

## **Incorporation**

**Q1: I am starting a business and not sure how to choose a business structure.**

**A:** Please refer to the [e-Advisor](#) on GoBusiness Singapore. There is a simulation tool where you can explore different entity structures and understand the incorporation process to help you choose the most appropriate business structure for your needs.

**Q2: I am unable to retrieve documents such as the constitution after the incorporation process has been completed.**

**A:** You may refer to the table below on how to retrieve the various type of documents and the necessary steps:

<b>Free business profile and company registers:</b>	Please refer to the following <a href="#">guide</a>
<b>Constitution and Extracts:</b>	Login to Singpass (Business User) > Dashboard > My Transactions > select the registration of new business transaction > View Details > Uploaded Documents.

Please note that product downloads will expire 30 days after delivery, and no extensions can be made beyond this period.

**Q3. I was making payment for incorporation when my webpage hung, how can I access the payment link again?**

**A:** Please log in to [Bizfile](#) and check the status of the specific transaction under "My Transactions". If the transaction status shows "Payment Failed", you will need to submit a new transaction.

## **Shares Related Enquiries**

**Q4: How do I add a shareholder during incorporation of a private company limited by shares?**

**A:** During incorporation, you can specify the shareholders in the incorporation application. Refer to step 10 of the BizFile guide [link](#) on incorporating a local company for the detailed steps.

**Q5:** Under [what section] of the incorporation application, **what is the difference between All in Cash, All Otherwise than in Cash, No Consideration, Partially in Cash, and Otherwise than in Cash?**

**A: All in Cash:** Shares issued with payment made entirely in cash.

**All Otherwise than in Cash:** Shares issued fully by non-cash consideration, such as assets or services.

**No Consideration:** Shares issued without any consideration (e.g., bonus shares).

**Partially in Cash and otherwise than in cash:** Shares partly paid in cash and partly with consideration other than cash.

These terms describe the mode of payment for shares issued. For detailed legal definitions, please refer to the Companies Act or seek professional advice.

**Q6. What is the meaning of Issued Shares, Paid up Shares (which class of shares to choose)? Must I select one or all 3 types of shares?**

**Issued Shares:** The number of shares that have been allotted to shareholders.

**Paid-up Shares:** The portion of issued shares for which payment has been received. The amount of Paid-up shares cannot exceed the amount of issued shares.

A company may issue different types (also known as “classes”) of shares. Ordinary shares are the most common type of share. They typically carry voting rights but do not give shareholders the right to receive or demand dividends. There are also Preference Shares and Other Shares. Selection of share classes depends on your company's share structure. You may wish to seek professional advice if you need help to determine the most appropriate share structure for your business needs.

**Q7. Are there a minimum or maximum figures to indicate for shares?**

**A:** The minimum number of issued shares is 1. The maximum figure may contain up to 19 digits, with up to 19 decimal places supported to allow precise valuation.

**Q8. Can I have multiple currencies?**

**A:** Yes, companies may issue shares in multiple currencies as per their constitution and regulatory requirements.

**Q9. Why is backdating the date of transfer/date of allotment generally not allowed?**

**A:** For private companies, a share transfer or allotment only takes effect once ACRA's electronic register of members (EROM) is updated upon filing. Therefore, backdating is generally not allowed to ensure accuracy and legal compliance.

**Q10. How do I increase the shares capital?**

**A:** To update paid-up share capital, file a Notice to update paid-up share capital. To increase the number of shares, issued shares, and paid-up shares, file a Return of Allotment of Shares.

**Q11. How to add or remove a shareholder?**

**A:** A company can add a shareholder during its registration or file a Return of Allotment after incorporation. To remove a shareholder, company can file a Transfer of Shares or a Reduction of Share Capital. For complex situations, you may wish to seek professional advice to ensure compliance with regulatory requirements and proper execution of the share transfer process.

**Q12. How do I check my current shareholder/shareholdings?**

**A:** You may view shareholder information on BizFile under the entity information section. Alternatively, you can download a free Register of Members or purchase the Business Profile which includes shareholding details.

**Q13. Any documents required for any of the share's transactions?**

**A:** Yes. Depending on the transaction, you may need documents such as resolutions on the conversion, alteration or reduction. Please refer to the BizFile eguides (link [here](#)) or seek professional advice if unsure.