# Navigating the new Bizfile: Renew registration as a Registered Qualified Individual (RQI)

The "Renew registration as Registered Qualified Individual" e-service allows you to renew your registration as a Registered Qualified Individual (RQI). Upon approval, the registration for RQI is valid for two years and is effective from the date of approval.

RQIs have up to **60 calendar days from the date of expiry** to renew their registration. If the registration is not renewed during this period, the QI application will be cancelled, requiring a new application and fee payment.

There will be no refunds for rejected application, early de-registration or cancellation of registration by ACRA.

If the QI fails to renew their registration, their QI status will be updated to "Registration expired and has not been renewed". The QI will not be able to file transactions with ACRA on behalf of the CSP clients.

### Step by step instructions to renew registration as RQI

Ensure that you have:

- ✓ Satisfied the criteria for renewing your registration as an RQI
- ✓ Reviewed that your personal information is up to date

Step 1: Login to Bizfile as a "Individual User" using Singpass credentials.

A Singapore Government Agency Websit	e <u>How to identify</u> ~	
<b>Dizfile</b> Making Singapore the best place for bu	siness	-J Login ₽ ₽ Q
Register 👻 Manage 👻	Annual filing 👻 Deregister 👻 Others 👻 🛛 Buy information 👻	<ul> <li>✓ Subscribe APIs  </li> </ul>
Welcome         Your one-stop digital         filing and information         Search for busin         Entity       Industry         R       Enter entity name of	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. r UEN to begin search	

Step 2: You will be directed to your personal dashboard. From the mega menu, click "Manage".

1	A Singapore Government Agency Website How to identify ~		
b	Making Singapore the best place for business		Q,
	Register 👻 Manage 👻 Annual filing 👻 [	Deregister ▼ Others ▼   Buy information ▼   Subscribe API:	5 <b>•</b>
	Welcome to your d		
	Access an your ratest messages, manage your to-do	ist, and view recent transactions an in one place.	
	\$ My transactions	O Payment history	
	<b>Pending actions 5</b> You have 54 items pending your action. Action items created from 02 Dec 2024 onwards will	l be displayed here.	
		F Sort by date: Old	est 🗸

## Step 3: Click the "Corporate service provider" tab and select "Renew registration as registered qualified individual".

A Singapore Government	Agency Website <u>How to identify</u> ~			
	e best place for business	@ -	[22] [२ -] Logout Q	
Register 🔻	Manage 🔺 Annual filing 🔫	Deregister 👻 Others 👻	Buy information 👻 📔 Subscribe APIs 👻	
Manage Access eServices to man	age and update entity details and pro	ofessional information		
Local company	Corporate serv	vice provider		
Foreign company	eServices to manage	and update details of corporate servi	ce provider	
Sole proprietorship/partne	Update inform	ation	2 Update registered qualified individual informatio	n
Limited liability partne	ership 🔂 Maintain corp	orate service provider client list	🍰 Manage filing access for corporate service	
Limited partnership			provider employees	
Public accounting firm	n Renewal			
Corporate service pro	ovider 😥 Renew registr	ation as corporate service provider	Renew registration as registered qualified	
Public accountant			individual	
Approved liquidator				<b>(</b>

### Step 4: Click on "Start" on the introduction page.

3 Important considerations	
• You will be required to declare that you meet the "fit and proper" requirements to be registered.	
• You can only apply for registration two years after the cancellation of your previous registration as a RQI due to a sanction by ACRA.	
When assessing your application, the Registrar may also consider:	
<ul> <li>Your conduct and compliance history as a RQI or a Corporate Service Provider as well as any professional misconduct, including breach of fiduciary duty or serious negligence, that adversely reflects on your commercial integrity.</li> </ul>	
Useful reminders ()	
<ul> <li>Upon approval, the registration for RQI is valid for two years and is effective from the date of approval.</li> </ul>	
There will be no refunds for rejected application, early de-registration or cancellation of registration by ACRA.	
<ul> <li>If a CSP appoints you as their RQI, you must endorse the appointment in BizFile before you can be formally appointed.</li> </ul>	
• You can only file on behalf of the CSP's clients via BizFile after they add the client to their list. The added clients must endorse and appoint the CSP before you can file on their behalf.	
• You must notify ACRA in BizFile, if you are granting access to the CSP's employees under your supervision to file on behalf of the CSP's clients.	
Start →	

Step5: Verify the RQI information to ensure that it is up to date.

**Important:** If you need to make any changes for the RQI, click "Update registered qualified individual" to file the changes through general lodgement before continuing with this filing.

Enter renewal information	1	Review and confirm	Payment
Submit renewal in	nformation		
Review the personal informatic use the "Update registered qua	n below and ensure it is up-t lified individual infomation"	o-date. If changes are needed, eService to make the	
necessary updates.			
Update RQI information			
Update RQI information Registered qualified individual	vidual information		
Update RQI information  Registered qualified indiv Name	vidual information	Identification number	Residential address
Update RQI information  Registered qualified indiv  Name MIKAIL BIRKIC	<b>/idual information</b> Identification type NRIC (Citizen)	Identification number S2015096C	Residential address 136 ABC CRESCENT, #02-103, SINGAPORE 680136
Update RQI information  Registered qualified indiv Name MIKAIL BIRKIC  Qualified individual registration	vidual information Identification type NRIC (Citizen) Qualified individual registra	Identification number S2015096C tion	Residential address 136 ABC CRESCENT, #02-103, SINGAPORE 680136

**Step 6**: Select your professional qualifications from the dropdown list. You may make multiple selection by ticking the corresponding checkboxes. After confirming your selection, click **"Save"** to proceed.

Contact address	Email address	Mobile num	iber		
123 SERANGOON NORTH AVENUE 1, TOWER A, SINGAPORE 550123	Mikail.B@gmail.com	98765433			
Qualifications					
Select the relevant qualification and up	load the Category				_
required supporting documents such as certificate of membership registration of documentary proof of membership registration	Select ca	itegory		•	]
Examples of documents	I am Sing	a an advocate and solicitor o gapore	of the Supreme Court	t of	
Renewal period	🔲 I am (Cap	n a public accountant registe p. 2)	ered under the Accou	untants Act	
Your RQI renewal will be defaulted to 2 from the date of approval of this transa	years Acco	a member of the Institute ountants	of Singapore Charter	red	
	l am	a member of the Associati	on of International A	ccountants	
← Back	🛞 Unse	elect all	1 selected	Save	view and confirm

#### **Step 7:** Upload the required supporting documents.

Select the relevant qualification and upload the	Category		
required supporting documents such as certificate of membership registration or	Select category		
documentary proof of membership renewal.	I am an advocate and solicitor of the Supreme Court of Singapore		
Examples of documents 🔀	I am a corporate secretariat agent providing corporate secretariat services for at least 3 years in the last 5 years, and have been a secretary of a company listed on ACRA's Register for at least 3 out of the last 5 years.		
]	Supporting documents	,	
	<u>1</u>		
	Drag and drop files here or <u>browse files</u> to upload		
	Supported formats: PDF Maximum file size: 3MB per file		
	Embedded images and files will not be scanned for personal information. Conside sensitive personal information before uploading, as it could be part of records acc public.	er masking any cessible to the	<b>(</b>
	You may upload up to 2 file(s)		1

**Step 8**: Your RQI renewal period will be defaulted to two years from the date of your last registration expiry date. Click **"Review and confirm"** to proceed.

Contact information			
Contact information			
Contact address Email addre 123 SERANGOON NORTH Mikail. B@g AVENUE 1, TOWER A, SINGAPORE 550123	ess Mobile gmail.com 987654	number 433	
Qualifications			
Select the relevant qualification and upload the required supporting documents such as certificate of membership registration or documentary proof of membership renewal.	Category Select category	•	
Examples of documents 🖸	I am an advocate and solicitor o	f the Supreme Court of Singapore 🙁	
Renewal period		]	
Your RQI renewal will be defaulted to 2 years from the date of your last registration expiry date.	Period of renewal 2 years		
← Back		Save draft Review	and confirm →

Step 9: Review all information carefully.

1 ——— Enter renewal information	Reviev	2 v and confirm	3 Payment
Review and confine Please review the information b Personal information	<b>rm</b> efore submitting the transaction.		
Name MIKAIL BIRKIC	Identification type NRIC (Citizen)	Identification number S2015096C	Residential address 136 ABC CRESCENT, #02-103, SINGAPORE 680136
Qualified individual registration date 10 Mar 2025	Qualified individual registration expiry date 09 Apr 2025		
Contact information			

Step 10: Tick the checkbox to complete the declaration and click "Proceed to payment".

Category	
of the Supreme Court of	
Singapore	
Renewal period	
2.0007	
I, MIKAIL BIRKIC (S2015096C), declares 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 m	isleading information in this application/transaction.
a Timeet the fit and proper requirements for renewal as a Registered Qu elsewhere, and I have not been convicted (whether in Singapore or else with imprisonment for 3 months or more.	aimed individual, i am not an undischarged bankrupt in Singapore or ewhere) of any offence involving fraud or dishonesty punishable
( A Paak	Proceed to payment $\rightarrow$

**Step 11**: You will be directed to the payment summary page. Select the payment method and click **"Make payment"** to complete the transaction.

1 Enter renewal information	2	3 Payment
Select type Select saved payment method Select saved payment method	uts. upon successful payment.	Payment summary   ARN250310000069   1 x Renew registration as registered \$200.00   qualified individual (2 years)   Total (includes GST)   \$200.00     Make payment
+ Add card		

**Step 12**: 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 v instructions to re	vill receive a confirmation ema eview your purchase.	il with
	Download receipt	Go to My Transaction	
	Payme	ent details	
Receipt number	ARN	Paid via	EP reference number
ACRA250310000058	ARN250310000069	Debit/Credit Card	pi_3R123pJUwRqvcgtW0IfnQmS3
Date and time	Amount paid		
10 Mar 2025 04:51 PM	\$200.00		
	Transac	tion details	
Transaction ID	Transaction name	Date and time	
T250006548	Renew registration as registered qualified individual	10 Mar 2025 04:50 PM	

**Step 13:** You will receive a confirmation notification in your Bizfile inbox once your RQI renewal application is approved.

Inbox ← All messages Renewal as a Registered Qualified Individual - Approved 10Mar 2025 - 4:52 PM Dear Sir/Madam, Your renewal application as a Qualified Individual has been approved on 10 Mar 2025. Your registration is valid from 09 Apr 2025 to 09 Apr 2027. Regards, Accounting and Corporate Regulatory Authority (ACRA)	Home > Inbox	
<ul> <li>All messages</li> <li>Renewal as a Registered Qualified Individual - Approved</li> <li>10 Mar 2025 + 4:52 PM</li> <li>Dear Sir/Madam,</li> <li>Your renewal application as a Qualified Individual has been approved on 10 Mar 2025. Your registration is valid from 09 Apr 2025 to 09 Apr 2027. Regards,</li> <li>Accounting and Corporate Regulatory Authority (ACRA)</li> </ul>	Inbox	
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Accounting and Corporate Regulatory Authority (ACRA)	Regards,	
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Updated as of 22 May 2025