

Navigating the new Bizfile: File Winding Up of Business Entity – Court-Ordered Compulsory Winding Up

The “File winding up of business entity” eService allows you to initiate the winding up process for a local company or limited liability partnership (LLP), and submit the notifications to appoint a provisional liquidator or liquidator to oversee the winding up process.

A local company or LLP can be wound up voluntarily or by a court order, depending on the state of its solvency.

A company may be wound up under an Order of the Court under certain circumstances e.g. the company is unable to pay its debts. The Court may appoint a liquidator to wind up the affairs of the company. Where no liquidator is appointed by the Court, the Official Receiver shall be the liquidator of the company.

The liquidator can be any of the following type:

- Official receiver
- Insolvency practitioner

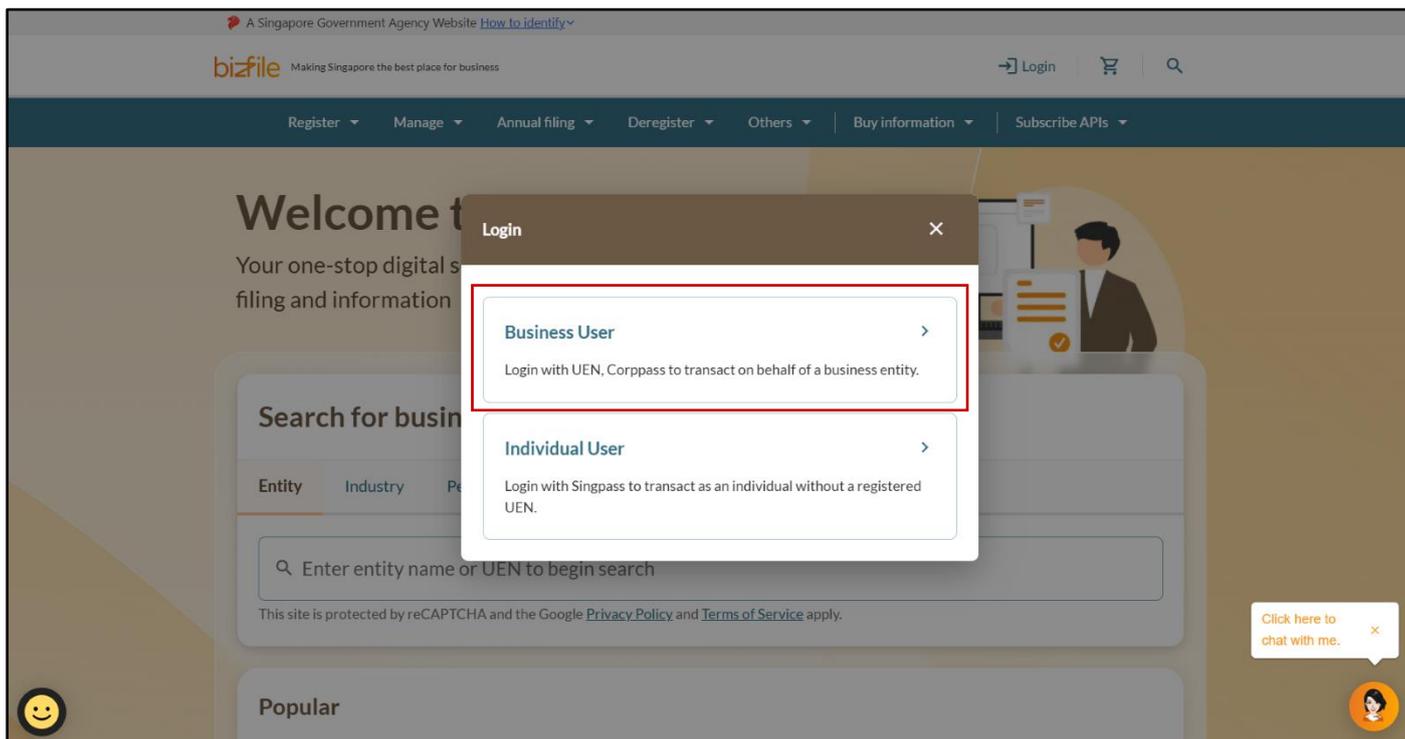
To apply for Court-ordered compulsory winding up, the following lodgements must be submitted with ACRA:

Transaction	Navigation
File Notice of Winding Up Order and Appointment of Liquidators / Provisional Liquidator	Click here
File Winding up Order	Click here
Appointment of liquidator/provisional liquidator	Click here

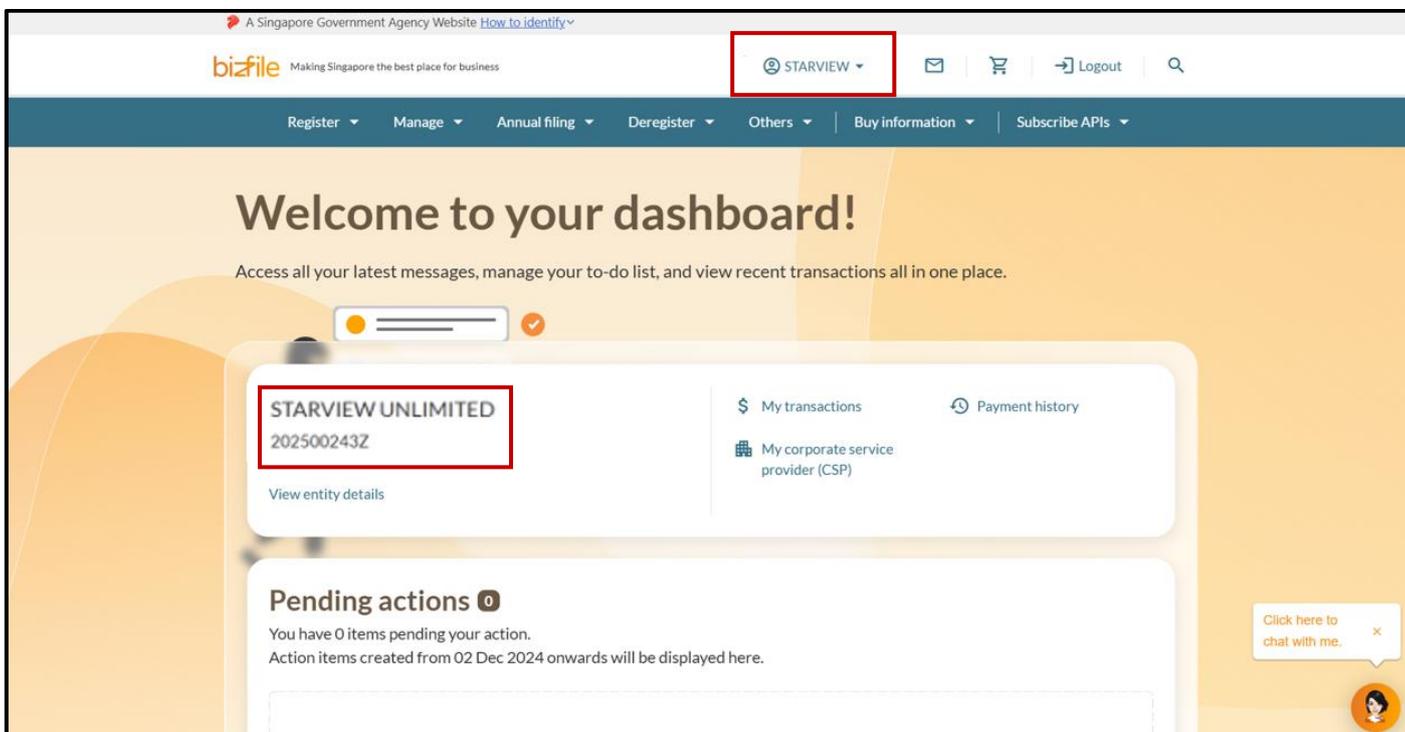
If you are a Corporate Service Provider appointed to file winding up of a company or LLP on behalf of a third party such as a creditor or the court, the authorised position holders of the CSP and Qualified Individuals must first add the company or LLP to their client list using the “Maintain CSP client list” eService before filing the transaction.

Step-by-step Instructions on Compulsory Winding Up by Court Order

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

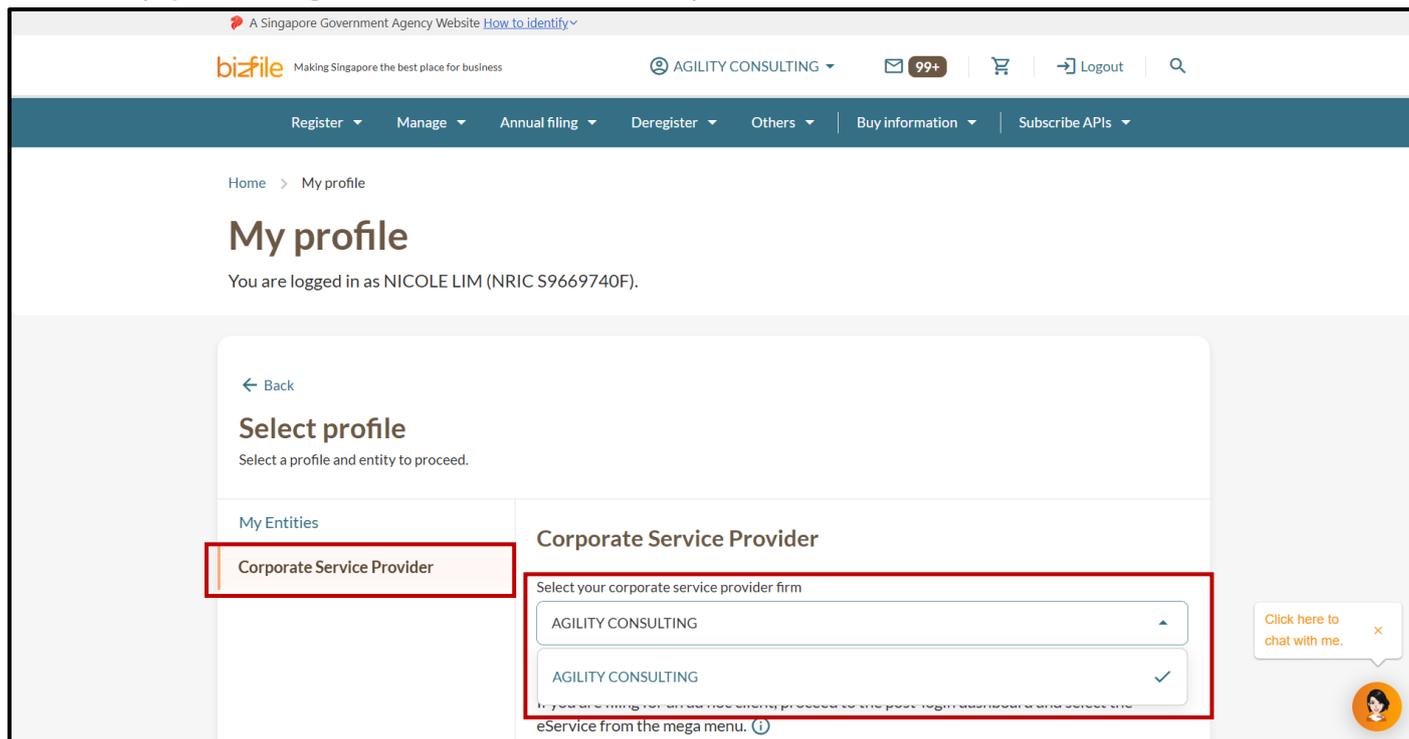


Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. **Check that the UEN and entity name shown belong to the entity to be wound up.**

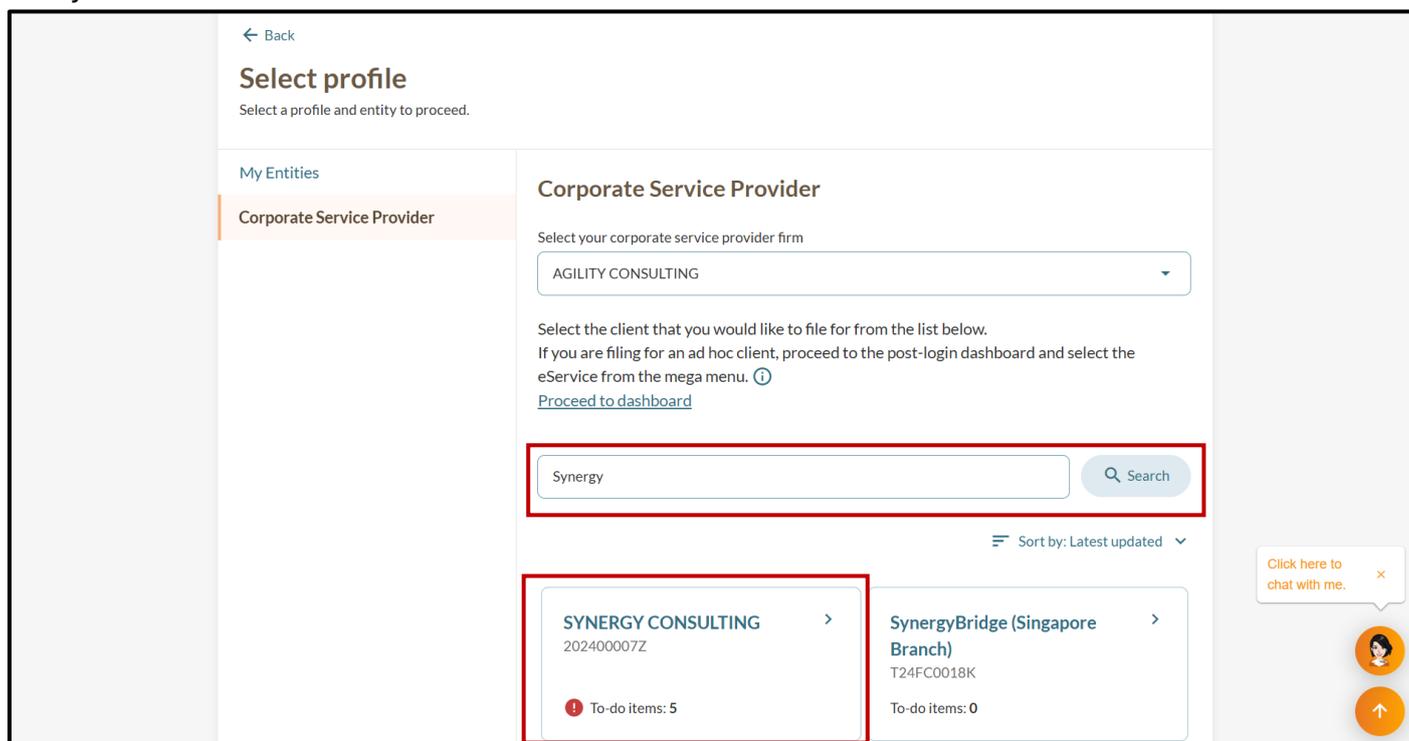


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

For Corporate Service Provider applying for winding up 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 on the displayed entity name under the search bar.



Step 3: From the mega menu, select “Deregister”, click “Local company” or “Limited liability partnership” tab and select “File winding up of business entity”.

The screenshot shows the bizfile website's 'Deregister' page. The top navigation bar includes 'Register', 'Manage', 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. The 'Deregister' menu is expanded, showing options like 'Local company', 'Foreign company', 'Sole proprietorship/partnership', 'Limited liability partnership', 'Limited partnership', 'Public accounting firm', 'Corporate service provider', 'Public accountant', and 'Approved liquidator'. The 'Limited liability partnership' option is selected. The main content area is titled 'Deregister' and includes a sub-header 'Access eServices to close an entity or cancel professional registration'. It lists several services: 'Limited liability partnership' (with a sub-header 'eServices to cease a limited liability partnership'), 'Cancel professional status' (with a sub-header 'Apply to revoke public accounting entity status'), 'Striking off' (with sub-headers 'Apply to strike off business entity' and 'Submit/Clear objections against striking off'), 'Winding up' (with sub-headers 'File winding up of business entity' and 'Manage winding up'), and 'Receivership'. The 'File winding up of business entity' option is highlighted with a red box.

Step 4: Click “Start” on the “File winding up of business entity” introduction page.

The screenshot shows the 'Compulsory Winding Up (Winding Up by Order of Court)' introduction page. The page title is '3 Compulsory Winding Up (Winding Up by Order of Court)'. The text states: 'A local company or LLP may be subject to winding up by a Court Order in specific circumstances, particularly when the entity is unable to settle its debts. The following information is required:'. A list of required information is provided:

- Notice of Winding-up Order and Particulars of Liquidator(s)
 - Grounds for compulsory winding up
 - Name of plaintiff
 - Solicitors of plaintiff
 - Winding up number
 - Winding up order made
 - Copy of notice of winding up
 - Copy of court order for winding up
 - Date of filing winding up order in court
 - List of information when appointing a provisional liquidator/liquidator

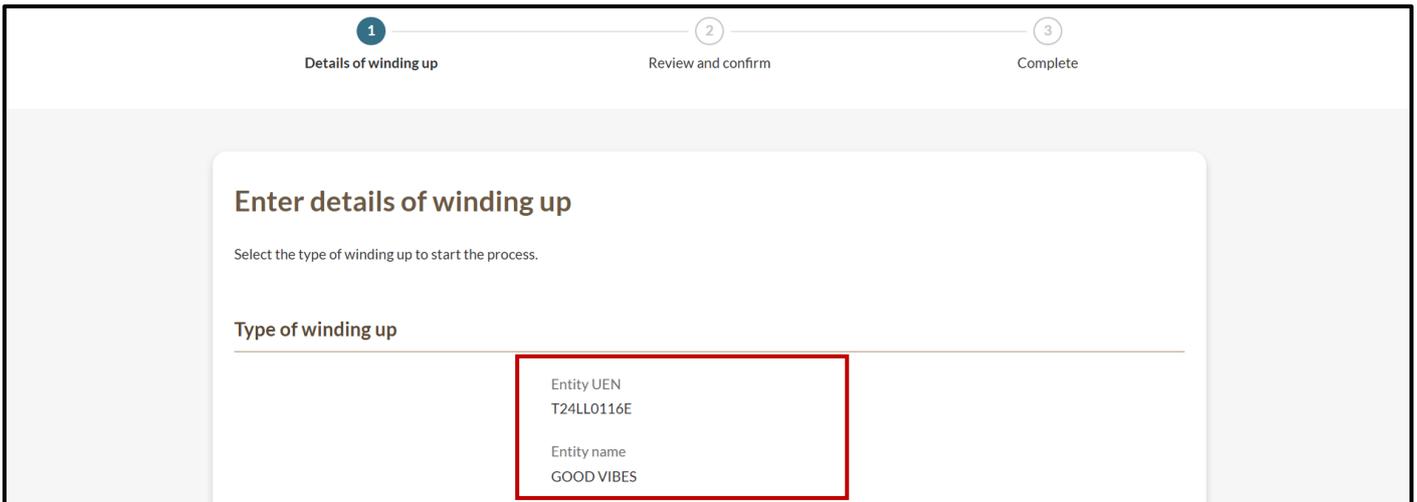
Below the list is a 'Useful reminders' box with an information icon (i) and two bullet points:

- Submit the required documents and proceedings within the stipulated timelines to avoid any delays in the winding up process.
- Check that you have entered all information correctly before submitting your application.

At the bottom right of the page, there is a 'Start →' button highlighted with a red box. There are also user profile and navigation icons in the bottom right corner.

1) File Notice of Winding Up Order and Appointment of Liquidators / Provisional Liquidator

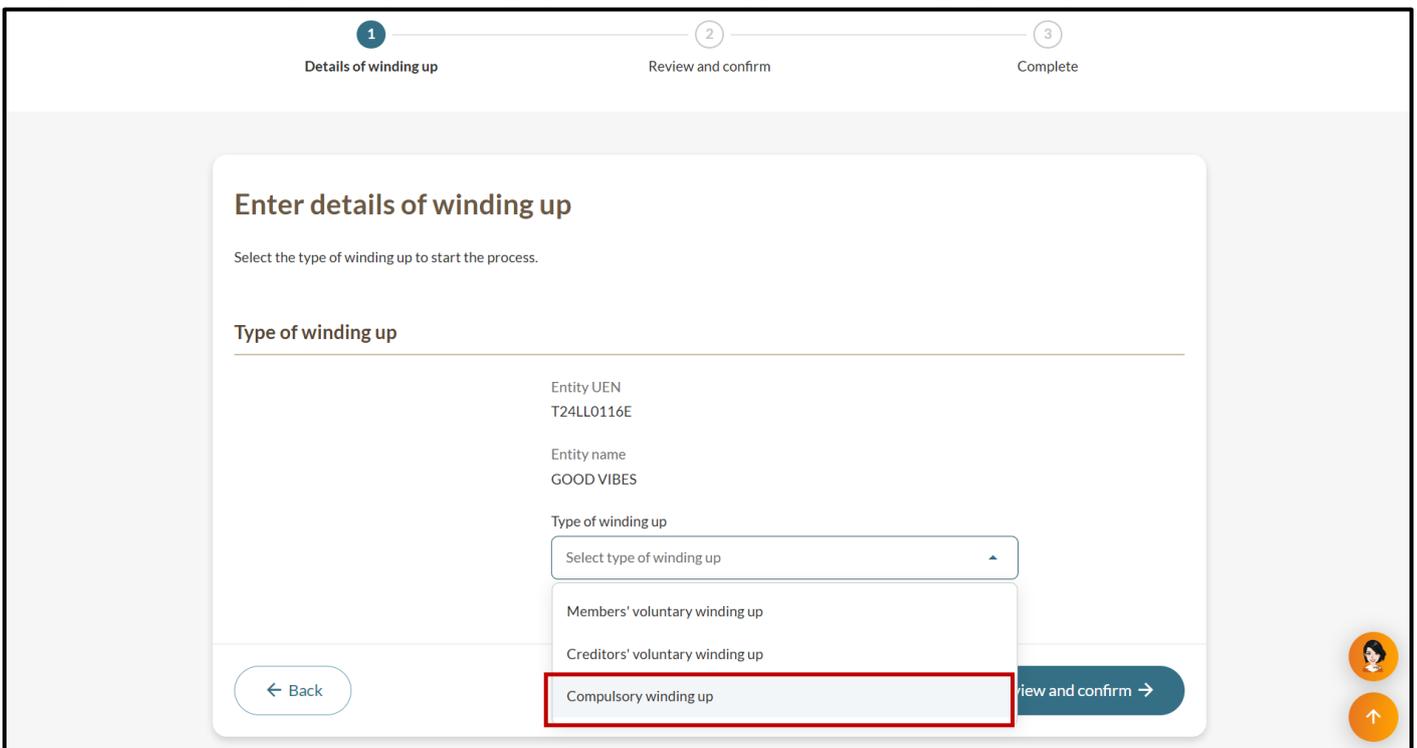
Step 1: Verify the business entity details to ensure you are applying to wind up the correct entity.



The screenshot shows a three-step progress bar at the top: 1. Details of winding up (active), 2. Review and confirm, and 3. Complete. The main content area is titled 'Enter details of winding up' and includes the instruction 'Select the type of winding up to start the process.' Below this is a 'Type of winding up' dropdown menu. The entity details are displayed as follows:

Entity UEN	T24LL0116E
Entity name	GOOD VIBES

Step 2: Select “Compulsory winding up” from the “Type of winding up” dropdown list.



The screenshot shows the same three-step progress bar. The 'Type of winding up' dropdown menu is open, displaying the following options:

- Select type of winding up
- Members' voluntary winding up
- Creditors' voluntary winding up
- Compulsory winding up (highlighted with a red box)

At the bottom of the form, there is a 'Back' button on the left and a 'Review and confirm' button on the right. A user profile icon and a home icon are visible in the bottom right corner.

Step 3: Specify the grounds for compulsory winding up and provide the plaintiff's name, plaintiff's solicitors, Notice of winding up number and date.

Important: The date of the Notice of winding up order must be the current date or a past date; future dates are not permitted.

Compulsory winding up

Notice of winding up order

A Notice of Winding Up Order is a formal document issued by the court that confirms a company is to be wound up compulsorily. This notice must be filed with ACRA within 7 days of the court order.

Grounds for compulsory winding up

Insolvency Non-insolvency

Name of plaintiff

Enter name of plaintiff

Solicitors for plaintiff

Enter name of solicitor

Winding up number

Winding up order made on

01 Jun 2025

Winding up order made on cannot be a future date

Attach copy of notice

Step 4: Upload a copy of the Notice of Winding up order

Winding up order made on

10 Mar 2025

Attach copy of notice

You have reached the maximum upload limit of 1 file(s)

Supported formats: PDF
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 have reached the maximum upload limit of 1 file(s)

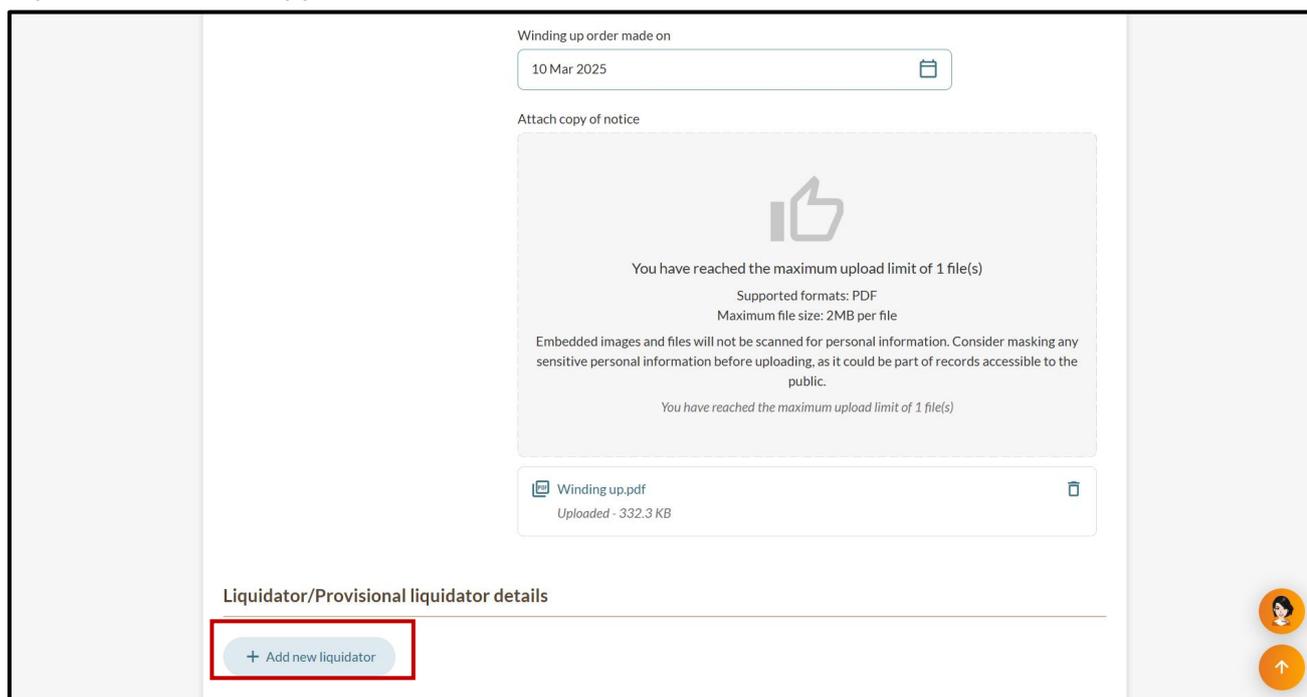
Winding up.pdf
Uploaded - 332.3 KB

Liquidator/Provisional liquidator details

+ Add new liquidator

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: Click “Add new liquidator” to appoint a liquidator or provisional liquidator. At least one liquidator must be appointed.



Winding up order made on
10 Mar 2025

Attach copy of notice

You have reached the maximum upload limit of 1 file(s)
Supported formats: PDF
Maximum file size: 2MB per file

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You have reached the maximum upload limit of 1 file(s)

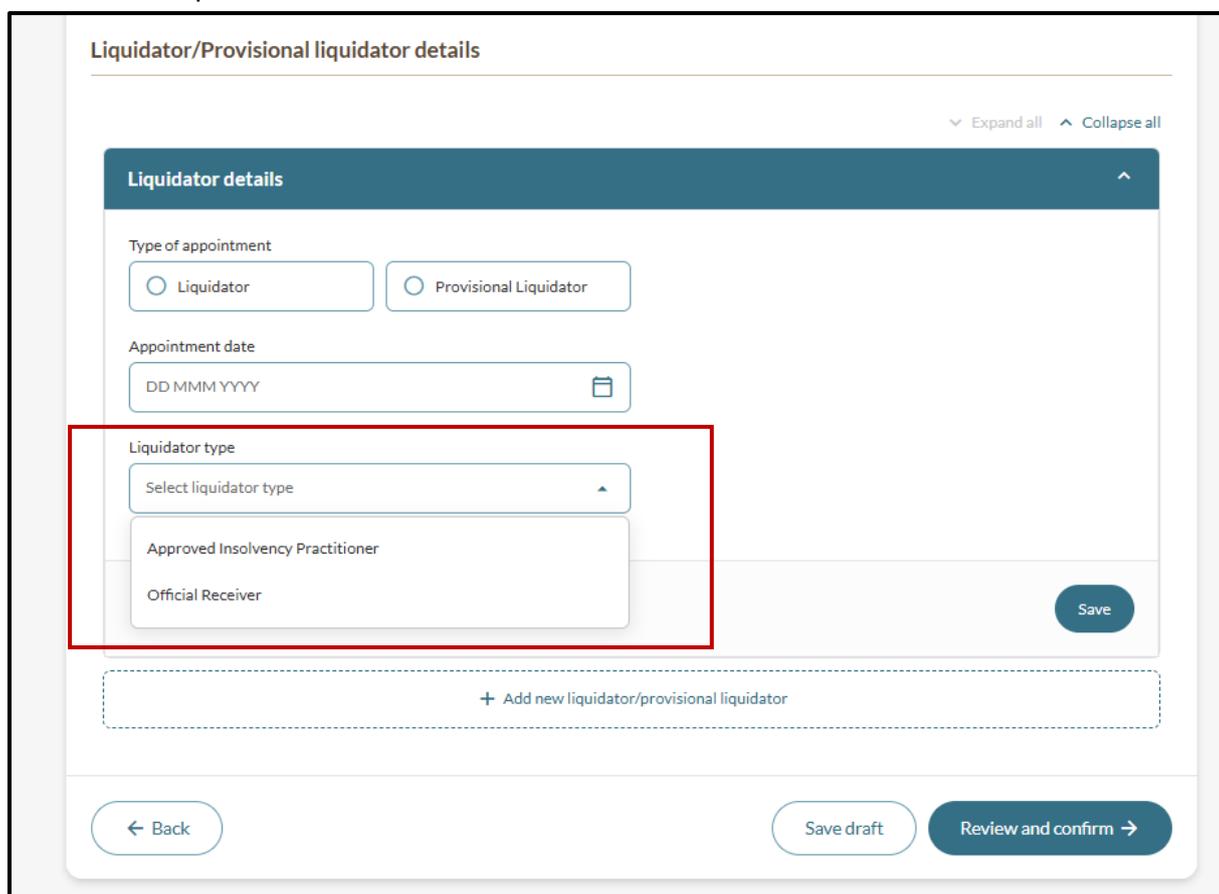
Winding up.pdf
Uploaded - 332.3 KB

Liquidator/Provisional liquidator details

+ Add new liquidator

Step 6: Specify whether you are appointing a liquidator or provisional liquidator. Enter the appointment date and select the liquidator type from the dropdown list.

Important: The liquidator appointment date must be either the current date or a past date; future dates are not permitted.



Liquidator/Provisional liquidator details

Expand all Collapse all

Liquidator details

Type of appointment

Liquidator Provisional Liquidator

Appointment date

DD MMM YYYY

Liquidator type

Select liquidator type

Approved Insolvency Practitioner

Official Receiver

Save

+ Add new liquidator/provisional liquidator

Back Save draft Review and confirm

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

For appointment of Approved Insolvency Practitioner

- Enter the IP license number and click “**Retrieve information**” to retrieve the liquidator’s personal information. Fill in their email and mobile number. Enter the liquidator’s Unique Entity Number (UEN) and click “**Search**” to retrieve the liquidator entity information. Click “**Save**”.

The screenshot shows a web form titled "Liquidator details". The form is divided into several sections:

- Type of appointment:** Two radio buttons are present: "Liquidator" (selected) and "Provisional Liquidator".
- Appointment date:** A text input field with the placeholder "DD MMM YYYY" and a calendar icon.
- Liquidator type:** A dropdown menu currently showing "Approved Insolvency Practitioner".
- Liquidator information:**
 - IP license number:** A text input field containing "E897826" and a "Retrieve information" button to its right.
 - Email address:** An empty text input field.
 - Country code:** A dropdown menu showing "Select country code".
 - Mobile number:** An empty text input field.
- Entity Information:**
 - UEN:** A text input field containing "T25LL0031E" and a "Search" button to its right.

At the bottom of the form, there is a "Delete" button on the left and a "Save" button on the right. Red boxes in the original image highlight the "Retrieve information", "Search", and "Save" buttons.

For appointment of Official Receiver

- When selecting the official receiver as liquidator, the system will automatically populate the Liquidator Information section with the Ministry of Law's official contact details. Click **“Save”** to continue.

The screenshot shows the 'Liquidator details' form. The 'Type of appointment' section has 'Liquidator' selected. The 'Appointment date' is '11 Mar 2025'. The 'Liquidator type' dropdown is set to 'Official Receiver'. Below this, the 'Liquidator information' section is pre-filled with the following details:

Name of liquidator	Ministry of Law
UEN	T08GA0018G
Entity name	Ministry of Law
Address	100 HIGH STREET #08-02 THE TREASURY SINGAPORE 179434

At the bottom of the form, there is a 'Delete' button and a 'Save' button. A red box highlights the 'Save' button. Below the form is a button labeled '+ Add new liquidator/provisional liquidator'.

Step 7: Click **“Add new liquidator/provisional liquidator”** to add additional liquidators. Once you have completed all liquidators' appointment, click **“Review and confirm”** to proceed.

This screenshot shows the same 'Liquidator details' form as above, but with the 'Add new liquidator/provisional liquidator' button highlighted with a red box. Below the form, there are three buttons: 'Back', 'Save draft', and 'Review and confirm'. The 'Review and confirm' button is highlighted with a red box.

Step 8: Review all information carefully. Check the declaration box and click **“Submit”**.

1. Ministry of Law

Appointment details

Type of appointment	Liquidator type	Appointment date
Liquidator	Official Receiver	11 Mar 2025

Liquidator information

Name of liquidator
MINISTRY OF LAW

Entity information

UEN	Entity name	Address
T08GA0018G	MINISTRY OF LAW	100 HIGH STREET #08-02 THE TREASURY SINGAPORE 179434

I, Willow Raisa Moore, declare the following:

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

[← Back](#) [Submit →](#)

Step 9: Upon successful submission, you will receive an acknowledgement message that the Notice of winding up order and appointment of liquidator/provisional liquidator has been successfully filed.

To continue with the next step, click **“Overview of Winding up process”** on the acknowledgement page to return to the **“File winding up of business entity”** introduction page. You the eService through the mega menu under **“Deregister”** and select **“File winding up of business entity”**.

If you need more time, you can return to the eService later as your submissions will be saved in the system.

1 ——— 2 ——— 3
Details of winding up Review and confirm Complete

Transaction submitted successfully

Notice of Winding Up Order and Appointment of Liquidators / Provisional Liquidator has been successfully submitted. Return to [Overview of Winding up process page](#) to continue with the next transaction.

[Go to My Transaction](#)

Transaction details

UEN	Transaction ID	Transaction name	Date and time
T25LL0029A	T250006684	Notice of Winding Up Order and Appointment of Liquidators / Provisional Liquidator	11 Mar 2025 05:41 PM

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

Step 10: A notification confirming the successful submission will be sent to your Bizfile Inbox. The entity status will also be changed to “In liquidation” upon the filing of this transaction.

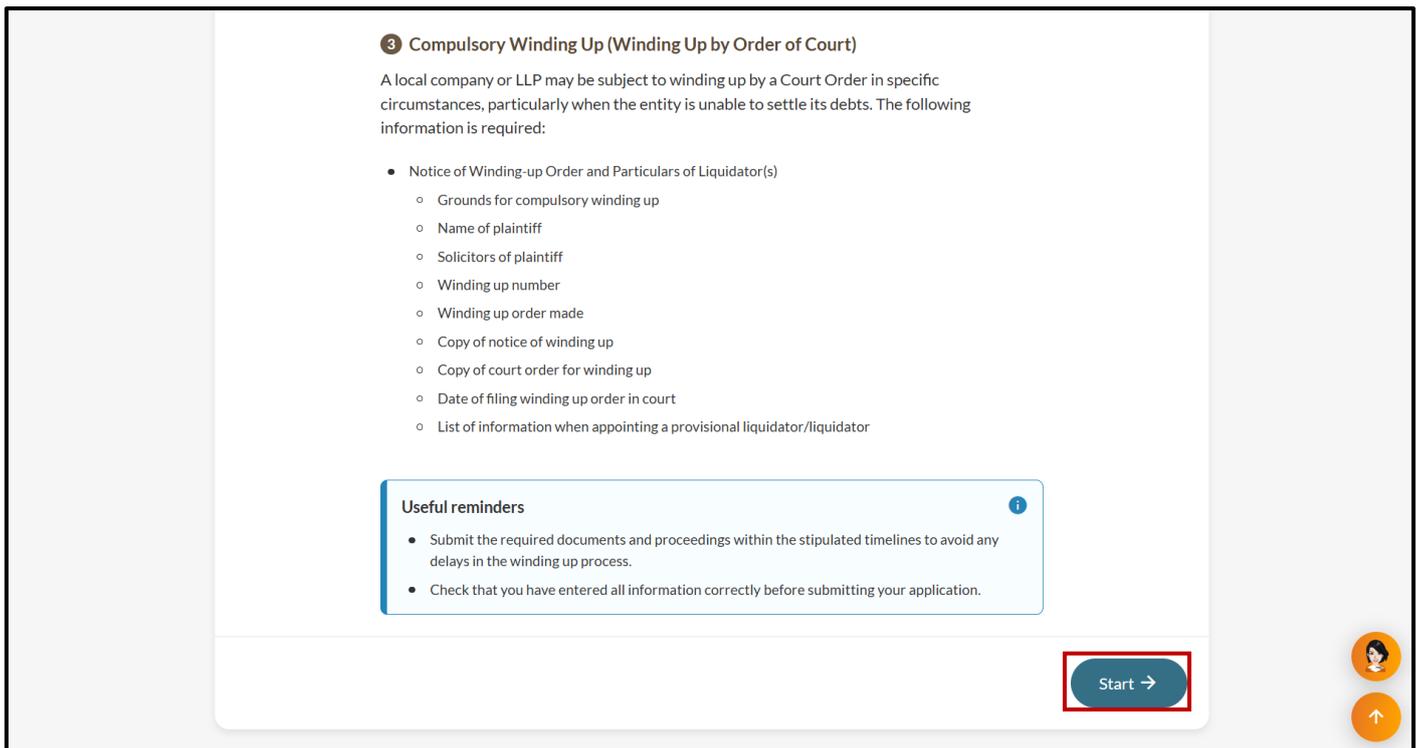
The screenshot shows the Bizfile user interface. At the top, the Bizfile logo is on the left, and the user's name 'LILY CONSULTING' is on the right. Below the logo is the tagline 'Making Singapore the best place for business'. The top navigation bar includes links for Register, Manage, Annual filing, Deregister, Others, Buy information, and Subscribe APIs. The main content area shows the user's inbox with a notification titled 'Notice of Winding Up Order and Appointment of Liquidators/Provisional Liquidator successfully submitted.' The notification is dated 11 Mar 2025 at 5:41 PM. The message body addresses the user as 'Dear Sir/Madam' and lists the following details:

- **Entity Name:** LILY CONSULTING LLP
- **Entity UEN:** T25LL0029A
- **Transaction Name:** Notice of Winding Up Order and Appointment of Liquidators/Provisional Liquidator
- **Transaction Number:** T250006684

The message concludes with: 'The transaction has been successfully submitted. Entity status for LILY CONSULTING LLP updated to In Liquidation - Compulsory Winding Up' and is signed by the Accounting and Corporate Regulatory Authority (ACRA). A small profile picture icon is visible in the bottom right corner of the message area.

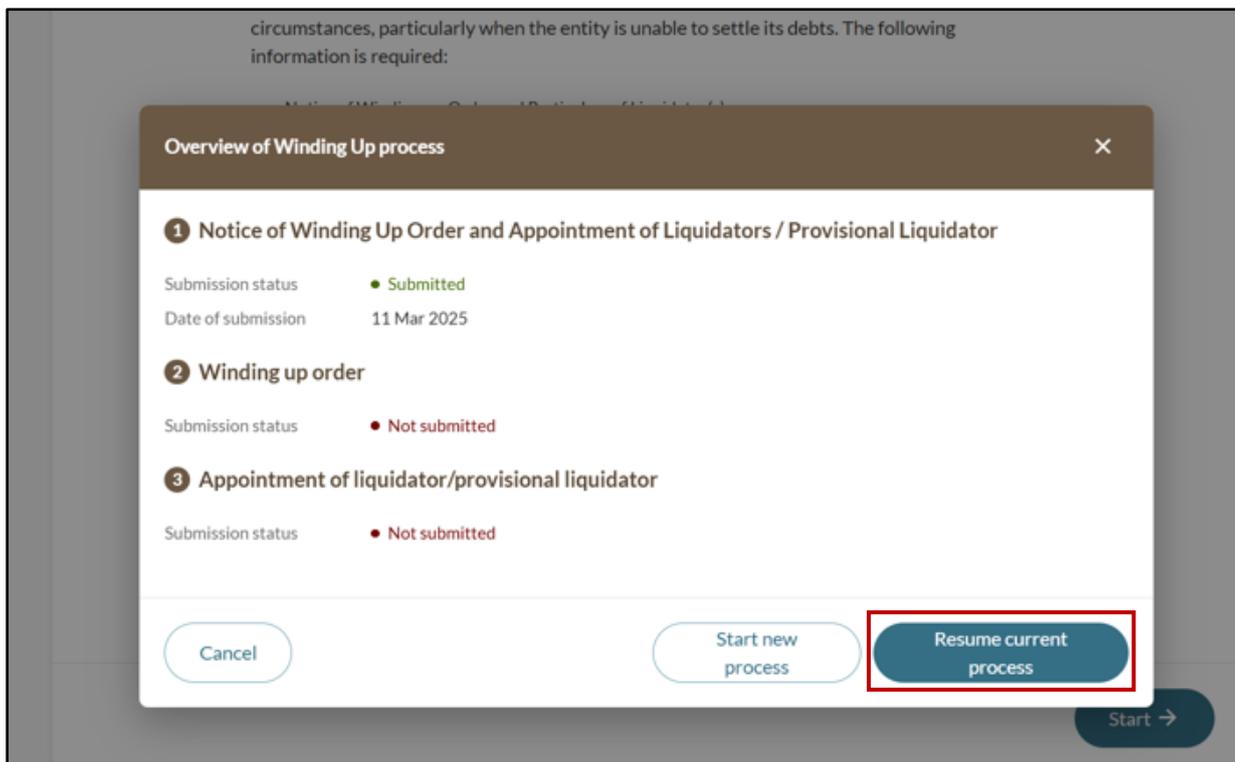
2) File Winding up Order

Step 1: On the “File winding up of business entity” introduction page, click “Start”.



Step 2: The “Overview of winding up process” pop up will be updated to indicate that the Notice of Winding up Order and Appointment of Liquidators/Provisional Liquidator has been submitted. Click “Resume current process” to continue.

Important: Selecting “Start new process” will initiate a new winding up application and delete all previously submitted information.



Step 3: The webform will automatically display the details of the Notice of winding up order and the liquidator/provisional liquidator details from the first transaction.

1 Details of winding up 2 Review and confirm 3 Complete

File winding up of business entity

Enter the details for the current stage of the winding up procedure.

Type of winding up

Type of winding up	Entity UEN	Entity name
Compulsory winding up	T25LL0029A	LILY CONSULTING LLP

Notice of winding up order

Grounds for compulsory winding up	Name of plaintiff	Solicitors of plaintiff	Winding up number
Insolvency	Alexander Lim	Michael Lim	W12345
Winding up order made on	Attach copy of notice		
08 Mar 2025	Winding up.pdf		

Liquidator/Provisional liquidator details

Step 4: Upload a copy of the court order document and specify the date of filing winding up order in court. This must be the current date or a past date; future dates are not permitted. Click **“Review and confirm”**.

Attach copy of court order

You have reached the maximum upload limit of 1 file(s)
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 have reached the maximum upload limit of 1 file(s)

Court Order.pdf
Uploaded - 332.3 KB

Date of filing winding up order in court

08 Jun 2025

Date of filing winding up order in court cannot be a future date

← Back Save draft Review and confirm →

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

Step 5: Review all information carefully. Check the declaration box and click **"Submit"**.

Review and confirm

Please review the information below before submitting.

Winding up details

Type of winding up	Entity UEN	Entity name
Compulsory winding up	T25LL0029A	LILY CONSULTING LLP

Winding up order

Attach copy of court order	Date of filing winding up order in court
Court Order.pdf	11 Mar 2025

I, Willow Raisa Moore, declare the following:

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

[← Back](#) [Submit →](#)

Step 6: Upon successful submission, you will receive an acknowledgement message that the Winding up order has been successfully filed.

To continue with the next step, click **"Overview of Winding up process"** on the acknowledgement page to return to the **"File winding up of business entity"** introduction page. You may access the eService through the mega menu under **"Deregister"** and select **"File winding up of business entity"**.

If you need more time, you can return to the eService later as your submissions will be saved in the system.

LILY CONSULTING LLP
T25LL0029A

1 Details of winding up 2 Review and confirm 3 Complete

Transaction submitted successfully

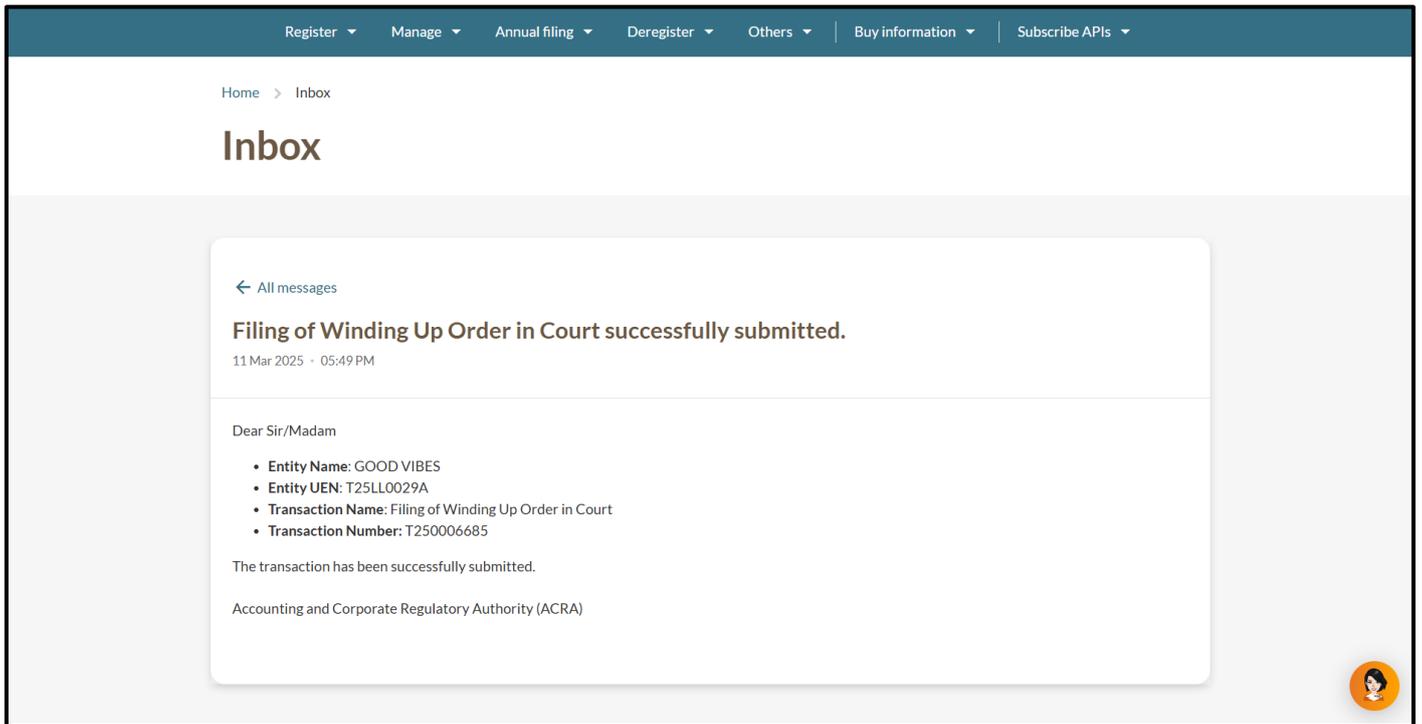
Winding up order has been successfully submitted. Return to [Overview of Winding up process page](#) to continue with the next transaction.

[Go to My Transaction](#)

Transaction details

UEN	Transaction ID	Transaction name	Date and time
T25LL0029A	T250006685	Winding up order	11 Mar 2025 05:49 PM

Step 7: A notification confirming the successful submission will be sent to your Bizfile Inbox.



The screenshot shows a web interface for a Bizfile Inbox. At the top, there is a navigation bar with links for Register, Manage, Annual filing, Deregister, Others, Buy information, and Subscribe APIs. Below the navigation bar, the breadcrumb "Home > Inbox" is visible. The main heading is "Inbox". A message card is displayed with the following content:

[← All messages](#)

Filing of Winding Up Order in Court successfully submitted.

11 Mar 2025 · 05:49 PM

Dear Sir/Madam

- **Entity Name:** GOOD VIBES
- **Entity UEN:** T25LL0029A
- **Transaction Name:** Filing of Winding Up Order in Court
- **Transaction Number:** T250006685

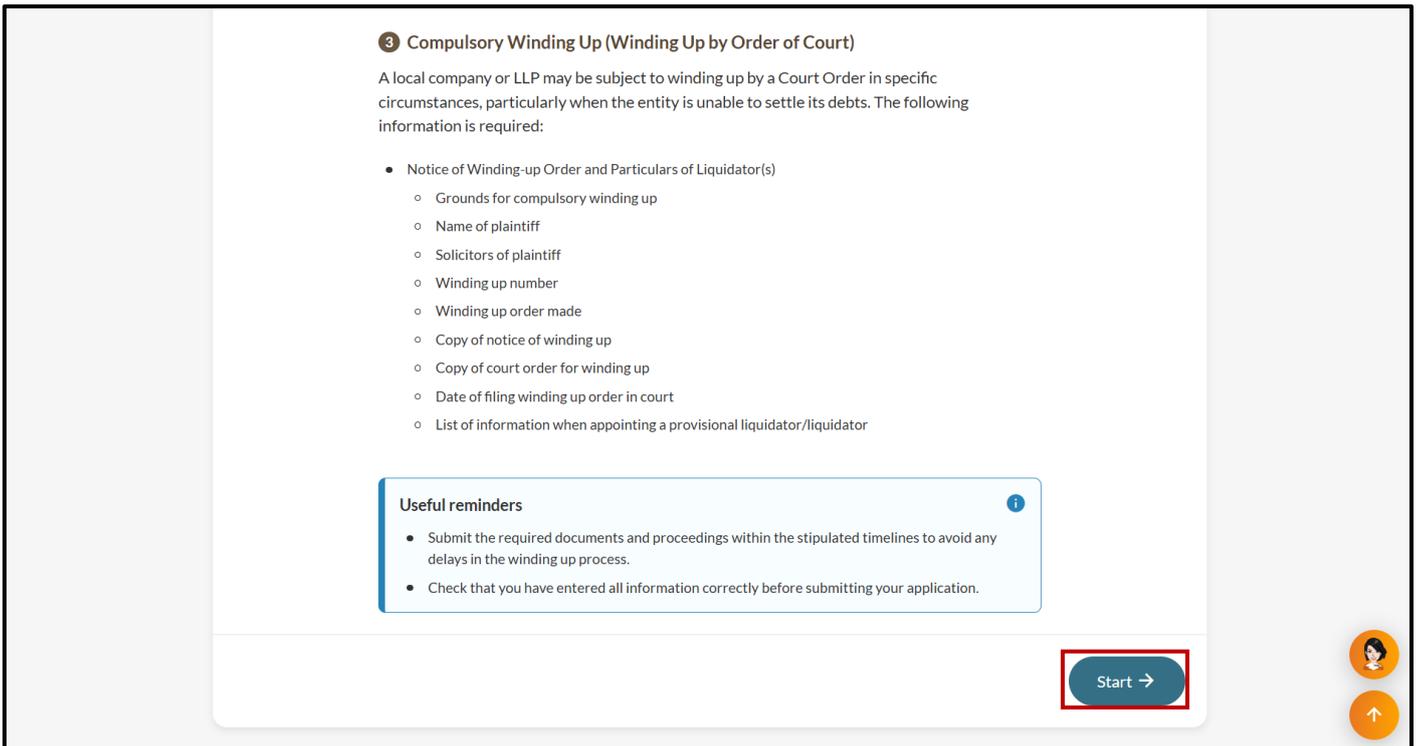
The transaction has been successfully submitted.

Accounting and Corporate Regulatory Authority (ACRA)

A small circular profile picture icon is visible in the bottom right corner of the message card.

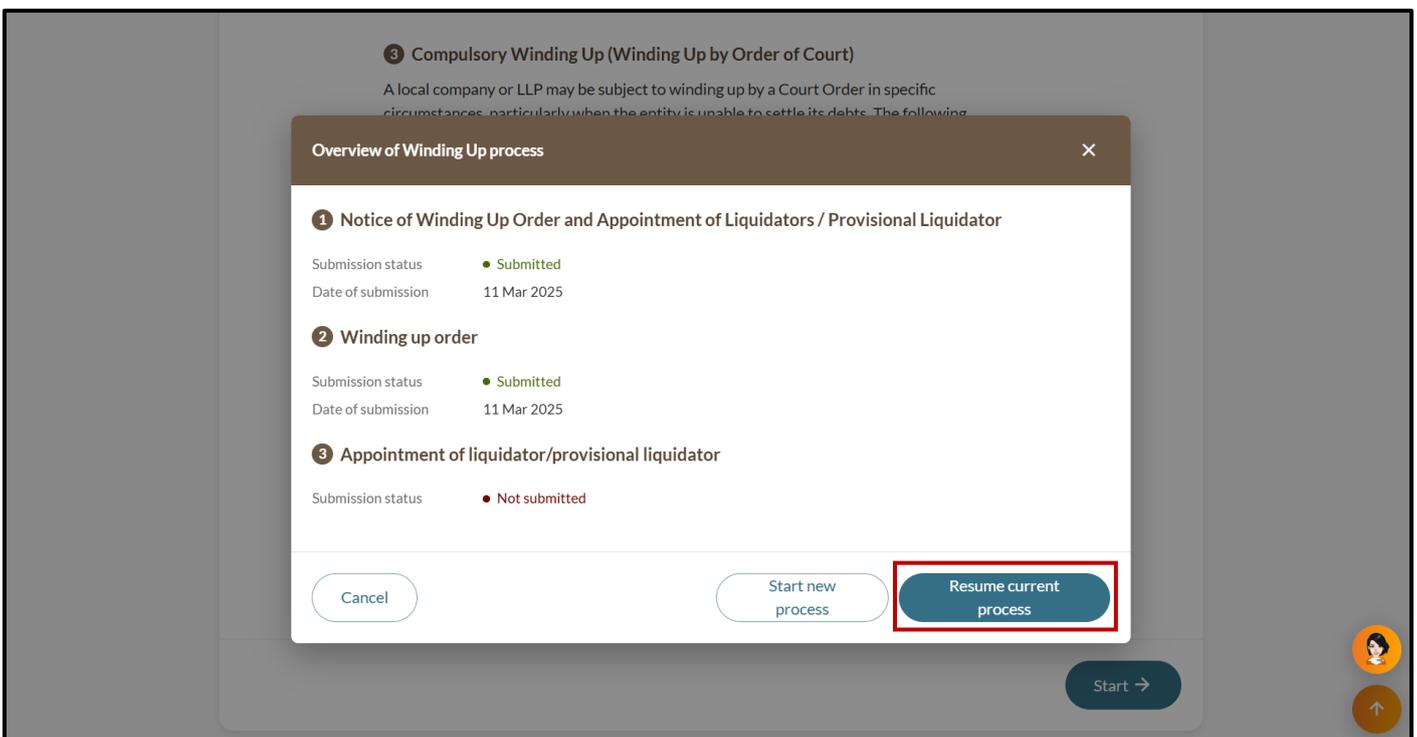
3) Appointment of liquidator/provisional liquidator

Step 1: On the “File winding up of business entity” introduction page, click “Start”.



Step 2: The “Overview of winding up process” pop up will be updated to indicate that the Winding up Order has been submitted. Click “Resume current process” to continue.

Important: Selecting “Start new process” will initiate a new winding up application and delete all previously submitted information.



Step 3: The webform will automatically display the details filed in the previous two transactions.

File winding up of business entity

Enter the details for the current stage of the winding up procedure.

Type of winding up

Type of winding up	Entity UEN	Entity name
Compulsory winding up	202400241N	HOTSHOT BRANCH OFFICE

Notice of winding up order

Grounds for compulsory winding up	Name of plaintiff	Solicitors of plaintiff	Winding up number
Insolvency	Michael Koh	Wong and Tan	E897826

Winding up order made on 06 May 2025

Attach copy of notice [Notice of resolution.pdf](#)

Appointment of liquidator/provisional liquidator

1. MINISTRY OF LAW

Appointment details

Type of appointment	Liquidator type	Appointment date
Liquidator	Official Receiver	08 May 2025

Liquidator information

Name of liquidator

Entity information

UEN	Entity name	Address
T08GA0018G	MINISTRY OF LAW	

Winding up order

Attach copy of court order	Date of filing winding up order in court
Court order.pdf	08 May 2025

Step 4: In the “Appointment of liquidator/provisional liquidator” section, you can edit or delete the details of the appointed liquidator or provisional liquidator if required. If there is a need to add another liquidator or provisional liquidator, click “Add new liquidator/provisional liquidator” and enter the details accordingly. Click “Review and confirm” to continue.

Appointment of liquidator/provisional liquidator

Expand all Collapse all

Ministry of Law
Liquidator · T08GA0018G

Delete Edit

Appointment details

Type of appointment	Liquidator type	Appointment date
Liquidator	Official Receiver	11 Mar 2025

Liquidator information

Name of liquidator

Entity information

UEN	Entity name	Address
T08GA0018G	MINISTRY OF LAW	

+ Add new liquidator/provisional liquidator

← Back Save draft Review and confirm →

Step 5: Review all information carefully. Check the declaration box and click “Proceed to payment”.

Appointment of liquidator/provisional liquidator

1. Ministry of Law

Appointment details

Type of appointment	Liquidator type	Appointment date
Liquidator	Official Receiver	11 Mar 2025

Liquidator information

Name of liquidator

Entity information

UEN	Entity name	Address
T08GA0018G	MINISTRY OF LAW	

I, Willow Raisa Moore, declare the following:

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

← Back Proceed to payment →

Step 6: You will be directed to the payment summary page. Select the payment method and click **“Make payment”** to complete the transaction.

The screenshot shows a payment summary page with a progress indicator at the top showing three steps: 1. Details of winding up, 2. Review and confirm, and 3. Payment. The main content is divided into two columns. The left column is titled 'Select payment method' and contains instructions to complete the payment before 6:26PM. It offers two options: 'Saved card(s)' (selected) and 'Other methods'. Under 'Saved card(s)', a Visa card is listed with the number **** 3220, expiry 03/29, and a 'Default' label. There is an 'Add card' button. The right column is titled 'Payment summary' and shows the ARN250311000032. It lists '1 x File appointment/cessation of provisional liquidator/liquidator - IPTO' for \$20.00. The total (including GST) is \$20.00. A 'Make payment' button is highlighted with a red box, and a 'Back' button is also visible. A user profile icon and an up arrow are in the bottom right corner.

Step 7: Upon successful submission, you will receive an acknowledgement message and a link to download the receipt.

The screenshot shows a 'Payment successful' confirmation page. At the top, there is a green checkmark icon and the text 'Payment successful'. Below this, it states: 'Upon successful payment, you will receive a confirmation email with instructions to review your purchase.' There are two buttons: 'Download receipt' and 'Go to My Transaction'. The page is divided into two main sections: 'Payment details' and 'Transaction details'. The 'Payment details' section includes: Receipt number (ACRA250311000030), ARN (ARN250311000032), Paid via (Debit/Credit Card), and EP reference number (pi_3R1PZ1JUwRqvcgtW06zTvyPI). The 'Transaction details' section includes: UEN (T25LL0029A), Transaction ID (T250006686), Transaction name (Appointment of liquidator/provisional liquidator), and Date and time (11 Mar 2025 05:56 PM). A user profile icon and an up arrow are in the bottom right corner.

Updated as of 02 Jun 2025