

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.

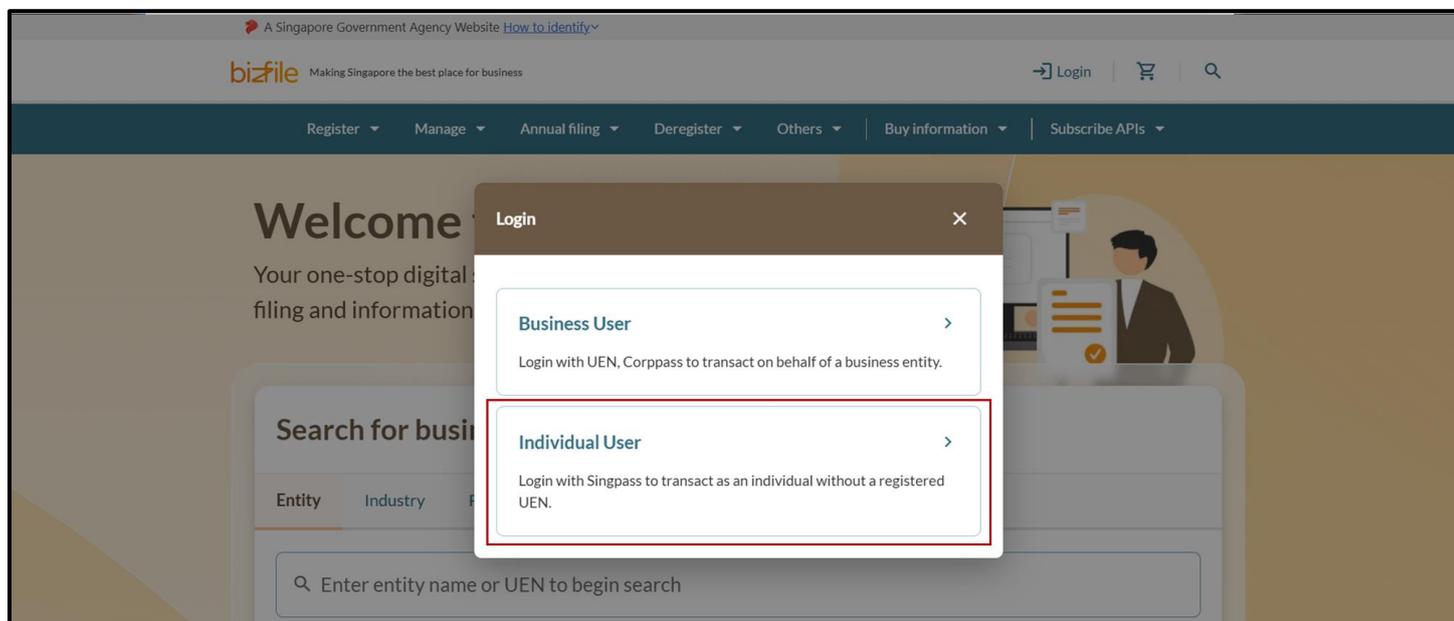
If the QI fails to renew their registration, their QI status will be updated to “Registration expired and has not been renewed”. The QI will not be able to file transactions with ACRA on behalf of the CSP clients.

Step by step instructions to renew registration as RQI

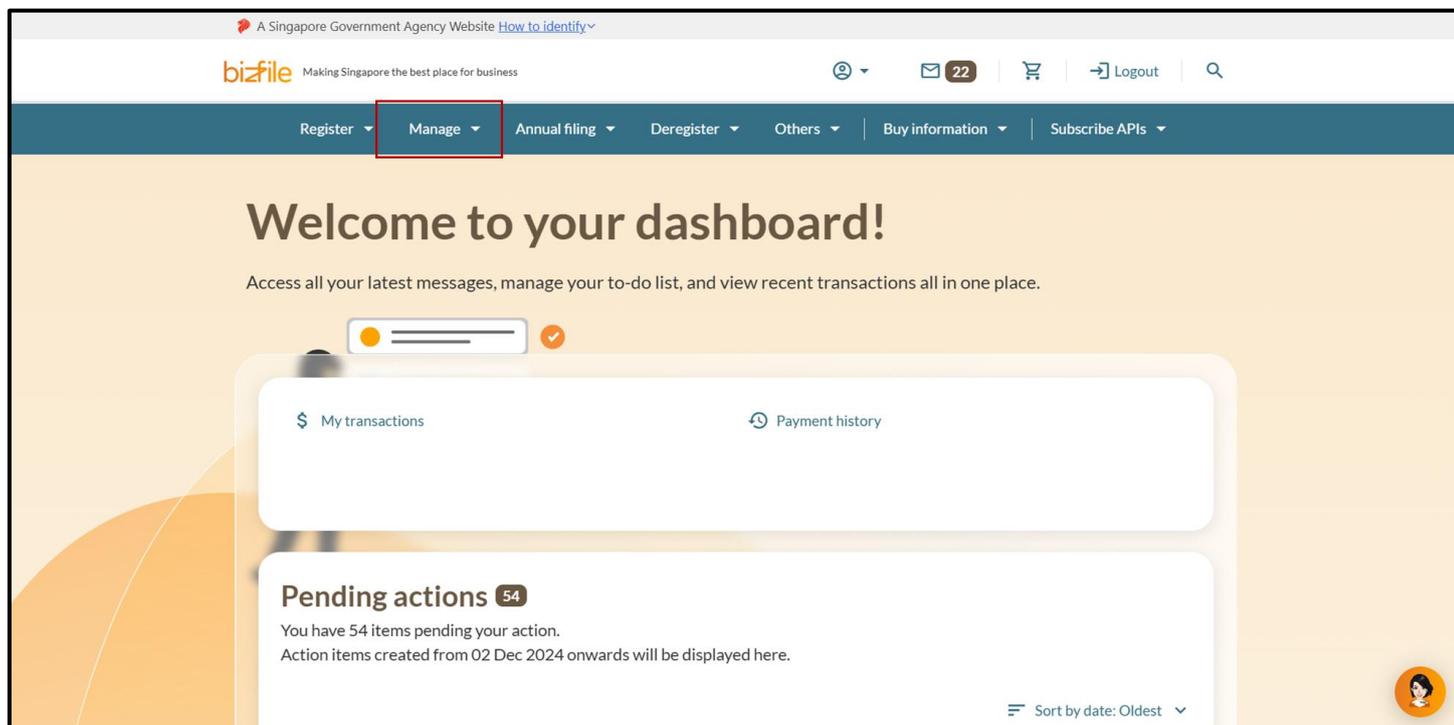
Ensure that you have:

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

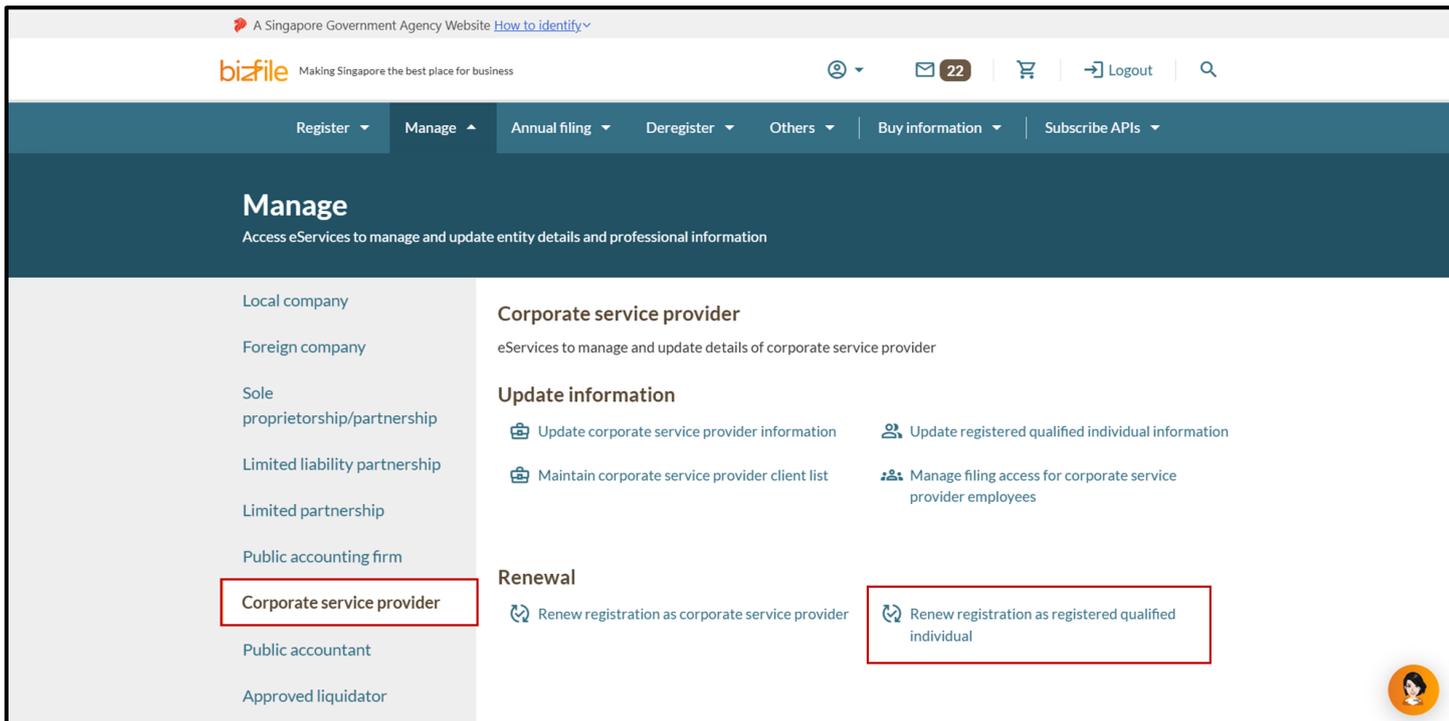
Step 1: Login to Bizfile as a “**Individual User**” using Singpass credentials.



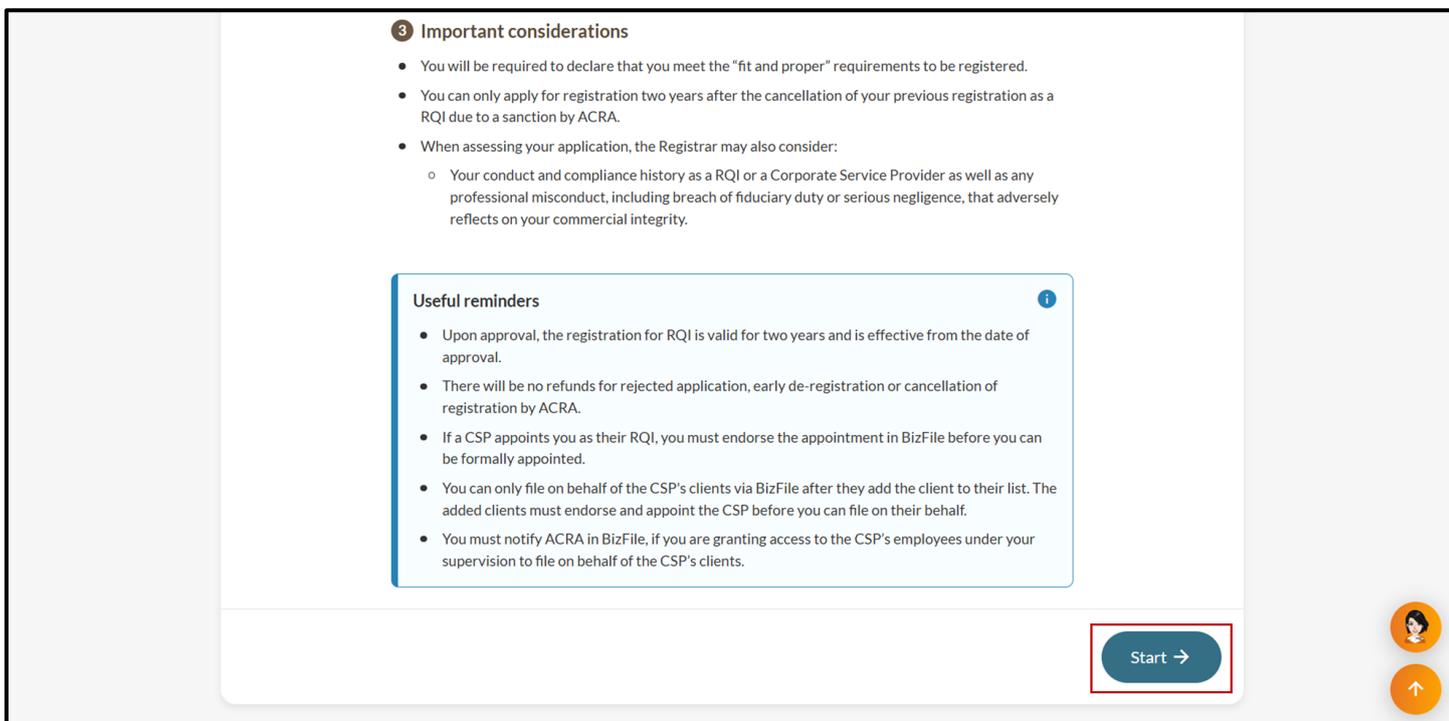
Step 2: You will be directed to your personal **dashboard**. From the mega menu, click “**Manage**”.



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



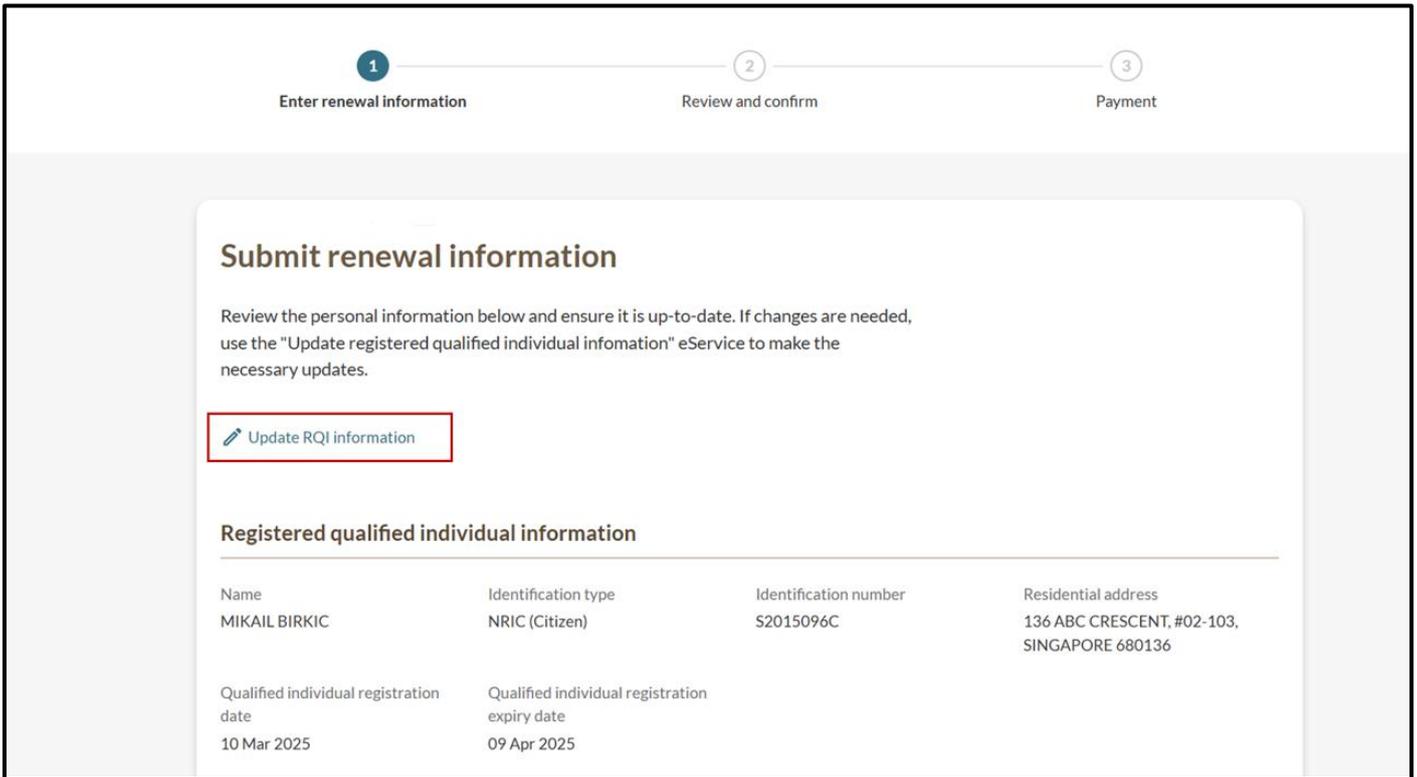
Step 4: Click on “Start” on the introduction page.



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

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.



Submit renewal information

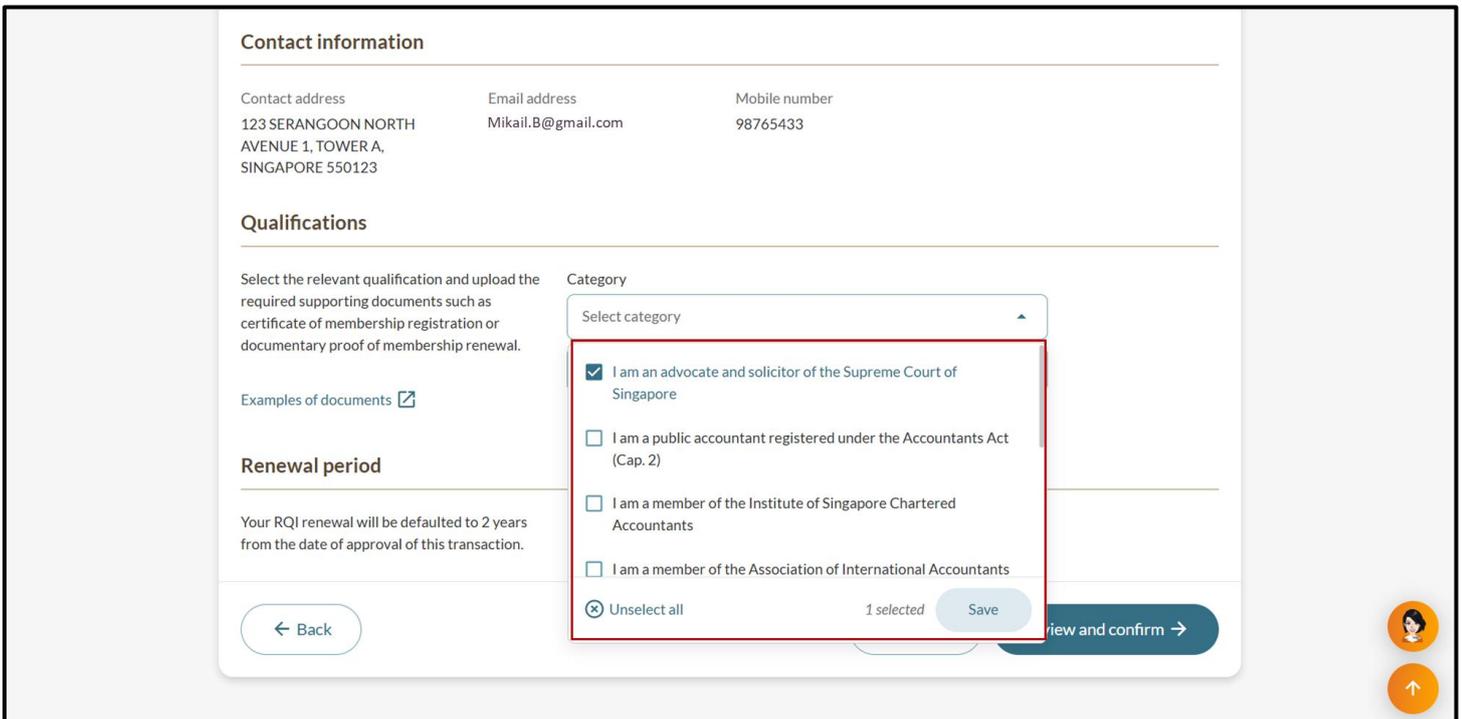
Review the personal information below and ensure it is up-to-date. If changes are needed, use the "Update registered qualified individual information" eService to make the necessary updates.

[Update RQI information](#)

Registered qualified individual information

Name	Identification type	Identification number	Residential address
MIKAIL BIRKIC	NRIC (Citizen)	S2015096C	136 ABC CRESCENT, #02-103, SINGAPORE 680136
Qualified individual registration date	Qualified individual registration expiry date		
10 Mar 2025	09 Apr 2025		

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 information

Contact address	Email address	Mobile number
123 SERANGOON NORTH AVENUE 1, TOWER A, SINGAPORE 550123	Mikail.B@gmail.com	98765433

Qualifications

Select the relevant qualification and upload the required supporting documents such as certificate of membership registration or documentary proof of membership renewal.

Examples of documents [Examples of documents](#)

Renewal period

Your RQI renewal will be defaulted to 2 years from the date of approval of this transaction.

[Back](#)

Category

Select category

- I am an advocate and solicitor of the Supreme Court of Singapore
- I am a public accountant registered under the Accountants Act (Cap. 2)
- I am a member of the Institute of Singapore Chartered Accountants
- I am a member of the Association of International Accountants
- Unselect all

1 selected [Save](#) [Review and confirm](#)

Step 7: Upload the required supporting documents.

Select the relevant qualification and upload the required supporting documents such as certificate of membership registration or documentary proof of membership renewal.

Examples of documents [🔗](#)

Category

Select category

I am an advocate and solicitor of the Supreme Court of Singapore ✕

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



Drag and drop files here or [browse files](#) to upload

Supported formats: PDF
Maximum file size: 3MB 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 may upload up to 2 file(s)



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 address	Mobile number
123 SERANGOON NORTH AVENUE 1, TOWER A, SINGAPORE 550123	Mikail.B@gmail.com	98765433

Qualifications

Select the relevant qualification and upload the required supporting documents such as certificate of membership registration or documentary proof of membership renewal.

Examples of documents [🔗](#)

Category

Select category

I am an advocate and solicitor of 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
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[← 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 9: Review all information carefully.

1 Enter renewal information 2 Review and confirm 3 Payment

Review and confirm

Please review the information before submitting the transaction.

Personal information

Name	Identification type	Identification number	Residential address
MIKAIL BIRKIC	NRIC (Citizen)	S2015096C	136 ABC CRESCENT, #02-103, SINGAPORE 680136
Qualified individual registration date	Qualified individual registration expiry date		
10 Mar 2025	09 Apr 2025		

Contact information

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

Qualifications

Category

- I am an advocate and solicitor of the Supreme Court of Singapore

Renewal period

2 years

I, MIKAIL BIRKIC (S2015096C), declares the following:

- The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
- I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.
- I meet the fit and proper requirements for renewal as a Registered Qualified individual, I am not an undischarged bankrupt in Singapore or elsewhere, and I have not been convicted (whether in Singapore or elsewhere) of any offence involving fraud or dishonesty punishable with imprisonment for 3 months or more.

[← Back](#) [Proceed to payment →](#)

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 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 Review and confirm 3 Payment

Select payment method

Complete your payment before 5:20PM 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
12/34 · Visa
Default

+ Add card

Payment summary

ARN250310000069

1 x Renew registration as registered qualified individual (2 years) \$200.00

Total (includes GST) \$200.00

Make payment

← Back

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 will receive a confirmation email with instructions to review your purchase.

Download receipt Go to My Transaction

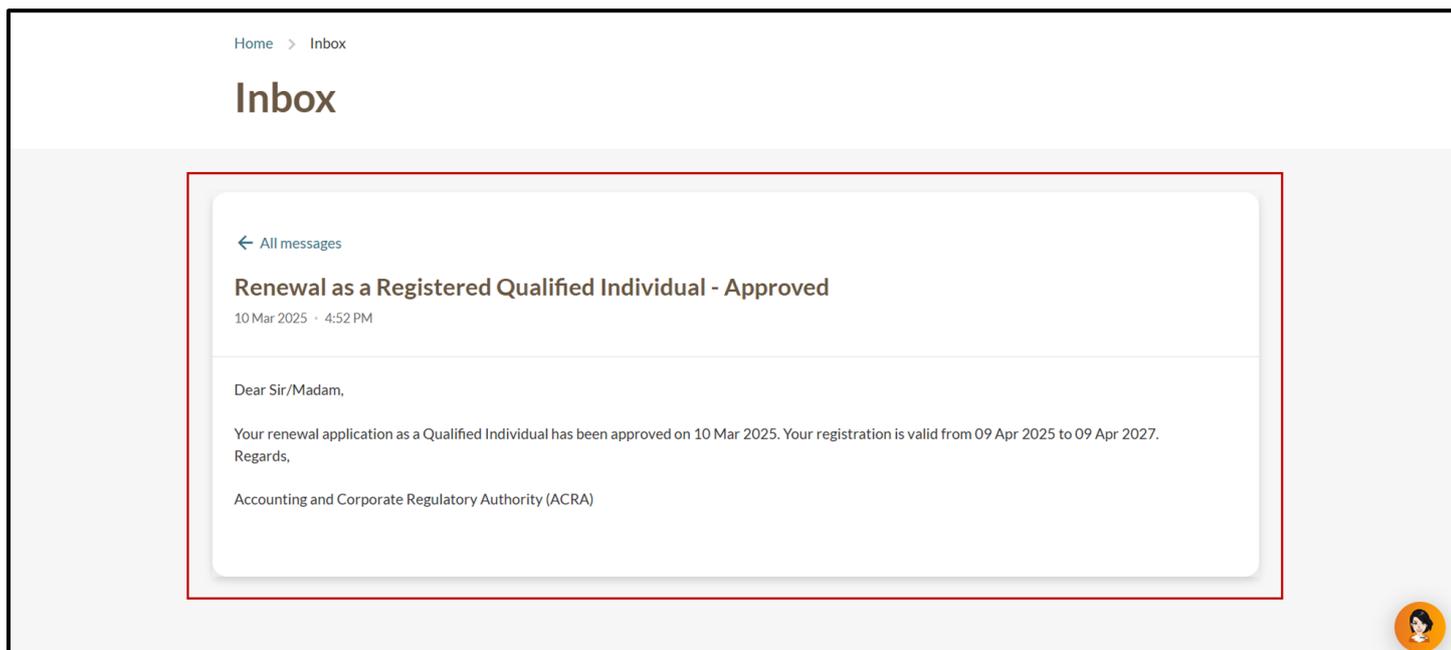
Payment details

Receipt number	ARN	Paid via	EP reference number
ACRA250310000058	ARN250310000069	Debit/Credit Card	pi_3R123pJUwRqvcgtW0lfnQmS3
Date and time	Amount paid		
10 Mar 2025 04:51 PM	\$200.00		

Transaction 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.



Updated as of 22 May 2025