

Navigating the new Bizfile: Update Shareholder Information

This eService allows you to update the shareholder information in your registered entity. You can make changes to the personal particulars of all shareholders provided they are not current position holder in any "live" entity.

You can update the following information using the transaction:

- Name (supporting documents such as deed poll must be attached)*
- Identification type*
- Identification number*
- Nationality*
- Residential address*
- Contact address
- Mobile number
- Email address

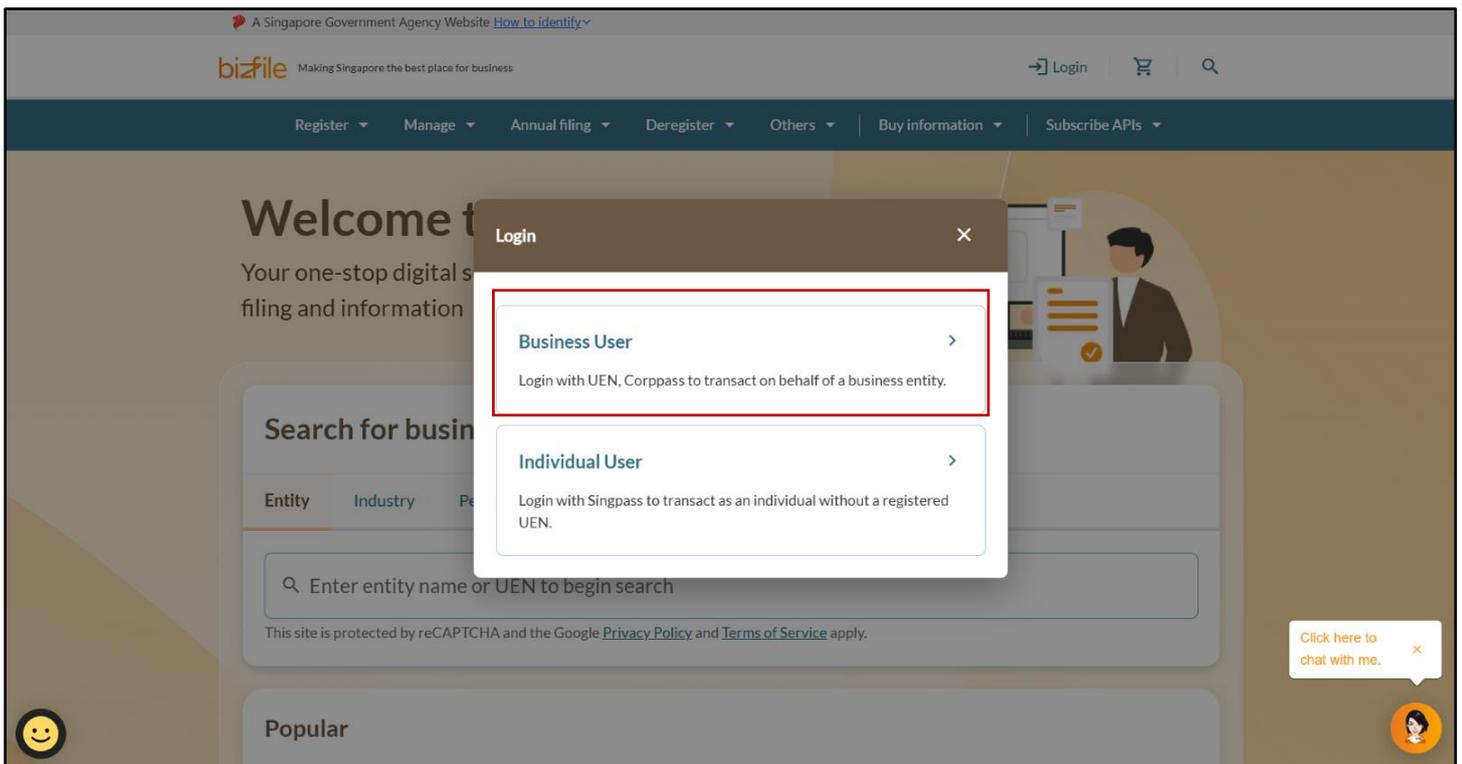
* - Singapore Citizens and Permanent Residents are not required to notify ACRA of changes to their personal particulars including residential address, name, nationality and identification details. Such updates are obtained directly from the Immigration & Checkpoints Authority (ICA). Please ensure all changes are reported to ICA accordingly.

For individuals who are both shareholders and position holders in the same entity, any updates to their information must be made through the "Update position holder information" eService. Corporate shareholders, except for foreign entities not registered with ACRA, must update their information via the "Entity information" page for the entity. The local corporate shareholders' information will not be viewable in the "Update shareholder information" webform.

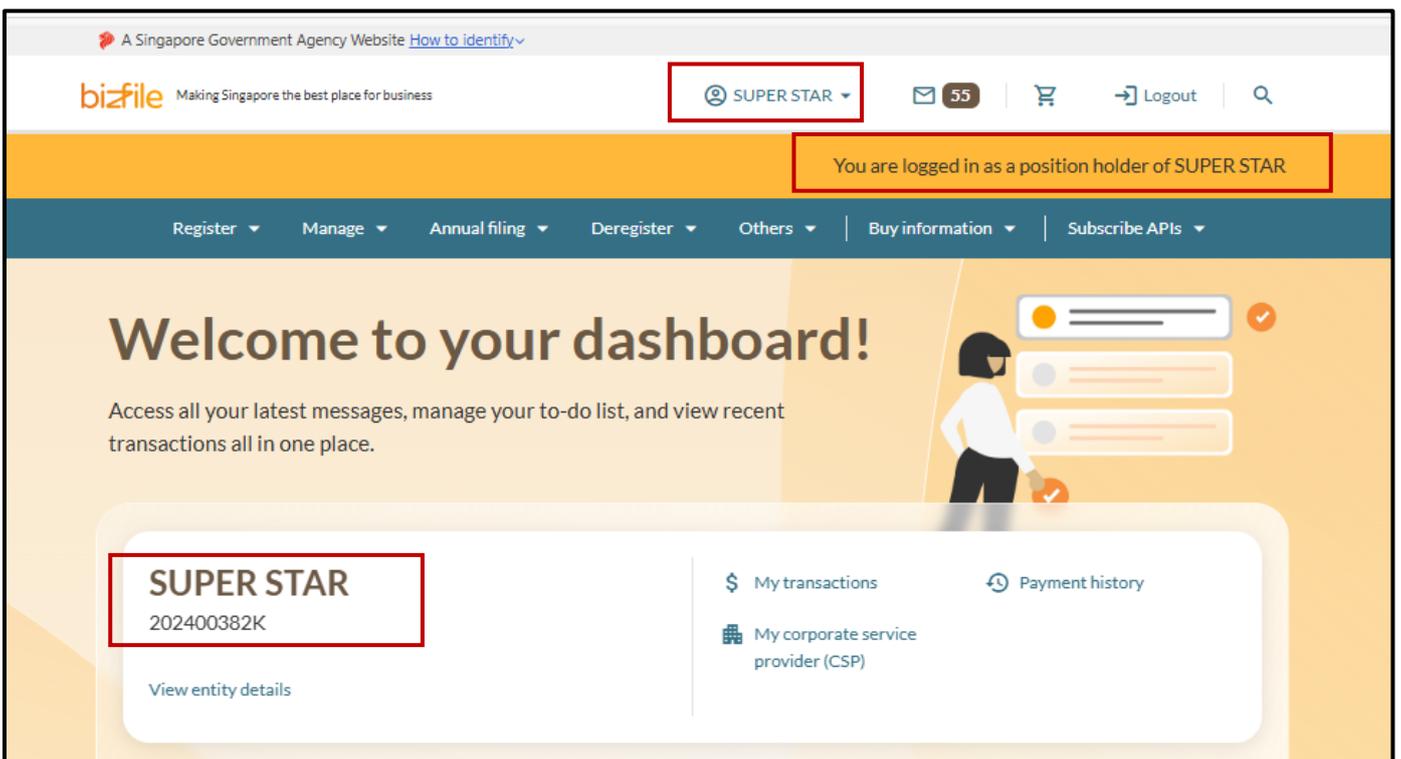
Any updates to shareholders' information other than identification information will be automatically reflected across all entities in Bizfile where they hold shares. However, mobile numbers and email addresses are specific to each entity and will not be synchronised across different entities. The system enhancement to allow updates to identification information is scheduled for implementation in the second half of 2025.

Step-by-step instructions to update shareholder information

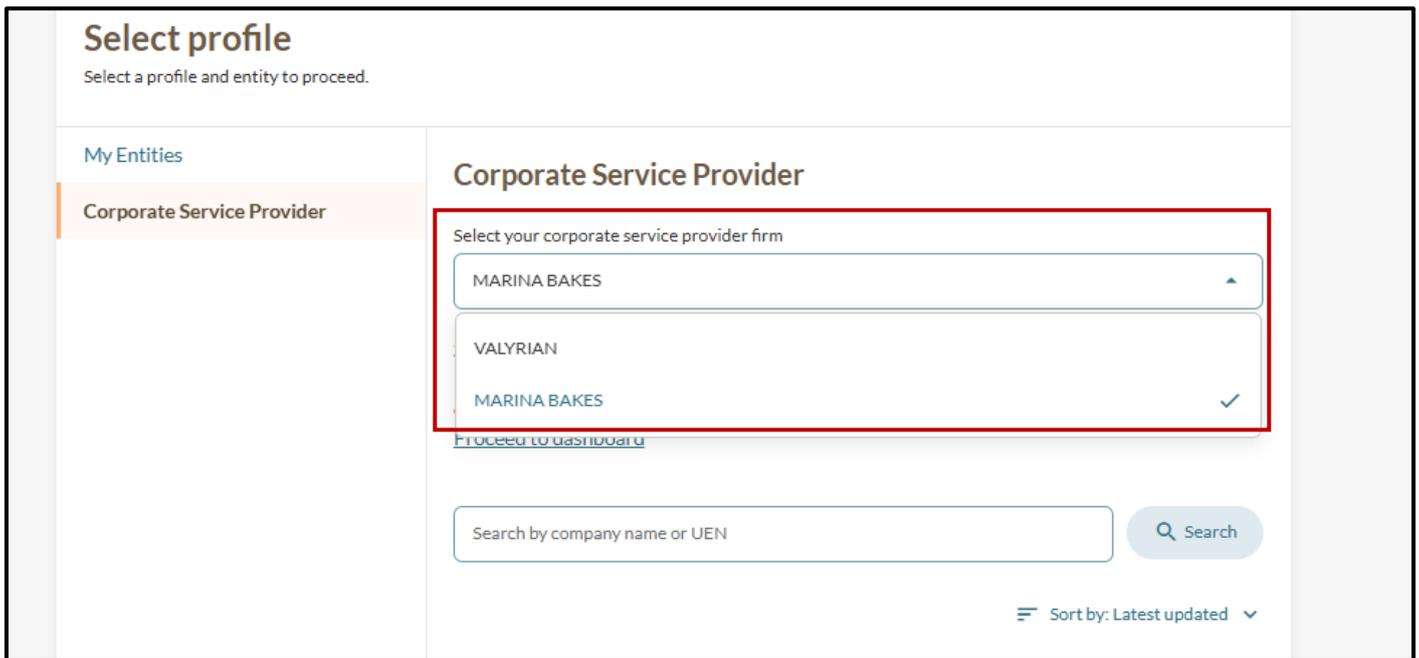
Step 1: Login to Bizfile using Corppass (Business user) credentials.



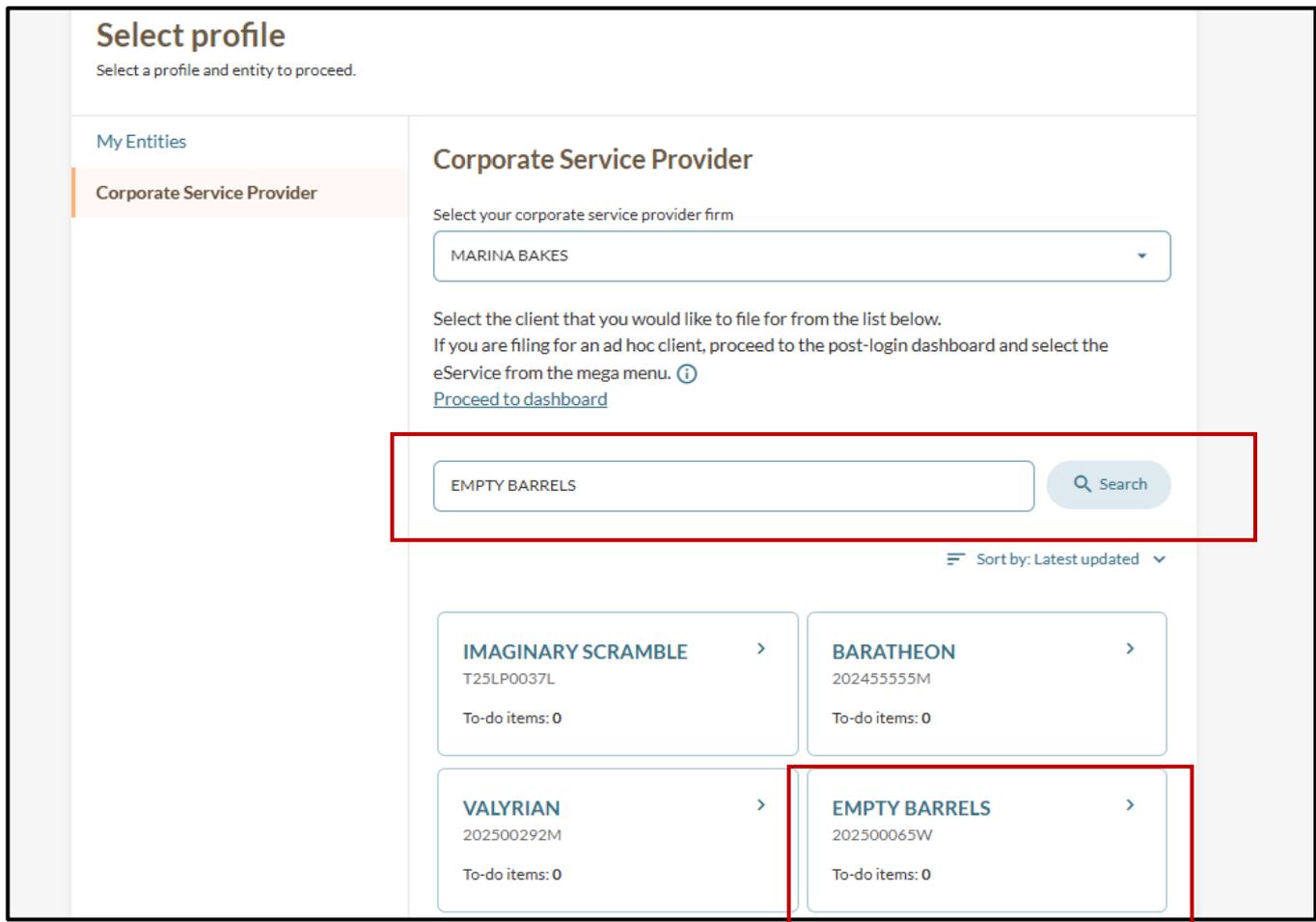
Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. A status indicator will confirm that you are logged in as a position holder of that entity.



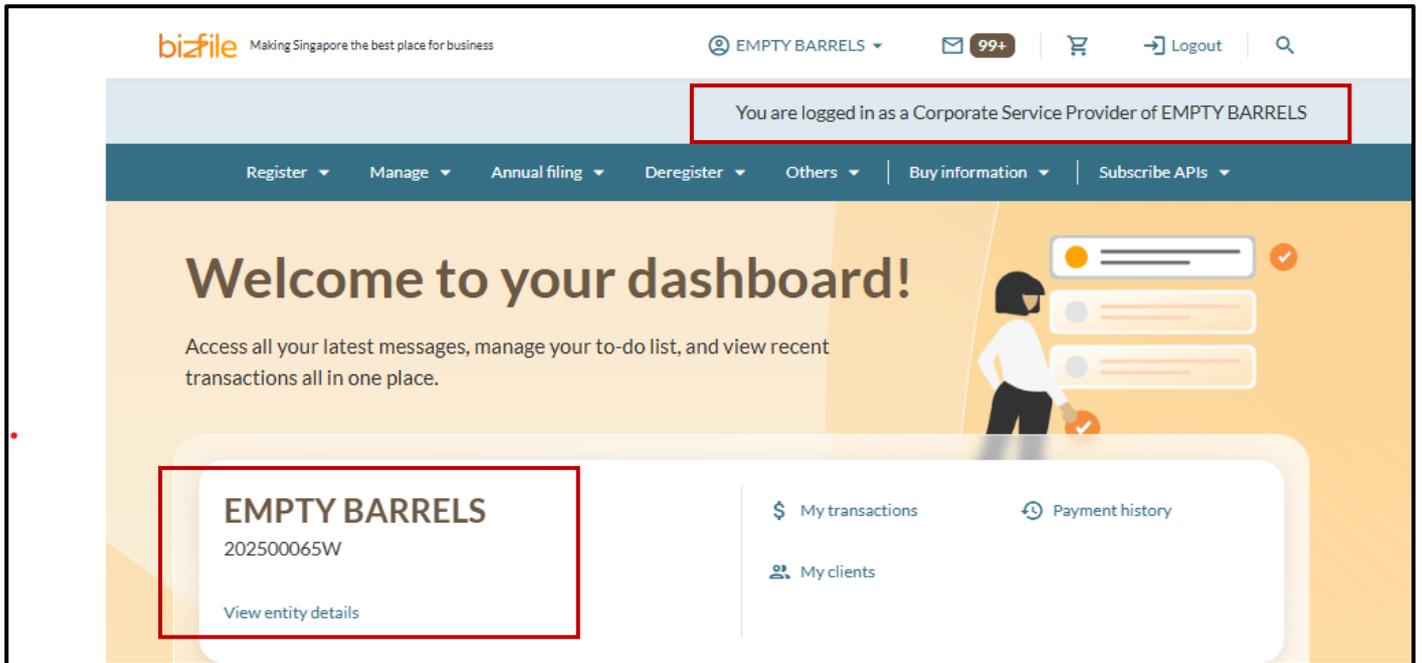
For Corporate Service Provider filing on behalf for their clients, click the **“Corporate Service Provider”** tab on **“My profile – Select profile”** page and select your CSP firm from the drop-down list (if you belong to more than one CSP firm).



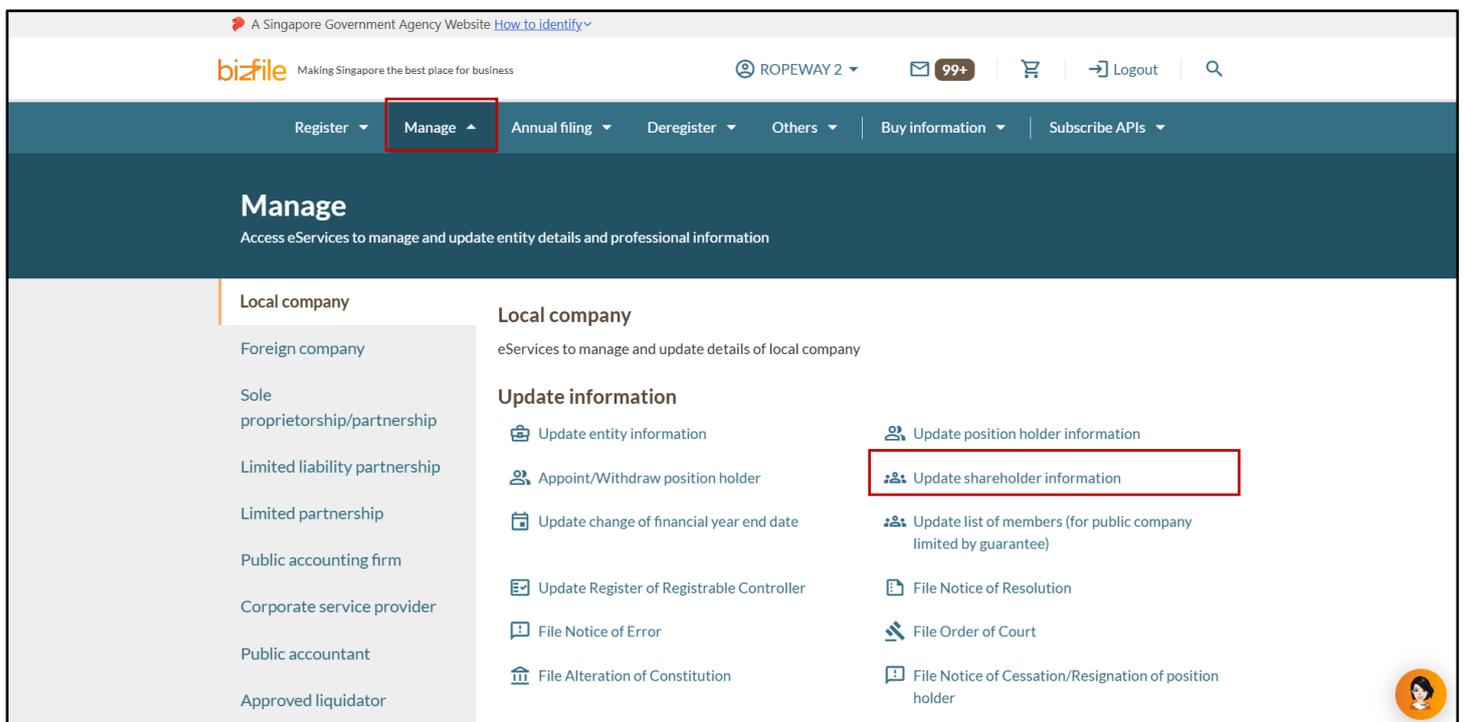
To select the entity you want to file for, use the search function to search and click the displayed entity name under the search bar.



Once selected, the entity name will be displayed in the top menu bar and dashboard. A status indicator will confirm that you are logged in as a CSP for that entity.



Step 3: From the mega menu, click the “Manage” tab and select “Update shareholder information”.



Step 4: On the “Update shareholder information” introduction page, select “Start new transaction”, or “Continue existing draft” to proceed with an existing draft update.

Update shareholder information

Introduction

This eService allows you to update the shareholder information in your registered entity. You can make changes to the personal particulars of all shareholders provided they are not current position holder in any "live" entity.

🕒 Time to complete	5 minutes - 15 minutes
📅 Approval time	Immediate
💰 Fee	\$0

Before you start

Ensure you have the shareholder's updated information, including:

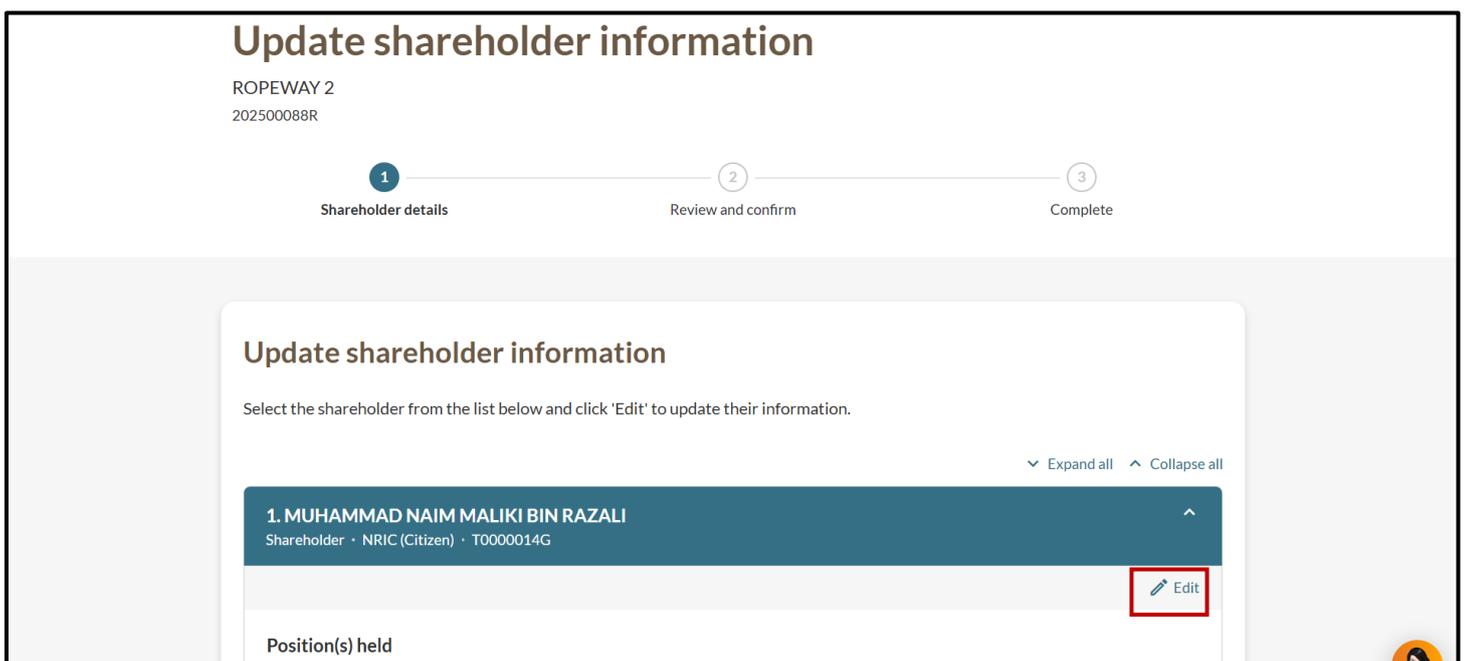
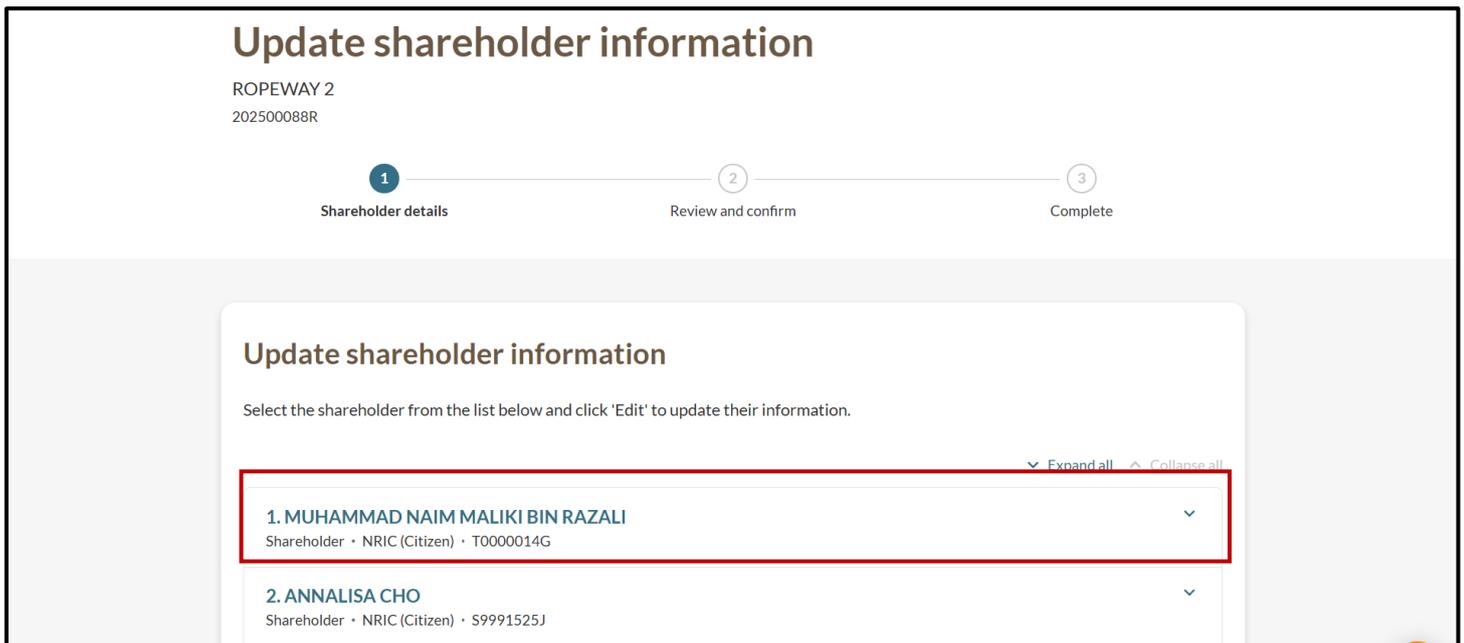
- Name
- Identification type and number
- Nationality
- Address
- Contact information

Useful reminders ℹ️

- Check that you have entered all information correctly before submitting your application.

[Start new transaction](#) [Continue existing draft →](#)

Step 5: In the “**Update shareholder information**” section, select the relevant shareholder and click “**Edit**” to modify their details. Please note that the web form will not display shareholders who are either position holders in the same entity or local corporate entities.



- For shareholders with NRIC, details such as contact address, email address and contact number can be updated. Click **“Save”** after making any changes.

Update shareholder information

Select the shareholder from the list below and click 'Edit' to update their information.

▼ Expand all ▲ Collapse all

1. MUHAMMAD NAIM MALIKI BIN RAZALI ▲

Contact information

Contact address

i Your contact address is automatically applied to all your associated entities and displayed in public records.

Postal code

 Retrieve address

55, NEWTON ROAD, REVENUE HOUSE

Level Unit

Address doesn't have level and unit

Email address

Contact number

Country code

 ▼

Mobile number

Is the shareholder deceased?

CancelSave

- Foreign individual shareholders (including FIN holders) have additional editable fields such as identity type, nationality and ID number along with their contact information.

The screenshot shows a form titled "3. LAUREN FIELDS" with a section for "Personal information". The fields are:

- Name (As per NRIC/Identification document): LAUREN FIELDS
- Identification type: Passport / Others
- Nationality: Malaysian
- Identification number: M2462327T

Below the form is a "Note" box with an information icon and three bullet points:

- Personal particulars for NRIC and selected FIN holders are retrieved from relevant government agencies and prefilled.
- If you are 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.

- If the shareholder is a foreign unregistered entity, the entity information and address can be modified.

The screenshot shows a form titled "98. 59 PLL MAL LTD" with sections for "Entity information" and "Address".

Entity information

- Entity name: 59 PLL MAL LTD
- Effective date of change of entity name: 01 Apr 2025
- Country/Region of incorporation/registration: Netherlands
- Foreign Business Registration Number: T25FC0017H

Address

- Foreign address line 1: 99 IRJJ SRJJ, JNLKNL XLVJRLK, MF7Y OXM
- Foreign address line 2: GLPHXK DPLVKNS (with a Delete icon)
- Effective date of change of address: 01 Apr 2025

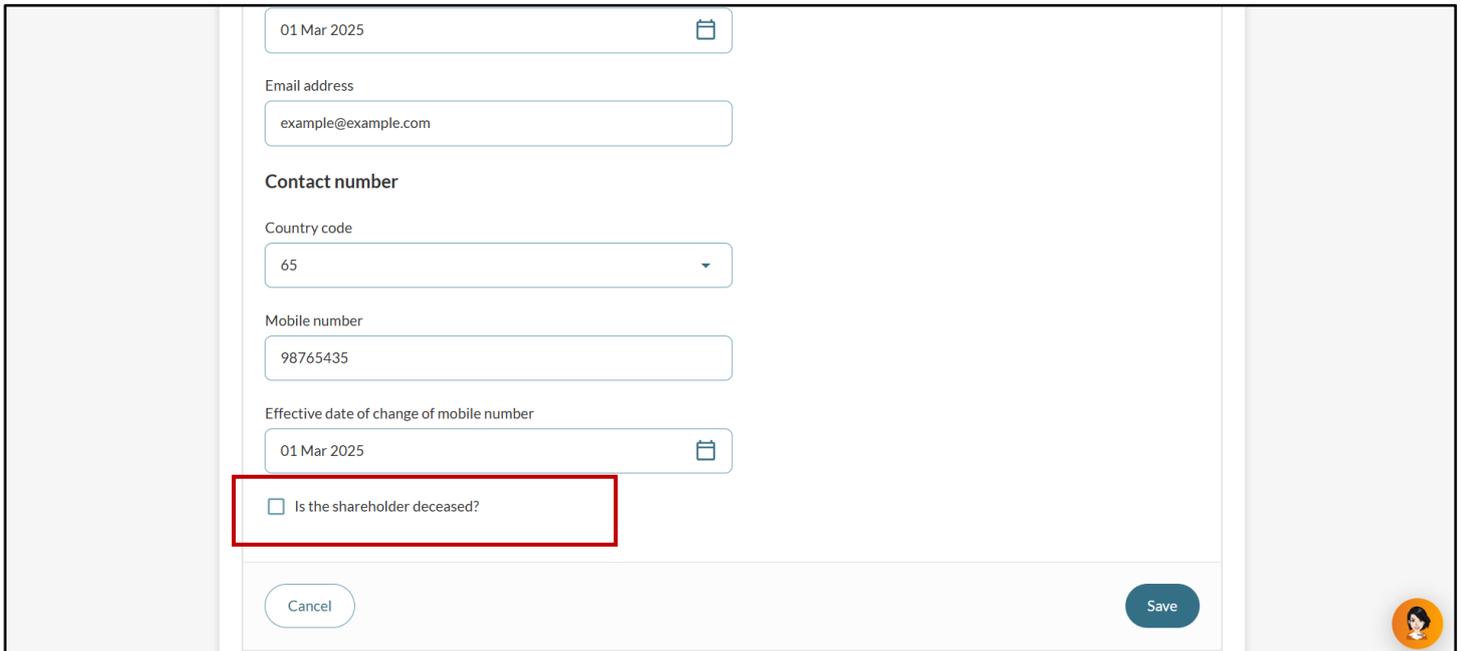
At the bottom of the form, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box.

- If the shareholder which is a foreign entity that has already provided their country of incorporation and foreign business registration number, only their entity name and address can be updated.

Step 7: An “Effective date of change” field will be displayed for each modification made. Specify the effective date for each change.

Step 8: For deceased shareholders, tick the “**Is the shareholder deceased**” checkbox.

Important: The deceased shareholders’ shares will need to be transferred out, and their name will remain on the company profile until all shares have been transferred.



01 Mar 2025

Email address
example@example.com

Contact number

Country code
65

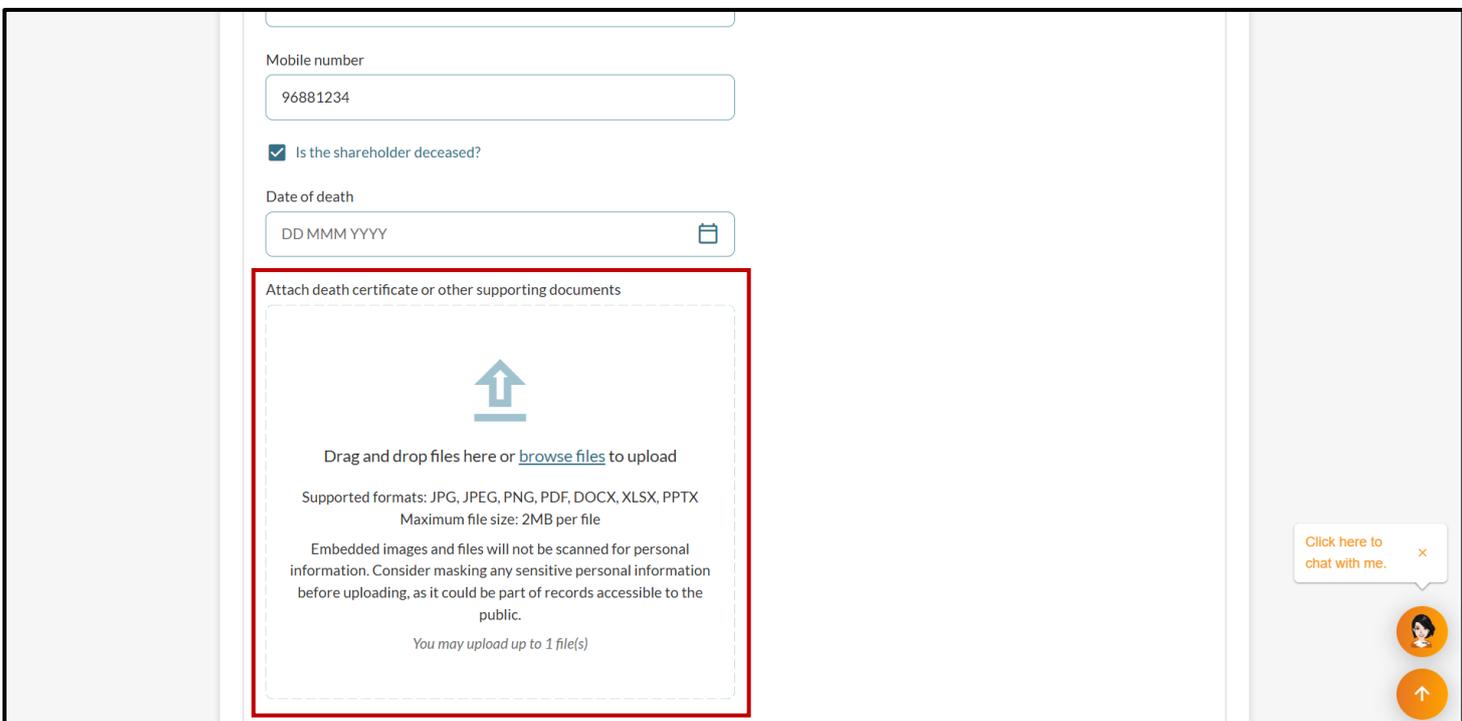
Mobile number
98765435

Effective date of change of mobile number
01 Mar 2025

Is the shareholder deceased?

Cancel Save

Step 9: Upload the death certificate or other relevant supporting documents. Singapore Citizens and Permanent Residents may not see the document upload option as they may be exempt from this requirement.



Mobile number
96881234

Is the shareholder deceased?

Date of death
DD MMM YYYY

Attach death certificate or other supporting documents



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

Supported formats: JPG, JPEG, PNG, PDF, DOCX, XLSX, PPTX
Maximum file size: 2MB 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 1 file(s)

Click here to chat with me.

Step 10: Click **“Save”** to proceed.

01 Mar 2025

Email address
example@example.com

Contact number

Country code
65

Mobile number
98765435

Effective date of change of mobile number
01 Mar 2025

Is the shareholder deceased?

Cancel Save

Step 11: Verify that the tag **“To be updated”** appears below the shareholder’s name where the information has been modified. Click **“Next”** when all changes have been made.

14. EDINBURGH
Shareholder • 256245634

To be updated

Expand all Collapse all

Back Save draft Next

Step 12: Carefully review all the changes you have made. Check the declaration box to complete the declaration and click **“Submit”**.

NRIC (Citizen)	T0000014G	document)	Singapore Citizen
MUHAMMAD NAIM MALIKI BIN RAZALI			
Contact information			
Contact address	Effective date of change of contact address		
345 SERANGOON NORTH AVENUE 1, #1-2 TOWER A, SINGAPORE 550123	01 Mar 2025		
Email address	example@example.com		
Mobile number	Effective date of change of mobile number		
+65 9876 5435	01 Mar 2025		

I, VERNIE PANG, declare that:

- 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 misleading information in this application/transaction.

← BackSubmit →




Step 13: You will see a confirmation message indicating that the transaction was submitted successfully. A notification will also be sent to your Bizfile Inbox confirming that the shareholder's information has been updated.



Update shareholder information

ROPEWAY 2
202500088R

1 ————— 2 ————— 3
Shareholder details Review and confirm Complete



The transaction has been submitted successfully

To track your transaction status or view more details by clicking button below

Go to My Transaction

Updated as of 1 Jul 2025