

Guide and Frequently Asked Questions (FAQs) for using the revised ACRA People Search Function

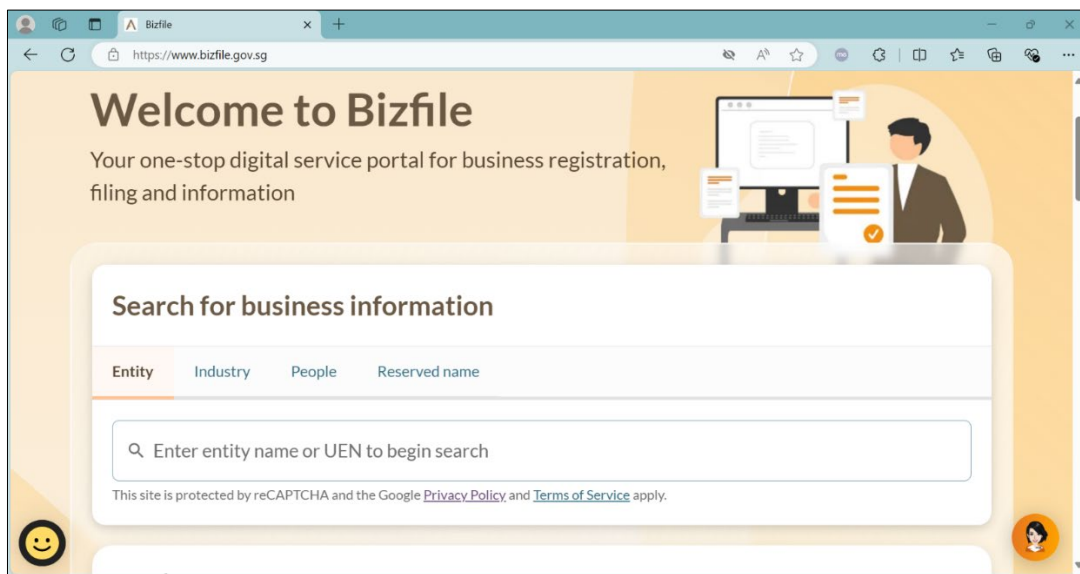
This document comprises of two sections:

- Step-by-step guide to perform person search and purchasing person profile, please refer to page **1** to **11**.
- FAQs relating to People Search Function, please refer to page **12** to **13**.

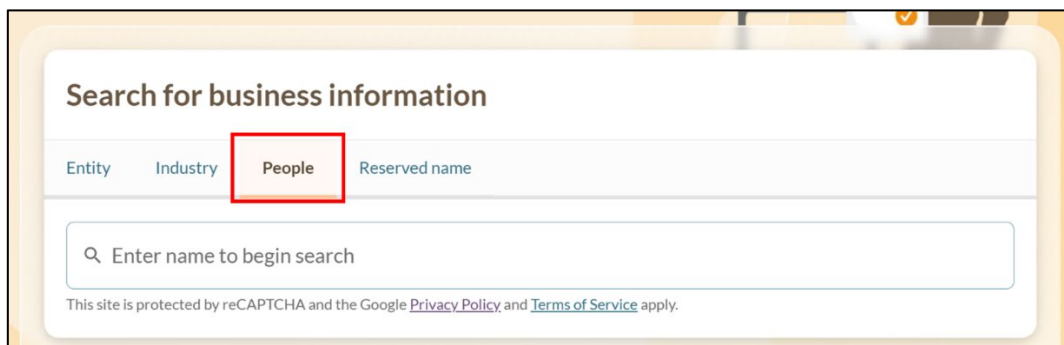
***Note:** All information shown in the images is for illustrative purposes only.

Step-by-step Guide

Step 1: Visit <https://www.bizfile.gov.sg/> and scroll to “Search for business information”.



Step 2: Select the “People” tab to conduct a search for individuals.



Updated as at 4 March 2025

Step 3: Enter the person's name in the search field. For better search results, we recommend entering the person's exact full name and the "keyword match type" be set to "Name exact match".

Search for business information

Entity Industry **People** Reserved name

Tan Wei Yip

Keyword match type

Name exact match

Public Accountant registration no. ⓘ

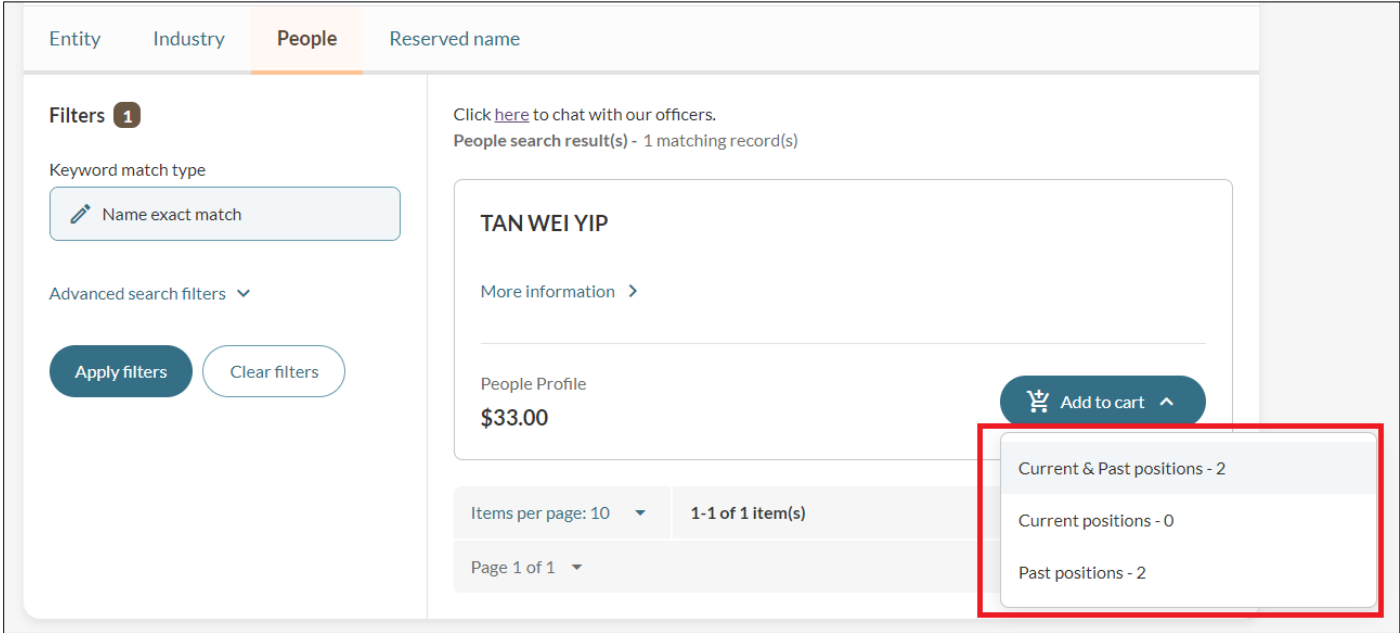
+ Enter Public Accountant registration no.

Public Accountant registration status

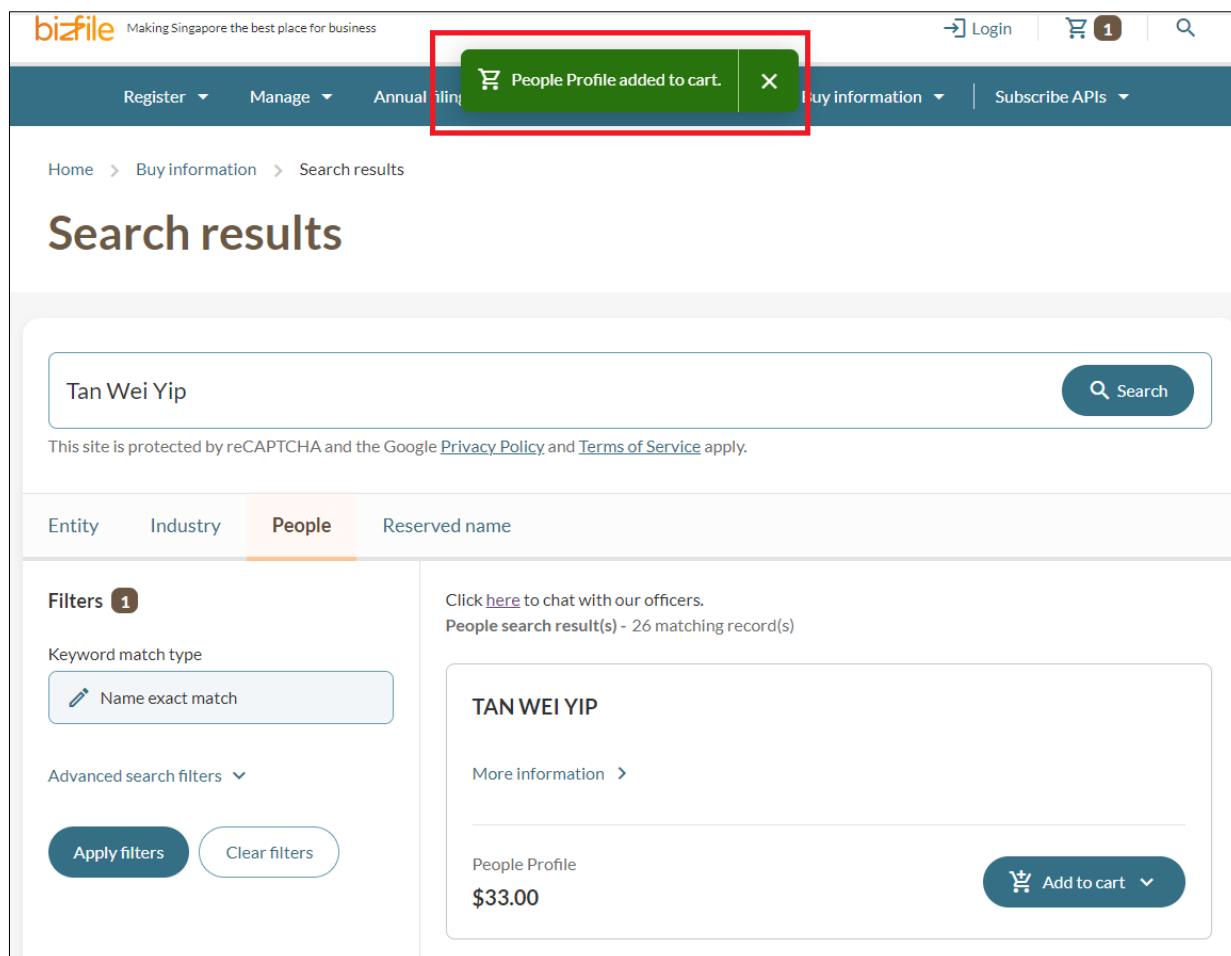
+ Select status

Cancel Clear filters Search

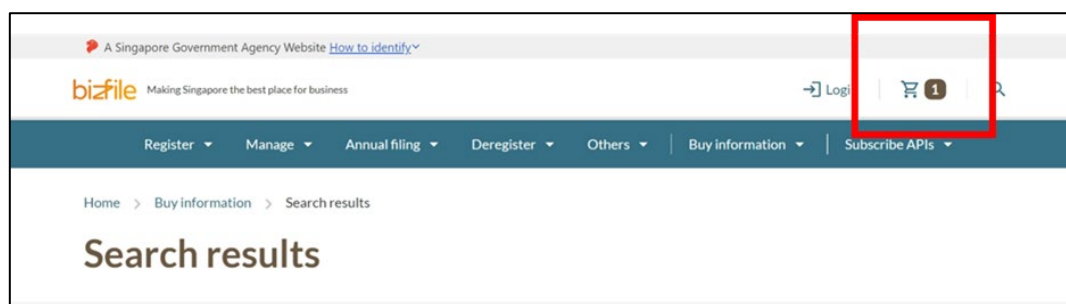
Step 4: When the search results are displayed, click “Add to cart” next to the search subject. There will be 3 options for selection: Current and Past positions; Current Positions; Past positions. They refer to the number of positions held by the search subject. Click on the option required. The People Profile product will be added to your cart.



Step 5: Review your cart and choose to checkout or continue searching for other products.



Step 6: To proceed with check out, click on the cart icon at the top right of the page.



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Step 7: Review your cart items before proceeding to check out. You may choose to log in via Singpass or Corppass or continue as a guest for checkout.

A Singapore Government Agency Website [How to identify](#)

bizfile Making Singapore the best place for business

Login | |

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

Home > Cart

Cart

1 Cart 2 Delivery details 3 Review 4 Payment 5 Confirmation

Information products **1** API Marketplace **0**

Information products

Important notice

- Please review the items in your cart before making a purchase. All purchase is non-transferable and non-refundable.

☒ 1 item(s) Remove 1 item(s) Empty cart

☒ **TAN WEI LING**

☒ People Profile (Current & Past positions)	\$33.00	
Added to cart	Today	
Format	PDF	

Expand all Collapse all

Payment summary

1 x People Profile (Current & Past positions)	\$33.00
Total (includes GST)	\$33.00

Checkout

- With Singpass
- With Corppass
- Guest checkout

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Step 8: Enter your name and email address in the delivery details section.

The screenshot shows the 'bizfile' website's 'Cart' page. At the top, there's a navigation bar with links like 'Register', 'Manage', 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. Below this is a progress indicator with five steps: 1. Cart, 2. Delivery details (highlighted), 3. Review, 4. Payment, and 5. Confirmation. The main content area is divided into two sections. The 'Delivery details' section, highlighted with a red box, contains a form with fields for 'Name' (filled with 'Customer A') and 'Email address' (filled with 'customer@gmail.com'). Below these fields is a checkbox labeled 'I confirm that my email address is correct and I have read and accepted the Terms and conditions.' The 'Payment summary' section on the right shows '1 x People Profile (Current & Past positions)' for \$33.00, with a 'Total (includes GST)' of \$33.00. It includes 'Review' and 'Back' buttons.

Step 9: Review your delivery details and cart items before proceeding to payment.

The screenshot shows the 'bizfile' website's 'Cart' page, now at the 'Review' step. The progress indicator shows steps 1. Cart, 2. Delivery details, 3. Review (highlighted), 4. Payment, and 5. Confirmation. The 'Information products' section, which was previously the 'Delivery details' form, now displays a list of items. It includes an 'Important notice' box stating: 'Please review the items in your cart before making a purchase. All purchase is non-transferable and non-refundable.' Below this, there's a summary of '1 item(s)' and a 'Remove 1 item(s) Empty cart' link. The item list shows 'TAN WEI YIP' with a sub-item 'People Profile (Current & Past positions)' for \$33.00. The 'Payment summary' section on the right remains the same, showing the total of \$33.00 and a 'Checkout' button.

Step 10: Choose your payment method.

The screenshot shows the Bizfile 'Cart' page. The navigation bar includes 'Register', 'Manage', 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. The 'Cart' section has a progress indicator with five steps: 1. Cart, 2. Delivery details, 3. Review, 4. Payment (current), and 5. Confirmation. The 'Select payment method' section is highlighted with a red box. It contains the following text: 'Complete your payment before 10:47AM to avoid timeouts. You will receive an acknowledge message and a receipt upon successful payment.' Below this, there are two main payment method options: 'PayPal' and 'Debit/Credit Card/Apple Pay/Google Pay'. The 'Payment summary' on the right shows the ARN241227000008, a total of \$33.00, and a 'Make payment' button.

- **PayPal : Sign in to your PayPal account**

The screenshot shows the PayPal login overlay on the Bizfile 'Cart' page. The overlay has the PayPal logo and the text 'Pay with PayPal' and 'Enter your email address to get started.' Below this is a text input field for 'Email or mobile number'. There is a link for 'Forgot email?' and a blue 'Next' button. At the bottom, there is an 'or' separator and a button for 'Pay with Credit or Debit Card'. The background shows the 'Select payment method' section of the Bizfile page, which is dimmed.

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- **Debit/Credit Card/Apple Pay/Google Pay:** Enter your card details or sign in to Apple Pay / Google Pay to fill in your payment information.

The screenshot shows a mobile app interface with a top navigation bar containing 'Cart', 'Delivery details', 'Review', 'Payment', and 'Confirmation'. The main screen is titled 'Select payment method' and includes a 'Payment summary' on the right. A modal titled 'Debit/Credit Card/Apple Pay/Google Pay' is open, displaying fields for 'Card number' (1234 1234 1234 1234), 'Expiration date' (MM / YY), and 'Security code' (CVC). A 'Pay \$33.00' button is at the bottom of the modal. The background shows a 'PayPal' option and a 'Make payment' button.

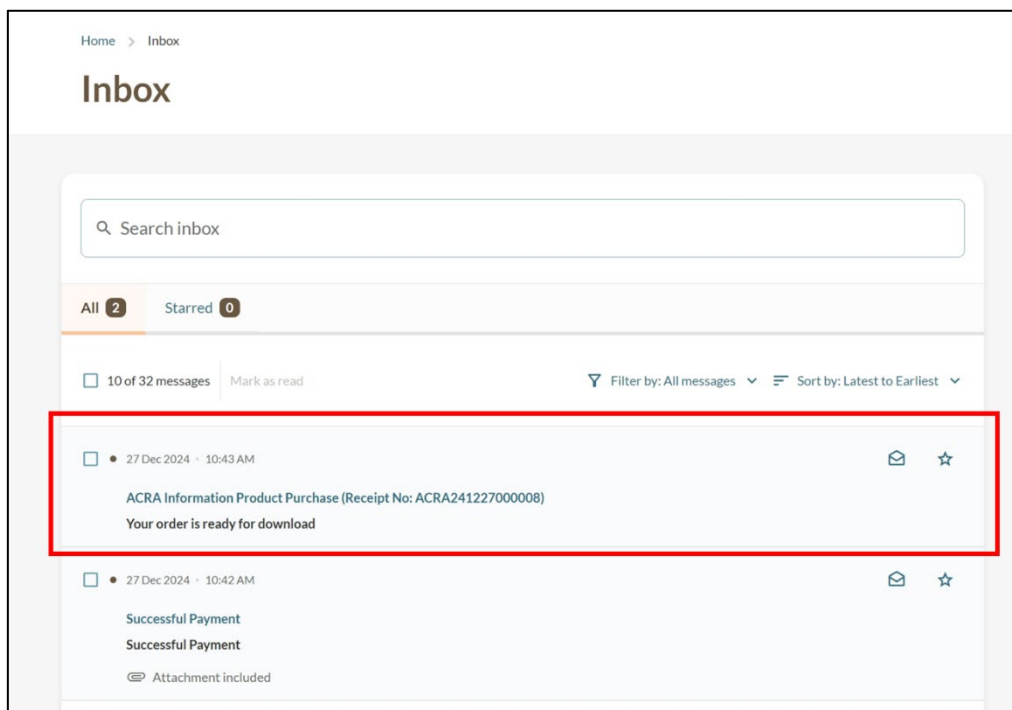
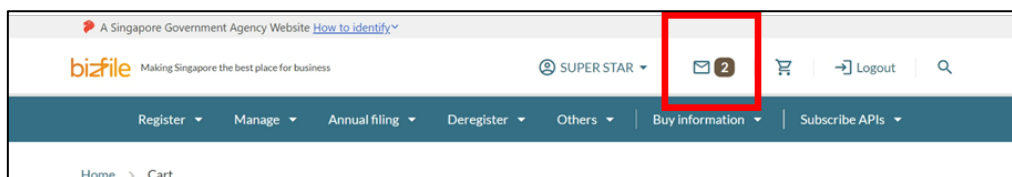
Step 11: Upon successful payment, you will see an acknowledgement page. From here, you can download your receipt and the products you have purchased.

The screenshot shows a 'Payment successful' page with a green checkmark icon. Below the title, it says 'Click the button to access and download your purchase. Your download link will expire after 30 days. No replacement or refund thereafter.' Two buttons, 'Download receipt' and 'Download products', are highlighted with a red rectangle. Below this is a 'Payment details' section with a table of transaction information.

Payment details			
Receipt number	Agency reference number	EP reference number	Payment method
ACRA241227000006	ARN241227000008	pi_3QaTCsJUwRqvcgtW0Coph0gQ	Debit/Credit Card
Amount paid	Date and time		
\$33.00	27 Dec 2024 10:26 AM		

Step 12: If you prefer to download the products later (Note: products must be downloaded within 30 days of purchase), you can retrieve the unique product code from:

- Your personal email inbox (for guest checkout users)
- Your personal Bizfile inbox (if you logged in with Singpass / Corppass before checkout)



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bizfile Making Singapore the best place for business

👤 SUPER STAR 📧 1 🛒 ➡ Logout 🔍

Register Manage Annual filing Deregender Others Buy information Subscribe APIs

Home > Inbox

Inbox

← All messages

ACRA Information Product Purchase (Receipt No: ACRA241227000008)

27 Dec 2024 · 10:43 AM

Dear Sir/Madam,

Thank you for your recent purchase. Your order is now ready for download.

Please use this unique product download code, **ACRAYMMDD001234AAF** to download your product(s) by 26/01/2025 23:59:59 at Bizfile (<https://br2s-uat.bizfile.gov.sg/mfe2/buy-info/download/product/verify>).

Please note that no replacement or refund will be provided after the expiry date. We recommend downloading the product(s) promptly to avoid any inconvenience.

To download your product(s), please follow these steps:

1. Click "Buy Information"
2. Select "Download" and click "Product Download"
3. Enter the product download code

Note: Some products may take a longer time to generate. Please try again later if you encounter any issues.

Your order summary is as follows:

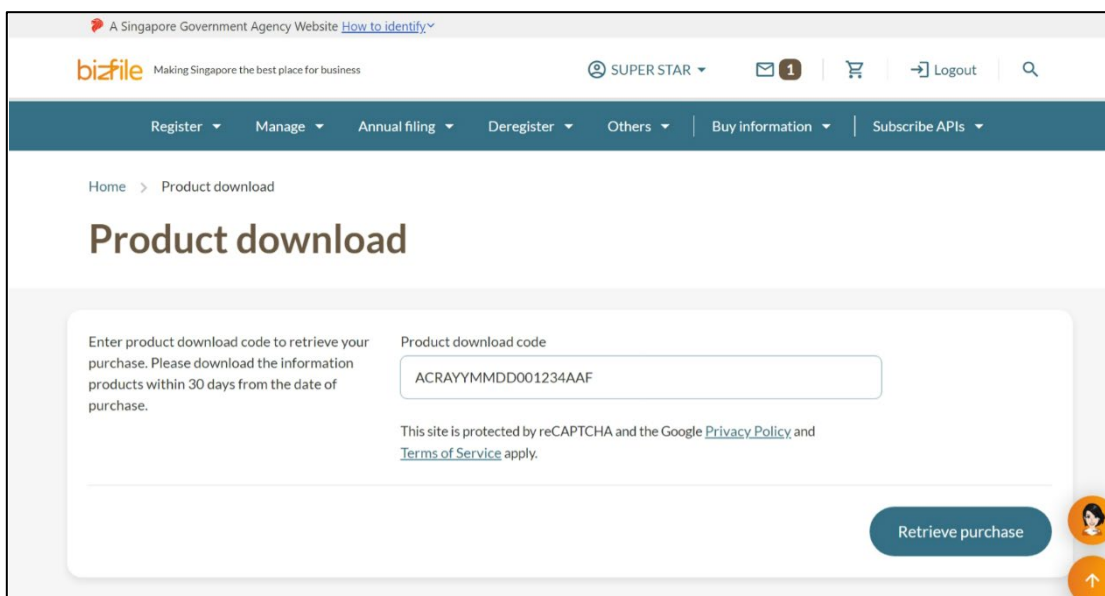
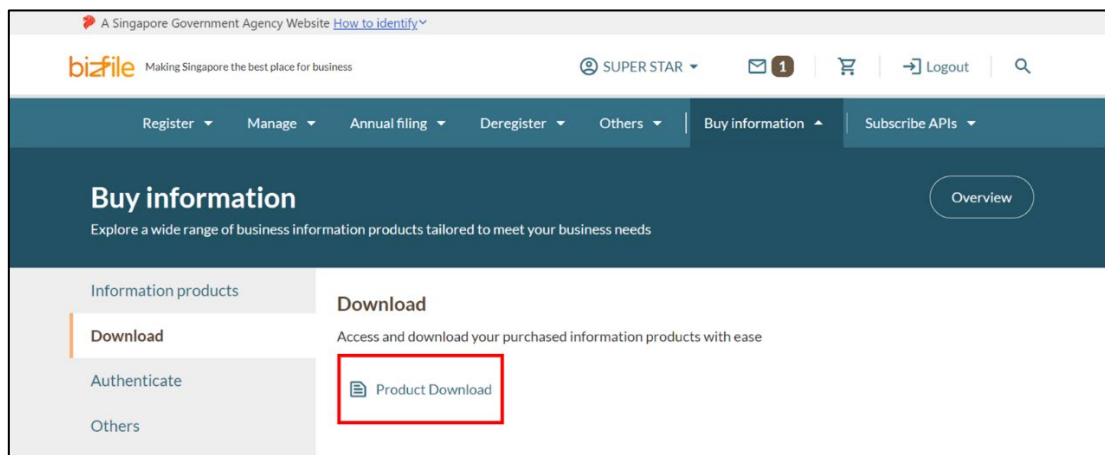
1. TAN WEI YIP - People Profile (Current & Past positions)

UEN/ID	: S1234567A
Amount paid (SGD)	: 33.00
Transaction no.	: I241227000006

Accounting and Corporate Regulatory Authority (ACRA)

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Step 13: Access the product download page via the mega menu and enter the unique product code to retrieve your product.

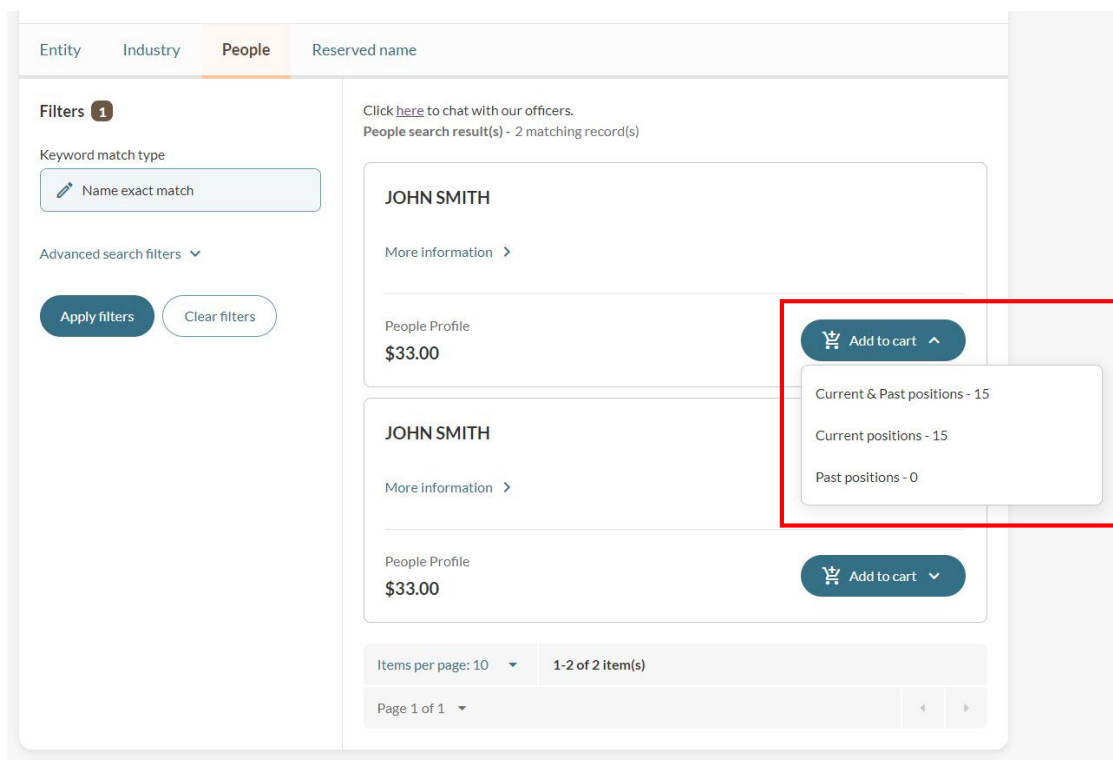


Frequently Asked Questions (FAQs) for ACRA Person Search Function

1. What should I do if multiple same records appear when searching for an exact name?

Option 1 – If you are searching for more information on the person in relation to a specific business/company (eg. company director or shareholder), you may wish to consider searching via “Entity Search” instead. You can then buy a Business Profile of the business entity which will include details of the company directors and shareholders such as name, ID number, contact address, date of appointment / cessation.

Option 2 - Click "Add to cart" to view position counts for each person (eg. if a person is currently a company director in 2 companies and formerly a shareholder in another company, the number of current positions would be 2 and past position would be 1). Purchase the person’s record if the position count matches your search subject.



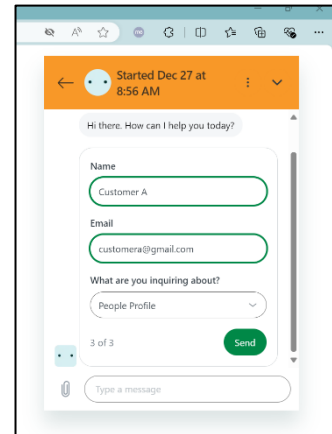
2. How can I get assistance to purchase a specific profile if there is more than 1 name match?

If you need further help in purchasing a specific profile, click the live chat link on the search result page. A separate browser tab will be launched.

You will need to provide (a) the search subject's full name and (b) his full ID number eg. NRIC / FIN number.

reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

People	Reserved name
	Click here to chat with our officers. People search result(s) - 2 matching record(s)
	JOHN SMITH



Started Dec 27 at 8:56 AM

Hi there. How can I help you today?

Name
Customer A

Email
customera@gmail.com

What are you inquiring about?
People Profile

3 of 3

Send

Type a message

3. What can I do if I do not have the ID number (eg. NRIC/FIN) of the person?

If you know the name of a business the person is associated with, you can search via “Entity Search” and then buy a Business Profile of the business entity which will include details of the company directors and shareholders including the ID number.

4. Why am I experiencing slower response time when using the Bizfile search function?

There are security measures to protect our system from automated attacks. These measures verify that you are a real person before allowing you to perform a search. You may therefore experience slight slowness when these checks are taking place.

5. I keep seeing the alert message “Suspicious attempt detected. Try to use the browser you frequently use or use a different device.” when I do a search. What is this about?

The alert message is triggered by our security measure. If you continue to encounter this message, please try using a different device or browser.