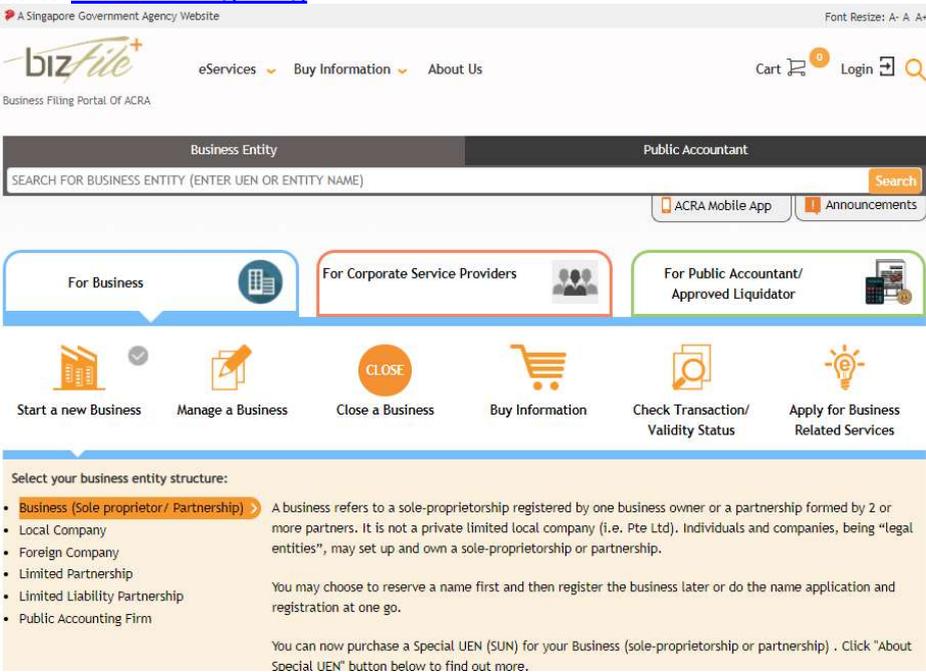
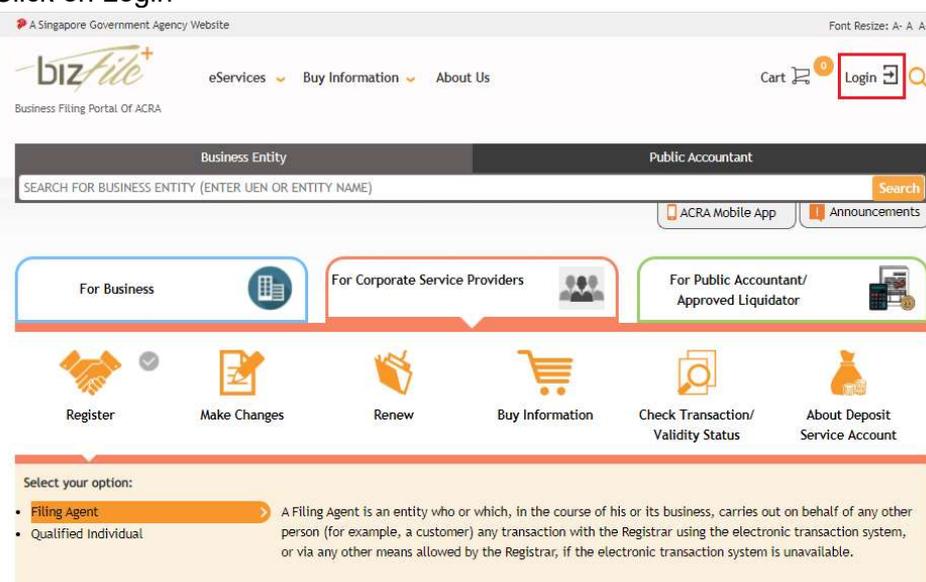
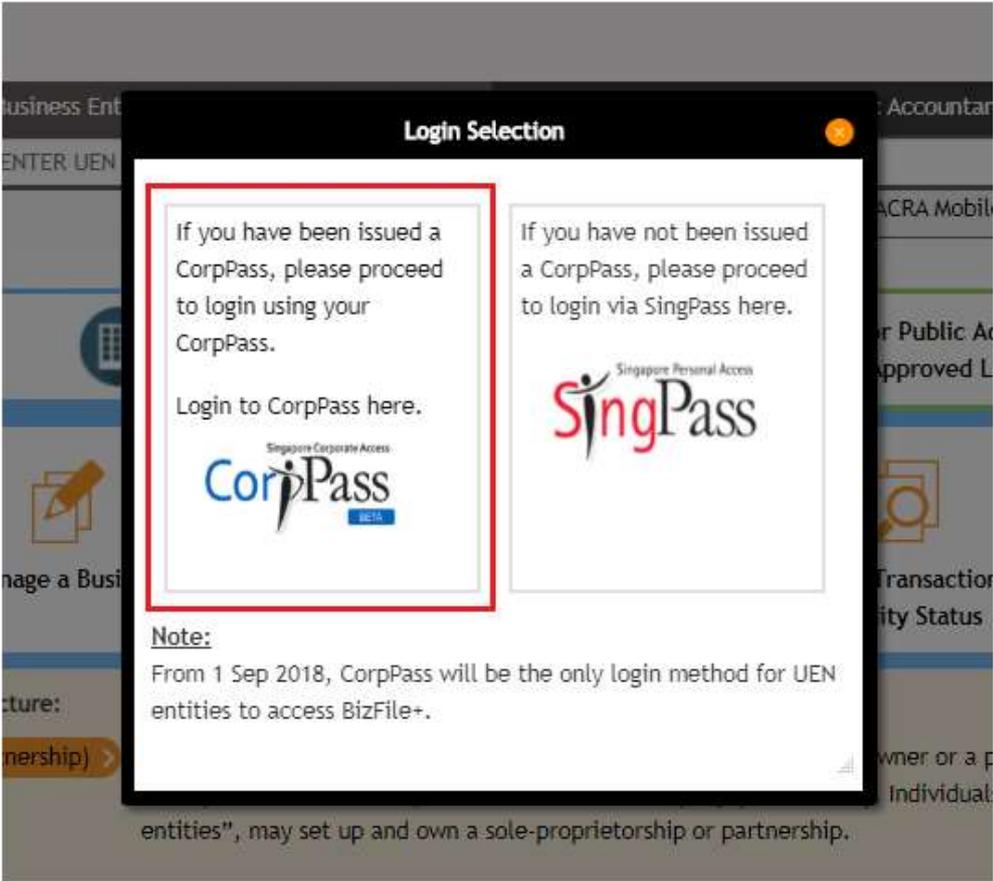
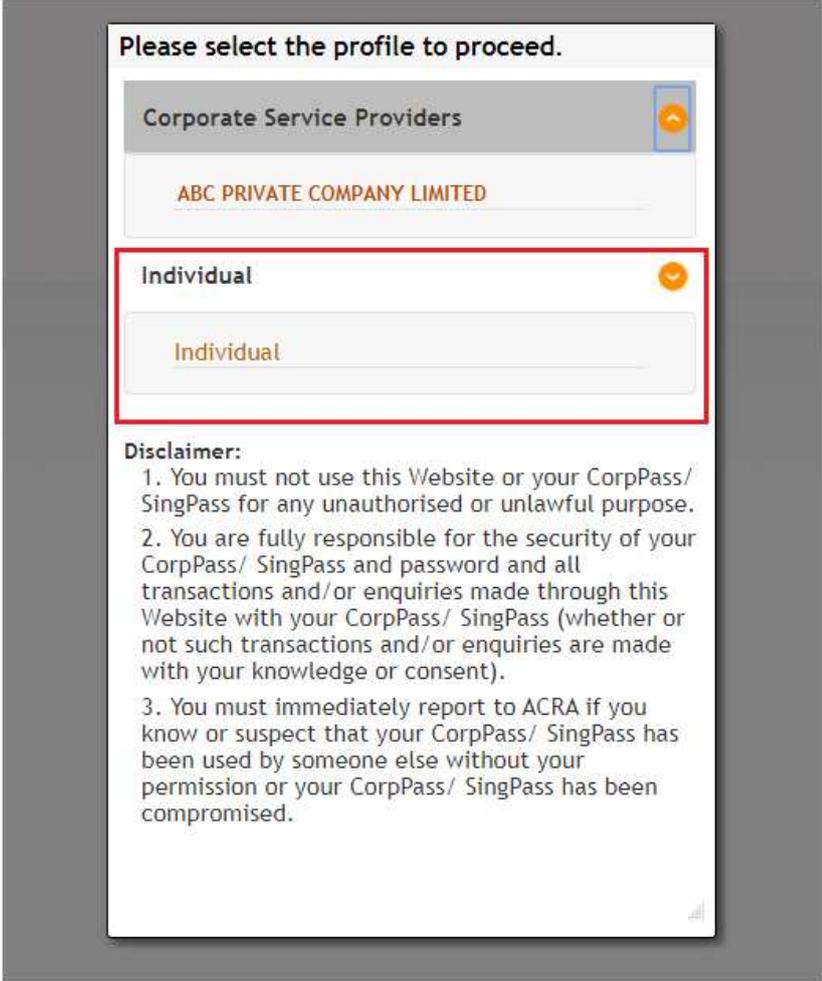
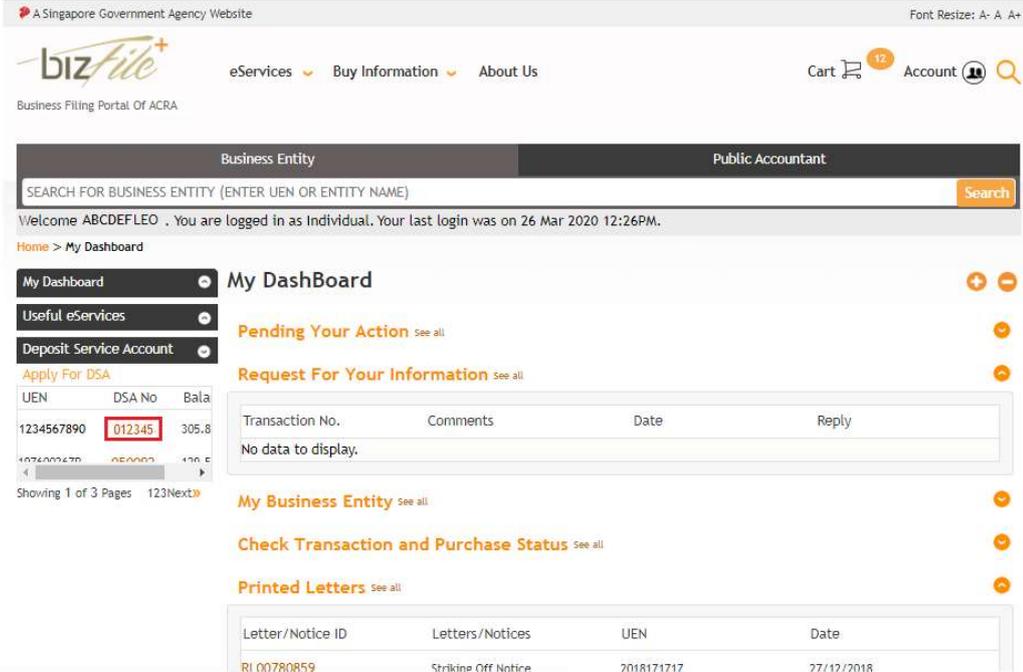


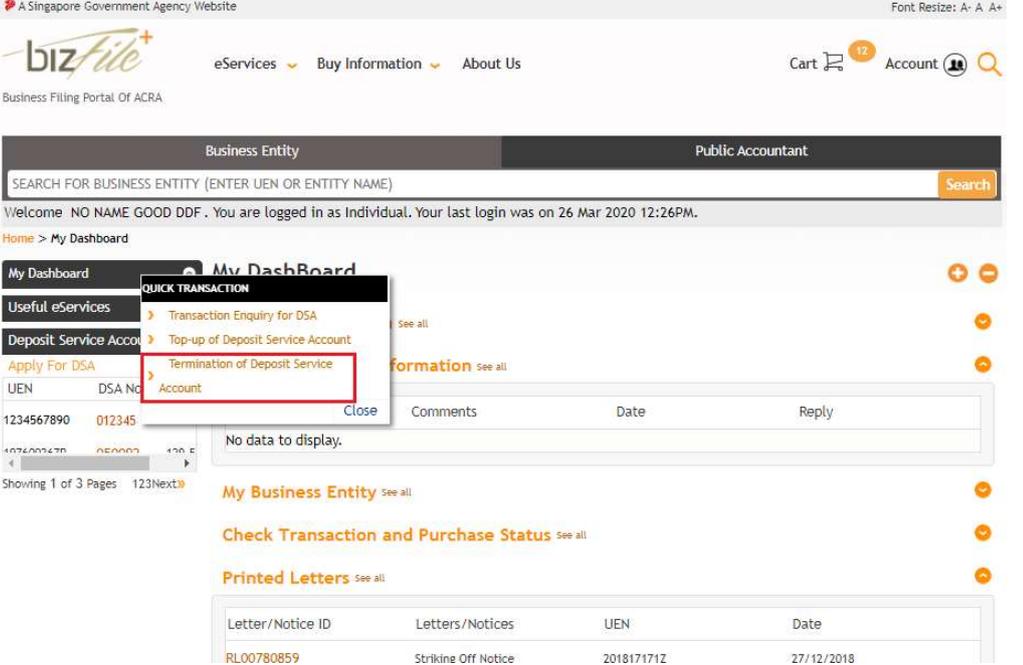
Step by Step Guide – Termination of DSA

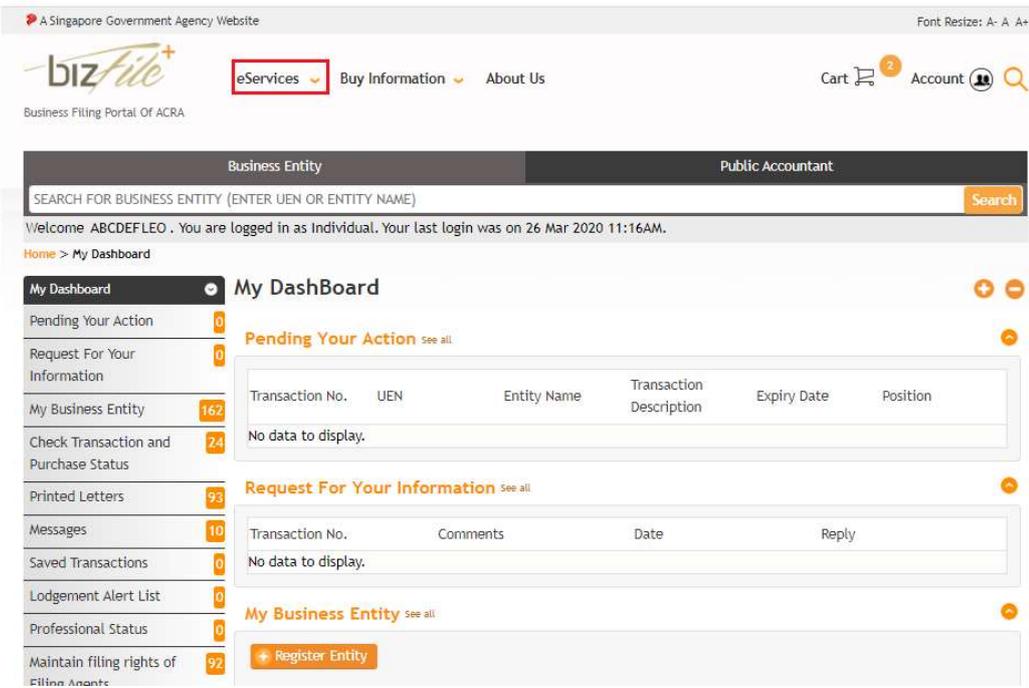
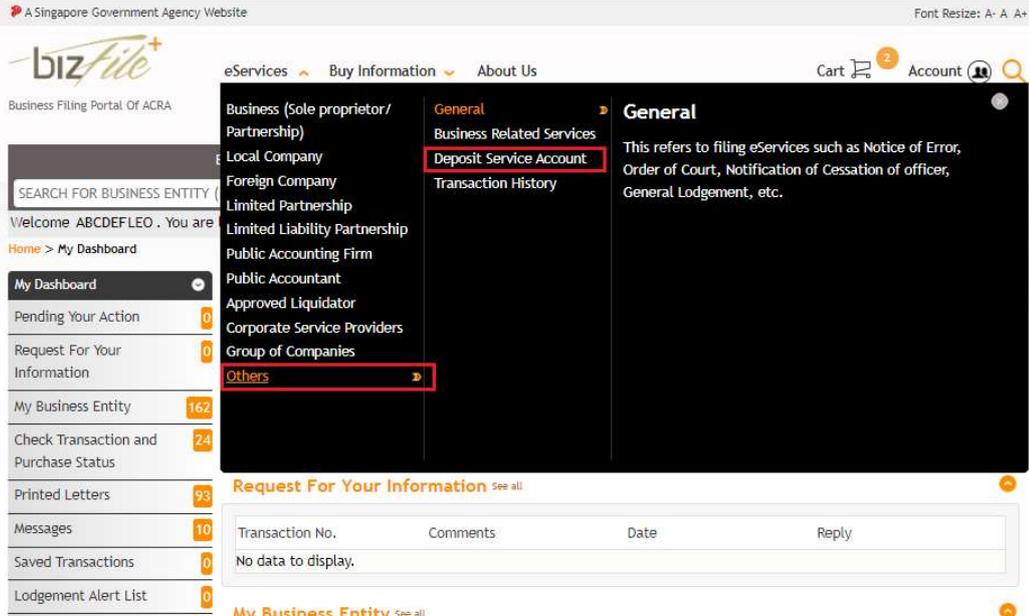
Steps	Descriptions
1.	<p>Go to www.bizfile.gov.sg</p>  <p>The screenshot shows the bizfile.gov.sg homepage. At the top, there is a navigation bar with 'eServices', 'Buy Information', and 'About Us'. Below this is a search bar for business entities. The main content area features three tabs: 'For Business', 'For Corporate Service Providers', and 'For Public Accountant/ Approved Liquidator'. Under the 'For Business' tab, there are six icons representing different services: 'Start a new Business', 'Manage a Business', 'Close a Business', 'Buy Information', 'Check Transaction/ Validity Status', and 'Apply for Business Related Services'. The 'Close a Business' icon is highlighted with a red box. Below this, there is a section titled 'Select your business entity structure:' with a list of options: 'Business (Sole proprietor/ Partnership)', 'Local Company', 'Foreign Company', 'Limited Partnership', 'Limited Liability Partnership', and 'Public Accounting Firm'. The 'Business (Sole proprietor/ Partnership)' option is selected and highlighted in orange.</p>
2.	<p>Click on Login</p>  <p>The screenshot shows the bizfile.gov.sg homepage. The 'Login' button in the top right corner is highlighted with a red box. Below the navigation bar, there is a search bar for business entities. The main content area features three tabs: 'For Business', 'For Corporate Service Providers', and 'For Public Accountant/ Approved Liquidator'. Under the 'For Business' tab, there are six icons representing different services: 'Register', 'Make Changes', 'Renew', 'Buy Information', 'Check Transaction/ Validity Status', and 'About Deposit Service Account'. Below this, there is a section titled 'Select your option:' with a list of options: 'Filing Agent' and 'Qualified Individual'. The 'Filing Agent' option is selected and highlighted in orange.</p>

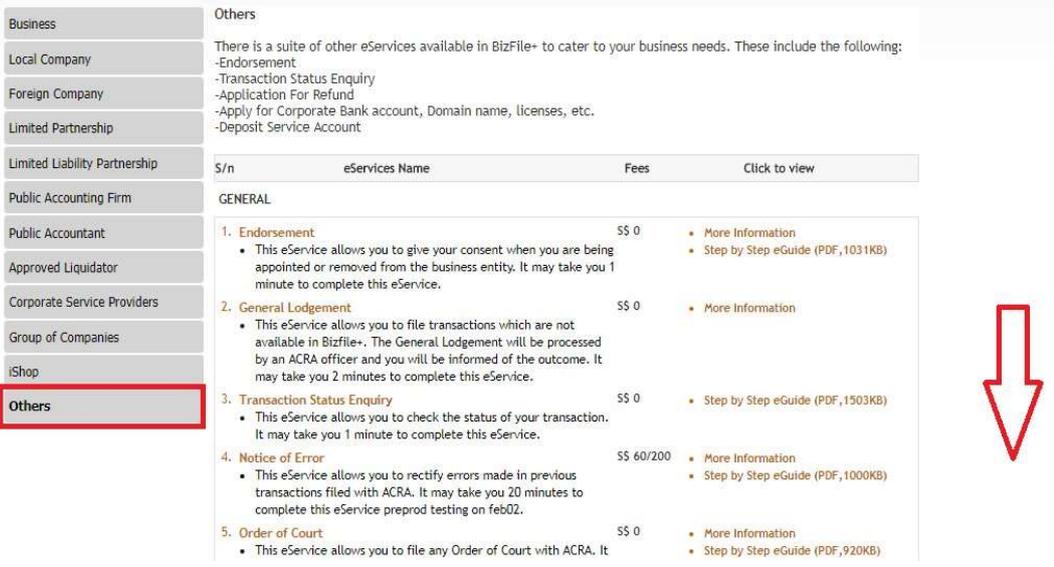
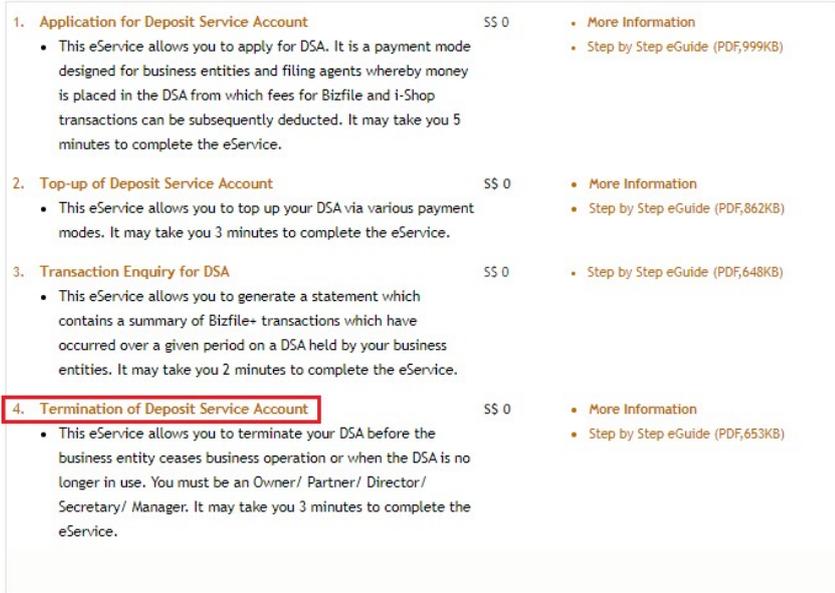
Steps	Descriptions
3.	<p>Select CorpPass under Login Selection.</p> <p>You will be re-directed to the CorpPass Login Page. If you need help, please refer to the step-by-step guide on CorpPass Login. The eGuide is present under <i>eServices >> Others >> Common >> CorpPass Login</i>.</p> 

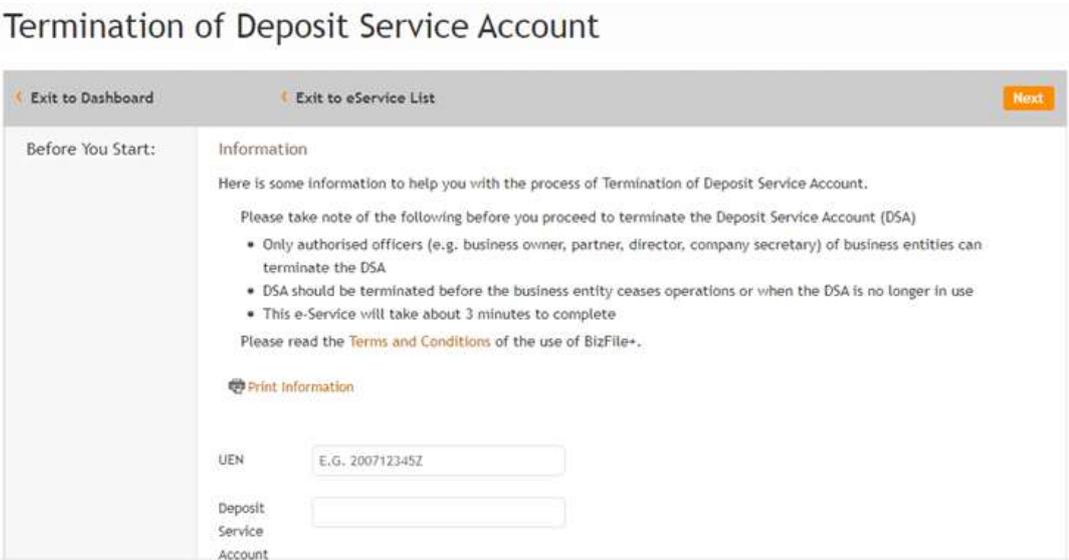
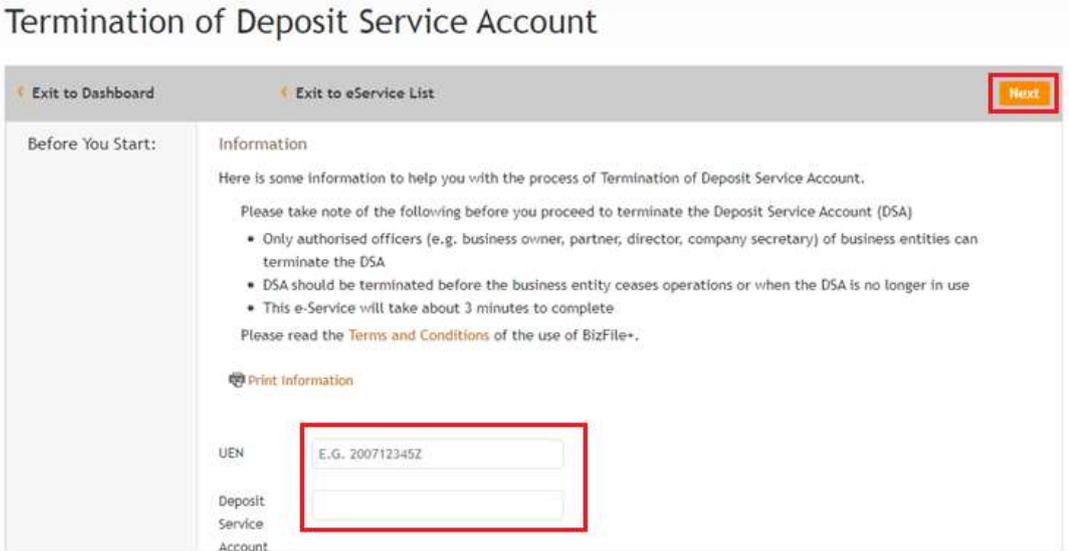
Steps	Descriptions
4.	<p>After successful Login, select profile as “Individual”.</p>  <p>Please select the profile to proceed.</p> <p>Corporate Service Providers</p> <p>ABC PRIVATE COMPANY LIMITED</p> <p>Individual</p> <p>Individual</p> <p>Disclaimer:</p> <ol style="list-style-type: none"> 1. You must not use this Website or your CorpPass/ SingPass for any unauthorised or unlawful purpose. 2. You are fully responsible for the security of your CorpPass/ SingPass and password and all transactions and/or enquiries made through this Website with your CorpPass/ SingPass (whether or not such transactions and/or enquiries are made with your knowledge or consent). 3. You must immediately report to ACRA if you know or suspect that your CorpPass/ SingPass has been used by someone else without your permission or your CorpPass/ SingPass has been compromised.

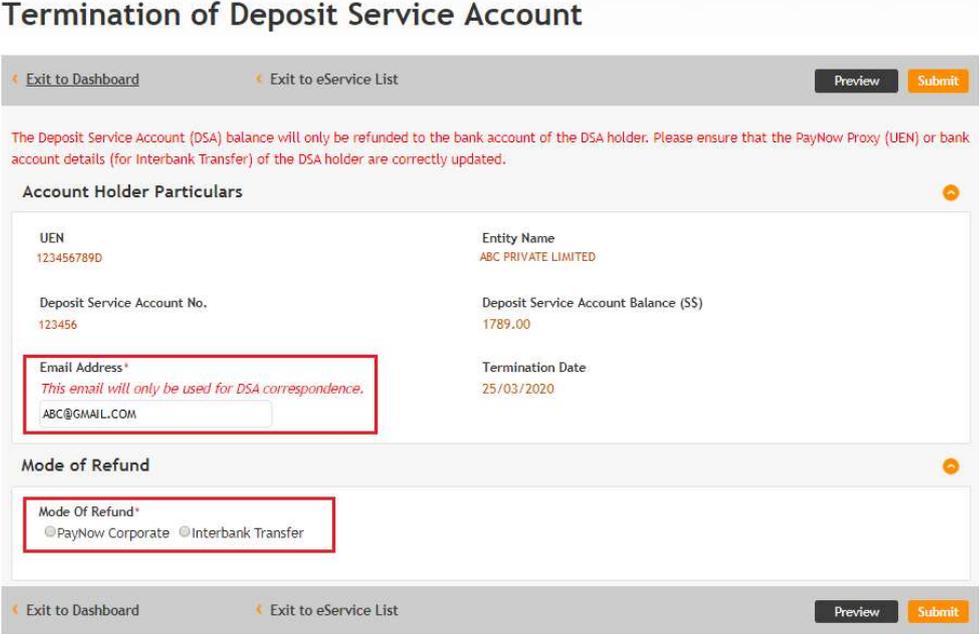
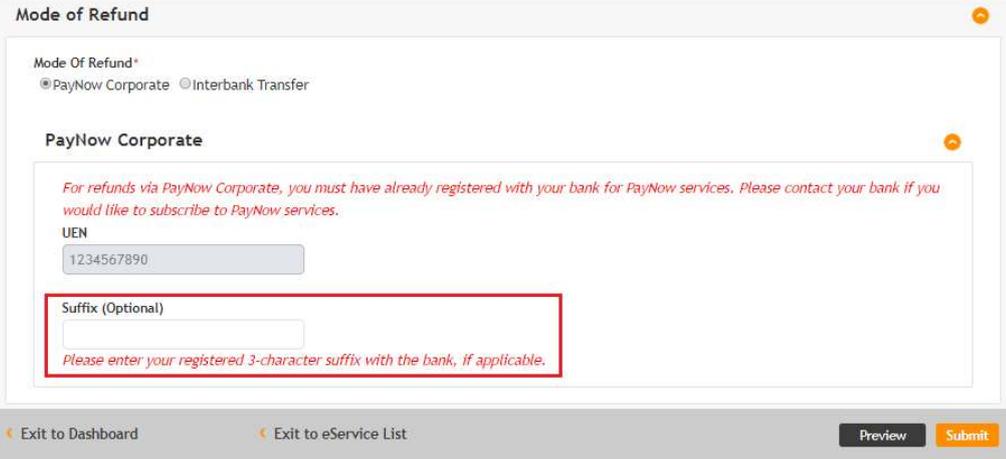
Steps	Descriptions									
5.	<p>Redirected to My Dashboard. Click on DSA No. under Deposit Service Account widget.</p>  <p>The screenshot shows the bizfile+ Business Filing Portal. The user is logged in as 'Individual'. The 'My Dashboard' widget contains several sections: 'Pending Your Action', 'Request For Your Information', 'My Business Entity', 'Check Transaction and Purchase Status', and 'Printed Letters'. The 'Deposit Service Account' widget displays a table with columns 'UEN', 'DSA No', and 'Balance'. The 'DSA No' value '012345' is highlighted with a red box.</p> <table border="1" data-bbox="341 853 539 958"> <thead> <tr> <th>UEN</th> <th>DSA No</th> <th>Bala</th> </tr> </thead> <tbody> <tr> <td>1234567890</td> <td>012345</td> <td>305.8</td> </tr> <tr> <td>107600470</td> <td>050003</td> <td>120.5</td> </tr> </tbody> </table>	UEN	DSA No	Bala	1234567890	012345	305.8	107600470	050003	120.5
UEN	DSA No	Bala								
1234567890	012345	305.8								
107600470	050003	120.5								

6.	<p>Click on 'Termination of Deposit Service Account'. Proceed to step no. 10.</p>  <p>The screenshot shows the same bizfile+ My Dashboard as above. A 'QUICK TRANSACTION' dropdown menu is open over the 'Deposit Service Account' widget. The menu items are: 'Transaction Enquiry for DSA', 'Top-up of Deposit Service Account', 'Termination of Deposit Service Account', and 'Account'. The 'Termination of Deposit Service Account' option is highlighted with a red box.</p>
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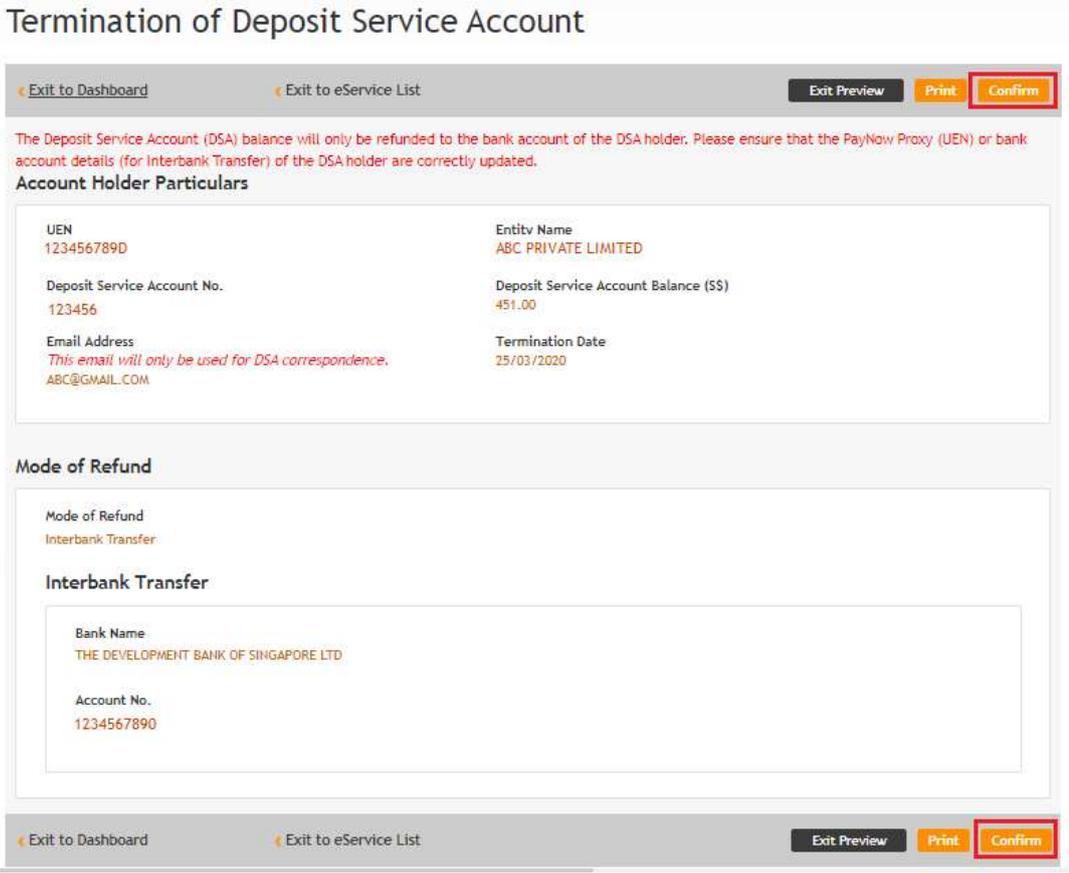
Steps	Descriptions
7.	<p>Alternatively, click on 'eServices'.</p>  <p>Click on 'Others'.</p> 

Steps	Descriptions																								
<p>8.</p>	<p>You will be re-directed to eServices for 'Deposit Service Account'. Scroll down to 'Termination of Deposit Service Account'.</p>  <p>The screenshot shows a sidebar menu with 'Others' selected. The main content area lists five eServices under the 'GENERAL' heading:</p> <table border="1"> <thead> <tr> <th>S/n</th> <th>eServices Name</th> <th>Fees</th> <th>Click to view</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Endorsement • This eService allows you to give your consent when you are being appointed or removed from the business entity. It may take you 1 minute to complete this eService.</td> <td>\$5 0</td> <td>• More Information • Step by Step eGuide (PDF,1031KB)</td> </tr> <tr> <td>2.</td> <td>General Lodgement • This eService allows you to file transactions which are not available in Bizfile+. The General Lodgement will be processed by an ACRA officer and you will be informed of the outcome. It may take you 2 minutes to complete this eService.</td> <td>\$5 0</td> <td>• More Information</td> </tr> <tr> <td>3.</td> <td>Transaction Status Enquiry • This eService allows you to check the status of your transaction. It may take you 1 minute to complete this eService.</td> <td>\$5 0</td> <td>• Step by Step eGuide (PDF,1503KB)</td> </tr> <tr> <td>4.</td> <td>Notice of Error • This eService allows you to rectify errors made in previous transactions filed with ACRA. It may take you 20 minutes to complete this eService. preprod testing on feb02.</td> <td>\$5 60/200</td> <td>• More Information • Step by Step eGuide (PDF,1000KB)</td> </tr> <tr> <td>5.</td> <td>Order of Court • This eService allows you to file any Order of Court with ACRA. It</td> <td>\$5 0</td> <td>• More Information • Step by Step eGuide (PDF,920KB)</td> </tr> </tbody> </table>	S/n	eServices Name	Fees	Click to view	1.	Endorsement • This eService allows you to give your consent when you are being appointed or removed from the business entity. It may take you 1 minute to complete this eService.	\$5 0	• More Information • Step by Step eGuide (PDF,1031KB)	2.	General Lodgement • This eService allows you to file transactions which are not available in Bizfile+. The General Lodgement will be processed by an ACRA officer and you will be informed of the outcome. It may take you 2 minutes to complete this eService.	\$5 0	• More Information	3.	Transaction Status Enquiry • This eService allows you to check the status of your transaction. It may take you 1 minute to complete this eService.	\$5 0	• Step by Step eGuide (PDF,1503KB)	4.	Notice of Error • This eService allows you to rectify errors made in previous transactions filed with ACRA. It may take you 20 minutes to complete this eService. preprod testing on feb02.	\$5 60/200	• More Information • Step by Step eGuide (PDF,1000KB)	5.	Order of Court • This eService allows you to file any Order of Court with ACRA. It	\$5 0	• More Information • Step by Step eGuide (PDF,920KB)
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<p>9.</p>	<p>Click on 'Termination of Deposit Service Account'.</p>  <p>The screenshot shows the 'DEPOSIT SERVICE ACCOUNT' page with a list of eServices:</p> <table border="1"> <tbody> <tr> <td>1.</td> <td>Application for Deposit Service Account • This eService allows you to apply for DSA. It is a payment mode designed for business entities and filing agents whereby money is placed in the DSA from which fees for Bizfile and i-Shop transactions can be subsequently deducted. It may take you 5 minutes to complete the eService.</td> <td>\$5 0</td> <td>• More Information • Step by Step eGuide (PDF,999KB)</td> </tr> <tr> <td>2.</td> <td>Top-up of Deposit Service Account • This eService allows you to top up your DSA via various payment modes. It may take you 3 minutes to complete the eService.</td> <td>\$5 0</td> <td>• More Information • Step by Step eGuide (PDF,862KB)</td> </tr> <tr> <td>3.</td> <td>Transaction Enquiry for DSA • This eService allows you to generate a statement which contains a summary of Bizfile+ transactions which have occurred over a given period on a DSA held by your business entities. It may take you 2 minutes to complete the eService.</td> <td>\$5 0</td> <td>• Step by Step eGuide (PDF,648KB)</td> </tr> <tr> <td>4.</td> <td>Termination of Deposit Service Account • This eService allows you to terminate your DSA before the business entity ceases business operation or when the DSA is no longer in use. You must be an Owner/ Partner/ Director/ Secretary/ Manager. It may take you 3 minutes to complete the eService.</td> <td>\$5 0</td> <td>• More Information • Step by Step eGuide (PDF,653KB)</td> </tr> </tbody> </table>	1.	Application for Deposit Service Account • This eService allows you to apply for DSA. It is a payment mode designed for business entities and filing agents whereby money is placed in the DSA from which fees for Bizfile and i-Shop transactions can be subsequently deducted. It may take you 5 minutes to complete the eService.	\$5 0	• More Information • Step by Step eGuide (PDF,999KB)	2.	Top-up of Deposit Service Account • This eService allows you to top up your DSA via various payment modes. It may take you 3 minutes to complete the eService.	\$5 0	• More Information • Step by Step eGuide (PDF,862KB)	3.	Transaction Enquiry for DSA • This eService allows you to generate a statement which contains a summary of Bizfile+ transactions which have occurred over a given period on a DSA held by your business entities. It may take you 2 minutes to complete the eService.	\$5 0	• Step by Step eGuide (PDF,648KB)	4.	Termination of Deposit Service Account • This eService allows you to terminate your DSA before the business entity ceases business operation or when the DSA is no longer in use. You must be an Owner/ Partner/ Director/ Secretary/ Manager. It may take you 3 minutes to complete the eService.	\$5 0	• More Information • Step by Step eGuide (PDF,653KB)								
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Steps	Descriptions
10.	<p>'Termination of Deposit Service Account' checklist is displayed.</p>  <p>Termination of Deposit Service Account</p> <p>Exit to Dashboard Exit to eService List Next</p> <p>Before You Start: Information</p> <p>Here is some information to help you with the process of Termination of Deposit Service Account.</p> <p>Please take note of the following before you proceed to terminate the Deposit Service Account (DSA)</p> <ul style="list-style-type: none"> Only authorised officers (e.g. business owner, partner, director, company secretary) of business entities can terminate the DSA DSA should be terminated before the business entity ceases operations or when the DSA is no longer in use This e-Service will take about 3 minutes to complete <p>Please read the Terms and Conditions of the use of BizFile+.</p> <p>Print Information</p> <p>UEN E.G. 200712345Z</p> <p>Deposit Service Account</p>
11.	<p>Enter 'UEN' or 'Deposit Service Account' and click on 'Next'.</p>  <p>Termination of Deposit Service Account</p> <p>Exit to Dashboard Exit to eService List Next</p> <p>Before You Start: Information</p> <p>Here is some information to help you with the process of Termination of Deposit Service Account.</p> <p>Please take note of the following before you proceed to terminate the Deposit Service Account (DSA)</p> <ul style="list-style-type: none"> Only authorised officers (e.g. business owner, partner, director, company secretary) of business entities can terminate the DSA DSA should be terminated before the business entity ceases operations or when the DSA is no longer in use This e-Service will take about 3 minutes to complete <p>Please read the Terms and Conditions of the use of BizFile+.</p> <p>Print information</p> <p>UEN E.G. 200712345Z</p> <p>Deposit Service Account</p>

Steps	Descriptions
12.	<p>Enter the Email Address and select Mode of Refund.</p> <p>Termination of Deposit Service Account</p>  <p>The Deposit Service Account (DSA) balance will only be refunded to the bank account of the DSA holder. Please ensure that the PayNow Proxy (UEN) or bank account details (for Interbank Transfer) of the DSA holder are correctly updated.</p> <p>Account Holder Particulars</p> <p>UEN: 123456789D Entity Name: ABC PRIVATE LIMITED Deposit Service Account No.: 123456 Deposit Service Account Balance (SS): 1789.00 Email Address*: ABC@GMAIL.COM Termination Date: 25/03/2020</p> <p>Mode of Refund</p> <p>Mode Of Refund* <input checked="" type="radio"/> PayNow Corporate <input type="radio"/> Interbank Transfer</p>
13.	<p>If Mode of Refund selected is “PayNow Corporate”, enter the suffix (if available).</p>  <p>Mode of Refund</p> <p>Mode Of Refund* <input checked="" type="radio"/> PayNow Corporate <input type="radio"/> Interbank Transfer</p> <p>PayNow Corporate</p> <p>For refunds via PayNow Corporate, you must have already registered with your bank for PayNow services. Please contact your bank if you would like to subscribe to PayNow services.</p> <p>UEN: 1234567890</p> <p>Suffix (Optional)</p> <p>Please enter your registered 3-character suffix with the bank, if applicable.</p> <p>If Mode of Refund selected is “Interbank Transfer”, verify the “Bank Name” and “Account No.”. If there are any changes, please select the Bank Name and enter the Account No.</p> <p>After verifying/entering the Bank Details, please click on Print DCA button and download the DCA form.</p>

Steps	Descriptions						
	<div data-bbox="319 421 1390 869"> <p>Mode of Refund</p> <p>Mode Of Refund*</p> <p><input type="radio"/> PayNow Corporate <input checked="" type="radio"/> Interbank Transfer</p> <p>Interbank Transfer</p> <p>Bank Name* UNITED OVERSEAS BANK LIM... Account No.* 00000000001</p> <p><i>Note: Direct Credit Authorisation (DCA) Form with your bank endorsement is required for refund via Interbank Transfer. This is to ensure that the amount is refunded to the DSA holder. Please download and print the DCA form.</i></p> <p>PRINT DCA</p> <p>Exit to Dashboard Exit to eService List Preview Submit</p> </div>						
14.	<div data-bbox="319 902 1358 1854"> <p>14. Click on 'Submit'.</p> <p>Termination of Deposit Service Account</p> <p>Exit to Dashboard Exit to eService List Preview Submit</p> <p>The Deposit Service Account (DSA) balance will only be refunded to the bank account of the DSA holder. Please ensure that the PayNow Proxy (UEN) or bank account details (for Interbank Transfer) of the DSA holder are correctly updated.</p> <p>Account Holder Particulars</p> <table border="0"> <tr> <td>UEN 123456789D</td> <td>Entity Name ABC PRIVATE LIMITED</td> </tr> <tr> <td>Deposit Service Account No. 200144</td> <td>Deposit Service Account Balance (S\$) 10000.00</td> </tr> <tr> <td>Email Address* <i>This email will only be used for DSA correspondence.</i> USER.UAT.TESTING@GMAIL.COM</td> <td>Termination Date 25/03/2020</td> </tr> </table> <p>Mode of Refund</p> <p>Mode Of Refund*</p> <p><input type="radio"/> PayNow Corporate <input checked="" type="radio"/> Interbank Transfer</p> <p>Interbank Transfer</p> <p>Bank Name* THE DEVELOPMENT BANK OF Account No.* 123456789D</p> <p><i>Note: Direct Credit Authorisation (DCA) Form with your bank endorsement is required for refund via Interbank Transfer. This is to ensure that the amount is refunded to the DSA holder. Please download and print the DCA form.</i></p> <p>PRINT DCA</p> <p>Exit to Dashboard Exit to eService List Preview Submit</p> </div>	UEN 123456789D	Entity Name ABC PRIVATE LIMITED	Deposit Service Account No. 200144	Deposit Service Account Balance (S\$) 10000.00	Email Address* <i>This email will only be used for DSA correspondence.</i> USER.UAT.TESTING@GMAIL.COM	Termination Date 25/03/2020
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Steps	Descriptions								
15.	<p>Click on 'Confirm'.</p> <p>Termination of Deposit Service Account</p>  <p>The Deposit Service Account (DSA) balance will only be refunded to the bank account of the DSA holder. Please ensure that the PayNow Proxy (UEN) or bank account details (for Interbank Transfer) of the DSA holder are correctly updated.</p> <p>Account Holder Particulars</p> <table border="1"> <tr> <td>UEN 123456789D</td> <td>Entity Name ABC PRIVATE LIMITED</td> </tr> <tr> <td>Deposit Service Account No. 123456</td> <td>Deposit Service Account Balance (S\$) 451.00</td> </tr> <tr> <td>Email Address <i>This email will only be used for DSA correspondence.</i> ABC@GMAIL.COM</td> <td>Termination Date 25/03/2020</td> </tr> </table> <p>Mode of Refund</p> <p>Mode of Refund Interbank Transfer</p> <p>Interbank Transfer</p> <table border="1"> <tr> <td>Bank Name THE DEVELOPMENT BANK OF SINGAPORE LTD</td> </tr> <tr> <td>Account No. 1234567890</td> </tr> </table>	UEN 123456789D	Entity Name ABC PRIVATE LIMITED	Deposit Service Account No. 123456	Deposit Service Account Balance (S\$) 451.00	Email Address <i>This email will only be used for DSA correspondence.</i> ABC@GMAIL.COM	Termination Date 25/03/2020	Bank Name THE DEVELOPMENT BANK OF SINGAPORE LTD	Account No. 1234567890
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