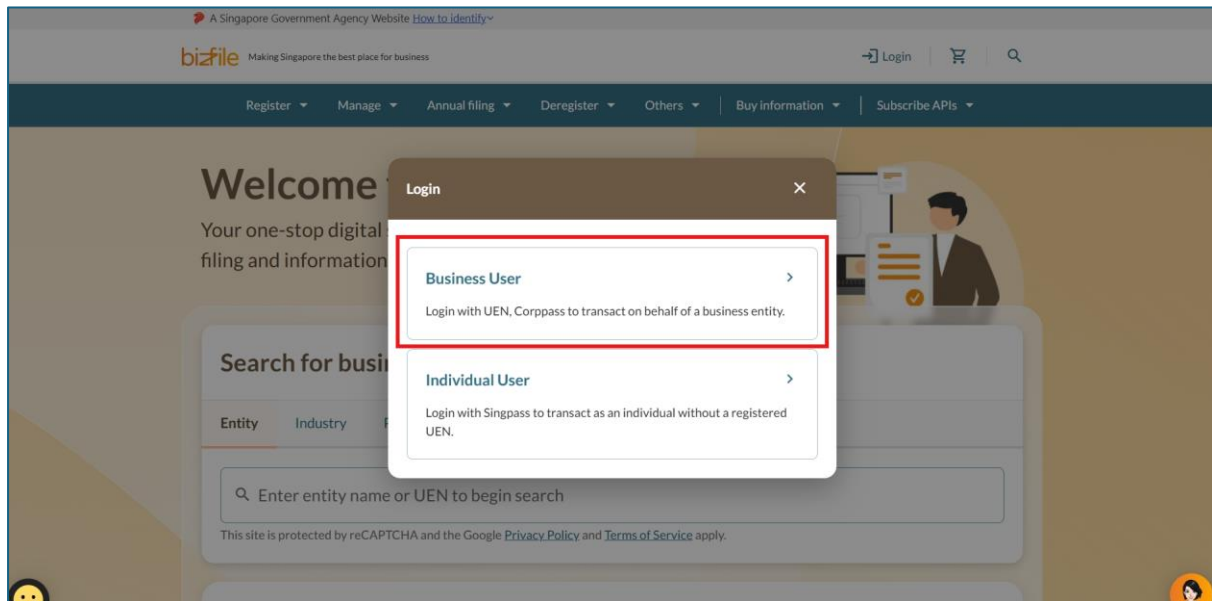


Navigating the new Bizfile: Notice to Update Paid-up Share Capital

The “Notice to Update Paid-up Share Capital” eService allows you to file the updates to the paid-up amount on partially paid-up shares issued by the company.

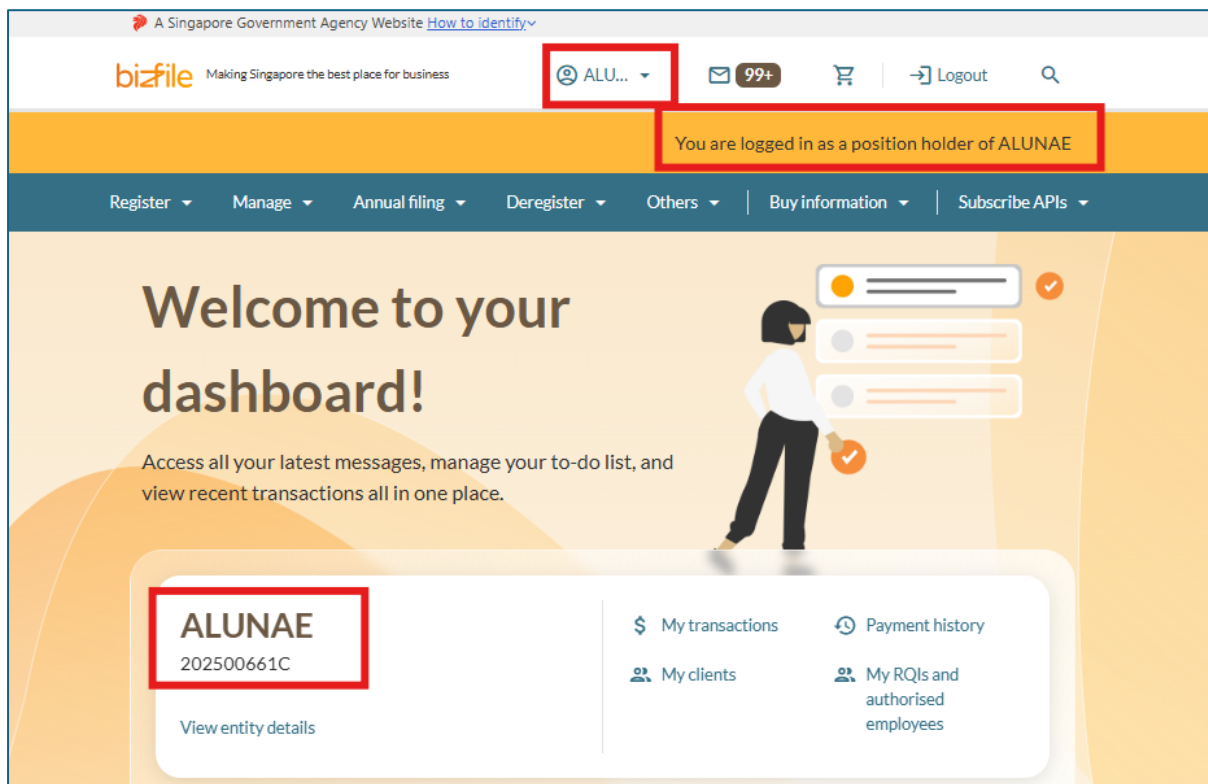
Step-by-step instructions to file Notice to update paid-up share capital

Step 1: Log in to Bizfile using Corppass (Business User) credentials.



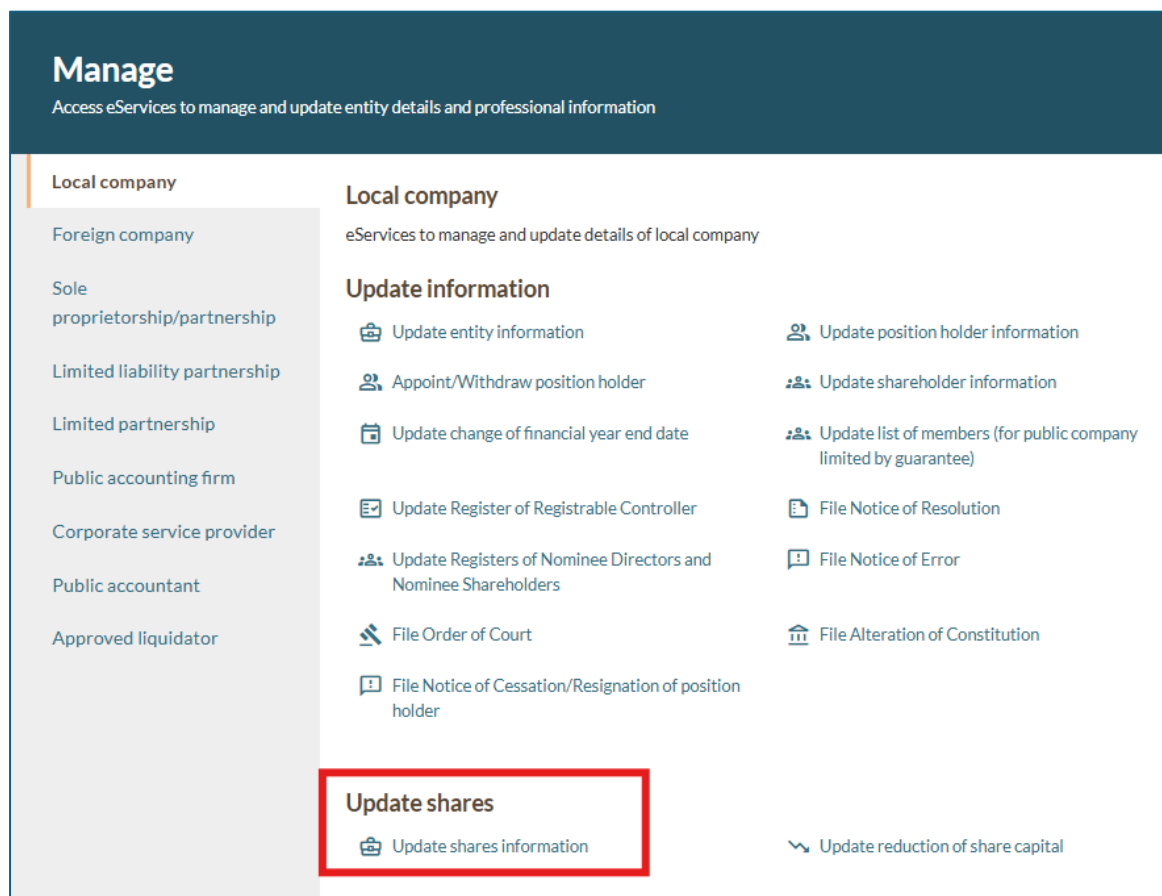
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown in all the screenshots are dummy data for illustration purposes only.

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.



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

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



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

Step 4: On the introduction page, scroll to the bottom of the page. From the dropdown menu of “Select an eService to update share information”, choose “**Notice to update paid-up share capital**”.

Click “Start” (or “Continue with existing” if you have a saved a draft transaction previously).

• **Notice to update paid-up share capital**
Notify ACRA of updates to the paid-up amount on partially paid-up shares issued by the company.

Before filing, prepare the following information:

- Changes to amount of paid-up share capital

To update share capital and shareholding, select the relevant transaction from the drop-down list below.

Useful reminders

Important reminders

- Ensure that you have entered all information correctly before submitting your application.
- For private companies, ACRA maintains the electronic Register of Members (EROM). Any changes to share information, such as allotment of new shares or transfer of existing shares, will only take effect after ACRA updates the company's EROM on the date of lodgement to reflect the shares transaction.
- **Filing of other Shares-related Transactions**
For filing of other shares related transactions, please use the following eServices:
 - **Reduction of Share Capital** - File via the [Update reduction of share capital eService](#)
 - **Update Shareholder Particulars** - File via the [Update Shareholder Information eService](#)
 - **Other shares-related transactions** (e.g., Redemption of redeemable preference shares, purchase/acquisition of shares, redenomination of shares, cancellation or disposal of treasury shares, conversion of shares, and alteration in share capital) - File via the [General Lodgement eService](#)

Select an eService to update share information

Notice to update paid-up share capital

Notice to update paid-up share capital

Return of Allotment of Shares

Transfer of Shares

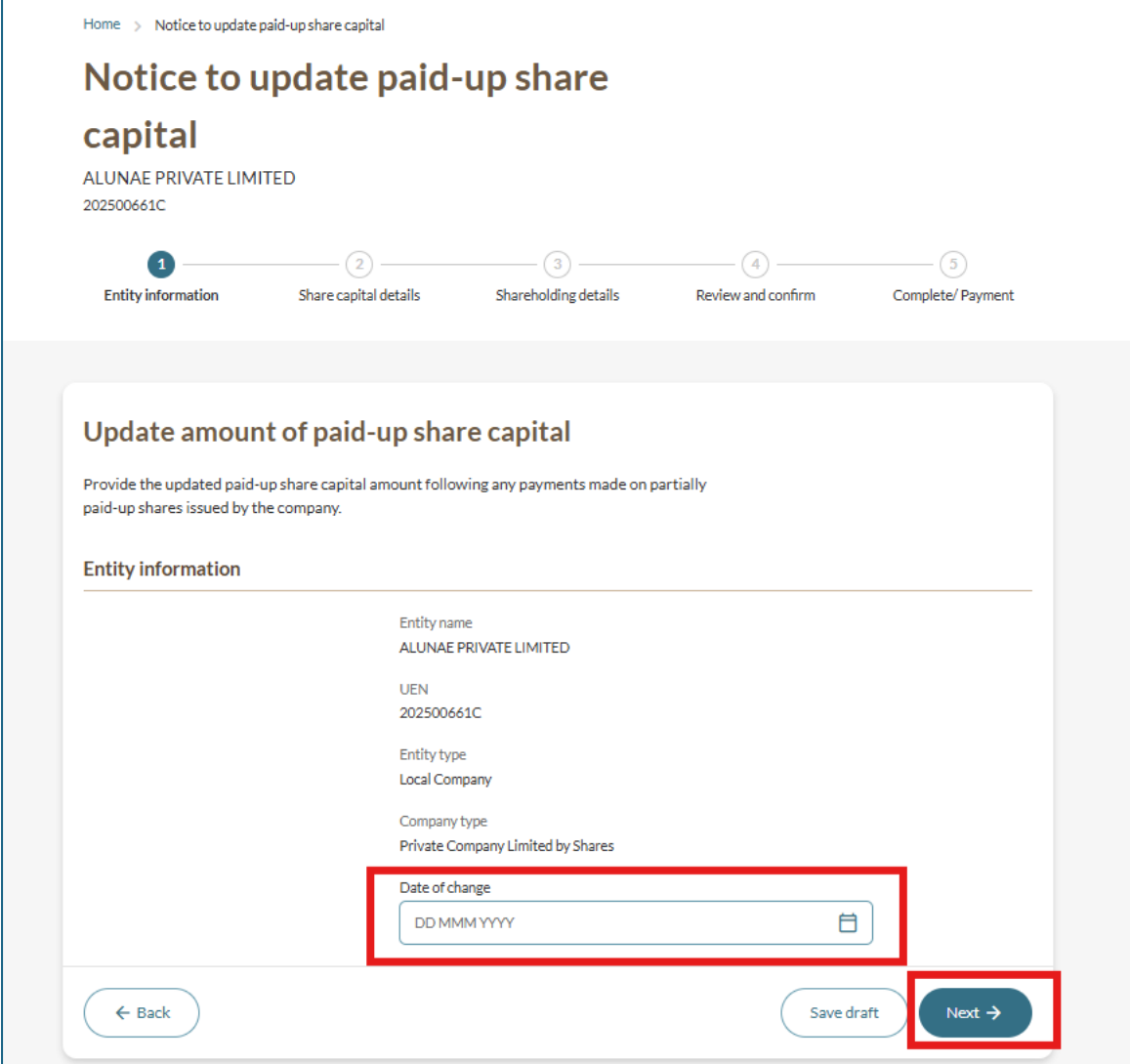
✓

Start →

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

Step 5: Verify the entity details to ensure you are filing the notice to update paid-up share capital for the correct entity.

Indicate the **Date of change** and click on “**Next**”



Home > Notice to update paid-up share capital

Notice to update paid-up share capital

ALUNAE PRIVATE LIMITED
202500661C

1 Entity information 2 Share capital details 3 Shareholding details 4 Review and confirm 5 Complete/ Payment

Update amount of paid-up share capital

Provide the updated paid-up share capital amount following any payments made on partially paid-up shares issued by the company.

Entity information

Entity name
ALUNAE PRIVATE LIMITED

UEN
202500661C

Entity type
Local Company

Company type
Private Company Limited by Shares

Date of change
DD MMM YYYY

← Back Save draft Next →

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

Step 6: If you need to update the total paid-up the share capital amount for the company, click ‘**Update share capital**’. Otherwise, click on “**Next**” to update shareholders’ paid-up amount only (proceed to step 10).

1 Entity information 2 Share capital details 3 Shareholding details 4 Review and confirm 5 Complete/ Payment

Update share capital paid-up amount

Paid-up share capital is the total amount shareholders have actually paid to the company for their shares.

To update the total amount paid-up to the company, first select your currency. Then enter the updated paid-up amount for that currency.

Share capital by currency

+ Update share capital

← Back Save draft Next →

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

Step 7: Select the currency to be updated and enter the paid-up share capital amount. Click on **“Save”**.

Update share capital paid-up amount

Paid-up share capital is the total amount shareholders have actually paid to the company for their shares.

To update the total amount paid-up to the company, first select your currency. Then enter the updated paid-up amount for that currency.

Share capital by currency

Expand all Collapse all

Currency 1

Currency

Singapore dollar

Share capital

Ordinary

Number of shares	Issued share capital	Paid-up share capital ⓘ
3,000	3,000	SGD 3000

Preference

Number of shares	Issued share capital	Paid-up share capital ⓘ
100	100	SGD 50

Delete

Save

+ Update other currency

Expand all Collapse all

← Back

Save draft

Next →

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

Step 8: Select “**Update other currency**” to update another share capital currency, if required, and enter the required information.

Update share capital paid-up amount

Paid-up share capital is the total amount shareholders have actually paid to the company for their shares.

To update the total amount paid-up to the company, first select your currency. Then enter the updated paid-up amount for that currency.

Share capital by currency

Expand all Collapse all

1. Singapore dollar
3000 Ordinary · SGD 3000 issued · SGD 3000 paid-up · and more

Currency 2

Currency
Select currency
United States of America dollar

Delete Save

Expand all Collapse all

Back Save draft Next

Step 9: Click “**Next**” to proceed.

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

Step 10: In the “Shareholding details” section, click on “**Update individual/corporate shares**” to update the paid-up share capital amount for the selected shareholders.

1 Entity information 2 Share capital details 3 Shareholding details 4 Review and confirm 5 Complete/ Payment

Update shareholding paid-up amount

This is the amount each individual/corporate shareholder has actually paid to the company for their shares.

To update the paid-up amount for each shareholder, select the shareholder, followed by the currency and provide the updated paid-up amount.

If the shareholder holds shares in trust, you can also update the trust name here.

Individual/Corporate shares

+ Update individual/corporate shares

← Back Save draft Next →

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

Step 11: Select the shareholder from the dropdown list and click “Save”

Update shareholding paid-up amount

This is the amount each individual/corporate shareholder has actually paid to the company for their shares.

To update the paid-up amount for each shareholder, select the shareholder, followed by the currency and provide the updated paid-up amount.

If the shareholder holds shares in trust, you can also update the trust name here.

Individual/Corporate shares

▼ Expand all ▲ Collapse all

Shareholder 1 ▲

Shareholder

Please select ▲

T0000018Z - VERNIE PANG

☐ Delete

Save

+ Update other individual/corporate share paid-up

▼ Expand all ▲ Collapse all

← Back

Save draft

Next →

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

Step 12: Select the currency and enter the updated paid-up share capital amount and click on “**Save**”.

Individual/Corporate shares

Expand all Collapse all

1. VERNIE PANG - T0000018Z

Delete Edit

Shareholder
VERNIE PANG - T0000018Z

Currency 1

Currency
Singapore dollar

Ordinary

Number of shares
3,000

Paid-up share capital ⓘ
SGD | 3000

Preference

Number of shares
100

Paid-up share capital ⓘ
SGD | 80

Save

+ Update other currency

+ Update other individual/corporate share paid-up

Expand all Collapse all

Note: If the shareholder holds shares held in trust, the trust name can also be updated at this page.

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

Step 13: To update paid-up share capital for other currency for the same shareholder, click **“Update other currency”**.

To update other shareholder’s paid-up share capital, click on **‘Update other individual/corporate share paid-up’**

To make a change for an existing shareholder’s paid-up share capital, click **“Edit”** on the currency accordion.

The screenshot shows a web interface for managing shares. The title is 'Individual/Corporate shares'. Below it, there's a section for '1. VERNIE PANG - T0000018Z' with 'Singapore dollar (SGD)'. There are 'Delete' and 'Edit' icons. The 'Share allotment (SGD)' section shows '3000 Ordinary · SGD 3000 paid-up · and more' with an 'Edit' button. Below this, the 'Currency' is 'Singapore dollar (SGD)'. The 'Ordinary' section shows 'Number of shares: 3,000' and 'Paid-up share capital: SGD 3,000'. The 'Preference' section shows 'Number of shares: 100' and 'Paid-up share capital: SGD 80'. At the bottom, there are two buttons: '+ Update other currency' and '+ Update other individual/corporate share paid-up'. The bottom navigation bar has 'Back', 'Save draft', and 'Next' buttons.

Ordinary	
Number of shares	Paid-up share capital
3,000	SGD 3,000

Preference	
Number of shares	Paid-up share capital
100	SGD 80

Step 14: Click **“Next”** to proceed to the review and confirm page.

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

Step 15: Verify that you have entered all information correctly. Tick the checkbox to complete the declaration and click **“Submit”**.

Register ▾Manage ▾Annual filing ▾Deregister ▾Others ▾Buy information ▾Subscribe APIs ▾

Home > Notice to update paid-up share capital

Notice to update paid-up share capital

ALUNAE PRIVATE LIMITED
202500661C

1

Entity information

2

Share capital details

3

Shareholding details

4

Review and confirm

5

Complete/ Payment

Review and confirm

Please review the information below before submitting.

Entity information

Entity name
ALUNAE PRIVATE LIMITED

UEN
202500661C

Entity type
Local Company

Company type
Private Company Limited by Shares

Date of change
03 Dec 2025

Share capital before change (affected share class/currency)

1. Singapore dollar (SGD)

Preference

Number of shares
100

Issued share capital
SGD 100

Paid-up share capital
SGD 50

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

Share capital after change (affected share class/currency)

1. Singapore dollar (SGD)

Preference

Number of shares	Issued share capital	Paid-up share capital
100	SGD 100	SGD 55

Shareholding before change (affected share class/currency)

1. VERNIE PANG - T0000018Z

Singapore dollar (SGD)

Ordinary

Number of shares	Paid-up share capital
3,000	SGD 3,001

Preference

Number of shares	Paid-up share capital
100	SGD 50

Shareholding after change (affected share class/currency)

1. VERNIE PANG - T0000018Z

Singapore dollar (SGD)

Ordinary

Number of shares	Paid-up share capital
3,000	SGD 3,000

Preference

Number of shares	Paid-up share capital
100	SGD 80

☒ I, TEO EN MING, 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.

[← Back](#)

[Submit →](#)

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

Step 16: Upon successful submission, you will receive an acknowledgement message.

Home > Notice to update paid-up share capital

Notice to update paid-up share capital

ALUNAE PRIVATE LIMITED
202500661C

1

Entity information

2

Share capital details

3

Shareholding details

4

Review and confirm

5

Complete/ Payment

Transaction submitted successfully

Track your transaction status or view more details by clicking the button below

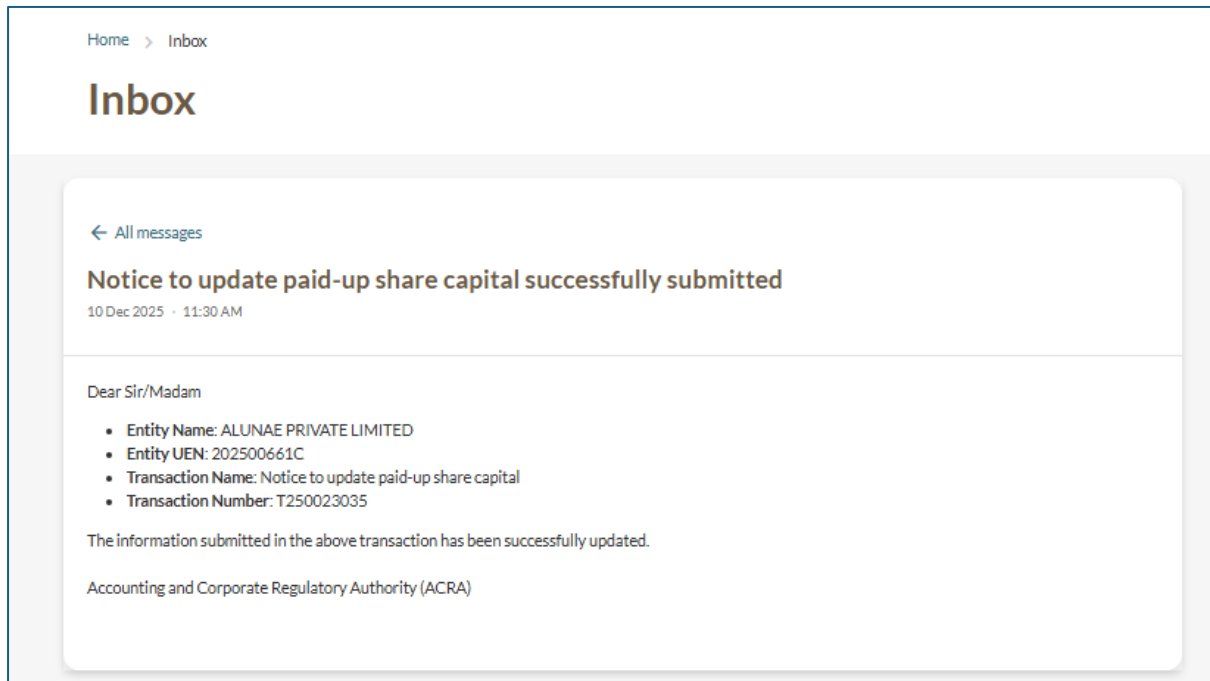
Go to My Transaction

Transaction details

UEN	Transaction ID	Transaction name	Date and time
202500661C	T250023035	Notice to update paid-up share capital	10 Dec 2025 11:30 AM

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

Step 17: A notification confirming the successful submission and updated shares information will be sent to your Bizfile Inbox.



Updated as of 12 Dec 2025

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