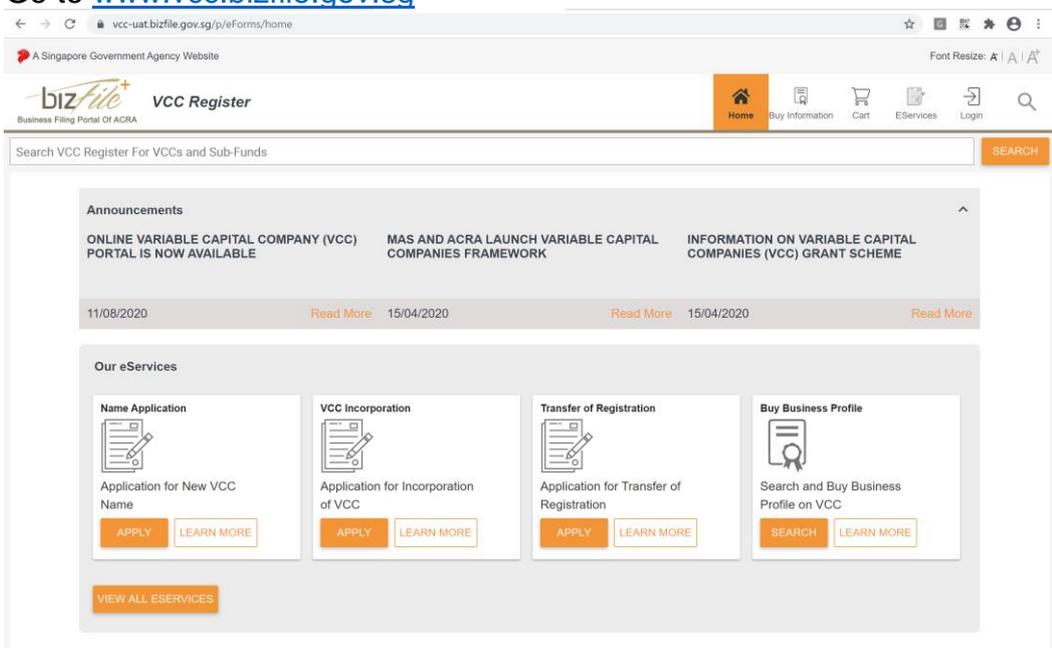
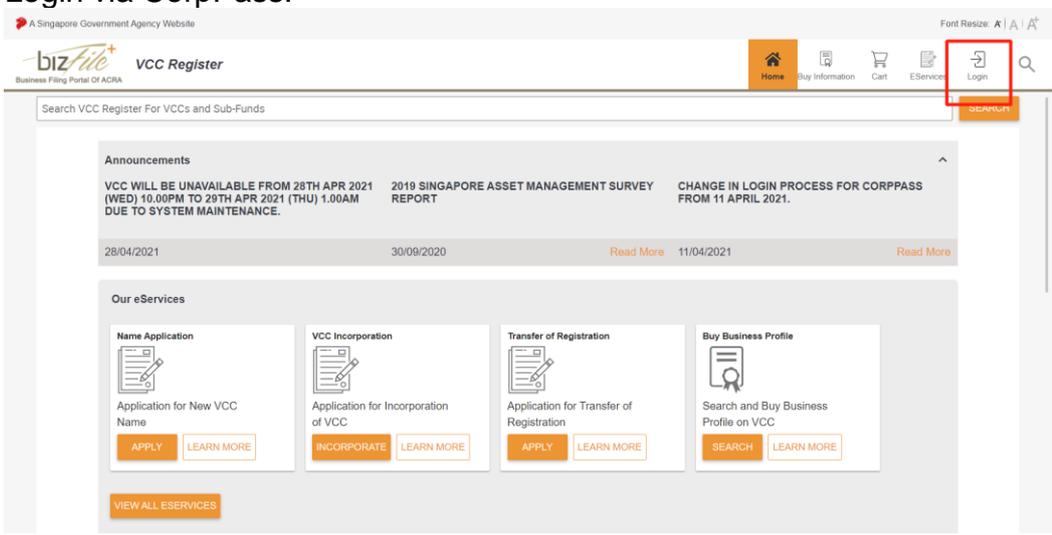


Step by Step Guide for Filing Annual Return of VCC

| Steps | Description |
|-------|---|
| 1. | <p>Go to www.vcc.bizfile.gov.sg</p>  |
| 2. | <p>Login via CorpPass.</p>  |

For Business Users

(With UEN, or government CorpPass account)

[Log in with Singpass](#)

For Individual Users

[Log in with Singpass](#)

Note: From 11 April 2021, all users will log in with their Singpass details to access VCC.

3.

From the left menu, click on 'eServices' > 'Annual Return'.

The screenshot shows the VCC Register dashboard. The left-hand navigation menu is expanded, and the 'Annual Return' option under the 'eServices' category is highlighted with a red box. The main content area displays a 'Pending' section with three items, each showing '6 Days Left' and a 'Proceed to Notification' link. Below this is a 'Submitted' section with one item showing 'Pending Confirm'. The top navigation bar includes 'Home', 'Dashboard', 'Buy Information', 'Cart', 'EServices', and 'Logout'.

4.

The checklist page is displayed.

← Annual Return Checklist

Information:

Here is some information to help you with the process of Filing of Annual Return by VCC.

What is the purpose of this transaction?

To allow the lodger to file the annual return to confirm the particulars of the VCC and to file the financial statements of the accompanying sub-funds, if applicable.

What information is required to complete this transaction?

1. UEN of VCC.
2. AGM copy of financial statements for VCC in pdf, if applicable.

How long will it take to file this transaction?

1. This e-Service will take about 5-10 minutes to complete.
2. Once the transaction is successfully lodged, the records will be updated immediately.

Please note the following:

In filing this Annual Return form, you are representing that you are an officer of the VCC or have been authorised by the VCC to submit this form. Your identity and the information relating to your access of this form will be recorded and these details will be displayed the next time this form is accessed by any party. If you are not an officer of the company or have not been authorised by the company, please do not proceed any further or submit this form.

Important Notes:

1. This transaction can only be filed by an officer (e.g. director or secretary) of the VCC or the VCC's corporate (CSP).
2. The maximum file size is 5MB and the acceptable file size is PDF, where file submission is required.
3. File(s) should not be password protected.
4. Please read the [Terms and Conditions](#) before proceeding further.
5. Upon the successful lodgement of the annual return, you will receive a free Business Profile of the entity the next day.

BACK PRINT NEXT

5.

Click 'NEXT'.

Important Notes:

1. This transaction can only be filed by an officer (e.g. director or secretary) of the VCC or the VCC's corporate (CSP).
2. The maximum file size is 5MB and the acceptable file size is PDF, where file submission is required.
3. File(s) should not be password protected.
4. Please read the [Terms and Conditions](#) before proceeding further.
5. Upon the successful lodgement of the annual return, you will receive a free Business Profile of the entity the next day.

BACK PRINT NEXT

6.

Annual Return form is displayed.

VCC INFORMATION ANNUAL GENERAL MEETING FINANCIAL STATEMENTS DECLARATION PREVIEW

VCC Base Information

UEN of VCC : SEARCH Name of VCC : Type of VCC :

Business Activity :

User-Described Activity Description :

Registered Office Address :

7.

Click on 'SEARCH'.

VCC INFORMATION* ANNUAL GENERAL MEETING* FINANCIAL STATEMENTS DECLARATION PREVIEW

VCC Base Information

UEN of VCC : Name of VCC : Type of VCC :

Business Activity :

User-Described Activity Description :

Registered Office Address :

8.

Select a VCC to file Annual Return.

VCC Search

| S/No. | UEN | Name | Status | |
|--------------------------|-----|--------|---------------------------------------|----------|
| <input type="checkbox"/> | 1 | 675355 | TEST AR 0401002 VCC | LIVE VCC |
| <input type="checkbox"/> | 2 | 164044 | TEST AR 0401001 VCC | LIVE VCC |
| <input type="checkbox"/> | 3 | 259111 | TEST AR 0401003 VCC | LIVE VCC |
| <input type="checkbox"/> | 4 | 749651 | TESTING HAPPY EOT 20210401 9823 VCC | LIVE VCC |
| <input type="checkbox"/> | 5 | 299056 | TESTING AR _TO_MOBILE_20210401009 VCC | LIVE VCC |
| <input type="checkbox"/> | 6 | 237680 | TESTING _AR 2021_0401009_N VCC | LIVE VCC |
| <input type="checkbox"/> | 7 | 574221 | TESTING AR HH 20210401005_N VCC | LIVE VCC |

CANCEL

9.

- Enter 'Investment strategy of the VCC'
- Select a 'VCC Status'
- Select 'Is the VCC listed in any securities exchange during Financial Period Concerned?'
- Select 'Where the Register of Controllers/Beneficial Owners is Kept'
- Select 'Where the Register of Nominee Directors is Kept'
- Click on 'NEXT'

Investment strategy of the VCC : *

VCC Status

Financial Year End of this Annual Return :
02/06/2020

Date of Annual Return :
22/04/2021

VCC Status :

- Active
- Dormant (for the entire financial period) 

Is the VCC listed in any securities exchange during Financial Period Concerned?

- Yes
- No

Where the Register of Controllers/Beneficial Owners is Kept :

- Registered office of the VCC
- Registered office of the VCC's manager, appointed under section 46(1) of the VCC Act
- Registered office of the eligible financial institution
- Exempted from the requirement to keep a register

Where the Register of Nominee Directors is Kept :

- Registered office of the VCC
- Registered office of the VCC's manager, appointed under section 46(1) of the VCC Act
- Registered office of the eligible financial institution
- Exempted from the requirement to keep a register

PRINT

PREVIOUS



NEXT

CANCEL

10.

- Select 'Is VCC required to hold AGM?'
- Click on 'NEXT'

< VCC INFORMATION* ANNUAL GENERAL MEETING* FINANCIAL STATEMENTS DECLARATION

Annual General Meeting (AGM) Details

Is VCC required to hold AGM?

Yes, VCC is required to hold AGM.

No, VCC is exempted to hold an AGM as financial statements have been sent to members and no request received for AGM to be held

No, A resolution to dispense with holding AGMs passed by all members is in force

PRINT PREVIOUS NEXT CANCEL

11.

- Select 'Currency Type'
- Enter 'Total Assets'
- Enter 'Net Assets'
- Enter 'Income/Revenue'
- Enter 'Profit before tax/Total returns before tax'
- Upload 'AGM copy of financial statements for VCC (max 5MB)' pdf file.
- Select a 'Name of Director'
- Checked 'Check this box to confirm that the financial statements are audited'
- Enter 'Date of Independent auditor's report'
- Enter 'UEN of Public Accounting Entity that audited the financial statements'
- Select 'Name of Auditor who audited and sign off the financial statements'
- Select 'Year of appointment Auditor who audited and sign off the financial statements'
- Select 'Type of opinion in independent auditors' report'
- Select 'Is there a material uncertainty relating to going concern reported in auditors' report'
- Select 'Auditing standards to conduct the audit'
- Select 'Whether in the auditor's opinion, accounting and other records required are properly kept in accordance.'
- Click on 'NEXT'

The screenshot shows a web form titled "Financial Metrics" with a sidebar on the left containing the number "100886". The main form area contains the following fields:

- Name of VCC/Sub-fund:** CS P ABC HKKK DRAFT ENNTITY BEAUTY 20210401001 VCC
- Currency Type:** A dropdown menu highlighted with a red box.
- Total Assets:** A text input field with a red asterisk and a red box around it. Below the field is the text "Please enter a valid Total Assets."
- Net Assets:** A text input field with a red asterisk and a red box around it. Below the field is the text "Please enter a valid Net Assets."
- Income/Revenue:** A text input field with a red asterisk and a red box around it. Below the field is the text "Please enter a valid Income/Revenue."
- Profit before tax/Total returns before tax:** A text input field with a red asterisk and a red box around it. Below the field is the text "Please enter a valid Profit before tax/Total returns before tax."

A "CANCEL" button is located at the bottom right of the form.

VCC Financial Statements

AGM copy of financial statements for VCC (max of 5MB):

UPLOAD

The Statement by Directors have been signed by

Name of Director 1 : *

Please select the name of the director who signed the Statement by Directors.

Audit Information

Check this box to confirm that the financial statements are audited :

Date of independent auditor's report: *

UEN of Public Accounting Entity (PAE) that audited the financial statements : *

Please indicate the UEN of the PAE/PAC.

Name of Public Accounting Entity (PAE) that audited the financial statements :

Name of Auditor who audited and signed off the financial statements : *

Year of appointment Auditor who audited and signed off the financial statements : *

Please enter the financial year end which the auditor was first appointed.

Type of audit opinion in independent auditors' report *

Please select the type of audit report.

Is there a material uncertainty relating to going concern reported in auditors' report ? *

Yes No

Auditing standards used to conduct the audit : *

Whether in the auditor's opinion, accounting and other records required are properly kept in accordance ? *

Yes No

PRINT

PREVIOUS

NEXT

CANCEL

| | |
|-----|--|
| 12. | <p>VCCs with Sub-Fund(s), to click on the Sub-Fund number tab to file finances statements for Sub-Fund</p> <ul style="list-style-type: none"> - Select 'Currency Type' - Enter 'Total Assets' - Enter 'Net Assets' - Enter 'Income/Revenue' - Enter 'Profit before tax/Total returns before tax' - Upload 'AGM copy of financial statements for VCC (max 5MB)' pdf file. - Select a 'Name of Director' - Checked 'Check this box to confirm that the financial statements are audited' - Enter 'Date of Independent auditor's report' - Enter 'UEN of Public Accounting Entity that audited the financial statements' - Select 'Name of Auditor who audited and sign off the financial statements' - Select 'Year of appointment Auditor who audited and sign off the financial statements' - Select 'Type of opinion in independent auditors' report' - Select 'Is there a material uncertainty relating to going concern reported in auditors' report' - Select 'Auditing standards to conduct the audit' - Select 'Whether in the auditor's opinion, accounting and other records required are properly kept in accordance.' - Click on 'NEXT' |
|-----|--|

VCC INFORMATION - ANNUAL GENERAL MEETING - FINANCIAL STATEMENTS - DECLARATION - PREVIEW

Attach full set of financial statements for VCC and individual financial statement(s) for sub-fund(s) (if applicable) as tabled at the AGM (or sent to shareholder, in the case of a VCC which has dispensed with holding an AGM).

T20VC0001F

T20VC0001F-SF001

T20VC0001F-SF002

T20VC0001F-SF003

Financial Metrics

Name of VCC/Sub-fund
FUND

Currency Type : *

Total Assets : *
Please enter a valid Total Assets.

Net Assets : *
Please enter a valid Net Assets.

Income/Revenue : *
Please enter a valid Income/Revenue.

Profit before tax/Total returns before tax : *
Please enter a valid Profit before tax/Total returns before tax.

VCC Financial Statements

100886

Financial Metrics

Name of VCC/Sub-fund
CS P ABC HKKK DRAFT ENNTITY BEAUTY 20210401001 VCC

Currency Type : *

Total Assets : *
Please enter a valid Total Assets.

Net Assets : *
Please enter a valid Net Assets.

Income/Revenue : *
Please enter a valid Income/Revenue.

Profit before tax/Total returns before tax : *
Please enter a valid Profit before tax/Total returns before tax.

CANCEL

VCC Financial Statements

AGM copy of financial statements for VCC (max of 5MB):*

UPLOAD

The Statement by Directors have been signed by

Name of Director 1 : *
Please select the name of the director who signed the Statement by Directors.

Audit Information

Check this box to confirm that the financial statements are audited :

| | |
|-----|---|
| | <div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <i>Date of independent auditor's report.*</i> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <i>UEN of Public Accounting Entity (PAE) that audited the financial statements.*</i> <div style="float: right; font-size: small;">Name of Public Accounting Entity (PAE) that audited the financial statements :</div> <div style="clear: both;"></div> <div style="font-size: x-small; margin-top: 5px;">Please indicate the UEN of the PAE/PAC.</div> </div> <div style="display: flex; justify-content: space-between; border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="width: 45%; border: 1px solid #ccc; padding: 5px;"> <i>Name of Auditor who audited and signed off the financial statements.*</i> </div> <div style="width: 45%; border: 1px solid #ccc; padding: 5px;"> <i>Year of appointment Auditor who audited and signed off the financial statements.*</i> <div style="font-size: x-small; margin-top: 5px;">Please enter the financial year end which the auditor was first appointed.</div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <i>Type of audit opinion in independent auditors' report.*</i> <div style="font-size: x-small; margin-top: 5px;">Please select the type of audit report.</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Is there a material uncertainty relating to going concern reported in auditors' report.* <input type="radio"/> Yes <input type="radio"/> No </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <i>Auditing standards used to conduct the audit.*</i> </div> <div style="border: 1px solid #ccc; padding: 5px;"> Whether in the auditor's opinion, accounting and other records required are properly kept in accordance.* <input type="radio"/> Yes <input type="radio"/> No </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> PRINT PREVIOUS NEXT CANCEL </div> </div> |
| 13. | <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> < <input type="radio"/> VCC INFORMATION * <input type="radio"/> ANNUAL GENERAL MEETING * <input type="radio"/> FINANCIAL STATEMENTS <input checked="" type="radio"/> DECLARATION <input type="radio"/> PRE > </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Declaration (Director/Secretary Only) <p style="font-size: x-small; margin-top: 5px;">I, declare the above information submitted is true and correct to the best of my knowledge. I am aware I may be liable to prosecution if I submit any false or misleading information in this form.</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> PRINT PREVIOUS NEXT CANCEL </div> </div> |

14.

- Verify the information on the preview page
- Click 'Finish'. Otherwise, click 'Previous' and edit the information.

< VCC INFORMATION * ○ ANNUAL GENERAL MEETING * ○ FINANCIAL STATEMENTS — ✓ DECLARATION — ○ PREVIEW

VCC Base Information

UEN of VCC : 835116 Name of VCC : TESTING ABC FINE YUAN KKKKKKKKKKKK Type of VCC : NON-UMBRELLA VCC
20210401 VCC

Business Activity : TRUSTS, FUNDS AND SIMILAR FINANCIAL ENTITIES (E.G.COLLECTIVE PORTFOLIO INVESTMENT FUNDS (EXCLUDING THOSE WITH RENTAL INCOME)) (64300)

PRINT PREVIOUS FINISH CANCEL

15.

- Click on 'MAKE PAYMENT'

← General Payment

Transaction Details

Entity Name UEN
AR TEST WITHIN ADMINISTRATIVE GRACE 2 VCC 403136

| S.No. | Transaction No. | Entity Name | Description | Amount (SGD) |
|-------|-----------------|---|--------------------|--------------|
| 1 | V210033118 | AR TEST WITHIN ADMINISTRATIVE GRACE 2 VCC | Annual Return (AR) | 1,600.00 |

Payable Amount: SGD 1,600.00

Message Section
For failed transactions paid via online payment modes, no action is required from you as the refund will be automatically credited back to your original payment mode.

MAKE PAYMENT CANCEL

16.

Payment confirmation page is displayed after payment.

Annual Return

Confirmation

Transaction Number

V210015629

Entity/Person Name

CS P ABC HKKK DRAFT ENNTITY BEAUTY 20210401001 VCC

EP Reference No.

B27271KZ

Receipt Number

AVCC210422000008

Payment Via

Credit/Debit Card

Payment Date

22/04/2021 11:04:45

ARN Ref Number

VCC20210422461930

| S/No. | Transaction No. | Entity Name/UEN | Description | Delivery Mode (Status) | Amount (SGD) |
|-------|-----------------|--|--------------------|------------------------|--------------|
| 1 | V210015629 | CS P ABC HKKK DRAFT ENNTITY BEAUTY 20210401001 VCC | Annual Return (AR) | (Completed) | 1,600.00 |

Paid Amount: SGD 1,600.00

PRINT

VIEW RECEIPT