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.

A Singapore Government Agency Website How	<u>∠to identify</u> ~
bizfile Making Singapore the best place for business	→] Login 본 Q
Register 🕶 Manage 🕶 A	Annual filing 👻 Deregister 👻 Others 👻 🛛 Buy information 👻 🖉 Subscribe APIs 👻
Welcomet Lor Your one-stop digital s filing and information Search for busin Entity Industry Pe	gin × 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.
C Enter entity name or UE This site is protected by reCAPTCHA ar	EN to begin search ad the Google Privacy Policy and Terms of Service apply.
Popular	

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.



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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).

Select profile Select a profile and entity to proceed.	
My Entities	Corporate Service Provider
Corporate Service Provider	Select your corporate service provider firm
	MARINA BAKES
	VALYRIAN
	MARINA BAKES
	Proceed to dashbuard
	Search by company name or UEN Q Search
	📻 Sort by: Latest updated 🗸

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.

Select profile Select a profile and entity to proceed.	
My Entities	Corporate Service Provider
Corporate Service Provider	Select your corporate service provider firm
	MARINA BAKES
	Select the client that you would like to file for from the list below. If you are filing for an ad hoc client, proceed to the post-login dashboard and select the eService from the mega menu. (i) Proceed to dashboard EMPTY BARRELS
	╤ Sort by: Latest updated ∨
	IMAGINARY SCRAMBLE > T25LP0037L 202455555M To-do items: 0 To-do items: 0
	VALYRIAN > 202500292M 202500065W To-do items: 0 To-do items: 0

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"**.

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	est place for busines	s	(2) F	ROPEWAY 2 🔻	99+	באין אין Logout סיי	۹
Register 🔫 M	lanage 🔺	Annual filing 🔻	Deregister 👻	Others 👻 📔	Buy information	✓ Subscribe APIs ✓	
Manage Access eServices to manage	e and update er	ntity details and profe	essional informatior				
Local company	L	ocal company					
Foreign company	e	Services to manage a	nd update details of	local company			
Sole proprietorship/partners	L	Jpdate informa	tion formation		꼸 Update posi	ition holder information	
Limited liability partners	ship	😤 Appoint/Withdr	aw position holder		🖧 Update shar	reholder information	7
Limited partnership		Update change of	of financial year end	date	28 Update list	of members (for public company	
Public accounting firm		_			limited by g	uarantee)	
Corporate service provid	der	Update Register	of Registrable Con	troller	File Notice	of Resolution	
Public accountant		File Notice of Er	ror		K File Order o	of Court	
Approved liquidator		file Alteration o	f Constitution		File Notice دليل holder	of Cessation/Resignation of positio	n 😰

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.	
Image: 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 Context information	
Useful reminders	
Check that you have entered all information correctly before submitting your application.	
Start new transaction Continue exis	sting 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.

Update shareholder information ROPEWAY 2 202500088R 1 2 3 Shareholder details Review and confirm Complete	
Update shareholder information Select the shareholder from the list below and click 'Edit' to update their information.	
1. MUHAMMAD NAIM MALIKI BIN RAZALI * Shareholder • NRIC (Citizen) • T0000014G * 2. ANNALISA CHO * Shareholder • NRIC (Citizen) • S9991525J *	

Update shareholder ROPEWAY 2 202500088R	information		
1 Shareholder details	2 Review and confirm	Complete	
Update shareholder inform	nation ick 'Edit' to update their information.	✓ Expandall	
1. MUHAMMAD NAIM MALIKI BIN RA Shareholder · NRIC (Citizen) · T0000014G	ZALI	▲ Comparison of the second se	
Position(s) held			

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

		M Develop A College
		Expand all Collapse
1. MUHAMMAD NAI	M MALIKI BIN RAZALI	^
Contact information		
Contact address		
 Your contact address is entities and displayed 	automatically applied to all your associated in public records.	
Postal code		
S 307987	Retrieve address	
55, NEWTON ROAD, REVE	INUE HOUSE	
Level	Unit	
03	123	
Address doesn't have l	evel and unit	
Email address		
example@example.com		
Contact number		
Contact number		
65	•]	
Mobile number		
80009899		
Is the shareholder dec	eased?	

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

S. EAGRENTIEEDS		
Personal information		
Name (As per NRIC/Identification document)		
LAUREN FIELDS		
Identification type		
Passport / Others	•	
Nationality		
Malaysian	•	
Identification number		
M2462327T		
Noto	0	
Personal particulars for NRIC and selected F retrieved from relevant government agencie	FIN holders are es and prefilled.	
 If you are NRIC holder, exclude the following entry: Alias name, Hanyu Pinyin name, Alias name, and married name. 	g names from your Hanyu Pinyin	
 Your personal data including date of birth, en mobile number are collected solely for admi 	mail address and inistrative purpose	

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

98. 59 PLL MAL LTD		^
Entity information		
Entity name		
59 PLL MAL LTD		
Effective date of change of entity name		
01 Apr 2025	Ħ	
Country/Region of incorporation/registration	on	
Netherlands	•	
Foreign Business Registration Number		
T25FC0017H		
Address		
Foreign address line 1		
99 IRJJ SRJJ, JNLKNL XLVJRLK, MF7Y 03	хм	
Foreign address line 2		
GLPHXK DPLVKNS	📋 Delete	
Effective date of change of address		
01 Apr 2025	E	
)	
]
Cancel		ave

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

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• 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.

Entity information		
Entity name		
GONG XI		
Country/region of incorporation/registration	Foreign Business Registration Number	
American Samoa	98985656123	
Address Foreign address line 1		
676 DELU LAND, 03-05		
Foreign address line 2		
	n Delete	

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

Level Unit 7 14 Address doesn't have level and unit		
Effective date of change of contact address 01 Mar 2025		
Email address example@example.com	-	
Contact number		
65 •		
Mobile number 98765435	_	
Effective date of change of mobile number 01 Mar 2025		

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 Solution I state shareholder deceased?	
Date of death DD MMM YYYY	
Attach death certificate or other supporting documents	Click here to chat with me. ×

Step 10: Click "Save" to proceed.

01 Mar 2025	Ħ		
Email address			
example@example.com			
Contact number			
Country code			
65	▼		
Mobile number			
98765435			
Effective date of change of mobile number			
01 Mar 2025	Ħ		
Is the shareholder deceased?			
Cancel		Save	۲

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	
← Back	Save draft Next →	(2)

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) MUHAMMAD NAIM MALIKI BIN RAZALI	Singapore Citizen	
Contact information				
Contact address 345 SERANGOON NORTH AVENUE 1, #1-2 TOWER A, SINGAPORE 550123	Effective date of change of contact address 01 Mar 2025			
Email address example@example.com				
Mobile number +65 9876 5435	Effective date of change of mobile number 01 Mar 2025			
 I, VERNIE PANG, declare that: 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. 				
← Back			Submit ->	

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 shareholde ROPEWAY 2 202500088R	er information	e	
1 Shareholder details	2 Review and confirm	3 Complete	
The transa To track your t	ction has been submitted suc ransaction status or view more details by clicking bu	ccessfully utton below	

<u>U</u>pdated as of 1 Jul 2025