

Navigating the new Bizfile: Update Shares Information – Transfer 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**

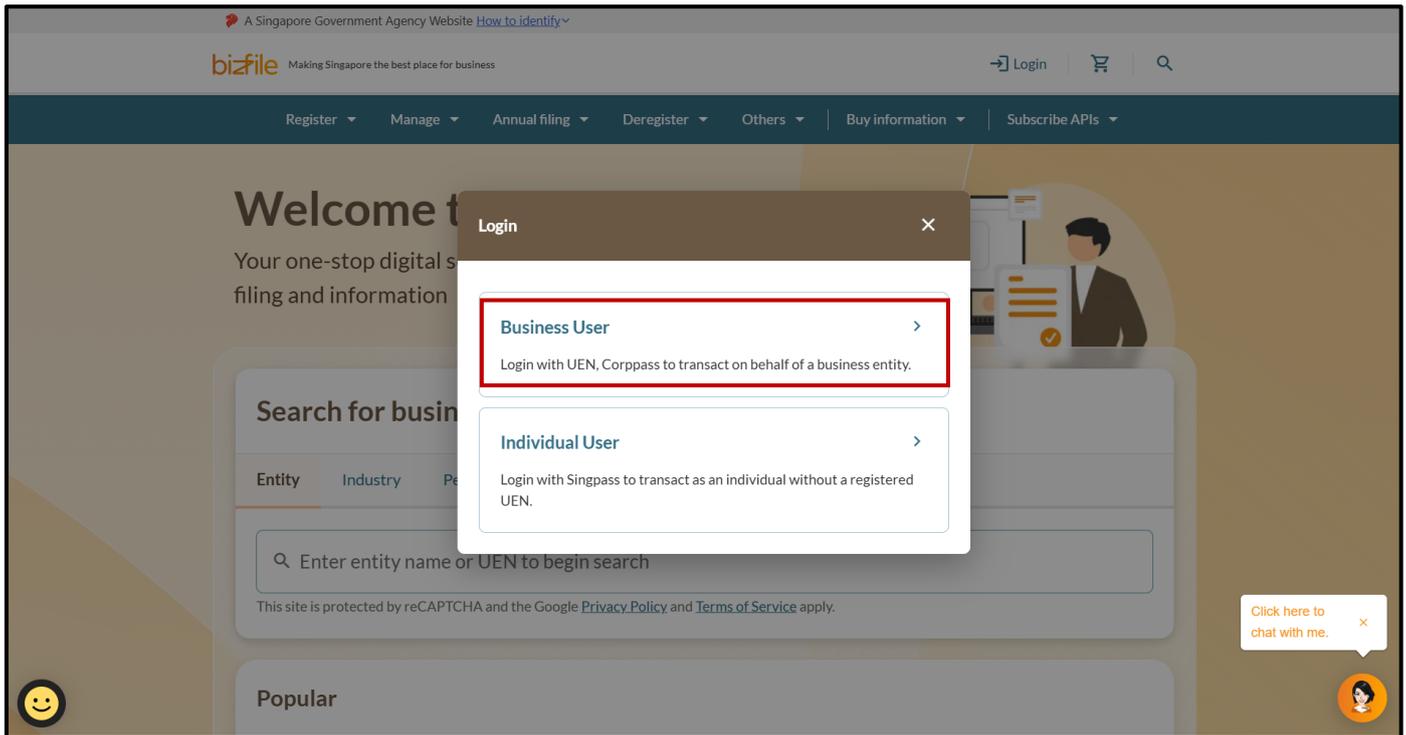
Notify ACRA of the allotment of newly issued shares made in the company and update the increase in the company's share capital and shareholdings.

- **Transfer of shares**

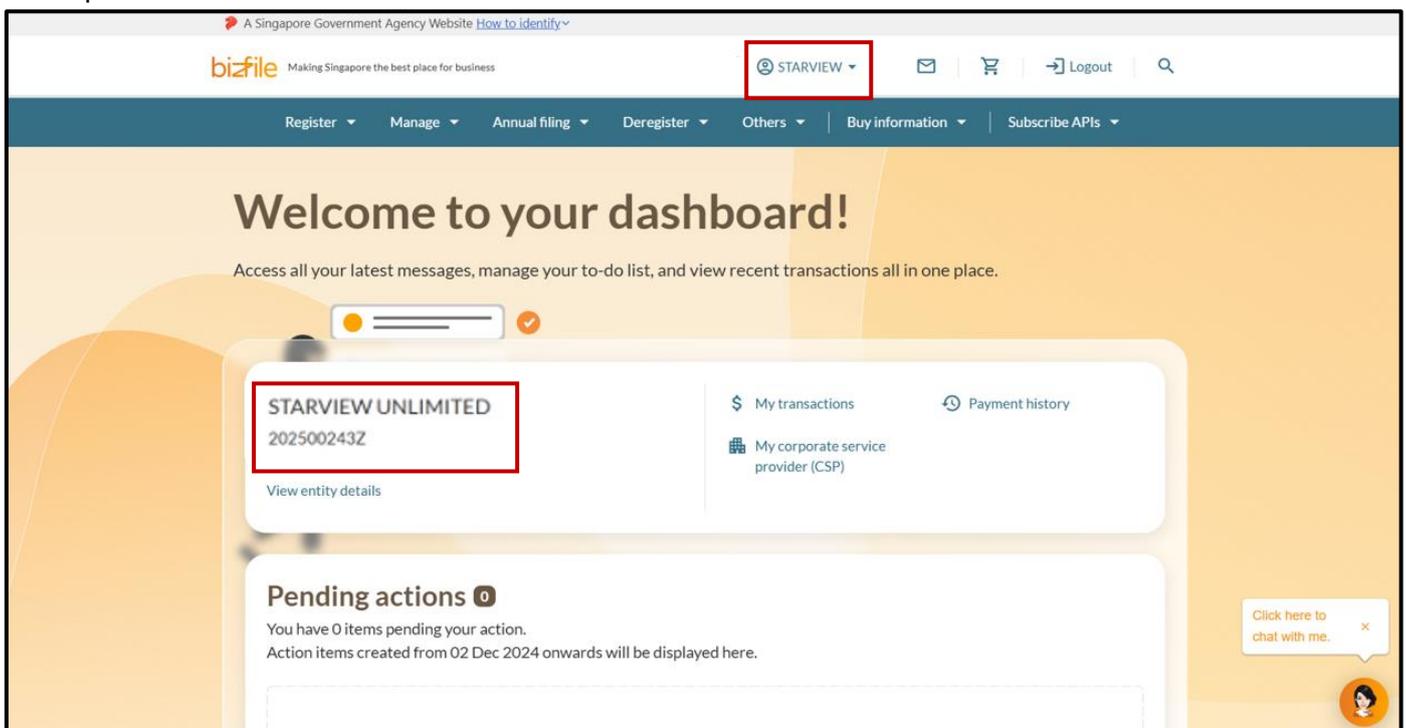
Update the transfer of shares for a local company, from an existing shareholder to another existing shareholder or to a new shareholder, in accordance with the company's constitution.

Step-by-step Instructions to update Transfer of shares

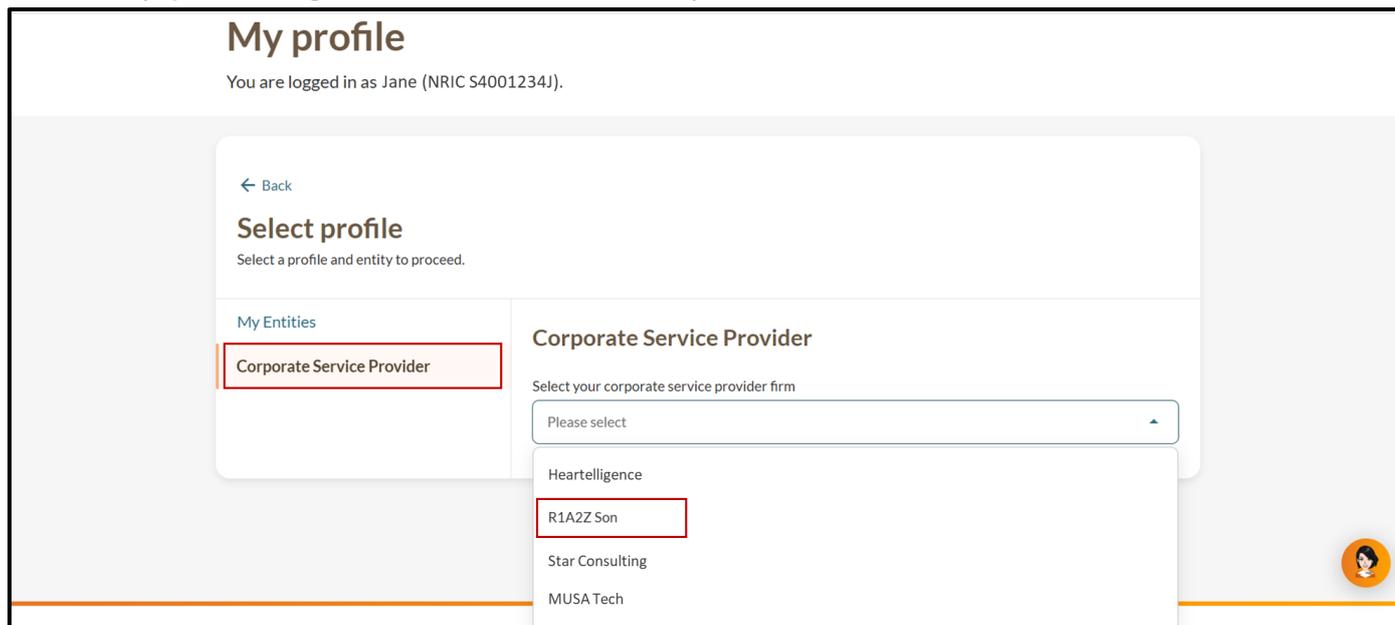
Step 1: Log in to Bizfile using Corppass (Business User) credentials.



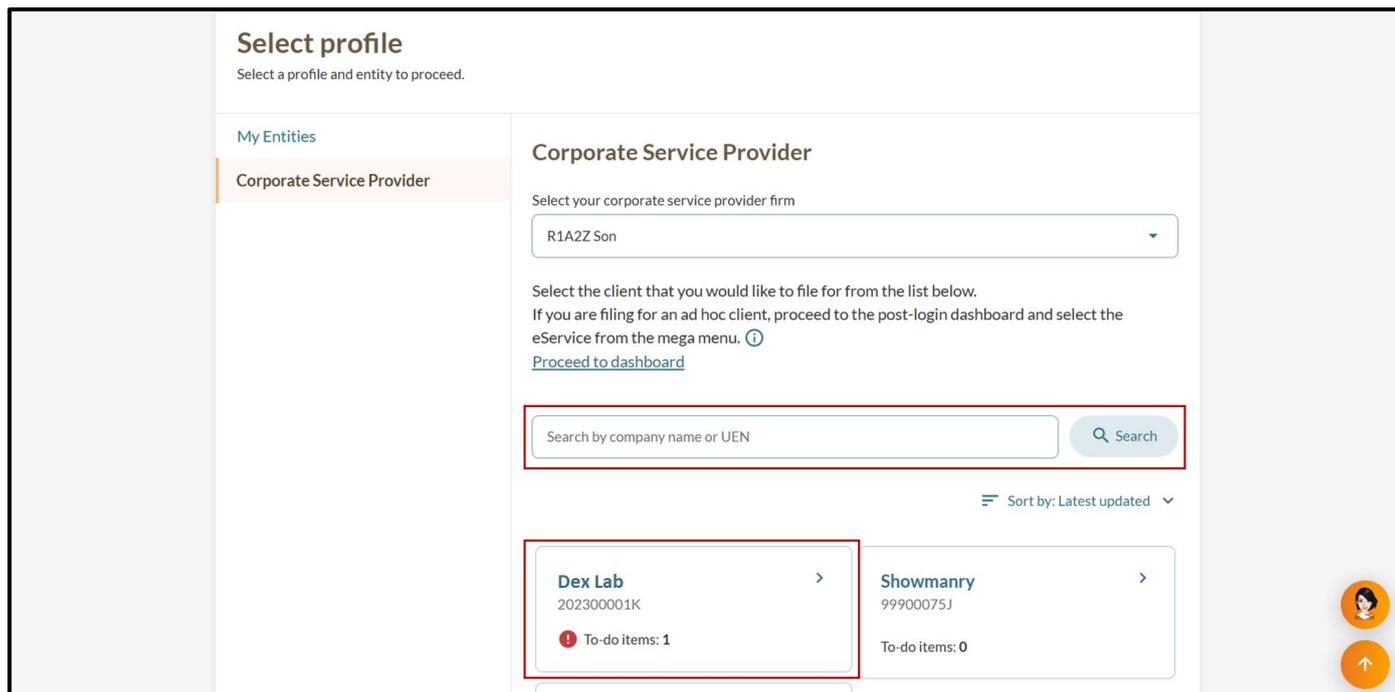
Step 2: Access the correct entity dashboard. For position holders, verify the entity name displayed on the top menu bar and the dashboard.



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



To select the entity you want to file for, use the search function to search and click the displayed entity name under the search bar.



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

The screenshot shows the bizfile website interface. At the top, there is a navigation bar with the bizfile logo and the tagline "Making Singapore the best place for business". To the right of the logo, there is a user profile icon labeled "EMPTY BARRELS", a notification icon with the number "20", a shopping cart icon, a "Logout" button, and a search icon. Below the navigation bar is a dark blue mega menu with several options: "Register", "Manage", "Annual filing", "Deregister", "Others", "Buy information", and "Subscribe APIs". The "Manage" option is highlighted with a red box. Below the mega menu is a section titled "Manage" with the subtitle "Access eServices to manage and update entity details and professional information". On the left side of this section is a vertical list of entity types: "Local company", "Foreign company", "Sole proprietorship/partnership", "Limited liability partnership", "Limited partnership", "Public accounting firm", "Corporate service provider", "Public accountant", and "Approved liquidator". The "Local company" option is selected. To the right of this list is a main content area titled "Local company" with the subtitle "eServices to manage and update details of local company". This area is divided into two sections: "Update information" and "Update shares". The "Update shares" section contains two options: "Update shares information" and "Update reduction of share capital". The "Update shares information" option is highlighted with a red box.

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

Home > Update shares information

Update shares information

HORIZON 60652
202400255K

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

Transfer of Shares

Start →

Important: If you are only transferring shares between existing shareholders and no new shareholders or shareholder groups are being added, you may skip steps 5 to 18 by clicking **"Next"** to proceed directly with the shares transfer.

Step 5: In the **"Add new shareholder"** section, add new individual or corporate shareholders or create shareholder groups as required. You may also modify existing groups by adding or removing members.

To add individual shareholders, click **"Add new shareholder"**.

The screenshot shows a web form titled "Add new shareholder". The form is divided into three main sections: "Shareholder details", "Shareholder group details", and a navigation bar at the bottom. The "Shareholder details" section includes a sub-header and a description: "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 "Shareholder group details" section includes a sub-header and a description: "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." The navigation bar at the bottom contains four buttons: "Back", "Save draft", "Next", and "Add new shareholder". The "Add new shareholder" button is highlighted with a red box, and the "Next" button is also highlighted with a red box.

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.

← Back Save draft **Next →**

Step 6: Enter the details of the new shareholders. You may add either individual or corporate shareholders. For individual shareholder, select their identification type.

The screenshot shows the 'Shareholder details' form. At the top, it says 'Enter the details of new shareholder and ensure that all information is updated before submission.' Below this, there are 'Expand all' and 'Collapse all' options. The main section is titled '1. Shareholder'. Under 'Category', there are two radio buttons: 'Individual' (selected) and 'Corporate'. Under 'Personal information', there is a section for 'Identification type' with a dropdown menu. The dropdown menu is open, showing four options: 'NRIC (Citizen)', 'NRIC (Permanent Resident)', 'FIN', and 'Passport / Others'. A red box highlights the dropdown menu.

Step 7: Enter the identification number and click “Retrieve information”.

The screenshot shows the 'Shareholder details' form with the 'Identification type' dropdown menu closed. The 'Identification type' is now set to 'NRIC (Citizen)'. Below this, there is a text input field for 'Identification number' containing the value 'S1234567B'. To the right of this field is a button labeled 'Retrieve information', which is highlighted with a red box. At the bottom of the form, there are two buttons: 'Delete' and 'Save'.

Step 8: 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" with a sub-section "Contact address". An information icon (i) is followed by the text: "Your contact address is automatically applied to your associated entities and displayed in public records." Below this, a red rectangular box highlights the following fields: "Address type" with radio buttons for "Local" (selected) and "Foreign"; "Postal code" with a text input containing "S 530718" and a "Retrieve address" button; "Email address" with an empty text input; "Country code" with a dropdown menu showing "Select country code"; and "Mobile number" with an empty text input. At the bottom of the form, there are two buttons: "Cancel" on the left and "Save" on the right, with the "Save" button also highlighted by a red rectangular box.

Step 9: For corporate shareholder, indicate if the entity is registered locally.

Shareholder details

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

Expand all Collapse all

SHAREHOLDER DETAILS 1

Category

Individual Corporate

Corporate shareholder details

Is the corporate shareholder registered locally?

Yes No

Delete Save

+ Add new shareholder

Expand all Collapse all

Step 10: Provide the UEN and entity name for locally registered entity, click **“Retrieve information”** to retrieve the entity’s details. Click **“Save”** to continue.

SHAREHOLDER DETAILS 1

Category

Individual Corporate

Corporate shareholder details

Is the corporate shareholder registered locally?

Yes No

UEN

202400405R

Entity Name

COMFORTABLE PILLOWS Retrieve information

UEN 202400405R
Entity name COMFORTABLE PILLOWS
Address 50, LORONG 5 TOA PAYOH,#03-EAST
PAYOH PALM 310050

Delete Save

Step 11: If the corporate shareholder is a foreign entity, specify the country/region of incorporation/registration, enter the foreign business registration number and click **“Retrieve information”**. Provide the entity name, email address and foreign address and click **“Save”**.

Is the corporate shareholder registered locally?

Yes No

Country/Region of Incorporation/ Registration

Australia

Foreign business registration number ⓘ

38HD99DJJ3 Retrieve information

Country / Region of incorporation / registration	Australia
Foreign business registration number	38HD99DJJ3

Entity Name

SNORLA

Email Address

snorla@gmail.com

Foreign address line 1

23 Shelby Road

+ Add address line 2

Delete Save

Step 12: Select **“Add new shareholder”** to add additional shareholders. Enter the required information and click **“Next”** to proceed.

1. CRYSTAL OON Expand all Collapse all

+ Add new shareholder

Shareholder group details

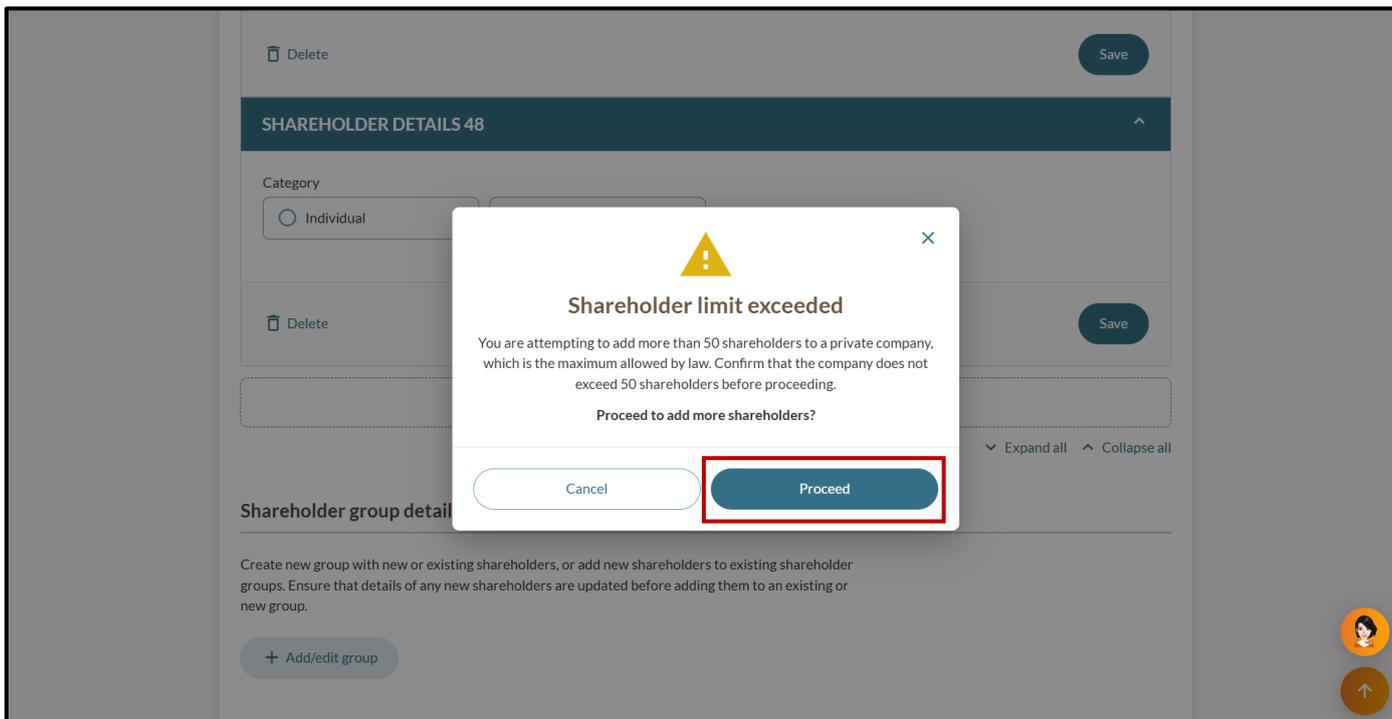
Create new group with new or existing shareholders, or add new shareholders to existing shareholder groups. Ensure that details of any new shareholders are updated before adding them to an existing or new group.

1. GRP Expand all Collapse all

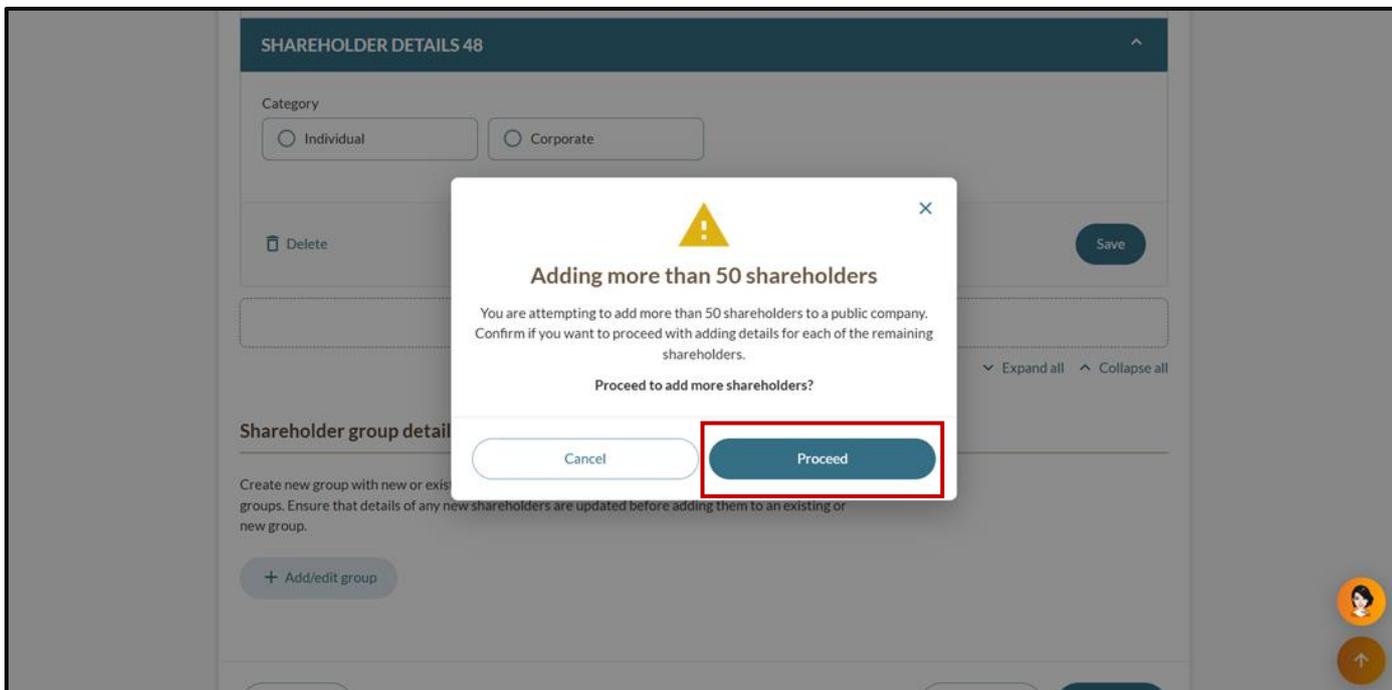
+ Add/edit group

Back Save draft Next

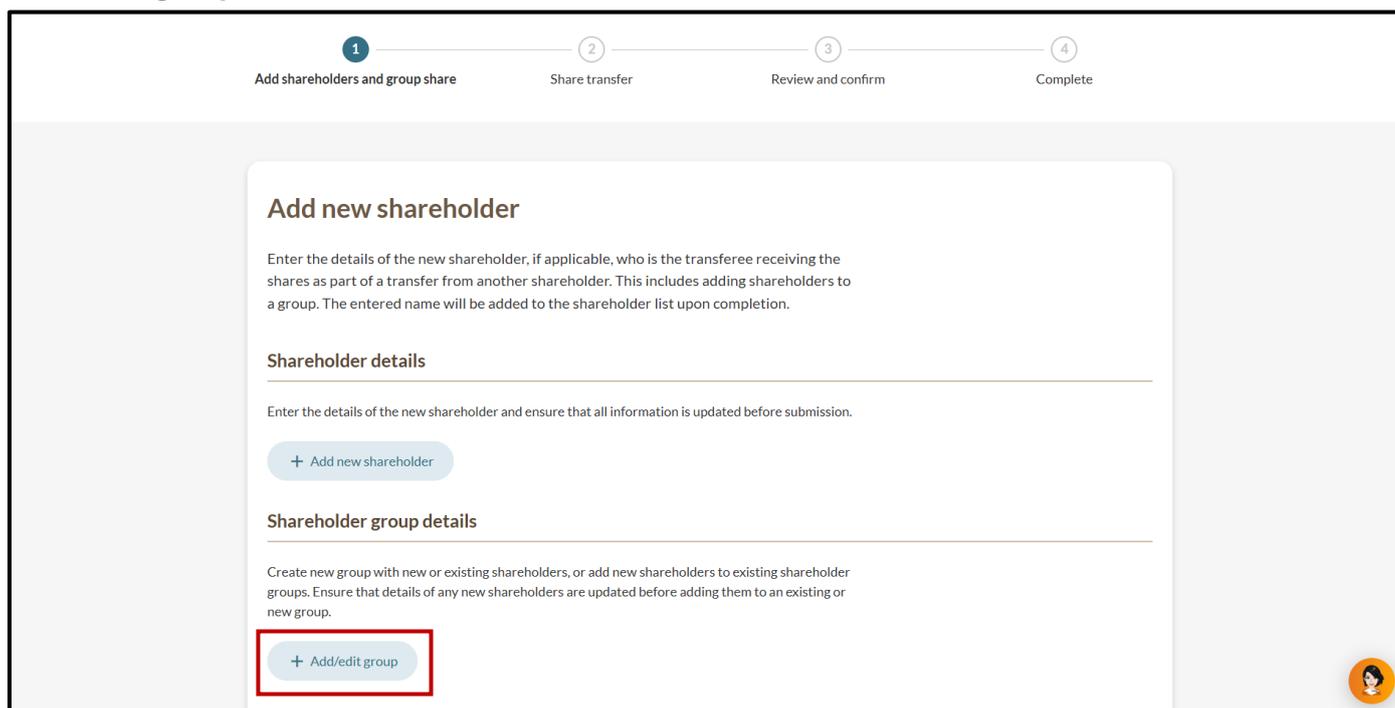
Important: If you are an Exempt Private Company or a private company and attempt to add more than 50 shareholders, you will see the prompt “Shareholder limit exceeded”, which notifies you that the maximum allowed by law has been reached. You will be asked to confirm that the company does not exceed the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



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”.

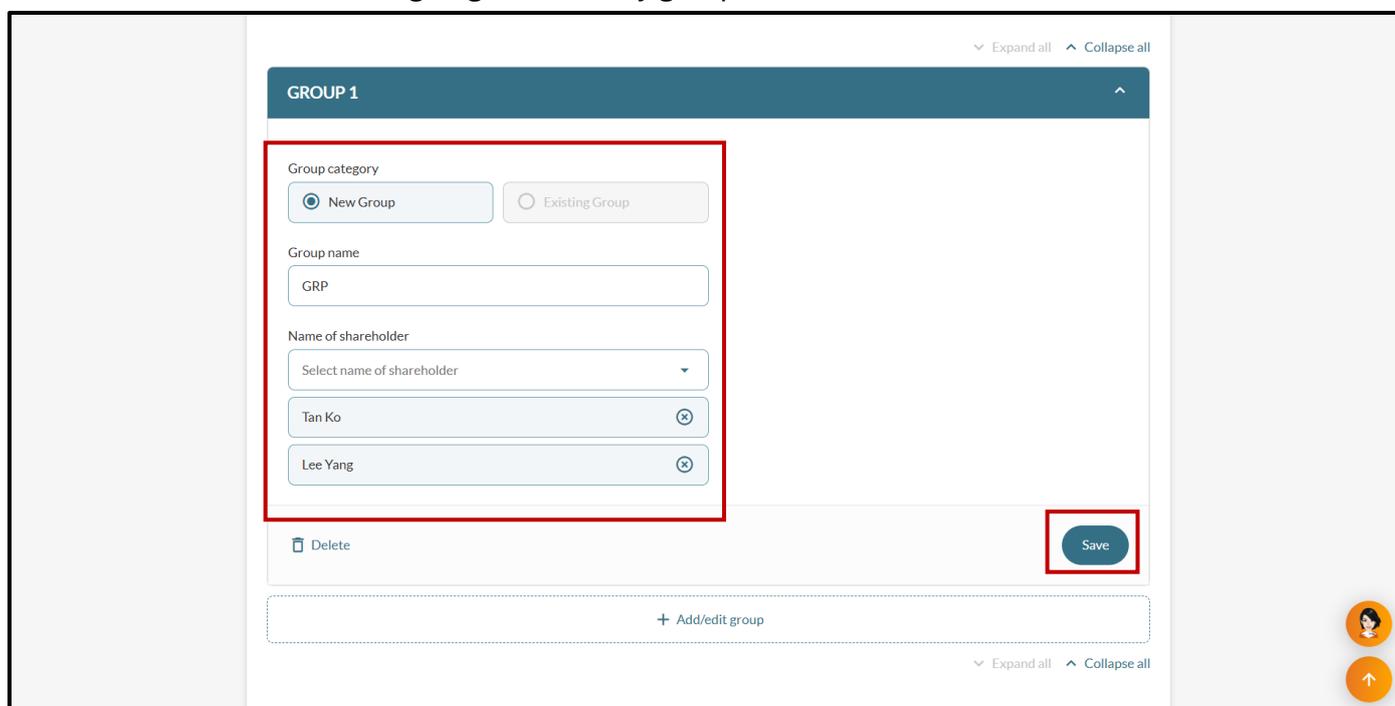


Step 13: To add a new shareholder group or add or remove shareholders from existing groups, click “Add/edit group”.



Step 14: 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 registered 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.



Step 15: 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 16: 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

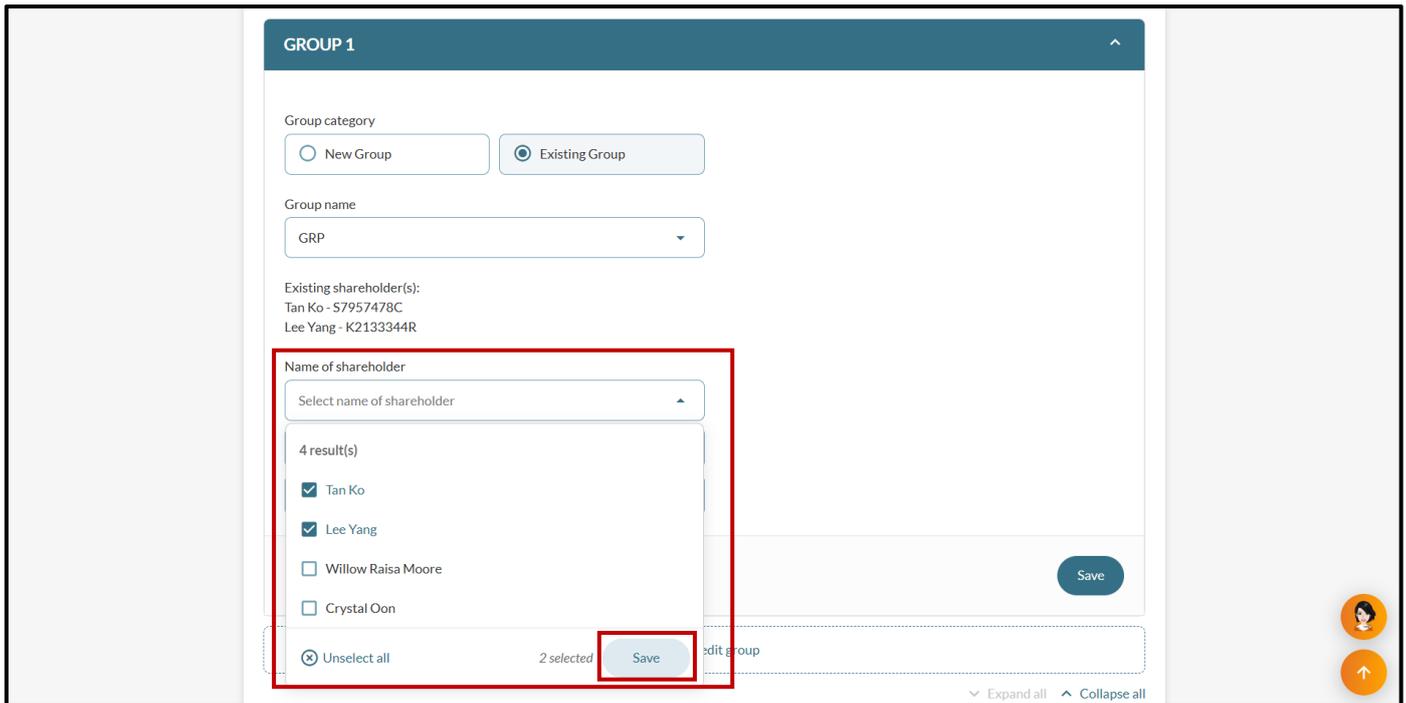
Lee Yang

Delete Save

+ Add/edit group

Expand all Collapse all

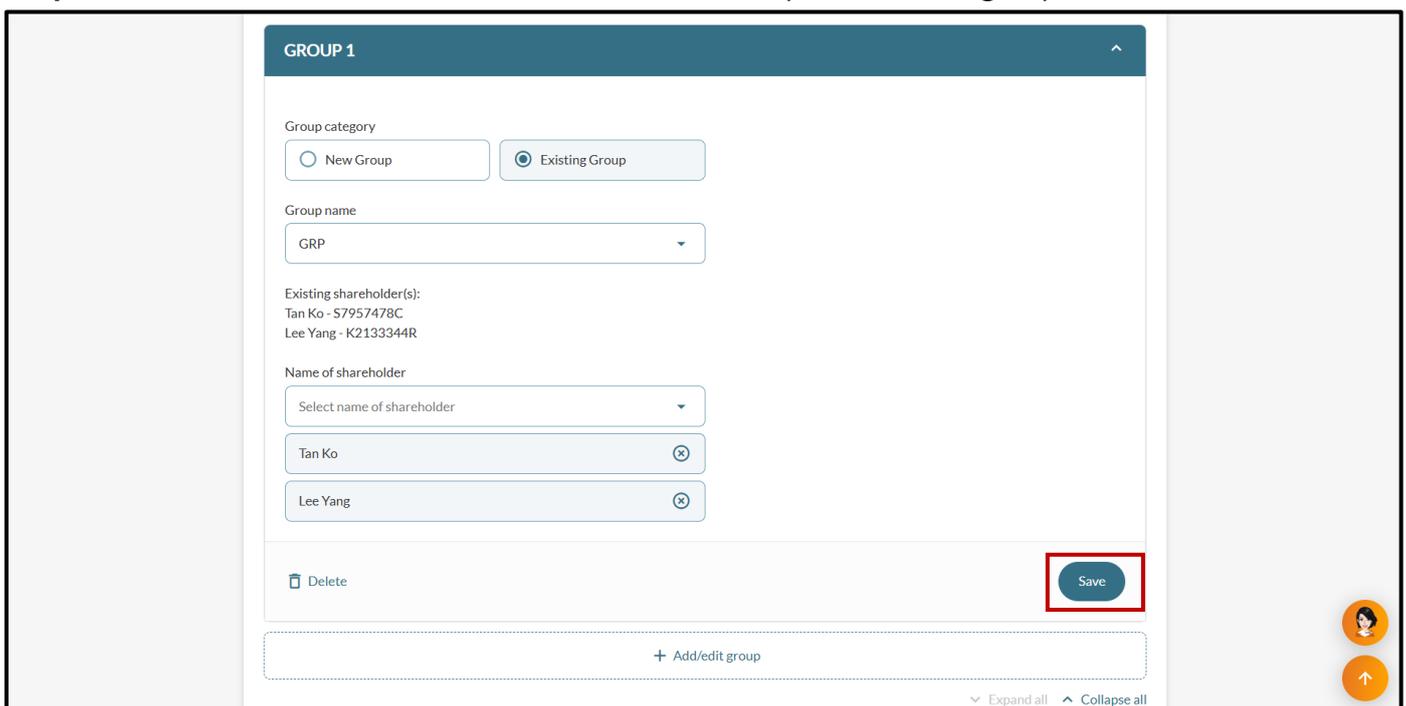
Alternatively, you can also select or deselect shareholders from the group in the dropdown list. Click **“Save”** in the dropdown menu to confirm the changes.



The screenshot shows the 'GROUP 1' form with the following details:

- Group category:** Existing Group (selected)
- Group name:** GRP
- Existing shareholder(s):** Tan Ko - S7957478C, Lee Yang - K2133344R
- Name of shareholder dropdown:** Open, showing 4 results:
 - Tan Ko
 - Lee Yang
 - Willow Raisa Moore
 - Crystal Oon
- Dropdown actions:** Unselect all, 2 selected, Save (highlighted)

Step 17: Click **"Save"** to ensure all entered details are captured for the group.



The screenshot shows the 'GROUP 1' form with the following details:

- Group category:** Existing Group (selected)
- Group name:** GRP
- Existing shareholder(s):** Tan Ko - S7957478C, Lee Yang - K2133344R
- Name of shareholder dropdown:** Closed, showing selected shareholders:
 - Tan Ko (with clear button)
 - Lee Yang (with clear button)
- Buttons:** Delete, Save (highlighted in a red box)
- Footer:** + Add/edit group, Expand all, Collapse all

Step 18: 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 added, click **“Next”** to proceed.

The screenshot displays a web interface for managing shareholder groups. It features two main sections, each with a title and a list of items. The first section is titled "1. CRYSTAL OON" and contains a button labeled "+ Add new shareholder". The second section is titled "1. GRP" and contains a button labeled "+ Add/edit group", which is highlighted with a red rectangular box. Below the "1. GRP" section, there are three navigation buttons: "Back", "Save draft", and "Next", with the "Next" button also highlighted by a red rectangular box. The interface includes expand/collapse controls for each section and a descriptive paragraph under the "Shareholder group details" heading.

1. CRYSTAL OON

+ 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 19: Select the transferor (shareholder or shareholder group transferring the shares) and the transferee (shareholder or shareholder group receiving the shares) from the respective dropdown lists.

Important: When transferring shares of the same currency or share class between the same individuals, each transfer must be submitted as a separate transaction.

The screenshot shows a four-step process: 1. Add shareholders and group share, 2. Share transfer, 3. Review and confirm, and 4. Complete. The 'Share transfer' step is active. Below the title 'Share transfer', there is a sub-section '1. Share transfer 1' which contains two dropdown menus: 'Transfer from' (Shareholder / Group Name) and 'Transfer to' (Shareholder / Group Name). Both dropdowns currently show 'Select Transferor' and 'Select Transferee' respectively. A red box highlights these two dropdown menus. There are also 'Expand all' and 'Collapse all' links on the right side of the sub-section.

Step 20: Specify the currency, share class, number of shares and paid-up share capital and click “Save”.

The screenshot shows the 'Transfer details' form. It includes the following fields: 'Currency' (Singapore dollar), 'Class of shares' (Ordinary), 'Number of shares' (30), and 'Paid-up share capital' (SGD 30). A red box highlights the 'Currency', 'Class of shares', 'Number of shares', and 'Paid-up share capital' fields. Below these fields is a '+ Add Shares held in trust' button. There is also an information box titled 'Effective date of share transfer' with a blue 'i' icon, containing the text: 'The share transfer will take effect only after the Registrar updates the company's Electronic Register of Members (EROM) on the lodgement date.' Below this box, the 'Effective date of transfer' is set to '13 Mar 2025'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. A red box highlights the 'Save' button. There is also a '+ Add shares transfer' button at the very bottom of the form.

Important: The system will display the available options for currency and share class based on the Transferor's existing shareholdings. You may only select values within the Transferor's current holdings. For example, an error message will appear if you attempt to transfer more than the available paid-up share capital.

The screenshot shows the 'Transfer details' section of a web application. It includes a 'Currency' dropdown menu set to 'Singapore dollar' and a 'Class of shares' dropdown menu set to 'Ordinary'. Below these, there are two input fields: 'Number of shares' with the value '10000' and 'Paid-up share capital' with the value 'SGD 10'. A red rectangular box highlights these two fields and the text below them: 'Number of shares transferred cannot exceed the number of shares held by the shareholder/transferor.' At the bottom of the form, there is a button labeled '+ Add Shares held in trust'.

Step 21: If shares are held in trust arrangements, click “Add Shares held in trust”.

This screenshot shows the 'Transfer details' form with the 'Number of shares' field set to '30' and 'Paid-up share capital' set to 'SGD 30'. The '+ Add Shares held in trust' button is highlighted with a red rectangular box. Below the form, there is a blue information box titled 'Effective date of share transfer' with the text: 'The share transfer will take effect only after the Registrar updates the company's Electronic Register of Members (EROM) on the lodgement date.' Below this box, the 'Effective date of transfer' is listed as '13 Mar 2025'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. In the bottom right corner, there are two circular icons: one with a person's profile and another with an upward-pointing arrow. At the very bottom of the page, there is a faint '+ Add shares transfer' link.

Step 22: Enter the trust name if applicable. Click **“Save”** to continue.

Currency
Singapore dollar

Class of shares
Ordinary

Number of shares
30

Paid-up share capital ⓘ
SGD 30

Shares are held in trust
 Yes No

Trust name
Barrel Ray

Effective date of share transfer ⓘ
The share transfer will take effect only after the Registrar updates the company's Electronic Register of Members (EROM) on the lodgement date.

Effective date of transfer
13 Mar 2025

Cancel Save

Step 23: You may add additional share transfer by selecting **"Add shares transfer"**. Click **"Save"** after entering the required information. Once you have added all share transfers, click **"View transfer summary"**.

Share transfer

To transfer shares to another shareholder, select an existing shareholder or shareholder group from the list, and specify the number and types of shares you wish to transfer.

Expand all Collapse all

1. From DANIAL NABIL BIN AZHARI to ALEXANDER

2. From QUICKBASKET PTE. LTD. to EMPTY BARRELS PTE. LTD.

+ Add shares transfer

Expand all Collapse all

View transfer summary

Back Save draft Review and confirm →

Step 24: Review all share transfer details carefully, including both the original shareholding and the resulting shareholding after the transfer is completed.

Share transfer details

Transfer 1

Transfer from

Shareholder/Group
DANIAL NABIL BIN AZHARI - T000008B

Transfer to

Shareholder/Group
ALEXANDER - S3733105H

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
10	SGD 10

Effective date of transfer
02 Jun 2025

Shareholdings before transfer

1. DANIAL NABIL BIN AZHARI - T000008B

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
100	SGD 1000

2. ALEXANDER - S3733105H

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
0	SGD 0

Trust

Shares are held in Trust. Do you want to provide the name of the trust?
Yes

Trust name
NN INC

Shareholdings after transfer

1. DANIAL NABIL BIN AZHARI - T000008B

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
90	SGD 990

2. ALEXANDER - S3733105H

Singapore dollar

Ordinary

Step 25: Indicate whether the shares are held directly or indirectly by any corporation. Click **“Review and confirm”**.

4. EMPTY BARRELS PTE. LTD. - 202500065W

Australia dollar

Ordinary

Number of shares	Paid-up share capital
1	AUD 1

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.

← Back Save draft **Review and confirm →**

Step 26: 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.

Shareholder 1

1. EMPTY BARRELS PTE. LTD.

Category	UEN
Local company	202500065W

Shareholder Information

Name	Email address	Mobile number
EMPTY BARRELS PTE. LTD.	example@example.com	-

Address Information

Address
345 SERANGOON NORTH
AVENUE 1, TOWER A, SINGAPORE
550123

Share transfer details

Transfer 1

Transfer from

Shareholder/Group
DANIAL NABIL BIN AZHARI -
T0000008B

Transfer to

Shareholder/Group
EMPTY BARRELS PTE. LTD. -
202500065W

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

Shareholder/Group
EMPTY BARRELS PTE. LTD. -
202500065W

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
10	SGD 10

Effective date of transfer
02 Jun 2025

Shareholdings before transfer

1. DANIAL NABIL BIN AZHARI - T000008B

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
100	SGD 1000

2. EMPTY BARRELS PTE. LTD. - 202500065W

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
0	SGD 0

Shareholdings after transfer

1. DANIAL NABIL BIN AZHARI - T000008B

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
90	SGD 990

2. EMPTY BARRELS PTE. LTD. - 202500065W

Singapore dollar

Ordinary

Number of shares	Paid-up share capital
10	SGD 10

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). [i](#)

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

Declaration

I, DANIAL NABIL BIN AZHARI, declare that:

- 1 The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
- 2 I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

[← Back](#)

[Submit →](#)

Step 27: Upon successful submission, you will receive an acknowledgement message.

Transfer of Shares

BROWNIEEE PRIVATE LIMITED
202500244K

1 Add shareholders and group share 2 Share transfer 3 Review and confirm 4 **Completion**

The transaction has been 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	T250009855	Transfer of Shares	21 Apr 2025 02:33 PM

Step 28: A notification confirming the successful submission and updated shares transfer will be sent to your Bizfile Inbox.

Register ▾ Manage ▾ Annual filing ▾ Deregister ▾ Others ▾ Buy information ▾ Subscribe APIs ▾

Home > Inbox

Inbox

← All messages

Transfer of Shares successfully submitted and company type updated

21 Apr 2025 · 2:33 PM

Dear Sir/Madam

- Entity Name: BROWNIEEE
- Entity UEN: 202500244K
- Transaction Name: Transfer of Shares
- Transaction Number: T250009855

Accounting and Corporate Regulatory Authority (ACRA)

Updated as of 02 Jun 2025