

Navigating the new Bizfile: Registering a New Business Entity – Sole proprietorship/Partnership

The “Register new business entity” eService allows you to complete the registration of your business entity, after your business name application is approved. You can use this service to register the following:

- Sole proprietorship/Partnership
- Limited partnership
- Limited liability partnership
- Local company
- Foreign company branch
- Public Accounting firm
- Public accounting corporation
- Accounting Limited Liability partnership

Please note that you must register the same entity type that you specified in your business name application.

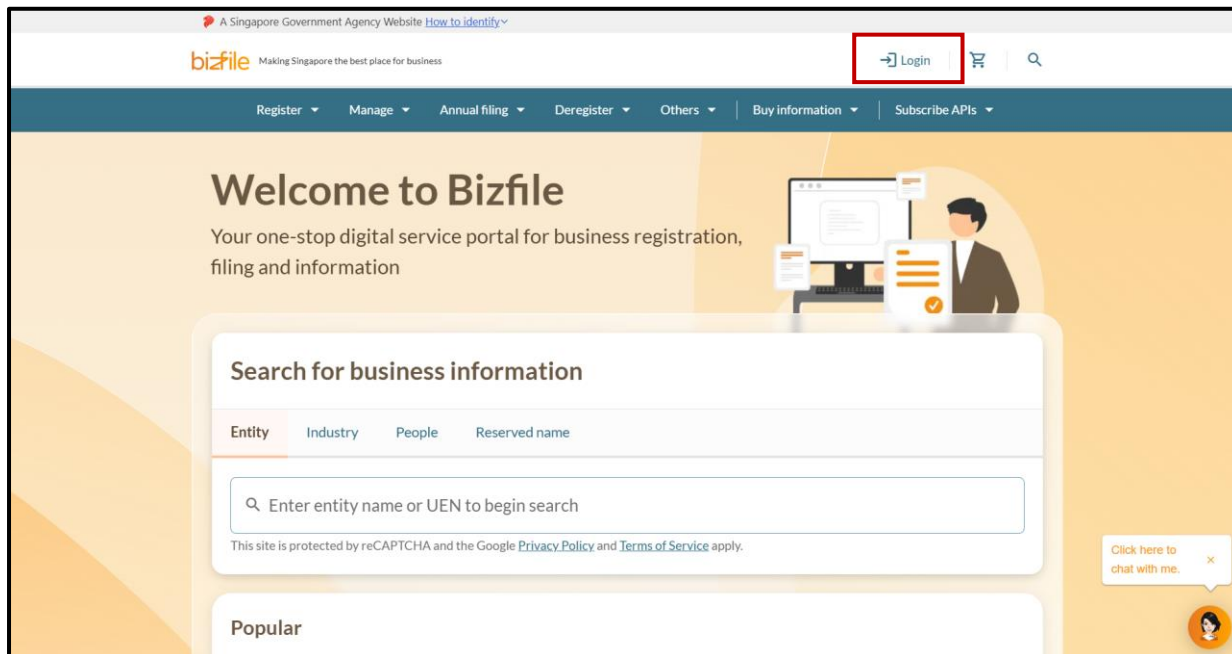
For sole proprietorships/partnerships, the registration must be submitted by the lodger who applied for the business entity name, except for Corporate Service Providers (CSPs) who can register on behalf of their clients. The lodger must also be a owner of the proposed sole proprietorship/partnership.

Step-by-step Instructions to register a Sole Proprietorship/Partnership

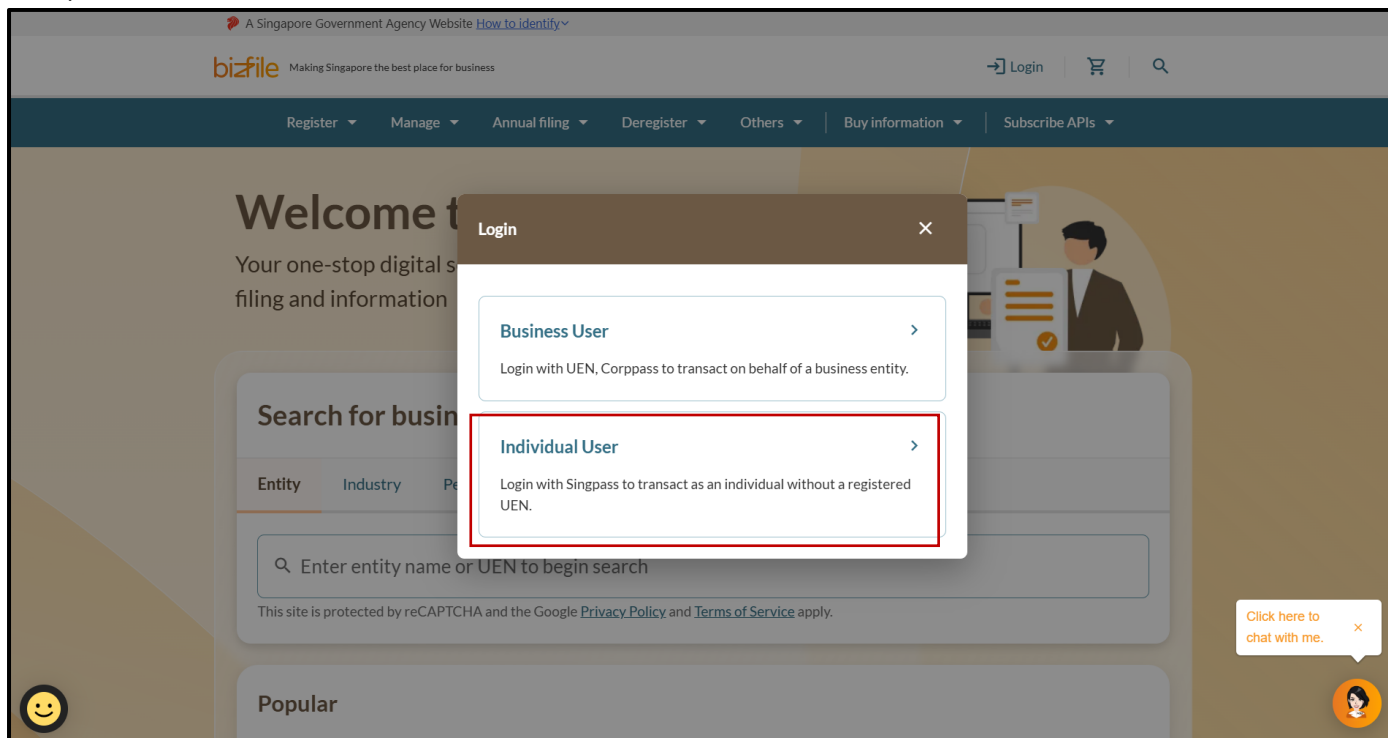
Ensure you have:

- ✓ An approved business entity name and the corresponding business name application transaction number

Step 1: Click “Login” on the Bizfile homepage

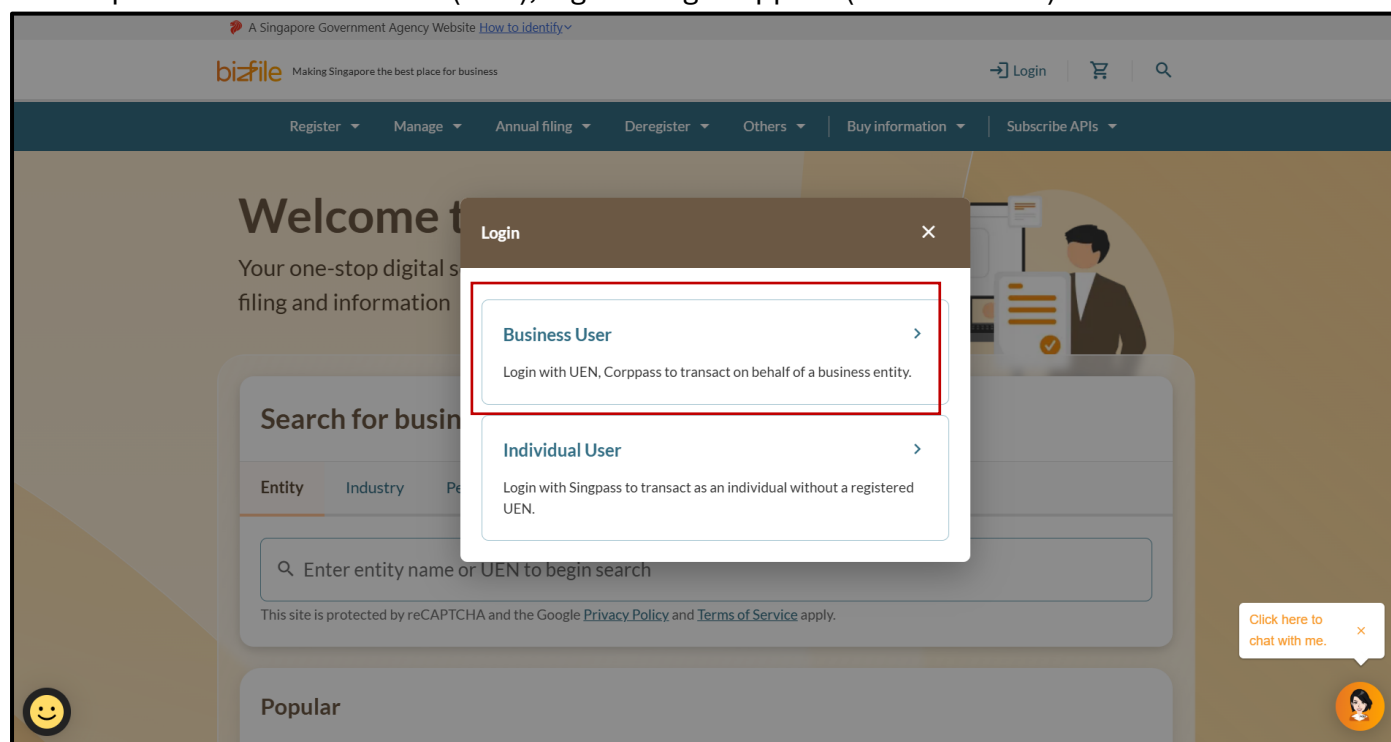


Step 2: For individuals or position holders registering a new entity, log in using Singpass (Individual user) credentials.

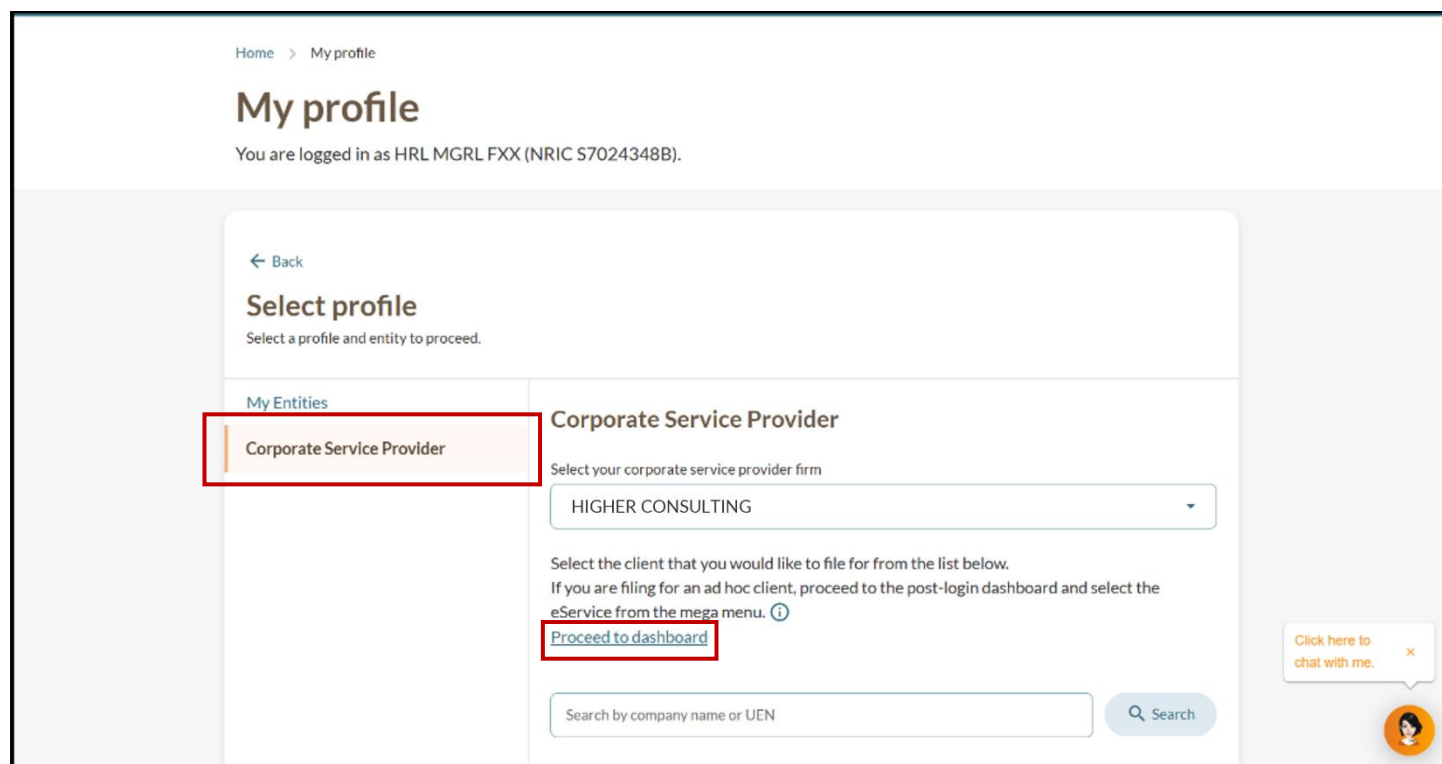


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

For Corporate Service Providers (CSP), log in using Corppass (Business user) credentials.

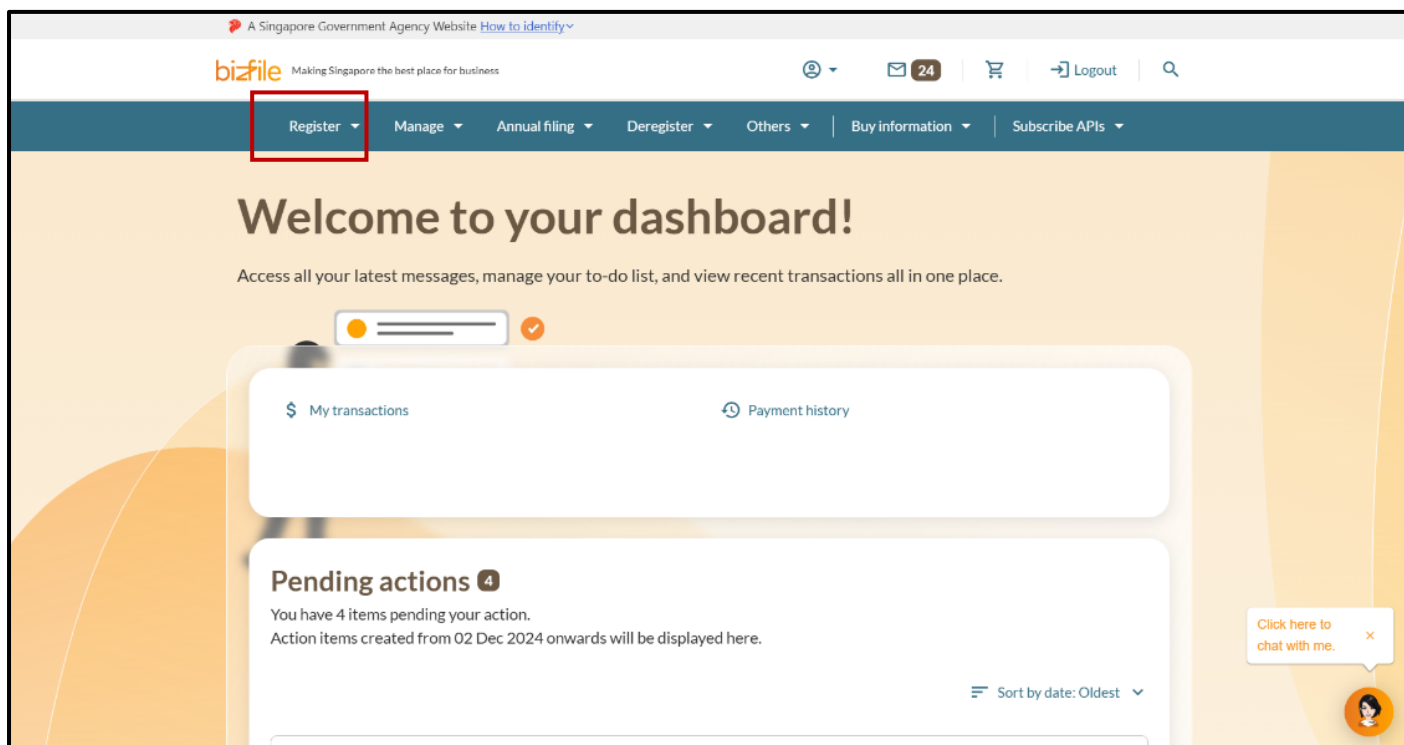


If you are CSP user, after logging into Bizfile, click the **“Corporate Service Provider”** tab and select **“Proceed to dashboard”**.

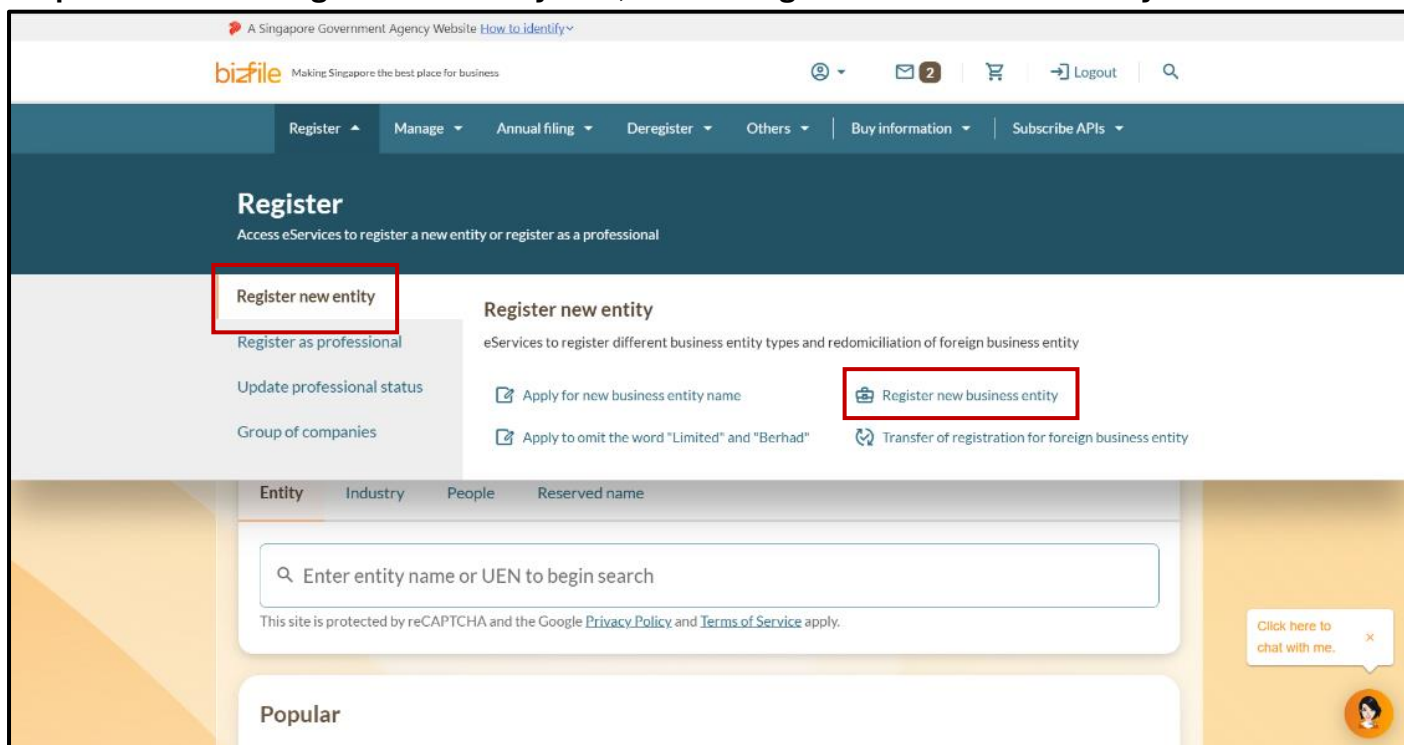


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 3: From the mega menu, click the **“Register”** tab.



Step 4: Under the **“Register new entity”** tab, select **“Register new business entity”**.



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: On the introduction page, select your name application transaction number from the dropdown list and select **“Retrieve information”** followed by **“Start”** to begin registration.

The screenshot shows the 'Register new business entity' page on the bizfile website. The header includes the bizfile logo and navigation links. The main heading is 'Register new business entity'. Below it, the 'Introduction' section explains that the eService allows users to complete registration after their business name application is approved. A table provides key details:

Time to complete	10 minutes - 20 minutes
Approval time	Most applications will be approved soon after payment. Complex applications requiring further checks may take 15 to 60 working days.
Fee	\$100.00 [1 year]/\$160.00 [3 years] (Sole Proprietorship and Partnership, and Limited Partnership)

On the right side, there is a chat bubble that says 'Click here to chat with me.' and a user profile icon.

The screenshot shows the 'Professional Indemnity Insurance details' page. It includes a section titled 'Useful reminders' with the following bullet points:

- If you are registering a sole proprietorship, partnership or limited partnership, make sure that all owners or partners have cleared their outstanding Medisave liabilities with CPF board.
- If you hold a Foreign Identity Number (FIN), you should first seek consent from the relevant pass issuing authority (e.g. Ministry of Manpower or Immigration & Checkpoints Authority) before registration.
- If any position holder is a foreigner, or if you are registering a foreign company branch, you are required to engage a corporate service provider to register the business entity.
- If this application is filed by a position holder on behalf of the business entity, endorsement is required from the remaining position holders.
- Check that you have entered all information correctly before submitting your application.

Below the reminders, there is a form with a dropdown menu labeled 'Name application transaction number' showing 'T250000640'. A red box highlights this dropdown and the 'Retrieve information' button next to it. At the bottom right, there is a 'Start →' button, also highlighted with a red box. A chat bubble and user profile icon are visible on the right side.

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 entity's commencement date. The entity name, entity type and primary business activity will be automatically populated based on your business name application.

Enter entity information

Start registering your sole proprietorship or partnership by entering your entity information.

Entity information

Enter your business entity information such as the commencement date and indicate if it is a professional partnership.

Professional partnerships are partnerships formed by qualified professionals such as engineers, lawyers, and architects to provide professional service and can have more than 20 partners. Such firms may also choose to register as a limited liability partnership.

Entity name	LINERE CONSULTING
Entity type	Sole Proprietorship/ Partnership
Primary business activity	66199 Other activities auxiliary to financial service activities n.e.c. (e.g. mortgage advisory firms)

Proposed commencement date

08 Mar 2025

Are you registering a professional partnership?

☒ Yes ☐ No

Principal place of business

State the primary location where you conduct and manage your business.

Postal code

Step 7: If you are registering a partnership, you must have at least two partners, who can be individuals, companies, or limited liability partnerships. General partnerships are limited to 20 partners.

Enter entity information

Start registering your sole proprietorship or partnership by entering your entity information.

Entity information

Enter your business entity information such as the commencement date and indicate if it is a professional partnership.

Professional partnerships are partnerships formed by qualified professionals such as engineers, lawyers, and architects to provide professional service and can have more than 20 partners. Such firms may also choose to register as a limited liability partnership.

Entity name	LINERE CONSULTING
Entity type	Sole Proprietorship/ Partnership
Primary business activity	Other activities auxiliary to financial service activities n.e.c. (e.g. mortgage advisory firms)

Proposed commencement date

18 Mar 2025

Are you registering a professional partnership?

☐ Yes ☒ No

Principal place of business

State the primary location where you conduct and manage your business.

Postal code

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

Specify if you are registering a professional partnership, such as engineering firms, law firms, and architectural practices, which may have more than 20 partners.

Enter entity information

Start registering your sole proprietorship or partnership by entering your entity information.

Entity information

Enter your business entity information such as the commencement date and indicate if it is a professional partnership.

Professional partnerships are partnerships formed by qualified professionals such as engineers, lawyers, and architects to provide professional service and can have more than 20 partners. Such firms may also choose to register as a limited liability partnership.

Entity name: LINERE CONSULTING
Entity type: Sole Proprietorship/ Partnership
Primary business activity: 66199 | Other activities auxiliary to financial service activities n.e.c. (e.g. mortgage advisory firms)
Proposed commencement date: 08 Mar 2025

Are you registering a professional partnership?
☒ Yes ☐ No

Principal place of business

State the primary location where you conduct and manage your business.

Postal code

Step 8: Provide the entity’s primary operating address by entering the postal code and click “**Retrieve address**”. Add the level and unit number.

Principal place of business

State the primary location where you conduct and manage your business.

More about business address

Postal code: S 538859 **Retrieve address**

81, HOUGANG AVENUE 2
Level: 12 Unit: 2

☐ Address doesn't have level and unit

Step 9: Provide a valid email address for the business entity. Click “**Next**” to proceed.

Entity email address

Provide an email address for the business entity to receive digital notifications and correspondences from government agencies.

Email address: linere@consulting.com

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 10: Enter the required information for all position holders based on the entity type. You may add either individual or corporate position holders.

- For a Sole Proprietorship, you must appoint at least one owner.
- For a Partnership, a minimum of two partners must be appointed.
- Any nominee or trustee appointed must also be registered as an owner of the sole proprietorship or partnership. In cases where all owners or partners are residing overseas, it is mandatory to appoint an authorised representative who is locally resident.

Add position holders

Appoint at least one owner for sole proprietorship or two partners for partnership. A nominee/trustee who is appointed for the sole proprietorship or partnership must also be an owner of the business entity. Where all owners or partners are residing overseas, appoint a locally resident authorised representative.

[More about setting up Sole proprietorship/Partnership](#)

Position holder 1

Category

☒ Individual ☐ Corporate

Position held

Select position

Owner

Personal information

Identification type

NRIC (Citizen)

Step 11: For individual position holders, provide their identification details.

Personal information

Identification type

NRIC (Citizen)

Identification number

S7024348B

Note:

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

Name (As per NRIC/Identification document)

HRL MGRL FXX

Retrieve information

Full name

HRL MGRL FXX

Residential address

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 12: Specify whether the position holder has a local or foreign residential address. For local address, enter the postal code and select **“Retrieve address”** to automatically populate the address details. Add the level and unit number.



The screenshot shows a form titled "Residential address". Under "Address type", the "Local" radio button is selected. The "Postal code" field contains "S 259738" and a "Retrieve address" button is next to it. Below this, the address "431, BUKIT TIMAH ROAD, JAYA TOWERS" is displayed. The "Level" field contains "14" and the "Unit" field contains "431". At the bottom, there is a checkbox labeled "Address doesn't have level and unit" which is unchecked. A red rectangle highlights the "Postal code", "Retrieve address" button, and the populated address details.

For foreign address, input the foreign address details.



The screenshot shows a form titled "Residential address". Under "Address type", the "Foreign" radio button is selected. The "Foreign address line 1" field contains "12 Shelley Street, Sydney". Below this field is a link that says "+ Add address line 2". A red rectangle highlights the "Foreign address line 1" field and the "+ Add address line 2" link.

Step 13: Enter the position holder's contact details, including their Contact Address.

The Contact Address must be a location within the same jurisdiction as the position holder's residence where they can be reached, such as an office or Corporate Service Provider's office. You may use the position holder's residential address as the Contact Address if preferred. Please note that P.O. Box addresses are not acceptable as Contact Addresses.

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.

Step 14: For corporate position holders, indicate the position held and entity details,

UEN	202500161H
Entity name	PLAYWRIGHT AUTOMATION PRIVATE LIMITED
Entity address	1 PAYA LEBAR LINK, #08-887 PAYA LEBAR QUARTER, SINGAPORE 408533

Step 15: Where the position holder is a Nominee/Trustee, specify the type of beneficiary and provide the specific details.

i) For a **Class of Children beneficiary**, enter the description of the class.

Enter description of class

ii) For **Corporate beneficiary**, provide the entity name and its nature of business.

Beneficiary Information

Type of beneficiary

☐ Class of Children

☒ Corporate

☐ Individual

Entity name

Sunny Days

Nature of business

Food and Beverages

Address type

☒ Local ☐ Foreign

Postal code

S 149598 [Retrieve address](#)

401, COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE

Level Unit

[Click here to chat with me.](#)

If the corporate entity has a local address, enter the postal code and click **“Retrieve address”** to automatically populate the address details. Add the level and unit number.

☐ Individual

Entity name

Sunny Days

Nature of business

Food and Beverages

Address type

☒ Local ☐ Foreign

Postal code

S 149598 [Retrieve address](#)

401, COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE

Level Unit

12 11

☐ Address doesn't have level and unit

[Click here to chat with me.](#)

[Cancel](#) [Delete](#) [Save](#)

For corporate entity with foreign address, input all address details.

The screenshot shows a form for a corporate entity. At the top, there are radio buttons for 'Class of Children', 'Corporate' (selected), and 'Individual'. Below these are text input fields for 'Entity name' (containing 'Sunny Days') and 'Nature of business' (containing 'Food and Beverages'). A red rectangular box highlights the 'Address type' section, which includes radio buttons for 'Local' and 'Foreign' (selected), and a 'Foreign address line 1' field containing '36 Wales Street, Sydney'. Below this is a '+ Add address line 2' link. At the bottom of the form are 'Cancel', 'Delete', and 'Save' buttons. On the right side, there is a chat bubble that says 'Click here to chat with me.' and two circular icons: one with a person's head and another with an upward arrow.

iii) For **Individual beneficiary**, enter the person's nationality or citizenship status and their full name.

The screenshot shows a form for an individual beneficiary. At the top, there are radio buttons for 'Class of Children', 'Corporate', and 'Individual' (selected). Below these are text input fields for 'Nationality/Citizenship' (containing 'Singapore Citizen') and 'Name (As per NRIC/Identification document)' (containing 'Willow Raisa Moore'). A red rectangular box highlights these two fields. Below them is an 'Address type' section with radio buttons for 'Local' and 'Foreign'. At the bottom of the form are 'Cancel', 'Delete', and 'Save' buttons. On the right side, there is a chat bubble that says 'Click here to chat with me.' and two circular icons: one with a person's head and another with an upward arrow.

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

If the individual has a local address, enter the postal code and click “Retrieve address” to automatically populate the address details. Add the level and unit number.

This screenshot shows a web form for entering address details. The form is divided into several sections. At the top, there is a dropdown menu for 'Nationality/Citizenship' with 'Singapore Citizen' selected. Below this is a text input field for 'Name (As per NRIC/Identification document)' containing 'Willow Raisa Moore'. The 'Address type' section has two radio buttons: 'Local' (selected) and 'Foreign'. Below this is a 'Postal code' section with a dropdown set to 'S' and a text input containing '149598'. A 'Retrieve address' button is next to the postal code. The address is populated as '401, COMMONWEALTH DRIVE, HAW PAR TECHNO CENTRE'. Below the address, there are two input fields for 'Level' and 'Unit', both containing the number '2'. A checkbox labeled 'Address doesn't have level and unit' is unchecked. At the bottom of the form are 'Cancel', 'Delete', and 'Save' buttons. On the right side of the form, there is a chat bubble that says 'Click here to chat with me.' and a vertical stack of two circular icons, one with a person and one with an upward arrow.

For individual with foreign address, enter their overseas address details.

This screenshot shows the same web form as above, but with the 'Foreign' radio button selected under 'Address type'. The 'Postal code' section is empty. The 'Foreign address line 1' text input contains '36 Wales Street, Sydney'. Below this is a link that says '+ Add address line 2'. The 'Level' and 'Unit' fields are empty. The 'Address doesn't have level and unit' checkbox is unchecked. The 'Save' button is visible at the bottom right. The chat bubble and icons on the right side are also present.

Step 16: Upon completing all required information, select **“Save”**.

The screenshot shows a 'Contact address' form. At the top, a blue information icon is followed by the text: 'Your contact address is automatically applied to your associated entities and displayed in public records.' Below this, there is a 'Postal code' section with a dropdown menu showing 'S' and a text input field containing '538859', next to a 'Retrieve address' button. The address itself is '81, HOUGANG AVENUE 2'. Below the address, there are 'Level' and 'Unit' dropdown menus, with '12' and '23' selected respectively. A checkbox labeled 'Address doesn't have level and unit' is unchecked. The 'Email address' field contains 'hrl@consulting.com'. The 'Country code' dropdown shows '65'. The 'Mobile number' field contains '82441645'. At the bottom left is a 'Delete' button with a trash icon. At the bottom right is a 'Save' button, which is highlighted with a red rectangle. On the far right, there is a chat widget with a speech bubble saying 'Click here to chat with me.' and two circular buttons: one with a person icon and one with an up arrow icon.

Step 17: Select **“Add position holder”** to add additional position holders. After you have provided the required information, click **“Next”** to proceed.

The screenshot shows the 'Add position holders' form. At the top, the title 'Add position holders' is in bold. Below it, a paragraph explains: 'Add position holders such as partners and managers. Every LP must have at least one general partner and one limited partner. If all general partners are not locally resident in Singapore, a local manager (at least 18 years old) must be appointed.' To the right of this text are 'Expand all' and 'Collapse all' links. Below the text, there are two expandable sections. The first is titled '1. HRL MGRL FXX' and shows 'Owner • NRIC (Citizen) • S7024348B'. The second is titled '2. PLAYWRIGHT AUTOMATION PRIVATE LIMITED' and shows 'Nominee/Trustee • 202500161H'. Below these sections is a button labeled '+ Add position holder', which is highlighted with a red rectangle. At the bottom of the form, there are three buttons: 'Back' with a left arrow, 'Save draft', and 'Next' with a right arrow. The 'Next' button is highlighted with a red rectangle. On the far right, there is a chat widget with a person icon and an up arrow icon.

Step 18: Select the period of registration and click **“Review and confirm”**.

The screenshot shows the 'Register new business entity' page on the bizfile website. The progress bar at the top indicates five steps: 1. Entity information, 2. Position holder information, 3. Registration period (current step), 4. Review and confirm, and 5. Payment. The 'Period of registration' section contains two radio button options: '1 year' (selected) and '3 years'. Below this, there are three buttons: 'Back', 'Save draft', and 'Review and confirm' (highlighted with a red box). The 'Review and confirm' button is the target for Step 18.

Step 19: On the **“Review and confirm”** page, verify that you have entered all information correctly.

The screenshot shows the 'Review and confirm' page. The progress bar at the top indicates five steps: 1. Entity information, 2. Position holder information, 3. Registration period, 4. Review and confirm (current step), and 5. Payment. The 'Review and confirm' section is highlighted with a red box. Below the heading, it says 'Please review the information below before submitting.' The 'Business entity information' section displays the following details:

Entity name	Entity type	Primary business activity	Proposed commencement date
LINERE CONSULTING	Sole Proprietorship/ Partnership	66199 Other activities auxiliary to financial service activities n.e.c. (e.g. mortgage advisory firms)	08 Mar 2025

Below the table, there is a question: 'Are you registering a professional partnership?' with the answer 'Yes'. A chat bubble in the bottom right corner says 'Click here to chat with me.' The 'Review and confirm' button is the target for Step 19.

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: Check the declaration box and click “Submit”.

Period of registration

Period of registration

1 year

☒ The following declarations will apply where applicable:

1. Declaration by Individual (Non-Corporate Service Provider)

1. Sole proprietorship and partnership; or

2. Public accounting firm; or

3. Limited partnership.

I, HRL MGRL FXX, the appointed position holder under Sole proprietorship and partnership / Public accounting firm/ Limited partnership (where applicable) declare that:

1 I shall be personally responsible for the discharge of all obligations attached to the above entity under the relevant Act.

2 Each appointed position holder of the entity has consented to be registered as the relevant position holder of the applicable entity.

3 The appointed position holder(s) is/are not undischarged bankrupt.

4 The appointed position holder(s) who is/are bankrupt have obtained written permission from the Official Assignee/Leave of the High Court to take part in and manage the business.



Limited liability partnership

I, HRL MGRL FXX, the appointed position holder under Limited liability partnership / Accounting limited liability partnership (where applicable) declare that:

1 I shall be personally responsible for the discharge of all obligations attached to the above entity under the relevant Act(s).

2 Each appointed position holder of the entity has consented to be registered as the relevant position holder of the applicable entity.

Click here to chat with me.



of 5 years after his release from prison.

Local company - Secretary

I, HRL MGRL FXX, declare that:

1. I consent to act as a secretary of the above company.

2. I am a qualified person under section 171(1AA) of the Companies Act by virtue of my being:

1. a secretary of a company for at least 3 of the 5 years immediately preceding my appointment as secretary of the above named company.

2. a qualified person under the Legal Profession Act (Cap. 161).

3. a public accountant.

4. a member of the Institute of Singapore Chartered Accountants (formerly known as the Institute of Certified Public Accountants of Singapore).

5. a member of the Chartered Secretaries Institute of Singapore.

6. a member of the Association of International Accountants (Singapore Branch).

7. a member of the Institute of Company Accountants, Singapore.

3. a member of the Institute of Company Accountants, Singapore.



4. The above information submitted is true and correct and to the best of my knowledge and I am authorised to file this application/transaction.

*One or more of the following

← Back

Submit →

Click here to chat with me.



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 21: You will be given the option to select a Special Unique Entity Number (UEN) for your business. If you do not wish to have a special UEN, select **"No"** and proceed to the payment page.

Home > Register new business entity

Register new business entity

1 Entity information 2 Position holder information 3 Registration period 4 Review and confirm 5 Payment

Special Unique Entity Number(Special UEN)

Select a special UEN for your registered entity at a fee, instead of using the system-generated UEN.
[Learn more about Special UEN](#)

Do you wish to select a Special UEN?

☐ Yes ☒ No

[Back](#) [Payment](#)

Click here to chat with me.

Step 22: You will be directed to the payment summary page. Select the payment method and click **"Make payment"** to complete the transaction.

1 Entity information 2 Position holder information 3 Registration period 4 Review and confirm 5 Payment

Select payment method

Complete your payment before 7:16AM to avoid timeouts.
You will receive an acknowledge message and a receipt upon successful payment.

Select type

☒ Saved card(s) ☐ Other methods

Select saved payment method

☒ VISA
**** 3155
04/25 · Visa
Default

[+ Add card](#)

Payment summary

ARN250306000005

1 x Register new sole-proprietorship/partnership (1 year)	\$100.00
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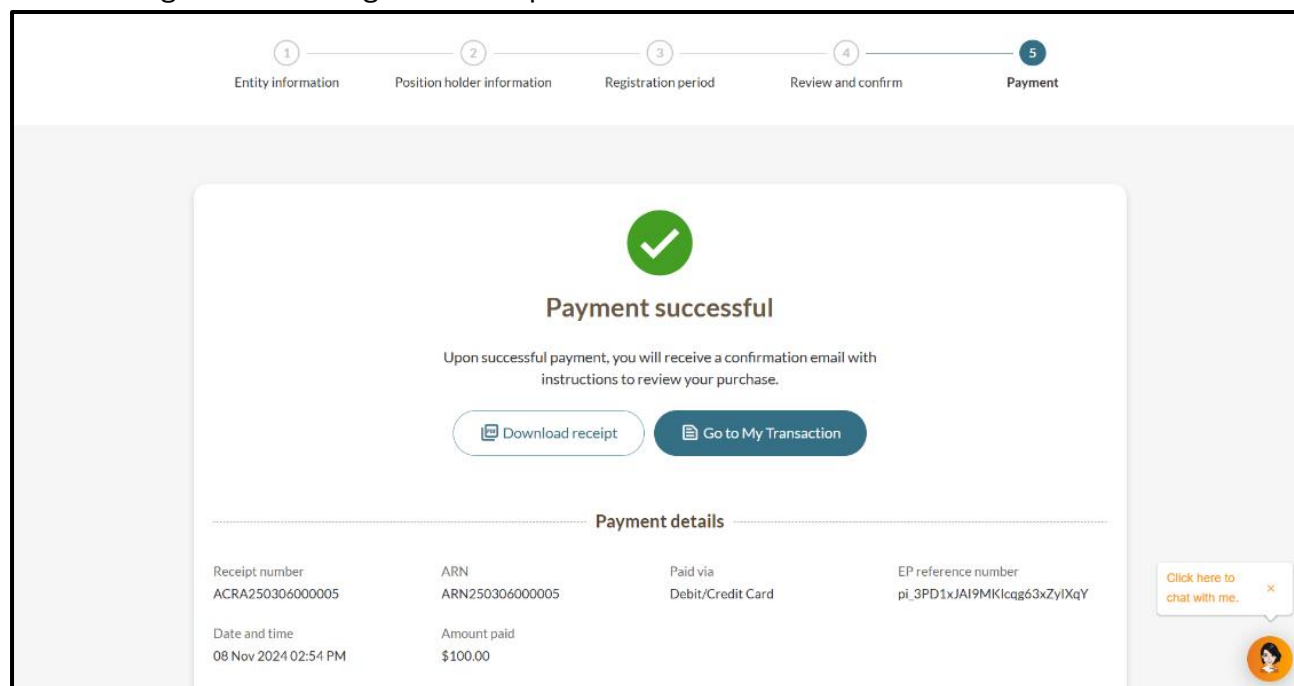
Total (includes GST) \$100.00

[Make payment](#) [Back](#)

Click here to chat with me.

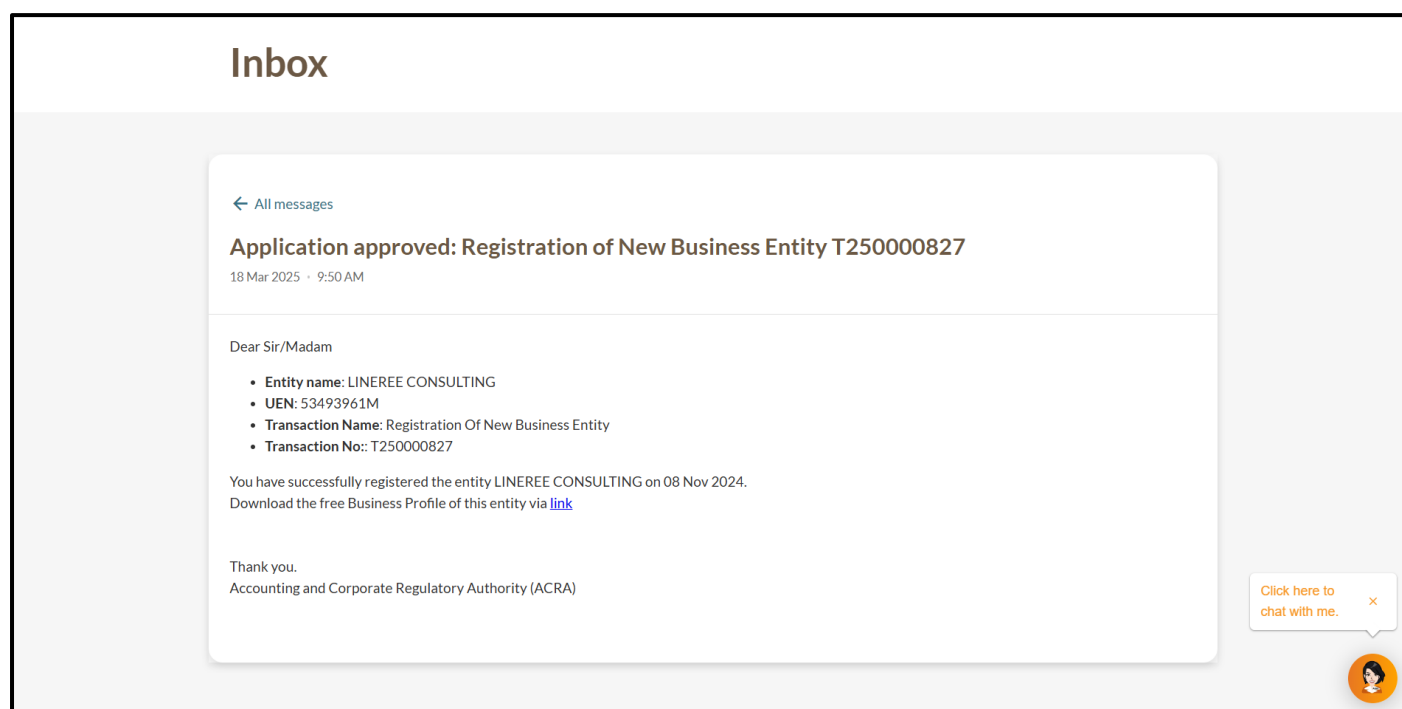
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 23: For business registration approved immediately after payment, you will receive an acknowledgement message and receipt.



You will receive notifications in your Bizfile Inbox including:

- UEN for your newly registered entity
- Notice of successful registration
- Link to download the Business Profile for the newly registered entity



For applications requiring further review by referral authorities, the process may take up to 15 days. You will receive notification of the outcome in your Bizfile Inbox.

Updated as of 28 Mar 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.