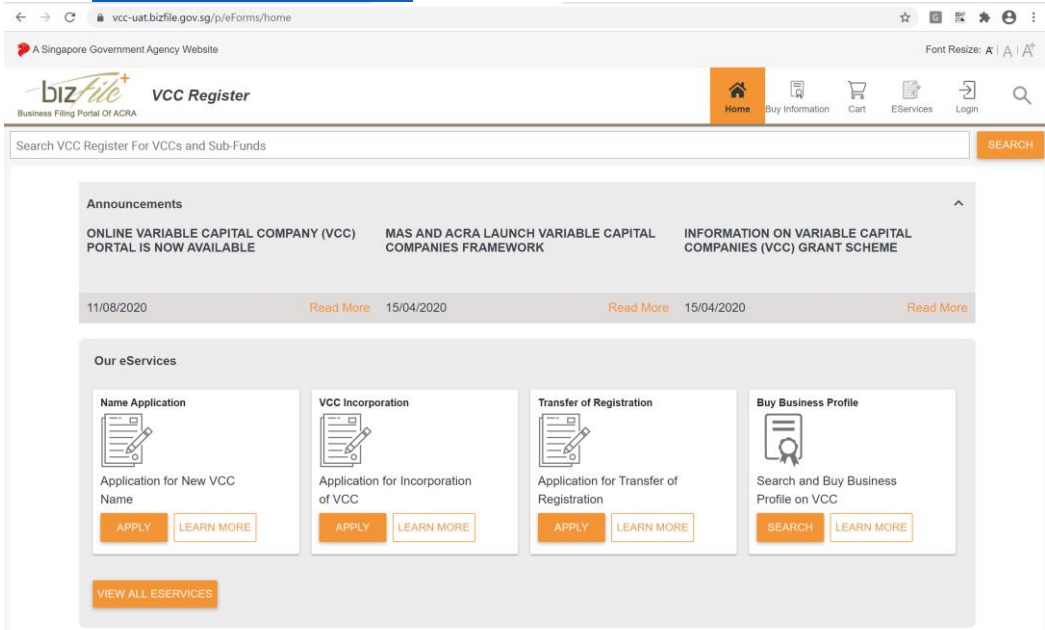
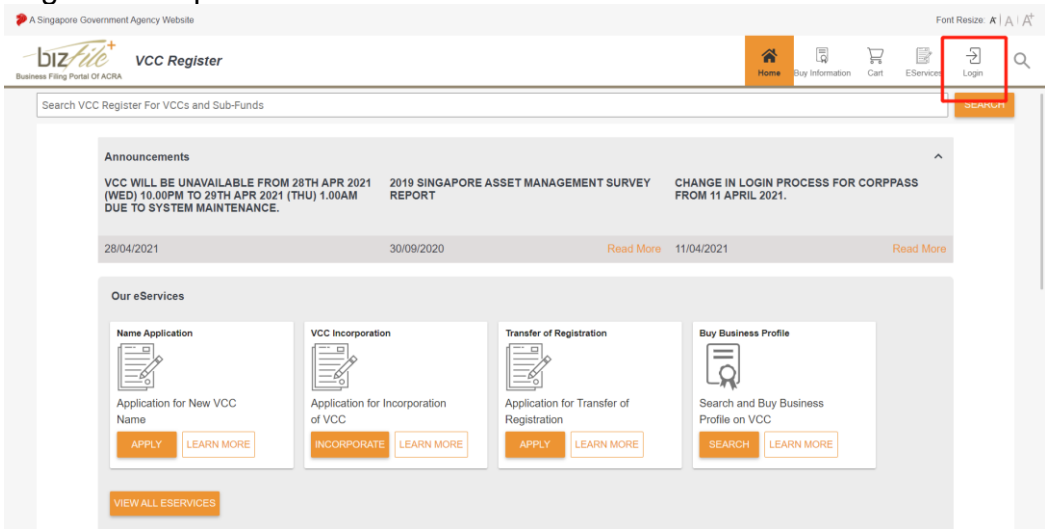


# Step by Step Guide for Filing Annual Return of VCC

| Steps | Description   |
|-------|---|
| 1.    | <p>Go to <a href="http://www.vcc.bizfile.gov.sg">www.vcc.bizfile.gov.sg</a></p>  |
| 2.    | <p>Login via CorpPass.</p>    |

## For Business Users

(With UEN, or government CorpPass account)

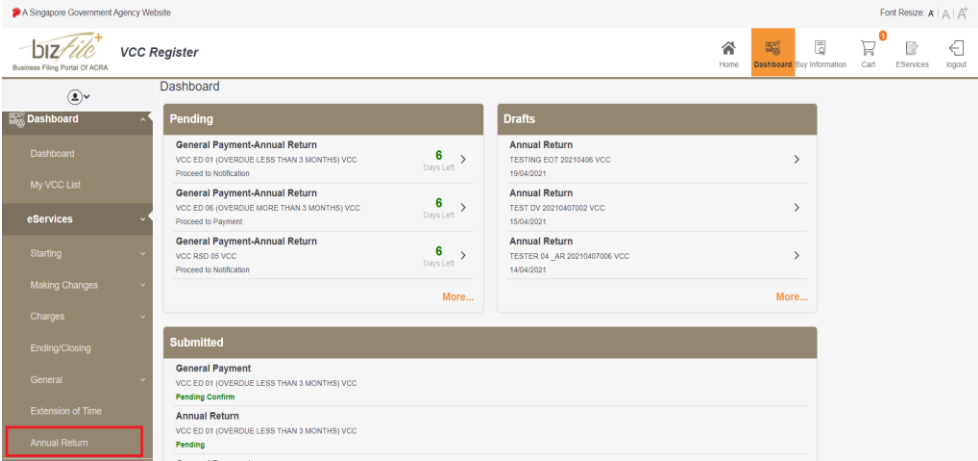
[Log in with Singpass](#)

## For Individual Users

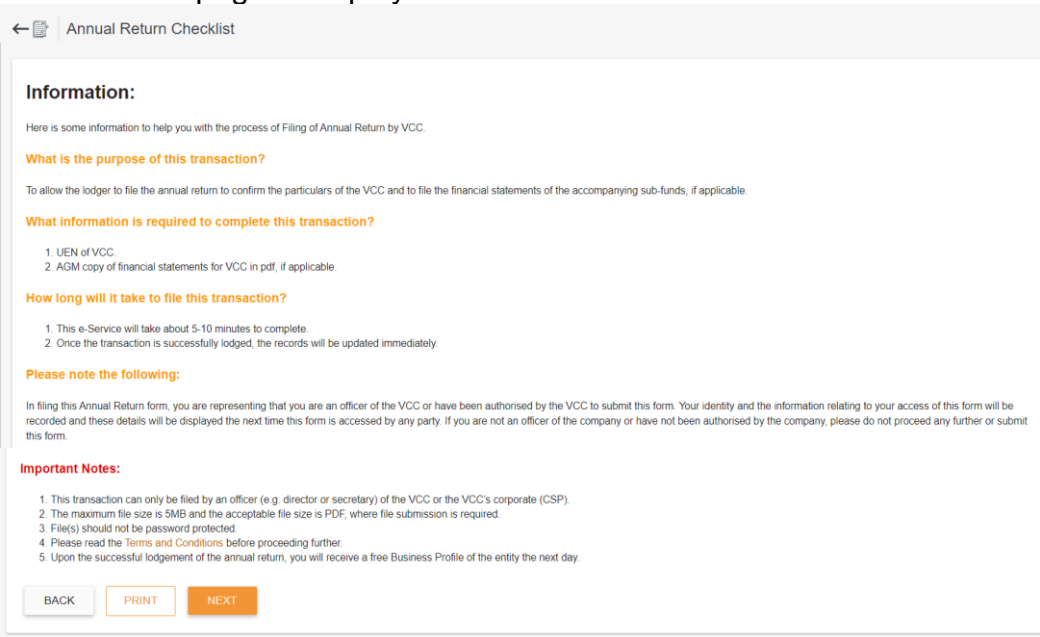
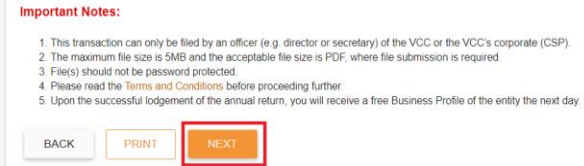
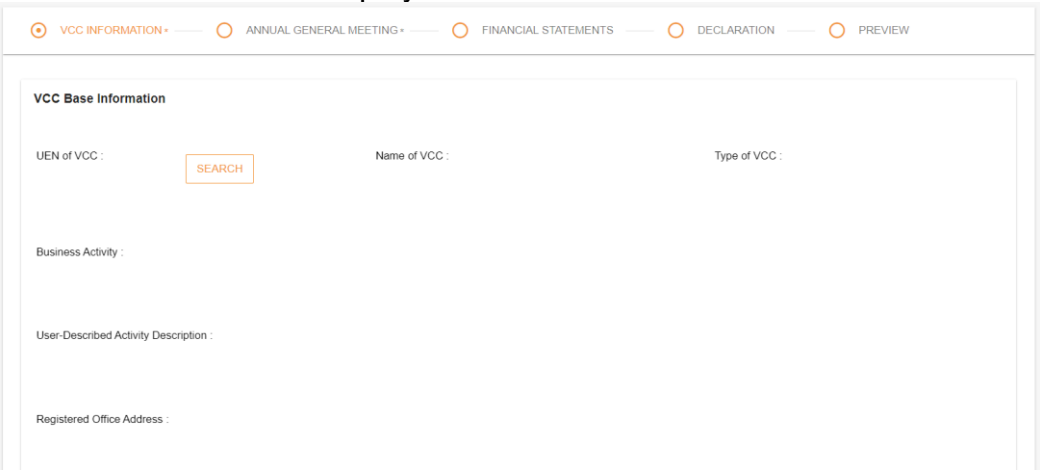
[Log in with Singpass](#)

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 'bizFile+ VCC Register' dashboard. On the left, a vertical menu has 'Annual Return' highlighted with a red box. The main content area is divided into 'Pending', 'Drafts', and 'Submitted' sections. The 'Pending' section lists three 'General Payment-Annual Return' items, each with a '6 Days Left' timer. The 'Drafts' section lists three 'Annual Return' items. The 'Submitted' section shows a 'General Payment' and an 'Annual Return' item, both marked as 'Pending Confirm'.

|    |  |
|----|--|
| 4. | <p>The checklist page is displayed.</p>    |
| 5. | <p>Click 'NEXT'.</p>                       |
| 6. | <p>Annual Return form is displayed.</p>  |

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 checked="" 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 |

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'

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 :  
☐

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

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 \*

Net Assets \*

Income/Revenue \*

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 \*

Net Assets \*

Income/Revenue \*

Profit before tax/Total returns before tax \*

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 :

☐

Annual Return

Page 10  
Last Updated on 22 Apr 2021

|     |   |
|-----|---|
|     | <div> <div>Date of independent auditor's report:*</div> <div> <div>UEN of Public Accounting Entity (PAE) that audited the financial statements :*</div> <div>Name of Public Accounting Entity (PAE) that audited the financial statements :</div> </div> <div>Please indicate the UEN of the PAE/PAC.</div> <div> <div>Name of Auditor who audited and signed off the financial statements : *</div> <div>Year of appointment Auditor who audited and signed off the financial statements : *</div> </div> <div>Please enter the financial year end which the auditor was first appointed.</div> <div>Type of audit opinion in independent auditors' report *</div> <div>Please select the type of audit report.</div> <div> <div>Is there a material uncertainty relating to going concern reported in auditors' report : *</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div>Auditing standards used to conduct the audit : *</div> <div> <div>Whether in the auditor's opinion, accounting and other records required are properly kept in accordance : *</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>PRINT</div> <div>PREVIOUS</div> <div>● ● ● ● ●</div> <div>NEXT</div> <div>CANCEL</div> </div> </div> |
| 13. | <div>- Accept the declaration and click on 'NEXT'</div> <div> <div>&lt; ● VCC INFORMATION * ● ANNUAL GENERAL MEETING * ● FINANCIAL STATEMENTS ● ● DECLARATION ● PRE</div> <div> <div>Declaration (Director/Secretary Only)</div> <div>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.</div> </div> <div> <div>PRINT</div> <div>PREVIOUS</div> <div>● ● ● ● ●</div> <div>NEXT</div> <div>CANCEL</div> </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 KKKKKKKKKK      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: AR TEST WITHIN ADMINISTRATIVE GRACE 2 VCC      UEN: 403136

| S.No. | Transaction No. | Entity Name                               | Description        | Amount (SGD) |
|-------|-----------------|---|--------------------|--------------|
| 1     | VZ10033118      | 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<br>(Status) | Amount<br>(SGD) |
|-------|-----------------|--|--------------------|---------------------------|-----------------|
| 1     | V210015629      | CS P ABC HKKK DRAFT<br>ENNTITY BEAUTY<br>20210401001 VCC | Annual Return (AR) | (Completed)               | 1,600.00        |

**Paid Amount: SGD 1,600.00**

PRINT

VIEW RECEIPT