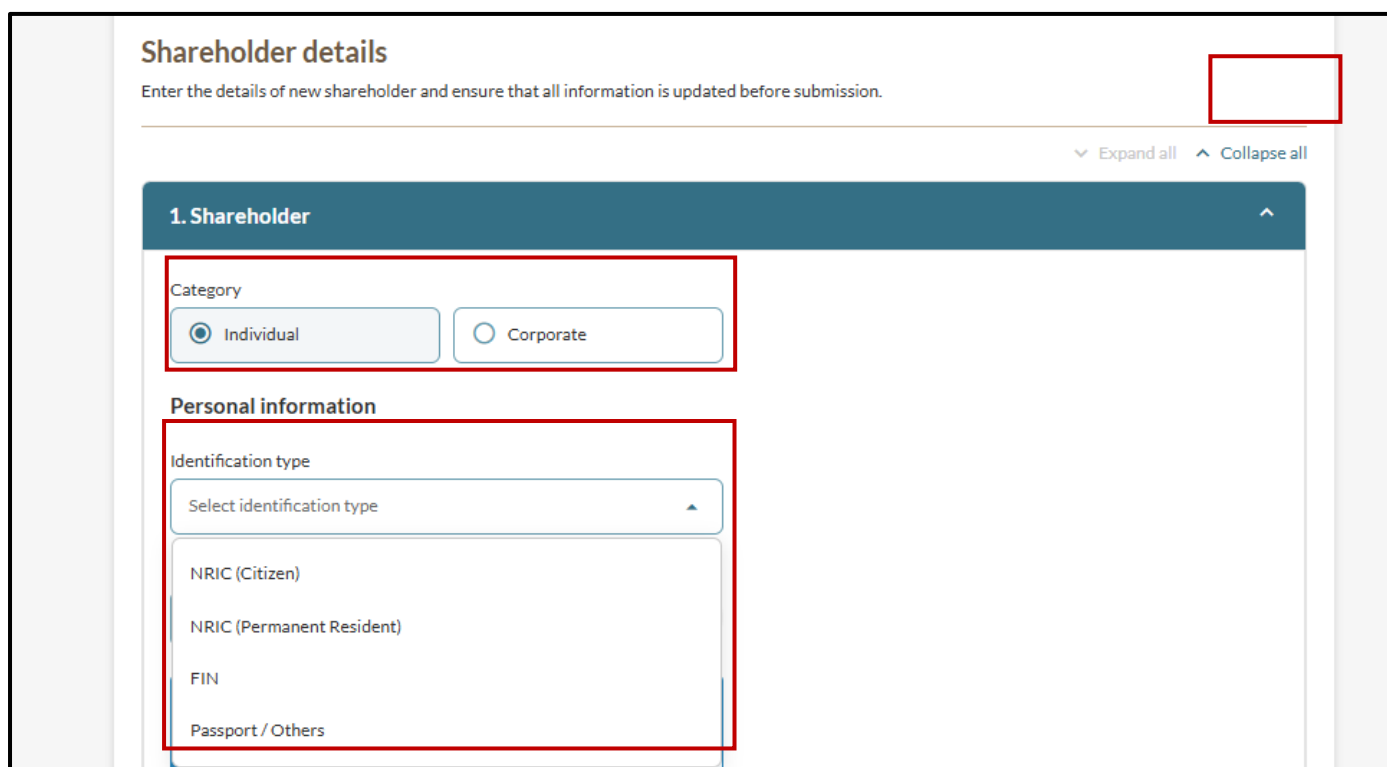
**Step 15:** In the “Add new shareholder” section, add new individual shareholders or create shareholder groups as required. You may also modify existing groups by adding or removing members. If the shareholder structure remains unchanged and no new shareholders or shareholder groups are needed, click “Next” to proceed with share allotment.

To add individual shareholders, click “Add new shareholder”.



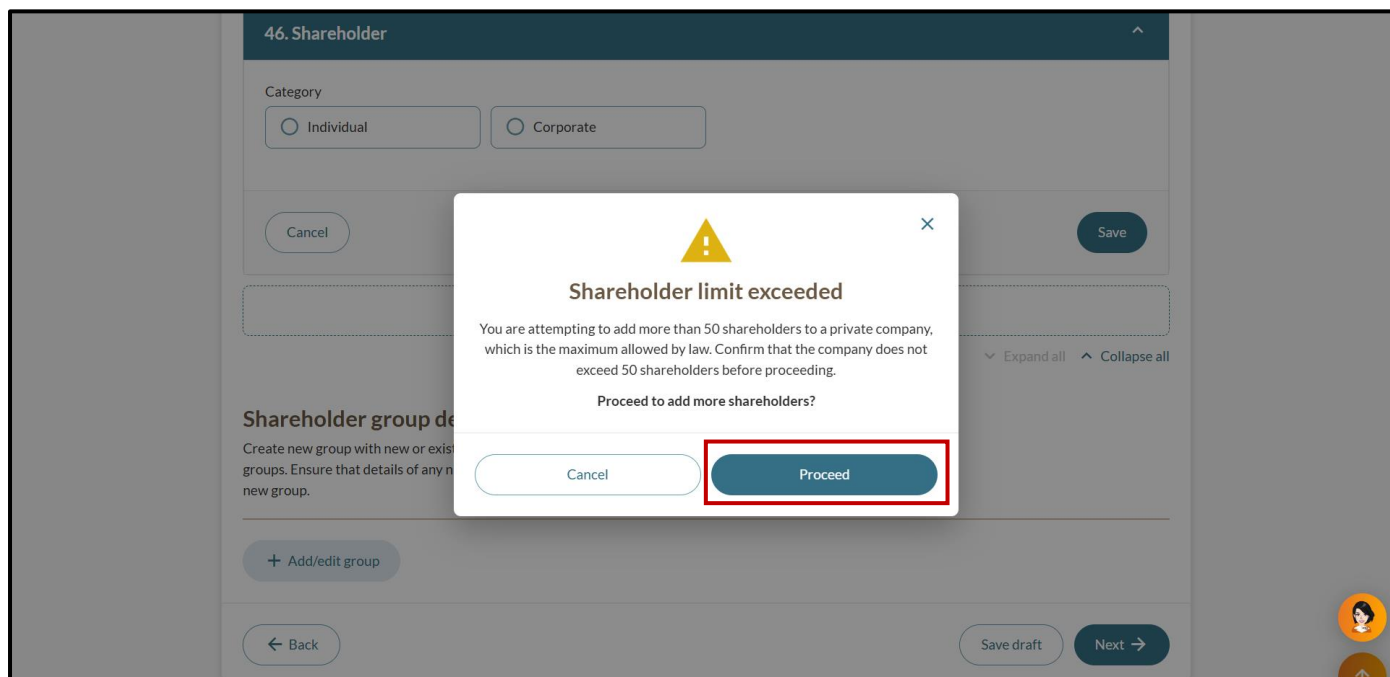
The screenshot shows the 'Add new shareholder' section of a web application. At the top, there is a heading 'Add new shareholder' followed by a paragraph: 'Enter the details of the new shareholder, if applicable. This includes adding shareholders to a group. The entered name will be added to the shareholder list upon completion.' Below this is a link 'More about allotment of shares'. The section is divided into two parts: 'Shareholder details' and 'Shareholder group details'. In the 'Shareholder details' section, there is a button labeled '+ Add new shareholder' which is highlighted with a red rectangle. The 'Shareholder group details' section is partially visible below it.

**Step 16:** Enter the details of all shareholders. You may add either individual or corporate shareholders. For individual shareholders, select their identification type and enter the identification number.



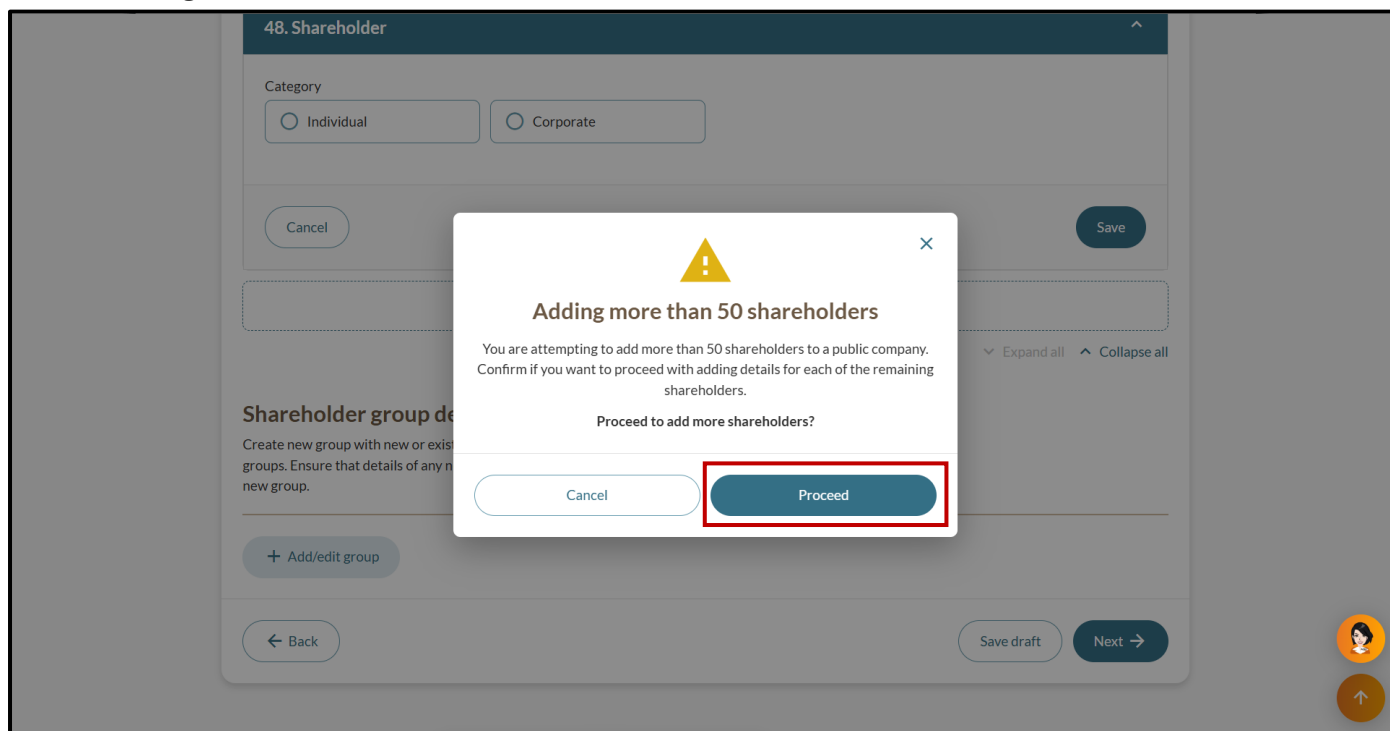
The screenshot shows the 'Shareholder details' form. At the top, there is a heading 'Shareholder details' and a paragraph: 'Enter the details of new shareholder and ensure that all information is updated before submission.' Below this is a red rectangle. The form is divided into two main sections: '1. Shareholder' and 'Personal information'. In the '1. Shareholder' section, there is a 'Category' field with two radio buttons: 'Individual' (selected) and 'Corporate'. In the 'Personal information' section, there is an 'Identification type' dropdown menu with the following options: 'NRIC (Citizen)', 'NRIC (Permanent Resident)', 'FIN', and 'Passport / Others'. The dropdown menu is open, and the options are visible. The entire form is highlighted with a red rectangle.

**Important:** If you are an Exempt Private Company or a private company and attempt to add more than 50 shareholders, you will see the prompt “Shareholder limit exceeded”, which notifies you that the maximum allowed by law has been reached. You will be asked to confirm that the company does not exceed the 50-shareholder limit before proceeding. Be sure to verify that your company stays within the legal limits before clicking “Proceed”.



The screenshot shows a web form titled "46. Shareholder". It has a "Category" section with two radio buttons: "Individual" and "Corporate". Below this are "Cancel" and "Save" buttons. A modal dialog box is centered on the screen with a yellow warning triangle icon. The dialog title is "Shareholder limit exceeded". The text inside reads: "You are attempting to add more than 50 shareholders to a private company, which is the maximum allowed by law. Confirm that the company does not exceed 50 shareholders before proceeding." Below the text is the question "Proceed to add more shareholders?". At the bottom of the dialog are two buttons: "Cancel" and "Proceed". The "Proceed" button is highlighted with a red rectangular border. In the background, the form has a "Shareholder group details" section with a description and an "Add/edit group" button. At the bottom of the form are "Back", "Save draft", and "Next" buttons, along with a user profile icon in the bottom right corner.

If you are a public company and attempt to add more than 50 shareholders, you will see the prompt “Adding more than 50 shareholders”. To confirm whether you want to proceed with adding details for the remaining shareholders, click “Proceed”.



The screenshot shows a web form titled "48. Shareholder". It has a "Category" section with two radio buttons: "Individual" and "Corporate". Below this are "Cancel" and "Save" buttons. A modal dialog box is centered on the screen with a yellow warning triangle icon. The dialog title is "Adding more than 50 shareholders". The text inside reads: "You are attempting to add more than 50 shareholders to a public company. Confirm if you want to proceed with adding details for each of the remaining shareholders." Below the text is the question "Proceed to add more shareholders?". At the bottom of the dialog are two buttons: "Cancel" and "Proceed". The "Proceed" button is highlighted with a red rectangular border. In the background, the form has a "Shareholder group details" section with a description and an "Add/edit group" button. At the bottom of the form are "Back", "Save draft", and "Next" buttons, along with a user profile icon in the bottom right corner.

**Step 17:** Enter the shareholder’s contact details, including their Contact Address. For local address, enter the postal code and click **“Retrieve address”** to automatically populate the address details. Fill in the email address, country code and mobile number and click **“Save”**.

**Important:** The Contact Address must be located within the same jurisdiction as the shareholders’ residential address (i.e., both the residential and contact addresses must be either local or foreign). You may use the shareholders’ residential address as the Contact Address if preferred. Please note that P.O. Box addresses are not acceptable as Contact Addresses.

The screenshot shows a web form titled "Contact information". Under the "Contact address" section, there is an information icon and text: "Your contact address is automatically applied to your associated entities and displayed in public records." Below this, a red rectangular box highlights the input fields: "Address type" (with "Local" selected), "Postal code" (with "S" and "530718" in a dropdown, and a "Retrieve address" button), "Email address" (text input), "Country code" (dropdown menu), and "Mobile number" (text input). At the bottom of the form, there are "Cancel" and "Save" buttons. The "Save" button is also highlighted with a red rectangular box.

**Step 18:** For corporate shareholder, indicate if the entity is registered locally.

**Shareholder details**  
Enter the details of new shareholder and ensure that all information is updated before submission.

1. Shareholder

Category

☐ Individual ☒ Corporate

Corporate shareholder details

Is the corporate shareholder registered locally?

☒ Yes ☐ No

Cancel Save

+ Add new shareholder

**Step 19:** Provide the UEN and entity name for locally registered entities, click **“Search”** to retrieve the entity’s details. Click **“Save”** to continue.

1. Shareholder

Category

☐ Individual ☒ Corporate

Corporate shareholder details

Is the corporate shareholder registered locally?

☒ Yes ☐ No

UEN

202400405R

Entity name

COMFORTABLE PILLOWS Search

|             |  |
|-------------|--|
| UEN         | 202400405R   |
| Entity name | COMFORTABLE PILLOWS  |
| Address     | 50 LORONG 5 TOA PAYOH, #03-12 EAST<br>PAYOH PALM, SINGAPORE 310050 |

Cancel Save

*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 20:** If the corporate entity is a foreign entity, specify the country/region of incorporation/registration, enter the foreign business registration number and click **“Search”**. Provide the entity name, email address and foreign address and click **“Save”**.

1. Shareholder

Category

☐ Individual

☒ Corporate

Corporate shareholder details

Is the corporate shareholder registered locally?

☐ Yes

☒ No

Country/Region of incorporation/Registration

Australia

Foreign business registration number ⓘ

38HD99DJJ3

Search

Entity name

SNORLA

Country/Region of incorporation/Registration

Australia

Foreign business registration number

38HD99DJJ3

Email address

SNORLA@gmail.com

Foreign address line 1

23 Shelby Road

+ Add address line 2

Cancel

Save



**Step 21:** Select **"Add new shareholder"** to add additional shareholders. Enter the required information and click **"Next"** to proceed.

### Add new shareholder

Enter the details of the new shareholder, if applicable. This includes adding shareholders to a group. The entered name will be added to the shareholder list upon completion.  
[More about allotment of shares](#)

#### Shareholder details

Enter the details of new shareholder and ensure that all information is updated before submission.

1. SNORLA

+ Add new shareholder

Expand all

Collapse all

#### Shareholder group details

Create new group with new or existing shareholders, or add new shareholders to existing shareholder groups. Ensure that details of any new shareholders are updated before adding them to an existing or new group.

+ Add/edit group

Back

Save draft

Next

**Step 22:** To add a new shareholder group or add or remove shareholders from existing groups, click “Add/edit group”.

**Add new shareholder**

Enter the details of the new shareholder, if applicable. This includes adding shareholders to a group. The entered name will be added to the shareholder list upon completion.  
[More about allotment of shares](#)

**Shareholder details**

Enter the details of new shareholder and ensure that all information is updated before submission.

+ Add new shareholder

**Shareholder group details**

Create new group with new or existing shareholders, or add new shareholders to existing shareholder groups. Ensure that details of any new shareholders are updated before adding them to an existing or new group.

+ Add/edit group

← Back Save draft Next →

**Step 23:** To add a new shareholder group, select “New Group” and enter a group name. Select members for this group from the dropdown list to add them to the group.

**Important:** Only existing shareholders and newly added shareholders will be displayed in the list. If you wish to add new shareholders into a shareholder group, please add them as individual shareholders first before assigning them to any group.

GROUP 1

Group category

☒ New Group ☐ Existing Group

Group name

GRP

Name of shareholder

Select name of shareholder

Tan Ko

Lee Yang

Delete Save

+ Add/edit group

**Step 24:** To add or remove shareholders from an existing group, select **“Existing Group”**, and choose the group you wish to edit from the dropdown list.

Shareholder group details

Create new group with new or existing shareholders, or add new shareholders to existing shareholder groups. Ensure that details of any new shareholders are updated before adding them to an existing or new group.

Expand all Collapse all

**GROUP 1**

Group category

☐ New Group ☒ Existing Group

Group name

Select group name

GRP

Select name of shareholder

Delete Save

+ Add/edit group

**Step 25:** The list of registered shareholders assigned to the group will be displayed. To remove shareholder, click the **“x”** beside the shareholders’ names. Click **"Save"** to confirm your changes.

**GROUP 1**

Group category

☐ New Group ☒ Existing Group

Group name

GRP

Existing shareholder(s):

Tan Ko - S7957478C

Lee Yang - K2133344R

Name of shareholder

Select name of shareholder

Tan Ko

Lee Yang

Delete Save

+ Add/edit group

Expand all Collapse all

Alternatively, you can also select or deselect shareholders from the group in the dropdown list. Click **“Save”** in the dropdown menu to confirm the changes.

The screenshot shows the 'GROUP 1' form with the 'Existing Group' category selected. The group name is 'GRP'. Under 'Existing shareholder(s)', two names are listed: 'Tan Ko - S7957478C' and 'Lee Yang - K2133344R'. The 'Name of shareholder' dropdown menu is open, showing a search bar and a list of 4 results: 'Tan Ko' (checked), 'Lee Yang' (checked), 'Willow Raisa Moore' (unchecked), and 'Crystal Oon' (unchecked). At the bottom of the dropdown, there is an 'Unselect all' link and a 'Save' button. The main form also has a 'Save' button on the right side.

**Step 26:** Click **"Save"** to ensure all entered details are captured for the group.

**Important:** Each group must have a minimum of 2 shareholders.

The screenshot shows the 'GROUP 1' form with the 'Existing Group' category selected. The group name is 'GRP'. Under 'Existing shareholder(s)', two names are listed: 'Tan Ko - S7957478C' and 'Lee Yang - K2133344R'. The 'Name of shareholder' dropdown menu is closed. Below the dropdown, there are two input fields for 'Tan Ko' and 'Lee Yang', each with a delete icon. At the bottom of the form, there is a 'Delete' button and a 'Save' button. The 'Save' button is highlighted with a red box.

**Step 27:** Select **“Add/edit group”** to add another shareholder group to the existing group. Enter the required information. Once all new shareholders and shareholder groups have been allotted, click **“Next”** to proceed.

**Shareholder details**  
Enter the details of new shareholder and ensure that all information is updated before submission.

+ Add new shareholder

**Shareholder group details**  
Create new group with new or existing shareholders, or add new shareholders to existing shareholder groups. Ensure that details of any new shareholders are updated before adding them to an existing or new group.

1. GRP

+ Add/edit group

Back Save draft Next

**Step 28:** Enter the share allotment details for all shareholders. Each shareholder must either have an individual share allotment or be part of a group share. For individual share allotments, click **“Add individual shares”**.

**Enter share allotment details**  
Update the shares allotted to your company's shareholders in this section. Before proceeding, ensure you have added the shareholder details using the "Add Shareholder and Group Shares" eService. You will need to enter the number and type of shares allotted to each shareholder.  
[More about allotment of shares](#)

**Individual/Corporate shares**

+ Add individual shares

**Group share**  
Add group share if applicable.

+ Add group shares

**Step 29:** Select a shareholder from the dropdown list and click **“Save”**.

Individual/Corporate shares

Expand all Collapse all

Shareholder 1

Shareholder

Please select

Delete Save

**Step 30:** Specify the currency, share class, number of shares and paid-up share capital and click **“Save”**.

**Important:** The total amount of paid-up share capital for each share class and currency must be equal to the total allotted amount of paid-up share capital across all shareholders and groups.

Shareholder 1

Shareholder

T0000018Z - VERNIE PANG

Delete Save

Currency 1

Effective date of allotment

- The allotment of new shares will take effect only after the Registrar has updated the company's Electronic Register of Members (EROM) on the lodgement date to reflect the shares transaction.

Date of allotment

16 Apr 2025

Currency

Please select

Class of shares

Select class of shares

Number of shares

e.g. 1

Paid-up share capital

e.g. 1

+ Add shares held in trust

Delete Save

**Step 31:** If shares are held in trust arrangements, click "**Add shares held in trust**".

This screenshot shows a form for adding shares held in trust. The form includes the following fields and controls:

- Currency:** A dropdown menu with the placeholder text "Please select".
- Class of shares:** A dropdown menu with the placeholder text "Select class of shares".
- Number of shares:** A text input field with the placeholder text "e.g. 1".
- Paid-up share capital:** A text input field with the placeholder text "e.g. 1" and an information icon (i).
- + Add shares held in trust:** A button with a plus sign and the text "Add shares held in trust", which is highlighted with a red rectangular box.
- Delete:** A button with a trash icon and the text "Delete".
- Save:** A blue button with the text "Save".

**Step 32:** Enter the trust name if applicable. Click "**Save**" to continue.

This screenshot shows the same form as in Step 31, but with additional information entered and a new section highlighted:

- Currency:** The dropdown menu now shows "Singapore dollar".
- Class of shares:** The dropdown menu now shows "Ordinary".
- Number of shares:** The text input field now contains "250".
- Paid-up share capital:** The text input field now contains "SGD | 250".
- Shares are held in trust. Do you want to provide the name of the trust?:** This section is highlighted with a red rectangular box. It contains two radio buttons: "Yes" (which is selected) and "No".
- Name of trust:** A text input field with the placeholder text "Enter name of trust" and a trash icon (i).
- + Add sub-class:** A button with a plus sign and the text "Add sub-class".
- + Add class of share:** A button with a plus sign and the text "Add class of share".
- Delete:** A button with a trash icon and the text "Delete".
- Save:** A blue button with the text "Save", which is highlighted with a red rectangular box.

**Step 33:** The **"Add currency allotment"** button will be enabled when multiple currencies are available for share allotment. Click this button to allot shares in an additional currency and complete the required fields.

**Important:** If the **"Add currency allotment"** button appears disabled, this indicates that all available currencies have already been allotted.

The screenshot shows a web interface for managing share allotments. At the top, a header bar displays '1. S8394872B - Crystal Oon' and 'Singapore dollar'. Below this, a section titled 'Share allotment (SGD)' shows '250 Ordinary · SGD 250 paid-up'. A table below this section lists details: 'Date of allotment' (13 Mar 2025), 'Currency' (Singapore dollar), and 'Ordinary' shares. The table has four columns: 'Number of shares' (250), 'Paid-up share capital' (SGD 250), 'Shares are held in trust. Do you want to provide the name of the trust?' (Yes), and 'Name of trust' (Nila Trust). At the bottom, a red box highlights the '+ Add currency allotment' button. Below it is a '+ Add share allotment' button. On the right side, there are two circular icons: a user profile and an upward arrow.

**Step 34:** You may add additional share allotment by selecting **"Add share allotment"**. Click **"Save"** after entering the required information.

This screenshot is identical to the one above, showing the same web interface for managing share allotments. The details in the 'Share allotment (SGD)' section and the table are the same. However, the red box now highlights the '+ Add share allotment' button at the bottom, instead of the '+ Add currency allotment' button.



**Step 35:** To allot shares to a shareholder group, select **“Add group shares”**.

1 Entity information 2 Share capital details 3 Shareholders and group shares 4 Share allotment details 5 Review and confirm 6 Complete

### Enter share allotment details

Update the shares allotted to your company's shareholders in this section. Before proceeding, ensure you have added the shareholder details using the "Add Shareholder and Group Shares" eService. You will need to enter the number and type of shares allotted to each shareholder.

[More about allotment of shares](#)

#### Individual shares

+ Add individual shares

#### Group share

Add group share if applicable.

+ Add group shares

**Step 36:** Select the group from the dropdown list and click **“Save”**.

### Group share

Add group share if applicable.

Expand all Collapse all

#### Group share 1

Group name

Enter group name

Delete Save

#### Currency 1

**Effective date of allotment**

The allotment of new shares will take effect only after the Registrar has updated the company's Electronic Register of Members (EROM) on the lodgement date to reflect the shares transaction.

Date of allotment

13 Mar 2025

Currency

Please select

Class of shares

*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 37:** Select the currency and the class of the shares to be allotted. Enter the number of shares to be allotted and amount of paid-up share capital.

The screenshot shows the 'Currency 1' allotment form. At the top, there is a section titled 'Effective date of allotment' with a blue information icon and a note: 'The allotment of new shares will take effect only after the Registrar has updated the company's Electronic Register of Members (EROM) on the lodgement date to reflect the shares transaction.' Below this, the 'Date of allotment' is set to '13 Mar 2025'. A red rectangular box highlights the following fields: 'Currency' (a dropdown menu with 'Please select' as the current selection), 'Class of shares' (a dropdown menu with 'Select class of shares' as the current selection), 'Number of shares' (a text input field with 'e.g. 1' as a placeholder), and 'Paid-up share capital' (a text input field with 'e.g. 1' as a placeholder and a blue information icon). Below the highlighted fields, there is a link '+ Add shares held in trust'. At the bottom of the form, there are buttons for 'Delete' and 'Save', and a dashed box with a '+ Add currency allotment' link. On the right side of the form, there are two circular icons: one with a person's head and another with an upward arrow.

**Step 38:** If shares are held in trust arrangements, click "Add shares held in trust".

This screenshot is identical to the one above, showing the 'Currency 1' allotment form. However, in this view, the red rectangular box highlights the '+ Add shares held in trust' link, which is located below the 'Number of shares' and 'Paid-up share capital' fields. The other elements of the form, including the 'Effective date of allotment' section, the 'Date of allotment', the 'Currency' and 'Class of shares' dropdowns, the 'Number of shares' and 'Paid-up share capital' input fields, the 'Delete' and 'Save' buttons, and the '+ Add currency allotment' and '+ Add share allotment' links, remain the same.

**Step 39:** Enter the trust name if applicable. Click **“Save”** to continue.

The screenshot shows the 'Currency 1' form for share allotment. The form includes the following fields and options:

- Effective date of allotment:** 13 Mar 2025
- Currency:** Singapore dollar
- Class of shares:** Ordinary
- Number of shares:** 250
- Paid-up share capital:** SGD 250
- Shares are held in trust. Do you want to provide the name of the trust?:** Yes (selected)
- Name of trust:** Nila Trust
- Buttons:** Delete, Save
- Footer:** + Add currency allotment

**Step 40:** The **"Add currency allotment"** button will be enabled when multiple currencies are available for share allotment. Click this button to allot shares in an additional currency and complete the required fields.

**Important:** If the **“Add currency allotment”** button appears disabled, this indicates that all available currencies have already been allotted.

The screenshot shows the 'Share allotment (SGD)' form for Crystal Oon. The form includes the following fields and options:

- Shareholder:** S8394872B - Crystal Oon
- Share allotment (SGD):** 250 Ordinary · SGD 250 paid-up
- Date of allotment:** 13 Mar 2025
- Currency:** Singapore dollar
- Class of shares:** Ordinary
- Number of shares:** 250
- Paid-up share capital:** SGD 250
- Shares are held in trust. Do you want to provide the name of the trust?:** Yes
- Name of trust:** Nila Trust
- Buttons:** Delete, Edit
- Footer:** + Add currency allotment, + Add share allotment

*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 41:** You may add additional share allotment by selecting **"Add share allotment"**. Click **"Save"** after entering the required information.

1. S8394872B - Crystal Oon  
Singapore dollar

Shareholder  
S8394872B - Crystal Oon

Share allotment (SGD)  
250 Ordinary · SGD 250 paid-up

Date of allotment  
13 Mar 2025

Currency  
Singapore dollar

Ordinary

|                         |                                  |  |                             |
|-------------------------|----------------------------------|--|-----------------------------|
| Number of shares<br>250 | Paid-up share capital<br>SGD 250 | Shares are held in trust. Do you want to provide the name of the trust?<br>Yes | Name of trust<br>Nila Trust |
|-------------------------|----------------------------------|--|-----------------------------|

+ Add currency allotment

+ Add share allotment

**Step 42:** Indicate whether the shares are held directly or indirectly by any corporation. Review the shares allotment summary carefully to ensure all details are accurate. Once all the shares have been allotted, click **"Next"** to proceed.

Corporate shareholders and shareholding structure

Please confirm if a corporation (other than your company) is holding shares directly or indirectly in your company, OR has more than 20 individual shareholders. If Yes, your company does not qualify as an Exempt Private Company (EPC) under the Companies Act (except for gazetted company).

☒ Yes, my company does not qualify as an Exempt Private Company (EPC).

☐ No, my company qualifies as an Exempt Private Company (EPC), or it's declared as a gazetted EPC.

Shares allotment summary

Singapore dollar

Ordinary

Allotted shares out of issued shares  
250/250

Amount of paid-up share capital allotted / issued  
250/250

← Back Save draft Next →

**Step 43:** Verify that you have entered all information correctly. Tick the checkbox to complete the declaration and click **“Submit”**.

## Review and confirm

Please review the information below before submitting.

### Entity information

|                        |            |                      |  |
|------------------------|------------|----------------------|--|
| Business entity name   | UEN        | Business entity type | Company type                             |
| BANTAI PRIVATE LIMITED | 202500333C | Local Company        | Exempt Private Company Limited by Shares |

Have you filed prior approval of the company in general meeting to issue shares?

Yes

### Shares payable <sup>1</sup>

#### 1. Singapore dollar

Shares payable  
All in cash

### Shareholder <sup>1</sup>

#### 1. BROWNIEEE PRIVATE LIMITED

Category  
Corporate

#### Corporate shareholder details

|  |            |                           |  |
|--|------------|---------------------------|--|
| Is the corporate shareholder registered locally? | UEN        | Entity name               | Address  |
| Yes  | 202500244K | BROWNIEEE PRIVATE LIMITED | 11 CANBERRA DRIVE, 1<br>CANBERRA, SINGAPORE 768071 |

### Share capital before allotment (affected share class/currency)

#### 1. Singapore dollar

##### Ordinary shares

|                  |                      |                       |
|------------------|----------------------|-----------------------|
| Number of shares | Issued share capital | Paid-up share capital |
| 100              | SGD 1000             | SGD 1000              |

### Share capital after allotment (affected share class/currency) <sup>1</sup>

#### 1. Singapore dollar

##### Ordinary shares

|                  |                      |                       |
|------------------|----------------------|-----------------------|
| Number of shares | Issued share capital | Paid-up share capital |
| 350              | SGD 1250             | SGD 1250              |

### Shareholdings before allotment (affected share class/currency)

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

### Shareholdings before allotment (affected share class/currency)

#### 1. DANIAL NABIL BIN AZHARI

Singapore dollar

Ordinary

|                  |                                 |
|------------------|---------------------------------|
| Number of shares | Amount of paid up share capital |
| 100              | SGD 1000                        |

#### 2. BROWNIEE PRIVATE LIMITED

Singapore dollar

Ordinary

-

### Shareholdings after allotment (affected share class/currency) <sup>2</sup>

#### 1. DANIAL NABIL BIN AZHARI

Singapore dollar

Date of current allotment  
02 Jun 2025

Ordinary

|                  |                                 |
|------------------|---------------------------------|
| Number of shares | Amount of paid up share capital |
| 345              | SGD 1245                        |

#### 2. BROWNIEE PRIVATE LIMITED

Singapore dollar

Date of current allotment  
02 Jun 2025

Ordinary

|                  |                                 |   |               |
|------------------|---------------------------------|---|---------------|
| Number of shares | Amount of paid up share capital | Shares are held in trust. Do you want to provide the name of the trust? | Name of trust |
| 5                | SGD 5                           | Yes   | Nila Trust    |

### Corporate shareholders and shareholding structure

Please confirm if a corporation (other than your company) is holding shares directly or indirectly in your company, OR has more than 20 individual shareholders. If Yes, your company does not qualify as an Exempt Private Company (EPC) under the Companies Act (except for gazetted company). <sup>i</sup>

Yes, my company does not qualify as an Exempt Private Company (EPC).

☒ 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 44:** Upon successful submission, you will receive an acknowledgement message.

**Return of allotment of shares**

BROWNIEEE  
202500244K

1 Entity information 2 Share capital details 3 Shareholders and group shares 4 Share allotment details 5 Review and confirm 6 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 | T250006484     | Return of Allotment of Shares | 10 Mar 2025 12:05 PM |

**Step 45:** A notification confirming the successful submission and updated allotment will be sent to your Bizfile Inbox.

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > Inbox

**Inbox**

[All messages](#)

**Allotment of Shares successfully submitted and company type updated**

21 Apr 2025 · 11:14 AM

Dear Sir/Madam

- Entity name: BROWNIEEE PRIVATE LIMITED
- Entity UEN: 202500244K
- Transaction name: Allotment of Shares
- Transaction number: T250009843

The information submitted in the above transaction has been successfully updated. The company type has been changed to Exempt Private Company Limited by Shares.

Accounting and Corporate Regulatory Authority (ACRA)

Updated as of 02 Jun 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.*