Navigating the new Bizfile: Obtaining Endorsements

Endorsements are required to maintain the integrity of corporate filings and ensure proper authorisation of various business processes for business entities registered with ACRA.

Transaction	Sub-scenario (if applicable)	Profile	Navigation
	i. Endorsing as an individual	Individual User	Select here
Pagiatration of now business	position holder	(Singpass)	
negistration of new business	ii. Endorsing as a corporate	Business User	Select here
entity	position holder or corporate	(Corppass)	
	shareholder		
Appointment / Withdrawal of	N/A	Individual User	Select here
position holder		(Singpass)	
Application to strike off business	N/A	Business User	Select here
entity		(Corppass)	
Registration as a Corporate	N/A	Individual User	Select here
Service Provider (CSP)		(Singpass)	

Endorsement is required when an individual files the following Bizfile transactions:

Endorsements for new business registrations must be completed within **60 days** from submission. For all other transactions, endorsements must be completed within **14 days**. The application will lapse if endorsements are not completed by the deadline, requiring a new submission.

Endorsement requirements for new business registration

When registering a new business entity, all proposed position holders must provide their endorsement before the registration can be completed. This requirement ensures that all parties have consented to their roles in the new entity. There are two exceptions to this requirement:

- The position holder who submits the registration application is not required to provide separate endorsement.
- If a Corporate Service Provider (CSP) or Group Companies files the registration or incorporation, endorsement is not required from the position holders.

The endorsement requirements vary depending on the type of entity being registered, and apply to both individual and corporate position holders. Refer to the table below to determine which positions need to provide endorsement.

Entity type	Who needs to endorse
Sole proprietorship/Partnership	 Owner (Individual/Corporate) Nominee / Trustee (Individual/Corporate) Authorised Representative
Local Company	 Director / Alternate Director Secretary Shareholder (Individual/Corporate – at incorporation only)

	Member (for Company Limited by Guarantee) (Individual/Corporate)
Foreign Company Branch	No endorsement required - registration for foreign company branch must be filed by a CSP
Limited Partnership	 General Partner (Individual/Corporate) General Partner as Nominee / Trustee (Individual/Corporate) Manager
Limited Liability Partnership	Partner (Individual/Corporate)Manager (Individual/Corporate)
Public Accounting Firm	 Partner Partner under Section 18A(3)(c) Public Accountant Employee
Accounting Limited Liability Partnership	 Partner Manager (Individual/Corporate) Partner under Section 18A(3)(c) Public Accountant Employee
Public Accounting Corporation	 Director Secretary Shareholder Director under Section 17(3)(d) Public Accountant Employee

For corporate position holders/shareholders, the endorsement can be completed by an authorised officer such as a director or secretary, who will act on behalf of the corporate entity.

Endorsement requirements for appointment / withdrawal of position holders

When a position holder is being appointed or withdrawn from an entity, they must endorse the change. If the transaction is filed by a CSP, no endorsement is required from the appointed or withdrawn position holder.

The positions that require endorsement differ according to the type of entity, and this applies to both individual and corporate position holders. Refer the table below to determine which positions require endorsement.

Entity type	Appointment/Withdrawal – who needs to endorse
Business	 Appointed Nominee/ Trustee (Individual/Corporate) Appointed Authorised Representative
Limited Partnership	Appointed General Partner (Individual/Corporate)

	 Appointed General Partner as Nominee / Trustee (Individual/Corporate) Manager
Limited Liability Partnership	 Appointed Partner (Individual/Corporate) Appointed Manager (Individual/Corporate)
Local Company	 Appointed Director / Alternate Director Appointed Secretary
Public Accounting Firm	 Partner Partner under Section 18A(3)(c) PA Employee
Accounting Limited Liability Partnership	 Partner Manager (Individual/Corporate) Partner under Section 18A(3)(c) Public Accountant Employee
Public Accounting Corporation	 Director Secretary Director under Section 17(3)(d) Public Accountant Employee

Endorsement/Consent for striking off

When an application to strike off an entity is submitted, all position holders must provide their consent before the application can be approved. However, there are two exceptions to this requirement:

- The position holder who submitted the striking off application is not required to endorse their consent.
- If a Corporate Service Provider (CSP) files the striking off application, endorsement is not required from the position holders.

Entity type	Who needs to endorse
Limited Liability Partnership	Partners (Individual and Corporate)
Local Company	Directors
Accounting Limited Liability Partnership	 Partners Partners under Section 18A(3)(c)
Public Accounting Corporation	 Directors Directors under Section 17(3)(d)

Endorsement requirements for registration of Corporate Service Provider

When an entity submits a registration as a Corporate Service Provider, endorsement is required from the appointed Qualified Individuals.

Step-by-step instructions for endorsement for new business registration

1) You are endorsing as an individual position holder

Step 1: Click "Login" on the Bizfile homepage

	A Singapore Government Agency Website How to identify	
ł	DizFile Making Singapore the best place for business	
	Register 🔻 Manage 👻 Annual filing 👻 Deregister 👻 Others 👻 Buy information 👻 Subscribe APIs 👻	
	Welcome to Bizfile Your one-stop digital service portal for business registration, filing and information	
	Search for business information	
	Entity Industry People Reserved name	
	Q Enter entity name or UEN to begin search	
	This site is protected by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply.	Click here to × chat with me.
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Step 2: Select "Individual User" to login via Singpass

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Step 3: When redirected to the Singpass login page, scan the QRcode using the Singpass app or enter your password to sign in.



Step 4: Once logged in, you will be directed to your Bizfile dashboard. Look for the "Pending actions" section where you will find your endorsement request. Click "Endorse" next to the relevant business entity.



Step 5: Review the business registration information.

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bizfile Making Singapore the best	place for business		2 13 È → Logout Q	L .
Register 👻 Ma	nage 👻 Annual filing 👻 De	register 🔻 Others 👻 Buy i	information 👻 Subscribe APIs 👻	
Home > Endorsement / Cor	isent			
Register ne	ew business ei	ntity		
Endorsement If you consent to be appointe Transaction details	d as a position holder in this entity, rev	view the details and accept the endorse	ement.	_
Transaction number T250005680	Lodgement date 28 Feb 2025	Lodger's ID S7957478C	Lodger's name N/A	
Entity details	Entity UEN	Entity type	Company type	-

Step 6: Review each endorsement action carefully. If you hold multiple positions, you will need to complete separate endorsement for each position.

Step 7: For each endorsement, click "Accept", tick the	e declaration checkbox and select "Submit".

Response Response Image: Contract of the second s	
Response Response Image: Constraint of the second secon	
Response Accept O Reject	_
 I, WILLOW RAISA MOORE, declare that: I agree to take the number of shares indicated in this application and the constitution. The above information submitted is true and correct to the best of my knowledge. I am aware I may be liable to prosecution if I submit any false or misleading information in this application/transaction. 	
Submit →	

Step 8: When the confirmation pop-up appears, select "Proceed" to confirm acceptance of the appointment.



Step 9: You should see a confirmation message indicating that your endorsement has been submitted successfully. Ensure that you see a confirmation message for each successful endorsement.

Verify that you have completed all required endorsements, particularly if you hold multiple positions within the entity.



2) You are endorsing as a corporate position holder or corporate shareholder

For corporate position holders and corporate shareholders, the endorsement can be completed by an authorised officer such as a director or secretary, who will act on behalf of the corporate entity.

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	filing and information Business User Login with UEN, Corp	apass to transact on behalf of a business entity.	
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	C Enter entity name or UEN to begin search This site is protected by reCAPTCHA and the Google Privacy I	Ch Policy and Terms of Service apply.	k here to t with me.
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Step 1: Login to Bizfile using Corppass (Business User) credentials.

Step 2: Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QRcode via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.



Step 3: Select the entity you are representing.

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corppass		U ~
Select entity		
Search Entity name or UEN/Entity ID Q		
Active (2) Non-active (0)		
Company 193710001E Pte Ltd (193710001E)	Company R05LP8421G Pte Ltd (R05LP8421G)	
	Page 1 of 1	
corppass		
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Step 4: On your dashboard, locate the endorsement notifications under the "Pending Actions" section.

Pending actions 2 You have 2 items pending your action. Action items created from 02 Dec 2024 onwards will be displayed here.	
➡ Sort by date: Oldest	~
Entity Registration Endorsement for T250005680 Due on 28 Feb 2025 - Due in 0 day(s) Important	
Entity Registration Endorsement for T250005680 Due on 28 Feb 2025 - Due in 0 day(s) Important	
Items per page: 5 • 1-2 of 2 item(s) Page 1 of 1 • •	J ,

Step 5: Review each endorsement action carefully. If you hold multiple positions, you will need to complete separate endorsement for each position.

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Response and declarations			
Response and declaration			
	5		
Response			
Accept	O Reject		
I, WILLOW RAISA MOORE, d	eclare that:		
 I agree to take the number The above information su 	r of shares indicated in this applic bmitted is true and correct to the	ation and the constitution. best of my knowledge.	
3 I am aware I may be liable	to prosecution if I submit any fals	e or misleading information in this	application/transaction.

Step 7: When the confirmation pop-up appears, select "Proceed" to confirm acceptance of the appointment.

Appointr Name WILLOW RA	ment details	Identification number \$9991522F	Position Shareholder	Endorsement due date 29 Apr 2025	
Response Response Accept I, WILL 1 2 T 3	e and declaration pt LLOW RAISA MOORE. I agree to take the num The above information I am aware I may be liat	Confirm acceptan You are accepting the ap Proceed to accept Cancel	cce of appointment pointment as Shareholder t the appointment? Proceed	<a> ansaction.	

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Home > Endorsement	nt / Consent	
Endorsen	ment / Consent	
	Endorsement submitted successfully Your endorsement has been successfully submitted. The lodger will be notified of the outcome of the transaction. Image: Control of the transaction	
	Transaction details	(

Step 8: Ensure that you see a confirmation message for each successful endorsement submission.

Step-by-step instructions for endorsement for appointment or withdrawal of position holder

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	Welcomet Your one-stop digital s filing and information Search for busin Entity Industry Pe Q Enter entity name or This site is protected by reCAPTCH.	Login × Business User > Login with UEN, Corppass to transact on behalf of a business entity. > Individual User > Login with Singpass to transact as an individual without a registered UEN. > UEN to begin search A and the Google Privacy Policy and Terms of Service apply.		Click here to chat with me.
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Step 1: Login to Bizfile using Singpass (Individual user) credentials.

Step 2: On your personal dashboard, locate the "Pending actions" card and click "Endorse" next to the relevant appointment or withdrawal notification.

•=== 0			
\$ My transactions	D Payment history		
Pending actions ① You have 1 items pending your action. Action items created from 02 Dec 2024	onwards will be displayed here.	₹ Sort by date: Oldest 💙	
Appoint/Withdraw position hold Due on 15 Mar 2025 · Due in 15 day(s) Important	ders Endorsement for T250005734	Endorse	
Items per page: 5 🔹 1-1 of 1 item(s)	Page1of1 ▼ ↔	

Step 3: To proceed with the position holder update, select "Accept" and complete all required question. Tick the declaration checkbox and select "Submit".

Response and declarations
Response Accept Reject
Select the option that applies I am fully qualified to act as a director I am acting as director with permission of Official Assignee I am acting as director with leave of court I am acting as director with leave of court and permission of Official Assignee
 I, LYNN TAN, declare that: I consent to act as a director of the above company with effect from 01 Mar 2025 I shall be personally responsible for the discharge of all obligations attached to the company under the Companies Act. I am not disqualified from acting as director in that

Step 4: When the confirmation pop-up appears, select "Proceed" to confirm acceptance of the appointment.

register.				
e I have not been o on or after 01 Ju	convicted of any offence under Part XII I 2015.	of the Securities and Futures Act ((Chapter 289) where the conviction was	
f i have not been a after 01 Jul 201	ubject to the imposition of a civil pena 5.	Ity under Section 232 of the Securi	ities and Futures Act (Chapter 289) on or	
g I am not disquali (Chapter 163A)	fied or subject to a disqualification ord from being a manager of a limited liabi	er under Section 34, 35 ,36 of the L lity partnership.	Limited Liability Partnerships Act	
4 I am not debarred under 5	ection 155B of the Companies Act fro	m acting as a director of the compa	any.	
5 The above information su	bmitted is true and correct to the best	of my knowledge and I am authoris	sed to file this application/transaction.	
6 I am aware I may be liab			× ansaction.	
^ Where the disqualified per			ion and continues for a period of	
5 years after his/her release	You are accepting	the appointment as		
	Dir	ector		
	Description			
	Proceed to accep	of the appointment?	Submit →	
	Cancel	Proceed		
				\bigcirc
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Step 5: You should then see a confirmation message indicating that your endorsement has been successfully submitted.

Home > Endorsem	ent / Consent	
Endorse	ement / Consent	
	Endorsement submitted successfully	
	Your endorsement has been successfully submitted. The lodger will be notified of the outcome of the transaction.	
	Go to My Transaction	
	Transaction details	
Transaction ID T250005734	Transaction nameDate and timeAppoint/Withdraw position holders01 Mar 2025 01:46 AM	

Step-by-step instructions to endorse striking off application

After a striking off application is submitted, all position holders must endorse their consent before the application can be approved.

To provide your consent as a position holder:

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

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	Search for busin Individual User Entity Industry Pe Login with Singpass to transact as an individual without a registered UEN.	
	Q Enter entity name or UEN to begin search This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.	Click here to chat with me.
	Popular	(2)

Step 2: On your personal dashboard, locate the "Pending actions" card and click "Consent" next to the relevant striking off application that requires your consent.

BROWNI 202500246M View entity details	 My transactions My corporate service provider (CSP) 	Payment history	
Dending actions O			
You have 1 items pending your action. Action items created from 02 Dec 2024 onwards will	be displayed here.	₹ Sort by date: Oldest 🐱	
You have 1 items pending your action. Action items created from 02 Dec 2024 onwards will Application to Strike off Consent for T2500 Due on 05 Mar 2025 · Due in 1 day(s) Important	l be displayed here. 06027	Sort by date: Oldest v	

Step 3: Review the transaction information and entity details.

Home > Endorsement / Cons	ent				
Apply to str	Apply to strike off business entity				
Consent					
Your entity has applied to be st	ruck off from the Register. Please pro	ovide your consent to proceed with the	striking off process.		
Transaction informati	on				
Transaction number	Lodgement date	Lodger's ID	Lodger's name		
1230008027	04 Mar 2025	51120504D	SITINOK		
Entity details					
Entity name	Entity UEN	Entity type	Company type		
BROWNI 311	202500246M	Local Company	Exempt Private Company Limited by Shares		
Reason for striking off	on				
business or operations.					

Step 4: If all information is correct, click "Accept" followed by "Submit"

BROWNI 311	202500246M	Local Company	Exempt Private Company Limited by Shares	
 Reason for striking off Entity has ceased to carry on business or operations. 				
Consent information				
Name JOHNNY NG	Identification number S8873521H	Position Director	Consent due date 05 Mar 2025	
Response and declaration	S			
Response Accept 	C Reject			
			Submit >	
				(
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business or operations. Consent information Name JOHNNY NG	Identification number 58873521H	Position Director	Consent due date 05 Mar 2025	
Response and declaration	You are consentin application fo Do you wi	or BROWNI 311	×	
	Cancel	Proceed		9
	 About Us Feedback 	News Room Contact Us	E Guides	

Step 5: A confirmation pop-up will appear. Select "Proceed" to confirm your consent.

Step 6: You will see a confirmation message indicating that your consent has been submitted successfully.

Home > Endorseme	nt/Consent ment/Consent			
	Consent subm Your consent has been successfully submittee	NITTOCONTINUE	outcome of	
UEN 202500246M	Transa Transaction ID T250006027	Inction details Transaction name Apply to strike off business entity	Date and time 04 Mar 2025 09:48 PM	

Step-by-step instructions for endorsement for registration of Corporate Service Provider (CSP)

Before a CSP registration application can be approved, it must be endorsed by the appointed Qualified Individual.

To complete the endorsement as a Qualified Individual:

Step 1: Login to Bizfile using Singpass (Individual user) credentials.

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b	Making Singapore the best place for bus	ness ->] Login	ы d
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	filing and information	Business User > Login with UEN, Corppass to transact on behalf of a business entity.	
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	C Enter entity name or This site is protected by reCAPTCH	A and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply.	Click here to chat with me.
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Step 2: On your personal dashboard, locate the "Pending actions" card and click "Endorse" next to the relevant CSP endorsement request.

Welcome to your das	hboard!	
Access all your latest messages, manage your to-do list, and	view recent transactions all in one place.	
• = = • •		
\$ My transactions	O Payment history	
Pending actions (99) You have 391 items pending your action. Action items created from 02 Dec 2024 onwards will be displ	ayed here. ᆕ Sort by date: Latest	
Corporate Service Provider Endorsement for T250 Due on 15 Mar 2025 · Due in 15 day(s) Important	005738 Endorse	

Step 3: Review the information displayed on screen. Click "Accept", tick the declaration checkbox and select "Submit".

Transaction details			
Transaction number T250005738	Lodgement date 01 Mar 2025	Entity UEN 202500099Z	Entity name LIVESTRONG
Lodger STEPHEN CURRY			
Qualified Individual	details		
Name KLAY THOMPSON	Identification number S9845186B	Endorsement due date 15 Mar 2025	
Response and decla	rations		
Response Accept 	O Reject		
I, KLAY THOMPSON The above information or misleading inform	declare that I consent to act as a Register on submitted is true and correct to the bes ation in this application/transaction.	Qualified Individual of the above Corp t of my knowledge. I am aware I may be	orate Service Provider e liable to prosecution if I submit any false
			Submit →

Step 4: When the confirmation pop-up appears, select "Proceed" to confirm acceptance of the appointment.

Transaction number T250005738	Lodgement date 01 Mar 2025	Entity UEN 202500099Z	Entity name LIVESTRONG	
Lodger STEPHEN CURRY				
Qualified Individua Name KLAY THOMPSON Response and decl. Response Accept	I deta ^{ja} - You are accep qua aratio Proceec Cancel	er Qualified Individual of the above Co	s a	
The above informat or misleading inform	ion submitted is true and correct to the l nation in this application/transaction.	best of my knowledge. I am aware I may	vbeliable to prosecution if I submit any false	

Step 5: You should then see a confirmation message indicating that your endorsement has been successfully submitted.

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Register 🗨	✓ Manage ✓ Annual filing ✓ Deregister ✓ Others ✓ Buy information ✓ Subscribe APIs ✓	
Home > Endorsen	ement / Consent	
Endorse	ement / Consent	
	Endorsement submitted successfully	
	Your endorsement has been successfully submitted. The lodger will be notified of the outcome of the transaction.	
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