

## **Navigating the new Bizfile: Renew registration as Corporate Service Provider (CSP)**

The “Renew registration as corporate service provider” eService allows you to apply to renew your firm’s registration as a CSP to file transactions with ACRA on behalf of your clients.

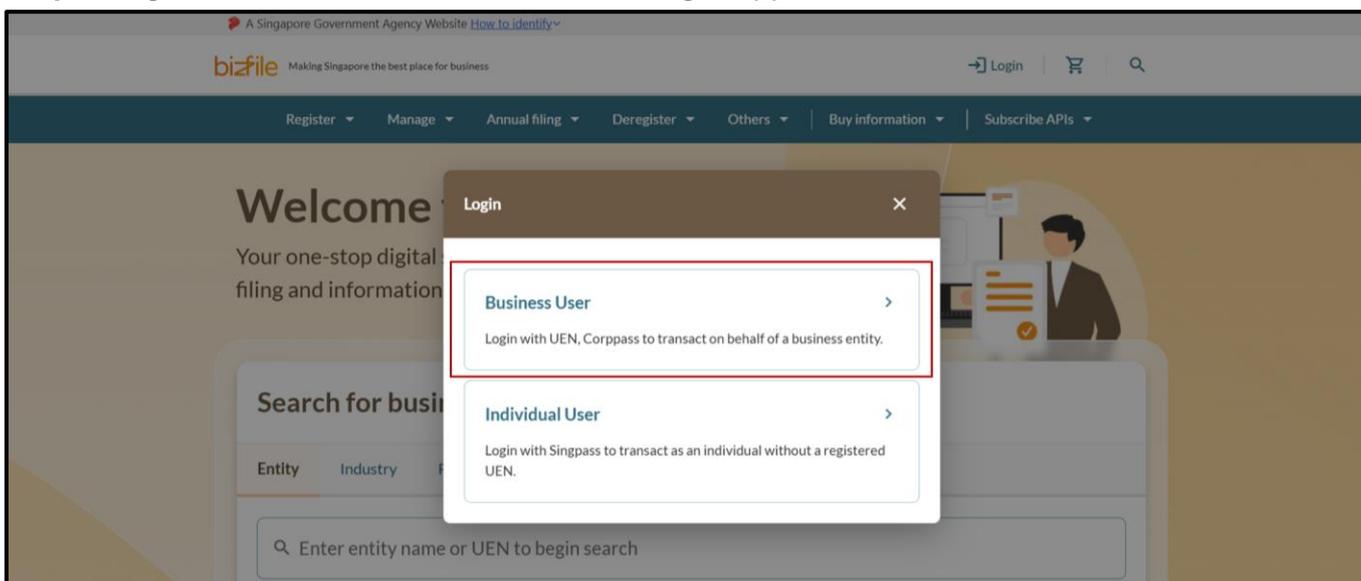
CSPs who wish to renew their registration must submit an online renewal application with ACRA, not earlier than 60 days before the registration expiry date.

## Step by step instructions to renew registration as CSP

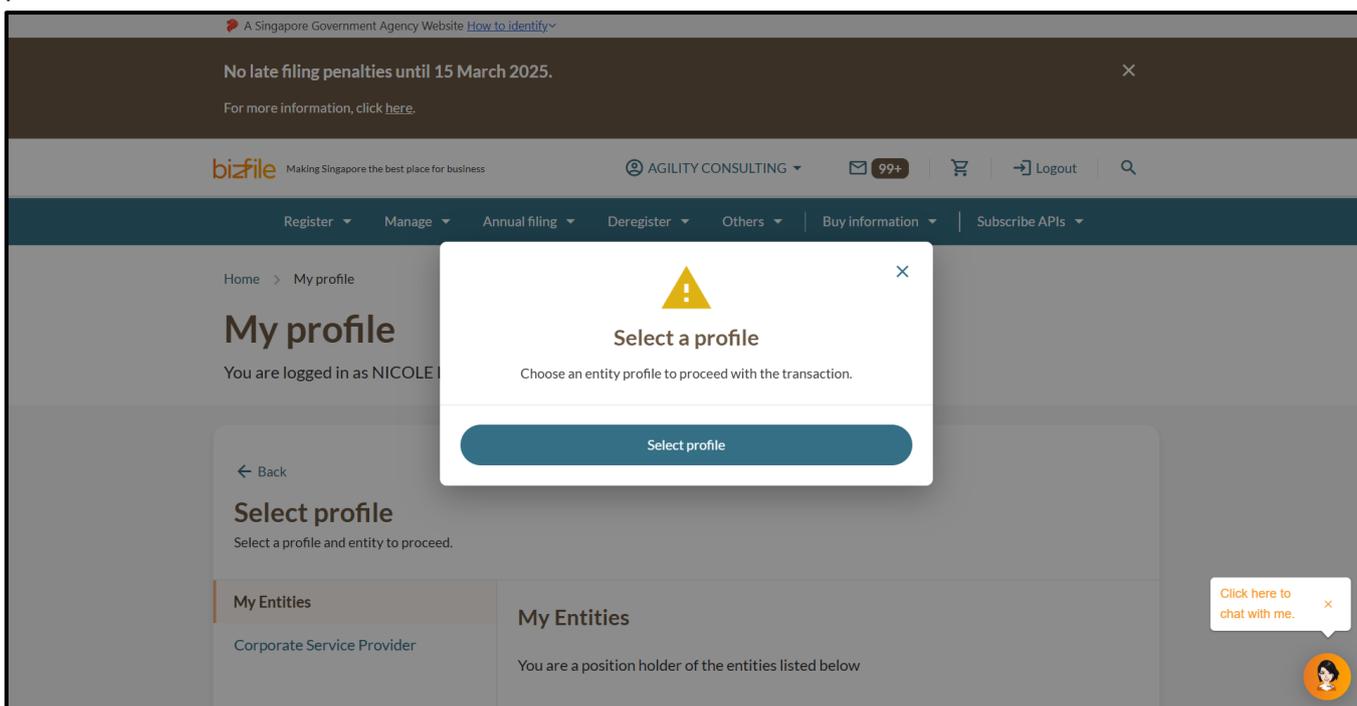
Ensure that you have:

- ✓ Name list of appointed Registered Qualified Individual (RQI) – Ensure that all RQIs are active and will remain appointed to the CSP
- ✓ Completed the AML/CFT Mandatory Training and Proficiency Test Requirements

**Step 1:** Login to Bizfile as a “**Business User**” using Corppass credentials.

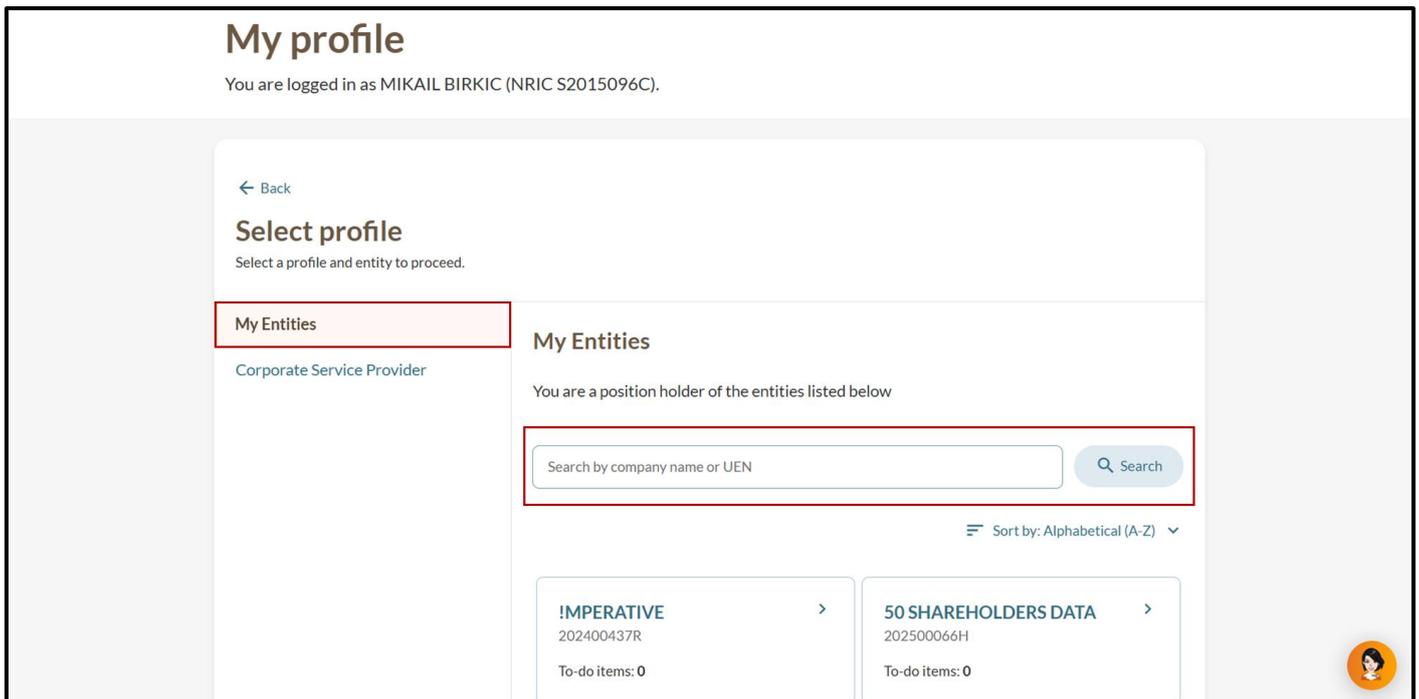


**Step 2:** Click “**Select profile**” to proceed with transactions when prompted to choose an entity profile.

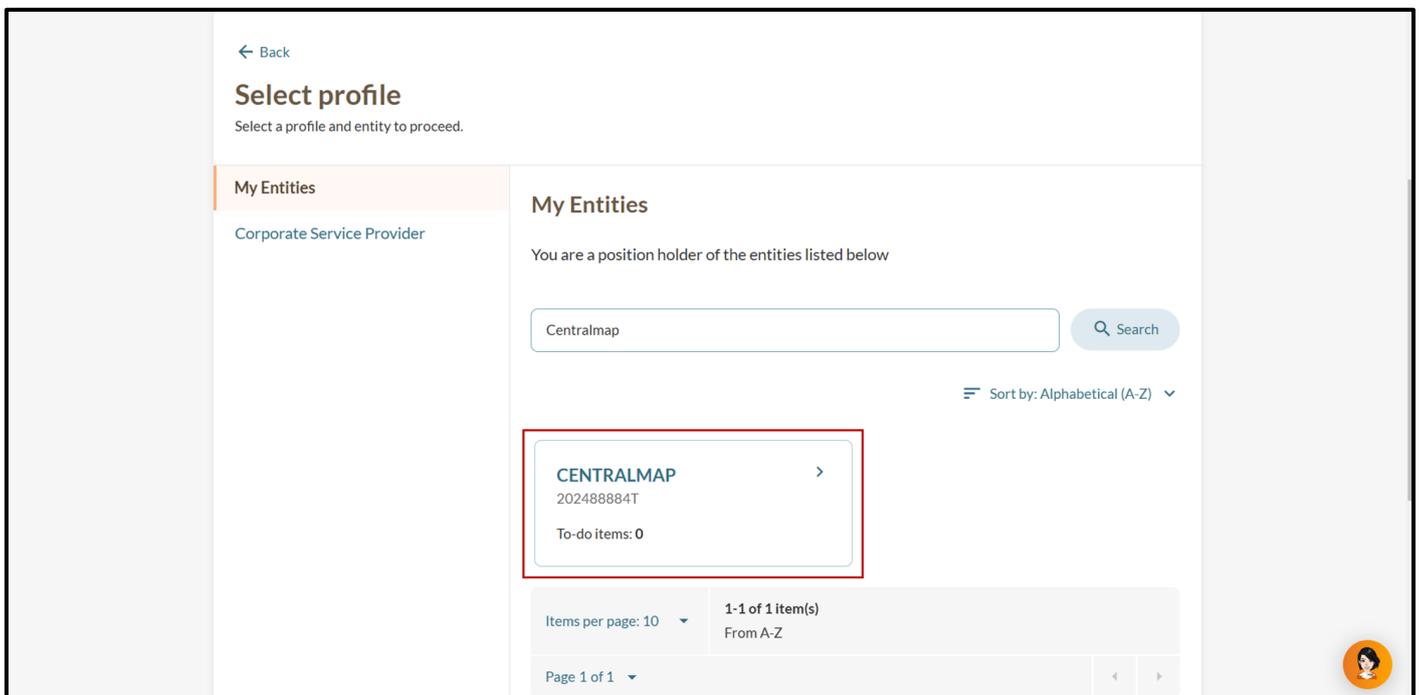


*Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.*

**Step 3:** On the “**My Profile - Select profile**” page, **select “My Entities”** tab and search for your own CSP firm in the **Search bar**. The CSP renewal application can only be submitted by authorised position holders (directors or secretaries).

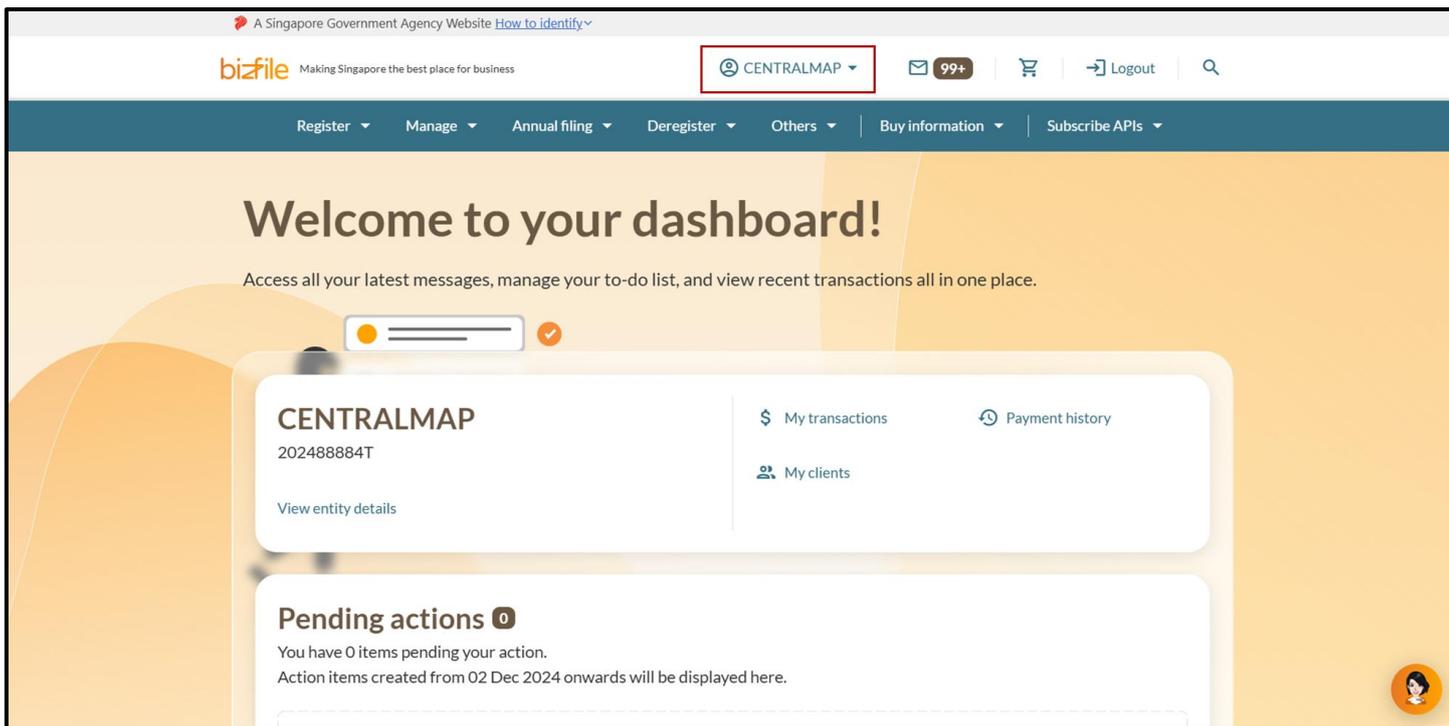


**Step 4:** Select your **CSP Firm** (e.g. CENTRALMAP) to file transactions on behalf of your CSP firm.

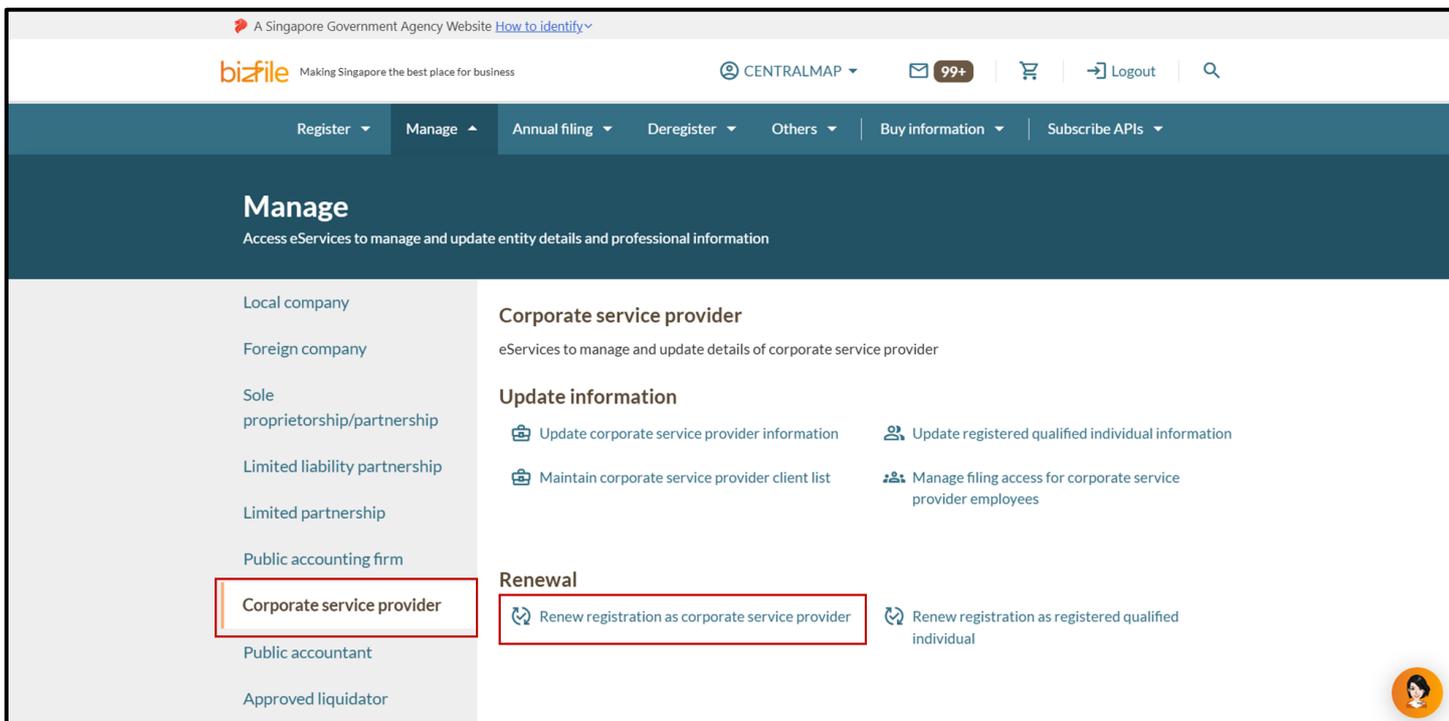


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**Step 5:** This will bring you to your CSP’s dashboard, where your CSP’s name (e.g. CENTRALMAP) will be displayed on the top **menu bar**.



**Step 6:** From the mega menu, select **“Manage”**, click the **“Corporate service provider”** tab and select **“Renew registration as corporate service provider”**.



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Step 7: Click “Start” on the “Renew registration as corporate service provider” introduction page.

# Renew registration as corporate service provider

## Introduction

This eService allows you to apply to renew your firm's registration as a Corporate Service Provider (CSP).

🕒 Time to complete	15 minutes - 30 minutes
📅 Approval Time	Immediate
💰 Fee	\$400.00 (2 years)

### Before you start

- 1 Ensure that you have the following information ready:**
  - Name list of appointed Registered Qualified Individual (RQI) - Ensure that all RQIs are active and will remain appointed to the CSP.
  - Mandatory training and proficiency test records.
- 2 Important considerations:**
  - 1 A CSP must fulfil the following requirements:
    - Be a business entity registered with ACRA, such as an incorporated local company, registered business (sole-proprietorship/partnership), registered limited liability partnership, or registered limited partnership.
    - Act by or through at least one RQI. For example, an RQI can be the CSP itself (in the case of a sole proprietor), or have at least one partner/director who is an RQI, or employ or engage at least one RQI.
    - Meet the fit and proper criteria, or demonstrate that its directors, partners, or persons directly or indirectly involved in its management are fit and proper.
    - Complete the mandatory AML/CFT Mandatory Training and Proficiency Test Requirements.
  - 2 When assessing your application, the Registrar may consider your conduct and compliance history as a CSP or RQI, as well as any professional misconduct including breach of fiduciary duty or serious negligence that adversely reflects on your commercial integrity.
  - 3 You should refer to MAS' [website](#) on targeted financial sanctions. It is also important to ensure that the CSP firm has subscribed to MAS' website to receive alerts regarding changes to the lists.
  - 4 You are required to obtain more information about terrorist designation and the legislation for countering terrorism, and to sign up on the Inter-Ministry Committee on Terrorist Designation [website](#).

#### Useful reminders

- Upon approval, the registration as a CSP is valid for two years and is effective from the date of approval. Renewal of registration can be initiated 60 days before the expiry date.
- There will be no refunds for rejected application. Once registered as a CSP, no refunds will be provided for early de-registration or cancellation of registration by ACRA.
- You can only file on behalf of your clients in BizFile after adding them to your client list using the "Maintenance of Client list" transaction. The added clients must endorse in BizFile and agree to appoint you as their CSP before you can file on their behalf.

**Start →**

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

**Step 8:** Verify the CSP information to ensure it is up to date.

**Important:** If you need to update any changes for the CSP, including the types of corporate services offered, nature of business and the list of Registered Qualified Individuals (RQIs) appointed to the CSP, use the **"Update corporate service provider"** eService under the **"Manage"** tab before continuing with this filing.

**Verify and update CSP information**

Before you renew your CSP registration, verify if all the information displayed below is accurate and up-to-date. If any of the below information is not up-to-date, please make the necessary changes using the Update Corporate Service Provider eService before proceeding with the renewal.

**CSP details**

Entity UEN	Entity name	CSP number	Registration date
202488884T	CENTRALMAP PRIVATE LIMITED	FA20250023	16 Dec 2023

**Type of corporate service and nature of business**

Type of corporate service provided

- 1 Acting, or arranging for another person to act (i) as a director or secretary of a corporation; (ii) as a partner of a partnership; or (iii) in a similar position in relation to other legal persons
- 2 Forming, or arranging for another person to form, on behalf of another person, a corporation or other legal person

Nature of business

**Step 9:** Review and confirm the RQIs appointed to the CSP. Ensure each RQI's status is active and confirm they will remain appointed to the CSP. Tick the checkbox beside each RQI's name.

**Important:** To add or remove RQIs, use the **"Update corporate service provider"** eService found under the **"Manage"** tab before continuing with this filing.

**Appointed RQIs 1**

Ensure that the appointed Registered Qualified Individuals (RQIs) are still active

- RQIs will need to perform endorsement after submission of this transaction
- RQIs who do not accept the endorsement will be withdrawn from the CSP
- If you wish to appoint or withdraw a RQI, please proceed to Update Corporate Service Provider information before continuing with the renewal
- The application will only be approved if at least one RQI has endorsed the appointment. Otherwise, the application will be rejected, and the application fee is non-refundable

0 items Expand all Collapse all

**1. MIKAIL BIRKIC**  
S2015096C · Appointed on 10 Mar 2025 · Expires on 09 Apr 2025 · Registered

Identification type	Identification number	Name	Registration date
NRIC-C	S2015096C	MIKAIL BIRKIC	10 Mar 2025

Registration expiry date	Appointment date	Registration status
09 Apr 2025	10 Mar 2025	Registered

**Step 10:** Enter the details for the completed mandatory training and proficiency test. Click **“Review and confirm”** to proceed.

The screenshot shows a form for reviewing and confirming registration details. On the left, a note states: "At least one individual in your entity must attend the mandatory Anti Money Laundering and Combating the Financing of Terrorism(AML/CFT) course within the last 2 years." On the right, there are three input fields: a dropdown menu for the individual name (selected: TAMMY LENG (T0000018Z)), a date picker for the mandatory AML/CFT training course (07 May 2024), and a date picker for the proficiency test (18 May 2024). Below these is a section titled "Period of registration" with two rows of information: "Your CSP registration will be defaulted to 2 years from the date of approval of this transaction" and "Current registration expiry date 10 Apr 2025"; "New registration expiry date 10 Apr 2027". At the bottom, there are three buttons: "Back", "Save draft", and "Review and confirm" (highlighted with a red box). On the far right, there are two circular icons: a user profile and an upward arrow.

**Step 11:** Review all information carefully.

The screenshot shows the "Review and confirm" step of the registration process. The main heading is "Renew registration as corporate service provider" with the entity name "CENTRALMAP" and ID "202488884T". A progress bar at the top shows three steps: "1 Update CSP particulars", "2 Review and confirm" (the current step), and "3 Payment". Below the progress bar, the section is titled "Review and confirm" with the instruction: "Please review the information before submitting the transaction." Underneath, there is a section titled "Types of corporate service and nature of business" with a sub-heading "Type of corporate service". It lists two options: "1 Acting, or arranging for another person to act (i) as a director or secretary of a corporation; (ii) as a partner of a partnership; or (iii) in a similar position in relation to other legal persons" and "2 Forming, or arranging for another person to form, on behalf of another person, a corporation or other legal person". On the far right, there is a circular user profile icon.

*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:** Tick the declaration box to confirm the accuracy of the information and click “**Proceed to payment**”.

**Mandatory training and proficiency test**

Select the individual that has attended the mandatory AML/CFT training course and passed the proficiency test within the last 2 years  
TAMMY LENG (T0000018Z)

Date of mandatory AML/CFT training course  
07 May 2024

Date of proficiency test  
18 May 2024

**Period of registration**

2 years

I, MIKAIL BIRKIC, declare that:  
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.

[← Back](#) [Proceed to payment →](#)

**Step 13:** You will be directed to the payment summary page. Select the payment method and click “**Make payment**” to complete the transaction.

1 Update CSP particulars      2 Review and confirm      3 Payment

**Select payment method**

Complete your payment before 5:04PM 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  
\*\*\*\* 3220  
08/28 - Visa  
Default

+ Add card

**Payment summary**

ARN250310000063

1 x Renew registration as corporate service provider (2 years)    \$400.00

Total (includes GST)    \$400.00

[Make payment](#)

[← Back](#)

*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 14:** Once your payment is successfully processed, you will be directed to an acknowledgement message with a link to download the receipt.

**Payment successful**

Upon successful payment, you will receive a confirmation email with instructions to review your purchase.

[Download receipt](#) [Go to My Transaction](#)

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**Payment details**

Receipt number	ARN	Paid via	EP reference number
ACRA250310000053	ARN250310000063	Debit/Credit Card	pi_3R11oJUwRqvcgtW1DagM4sQ
Date and time	Amount paid		
10 Mar 2025 04:36 PM	\$400.00		

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**Transaction details**

UEN	Transaction ID	Transaction name	Date and time
202488884T	T250006540	Renew registration as corporate service provider	10 Mar 2025 04:34 PM

**Step 15:** A notification will be sent to your Bizfile inbox confirming that the transaction is submitted and awaiting endorsement.

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## Inbox

[← All messages](#)

**CSP application submitted and awaiting endorsement**

10 Mar 2025 · 4:36 PM

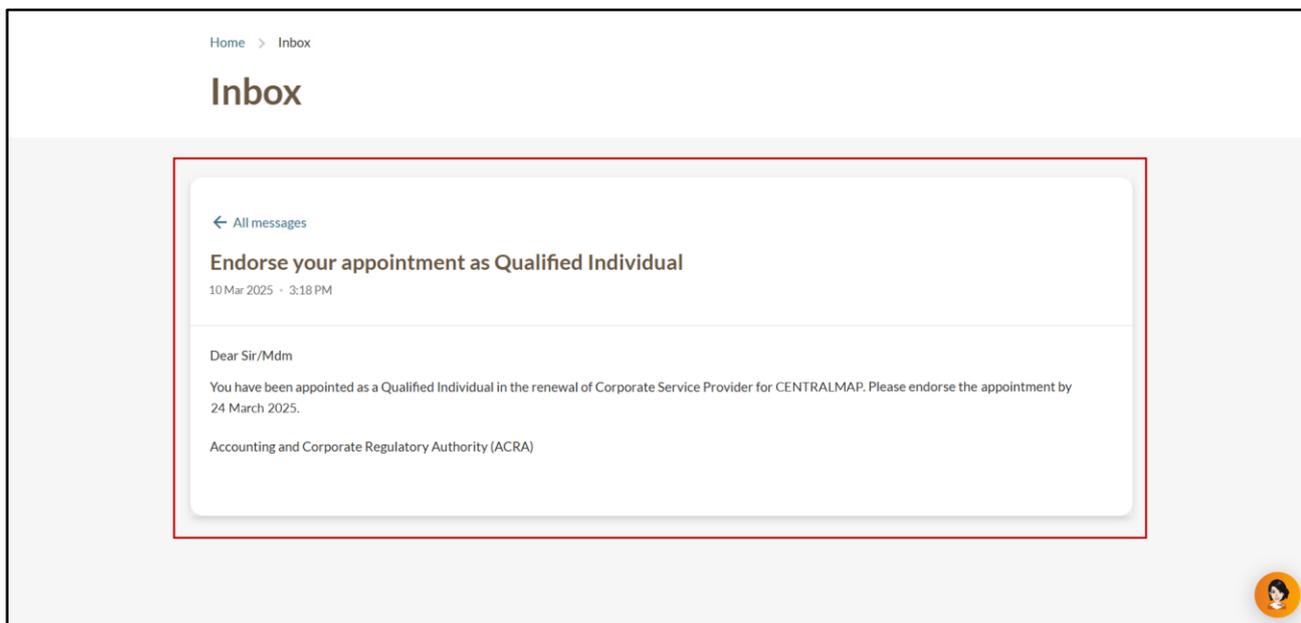
Dear Sir/Mdm

Your application to renew as a Corporate Service Provider (CSP) has been successfully submitted. The appointed Qualified Individual(s) will receive an email to endorse their appointment. Your application will be processed after all QIs have completed their endorsement.

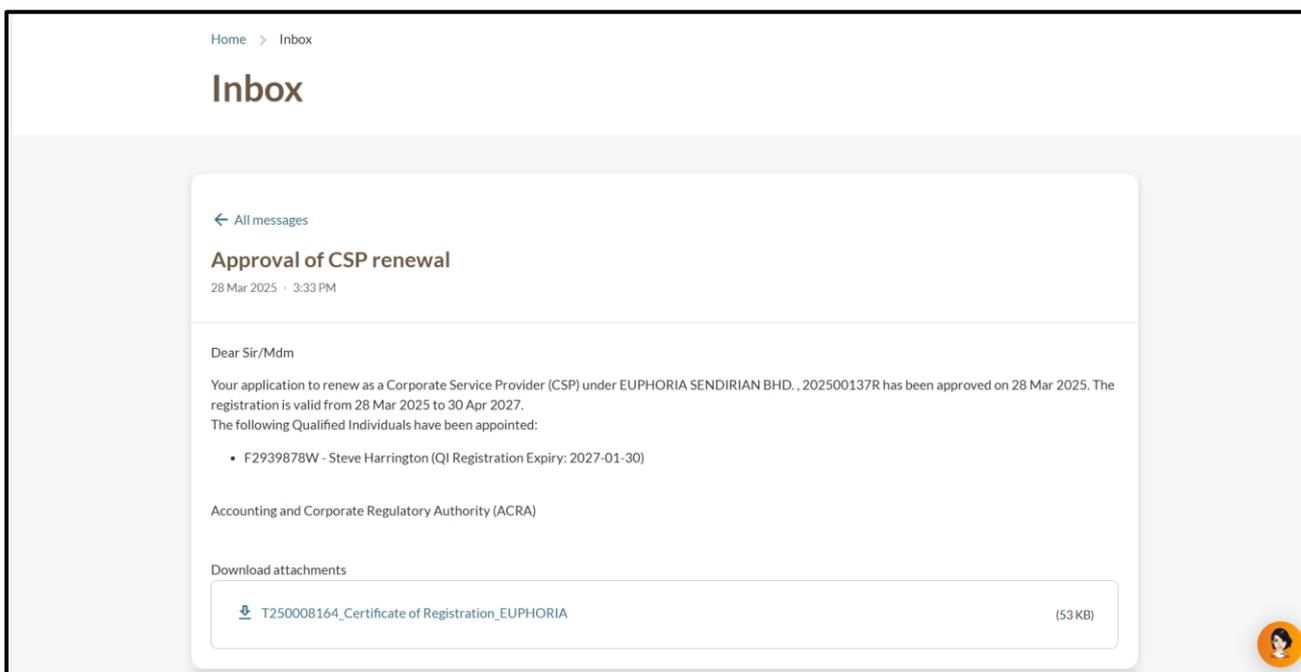
Accounting and Corporate Regulatory Authority (ACRA)

**Step 16:** All appointed Qualified Individuals will receive a notification in their Bizfile Inbox to endorse their appointment for CSP registration renewal. Those who accept will continue as RQIs for the CSP. Those who decline will be automatically withdrawn as RQI for the CSP. If the lodger is also the appointed RQI, no additional endorsement is required.

**Important:** All endorsements must be completed within **14 days**, or the application will lapse and require re-application.



**Step 17:** Once all endorsements are completed and the transaction approved, you will receive a notification in your Bizfile inbox confirming that the application to renew the CSP registration is approved.



Updated as of 22 May 2025