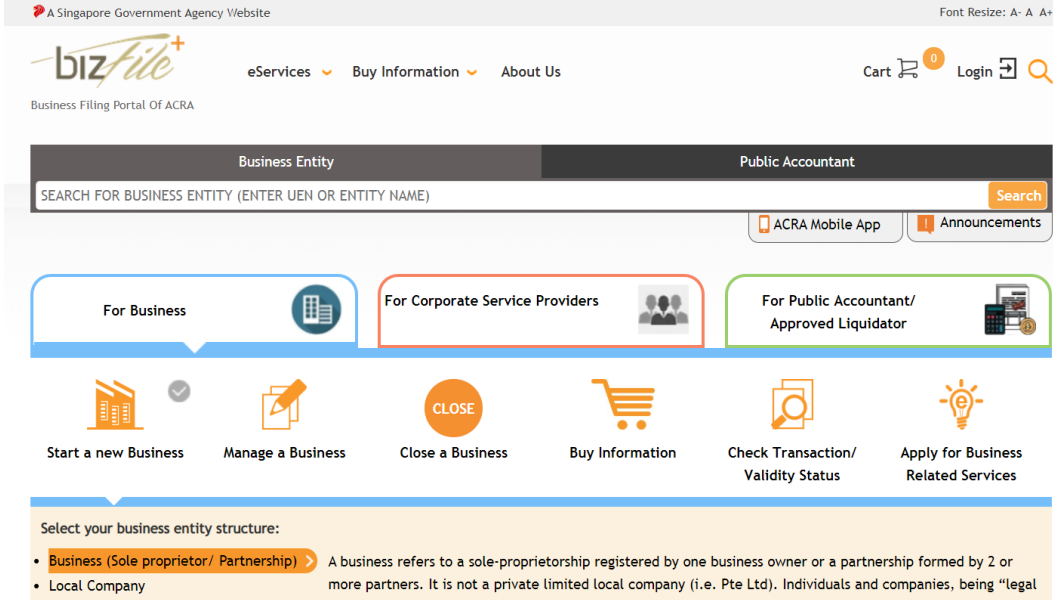
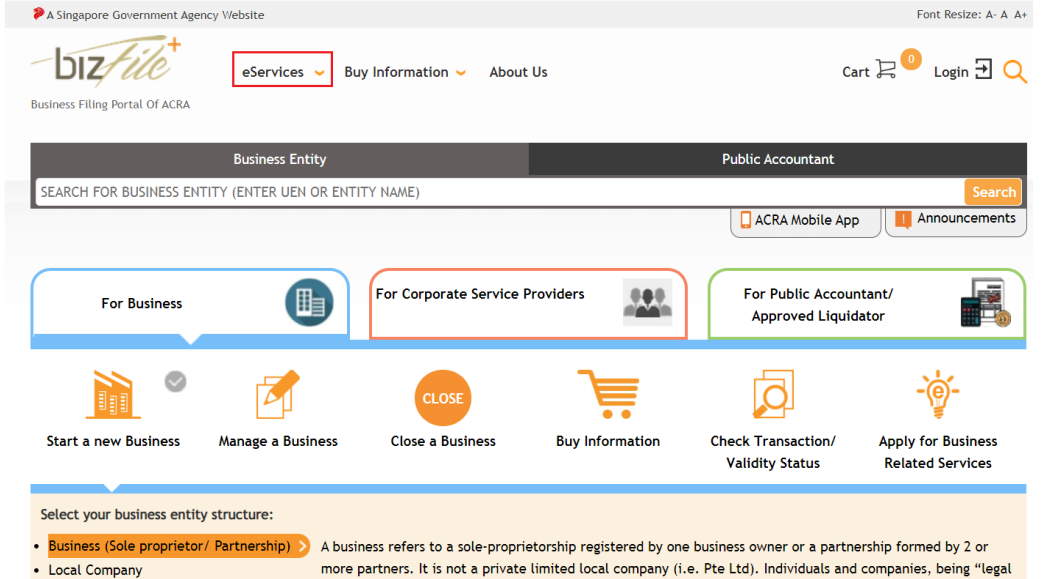
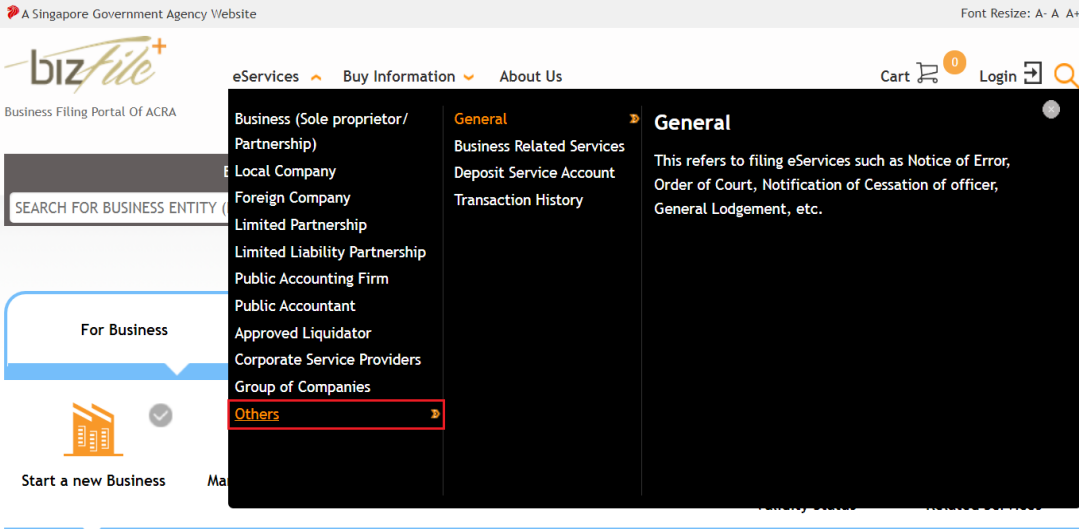
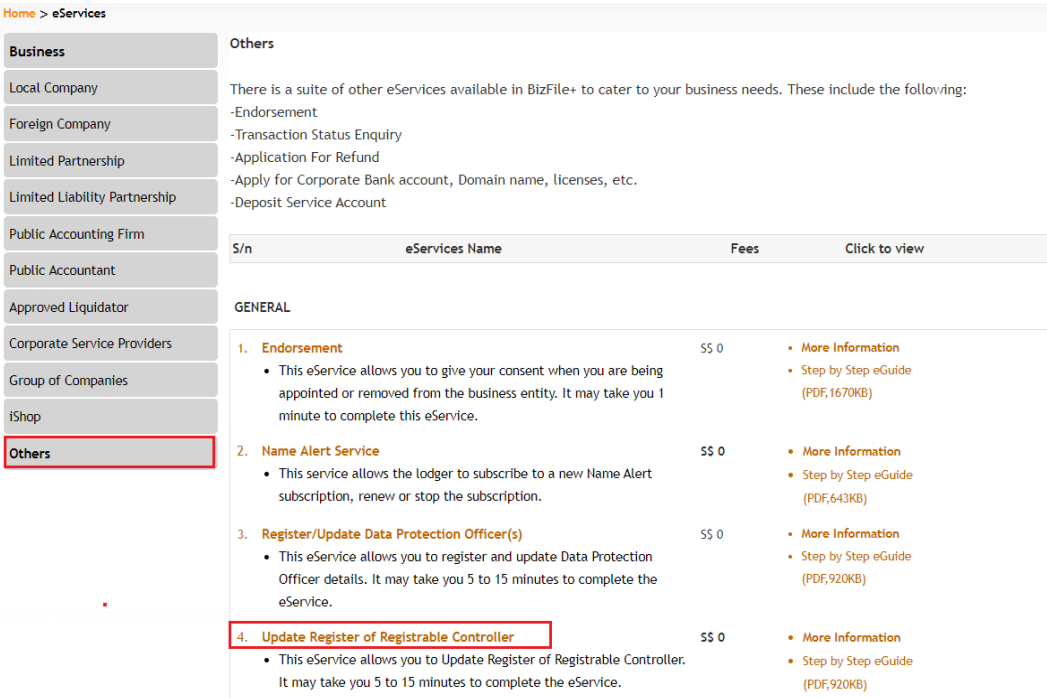
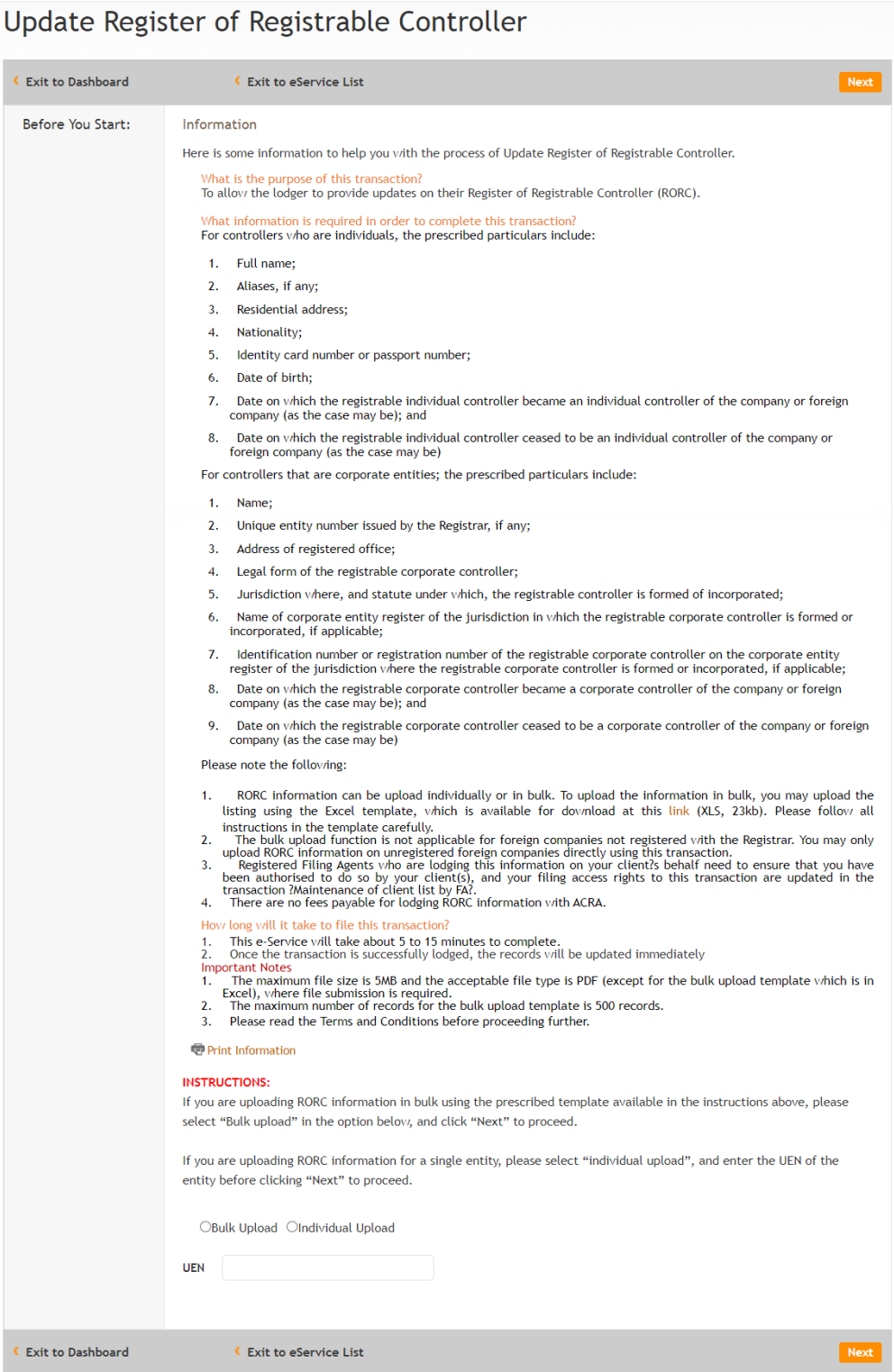



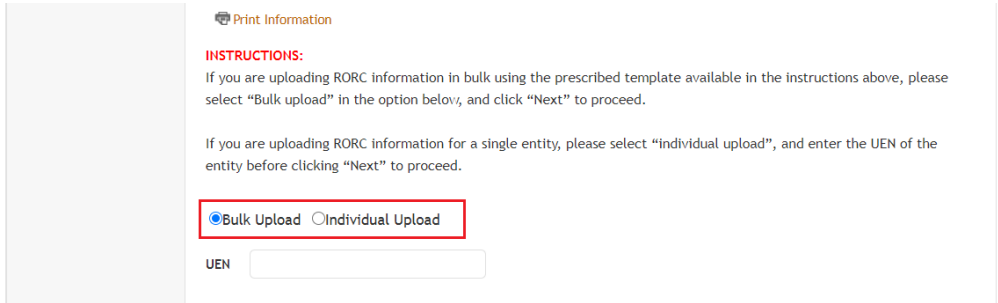
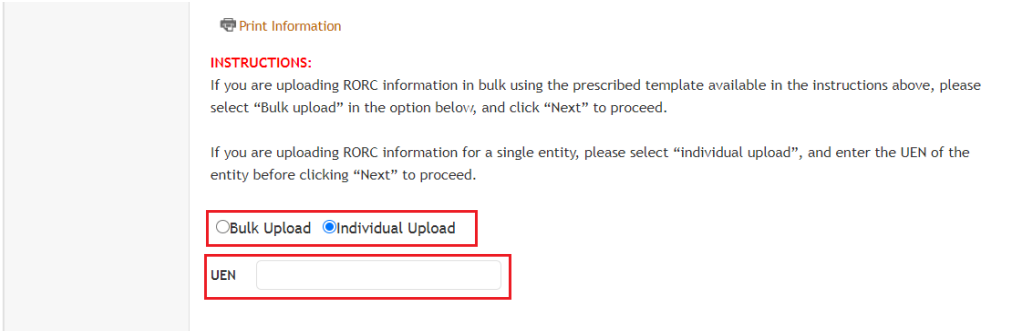
Step by Step Guide for Update Register of Registrable Controller

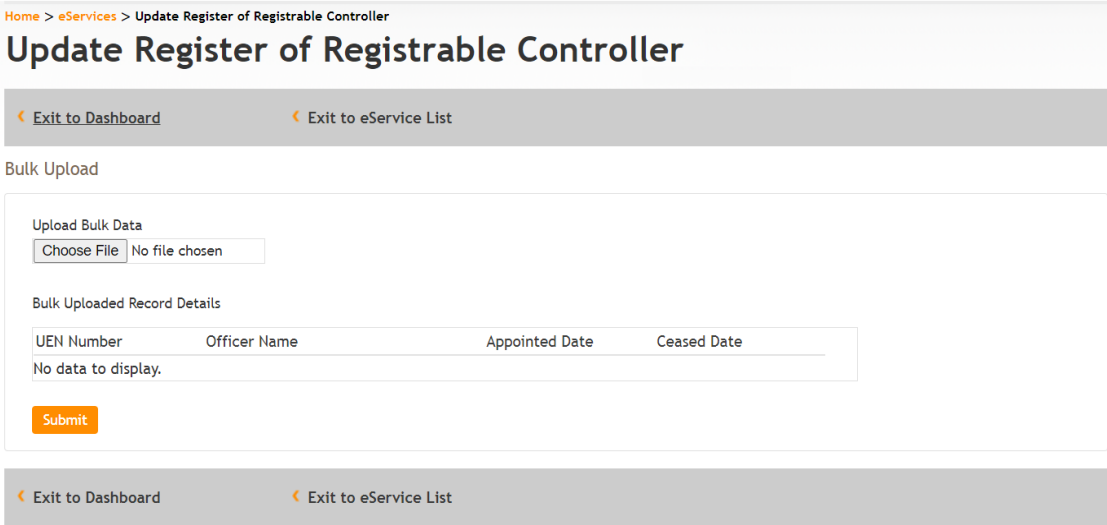
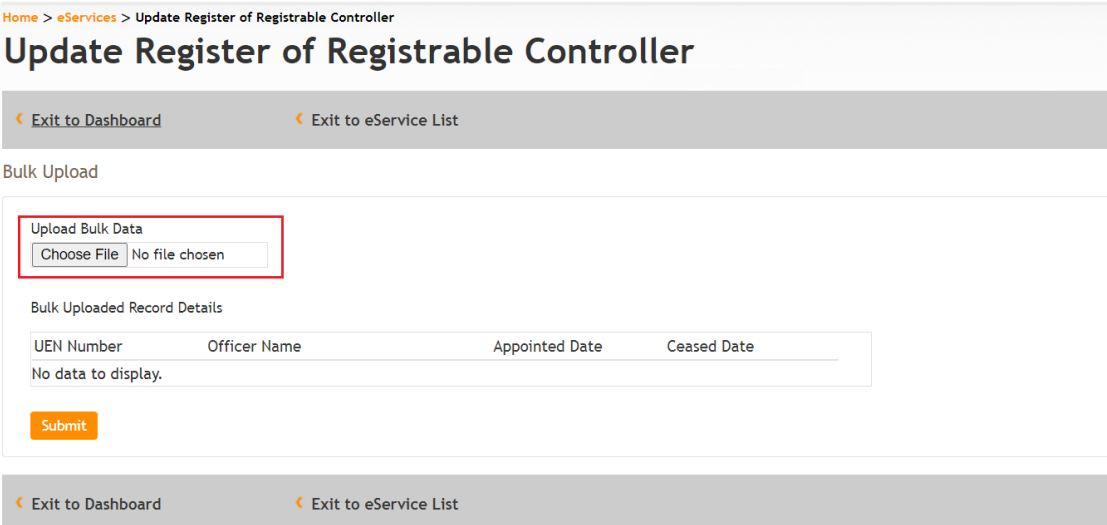
Steps	Descriptions
1.	<p>Go to www.bizfile.gov.sg</p>  <p>The screenshot shows the bizfile.gov.sg homepage. At the top, there is a navigation bar with 'eServices', 'Buy Information', and 'About Us'. The 'eServices' menu is highlighted with a red box. Below the navigation bar, there is a search bar for business entities. The main content area features three tabs: 'For Business', 'For Corporate Service Providers', and 'For Public Accountant/ Approved Liquidator'. Below these tabs, 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'. At the bottom, there is a section for selecting a business entity structure, with 'Business (Sole proprietor/ Partnership)' selected.</p>
2.	<p>Click on 'eServices'.</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'. The 'eServices' menu 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'. Below these tabs, 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'. At the bottom, there is a section for selecting a business entity structure, with 'Business (Sole proprietor/ Partnership)' selected.</p>

Steps	Descriptions
3.	<p>Click on 'Others'.</p>  <p>The screenshot shows the BizFile+ website interface. A dropdown menu is open, listing various business entity types. The 'Others' option is highlighted with a red box. The 'General' section is also visible, providing information about eServices such as Notice of Error, Order of Court, and General Lodgement.</p>

4.	<p>Click on 'Update Register of Registrable Controller'.</p> <p>You will be re-directed to the Login Page. If you need help, please refer to the step by step guide on Login.</p>  <p>The screenshot shows the 'Others' eServices page. A table lists various eServices. The 'Update Register of Registrable Controller' service is highlighted with a red box. The table includes columns for S/n, eServices Name, Fees, and Click to view.</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</td> <td>SS 0</td> <td> <ul style="list-style-type: none"> More Information Step by Step eGuide (PDF,1670KB) </td> </tr> <tr> <td>2.</td> <td>Name Alert Service</td> <td>SS 0</td> <td> <ul style="list-style-type: none"> More Information Step by Step eGuide (PDF,643KB) </td> </tr> <tr> <td>3.</td> <td>Register/Update Data Protection Officer(s)</td> <td>SS 0</td> <td> <ul style="list-style-type: none"> More Information Step by Step eGuide (PDF,920KB) </td> </tr> <tr> <td>4.</td> <td>Update Register of Registrable Controller</td> <td>SS 0</td> <td> <ul style="list-style-type: none"> More Information Step by Step eGuide (PDF,920KB) </td> </tr> </tbody> </table>	S/n	eServices Name	Fees	Click to view	1.	Endorsement	SS 0	<ul style="list-style-type: none"> More Information Step by Step eGuide (PDF,1670KB) 	2.	Name Alert Service	SS 0	<ul style="list-style-type: none"> More Information Step by Step eGuide (PDF,643KB) 	3.	Register/Update Data Protection Officer(s)	SS 0	<ul style="list-style-type: none"> More Information Step by Step eGuide (PDF,920KB) 	4.	Update Register of Registrable Controller	SS 0	<ul style="list-style-type: none"> More Information Step by Step eGuide (PDF,920KB)
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Steps	Descriptions
5.	<p>The checklist page is displayed.</p>  <p>Update Register of Registrable Controller</p> <p>← Exit to Dashboard ← Exit to eService List Next</p> <p>Before You Start:</p> <p>Information</p> <p>Here is some information to help you with the process of Update Register of Registrable Controller.</p> <p>What is the purpose of this transaction? To allow the lodger to provide updates on their Register of Registrable Controller (RORC).</p> <p>What information is required in order to complete this transaction? For controllers who are Individuals, the prescribed particulars include:</p> <ol style="list-style-type: none"> 1. Full name; 2. Aliases, if any; 3. Residential address; 4. Nationality; 5. Identity card number or passport number; 6. Date of birth; 7. Date on which the registrable individual controller became an individual controller of the company or foreign company (as the case may be); and 8. Date on which the registrable individual controller ceased to be an individual controller of the company or foreign company (as the case may be) <p>For controllers that are corporate entities; the prescribed particulars include:</p> <ol style="list-style-type: none"> 1. Name; 2. Unique entity number issued by the Registrar, if any; 3. Address of registered office; 4. Legal form of the registrable corporate controller; 5. Jurisdiction where, and statute under which, the registrable controller is formed or incorporated; 6. Name of corporate entity register of the jurisdiction in which the registrable corporate controller is formed or incorporated, if applicable; 7. Identification number or registration number of the registrable corporate controller on the corporate entity register of the jurisdiction where the registrable corporate controller is formed or incorporated, if applicable; 8. Date on which the registrable corporate controller became a corporate controller of the company or foreign company (as the case may be); and 9. Date on which the registrable corporate controller ceased to be a corporate controller of the company or foreign company (as the case may be) <p>Please note the following:</p> <ol style="list-style-type: none"> 1. RORC information can be upload individually or in bulk. To upload the information in bulk, you may upload the listing using the Excel template, which is available for download at this link (XLS, 23kb). Please follow all instructions in the template carefully. 2. The bulk upload function is not applicable for foreign companies not registered with the Registrar. You may only upload RORC information on unregistered foreign companies directly using this transaction. 3. Registered Filing Agents who are lodging this information on your client's behalf need to ensure that you have been authorised to do so by your client(s), and your filing access rights to this transaction are updated in the transaction Maintenance of client list by FA? 4. There are no fees payable for lodging RORC information with ACRA. <p>How long will it take to file this transaction?</p> <ol style="list-style-type: none"> 1. This e-Service will take about 5 to 15 minutes to complete. 2. Once the transaction is successfully lodged, the records will be updated immediately <p>Important Notes</p> <ol style="list-style-type: none"> 1. The maximum file size is 5MB and the acceptable file type is PDF (except for the bulk upload template which is in Excel), where file submission is required. 2. The maximum number of records for the bulk upload template is 500 records. 3. Please read the Terms and Conditions before proceeding further. <p> Print Information</p> <p>INSTRUCTIONS:</p> <p>If you are uploading RORC information in bulk using the prescribed template available in the instructions above, please select "Bulk upload" in the option below, and click "Next" to proceed.</p> <p>If you are uploading RORC information for a single entity, please select "Individual upload", and enter the UEN of the entity before clicking "Next" to proceed.</p> <p><input type="radio"/> Bulk Upload <input type="radio"/> Individual Upload</p> <p>UEN <input type="text"/></p> <p>← Exit to Dashboard ← Exit to eService List Next</p>

Steps	Descriptions
6.	<p>If you wish to upload the RORC information in bulk, please download the prescribed Excel template via the link available in the checklist. Next, input all the relevant RORC information* of the entities that you would like to upload in the Excel template.</p> <p>Once you have verified that all information is correct, select 'Bulk Upload' in the option below and before click on 'Next'. Proceed to step 8.</p> <p>* Please note that the bulk upload function cannot be used to update corporate controllers that are foreign entities not registered with ACRA. If your entity has such foreign corporate controllers, you should only use the 'Individual Upload' option. Proceed to step 7.</p> 
7.	<p>If you wish to upload the RORC information for a single entity individually, please select 'Individual Upload', enter the UEN of the entity and click on 'Next'. Proceed to step 10.</p> 

Steps	Descriptions
8.	<p>Update Register of Registrable Controller bulk upload screen is displayed.</p> 
9.	<p>Upload the excel template that you have saved by clicking on 'Choose File'. You will need to wait for the file to be read and uploaded.</p> <p>Note: The upload speed will be dependent on the number or records submitted. The maximum number of records for the bulk upload template is 500 records.</p> 

Steps	Descriptions
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Once the upload is completed, the uploaded details will be reflected in the table below. Click on 'Submit' once you have verified that the records are correct.

Home > eServices > Update Register of Registrable Controller

Update Register of Registrable Controller

[Exit to Dashboard](#)
[Exit to eService List](#)

Bulk Upload

registrable-controller-details.xlsx

Bulk Uploaded Record Details

UEN Number	Officer Name	Appointed Date	Ceased Date
123456789F	Tan Ah Koon	6/1/2017	3/3/2019
123456789F	Tan Ah Koon	6/1/2017	3/3/2019

[Submit](#)

[Exit to Dashboard](#)
[Exit to eService List](#)

Once submitted, the number of records uploaded successfully or rejected due to errors will be shown in a pop-up window.

You can click on the 'Download' link for more information on the records that were rejected due to errors.

Home > eServices > Update Register of Registrable Controller

Update Register of Registrable Controller

[Exit to Dashboard](#)
[Exit to eService List](#)

Bulk Upload

registrable-controller-details.xlsx

Bulk Uploaded Record Details

UEN Number	Officer Name	Appointed Date	Ceased Date
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Excel Download

No. of Records uploaded: 2

No. of Records submitted successfully: 2

No. of Records rejected: 0

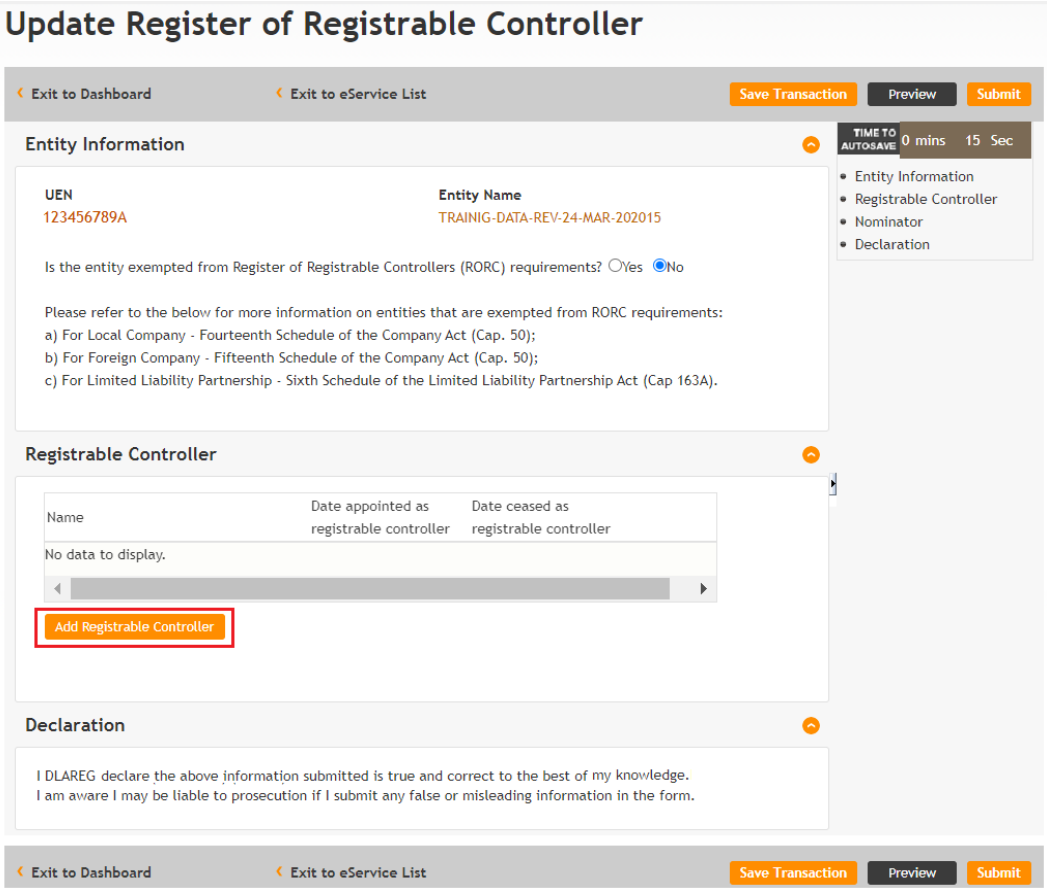
Please click on the link for details of the upload: [Download](#)

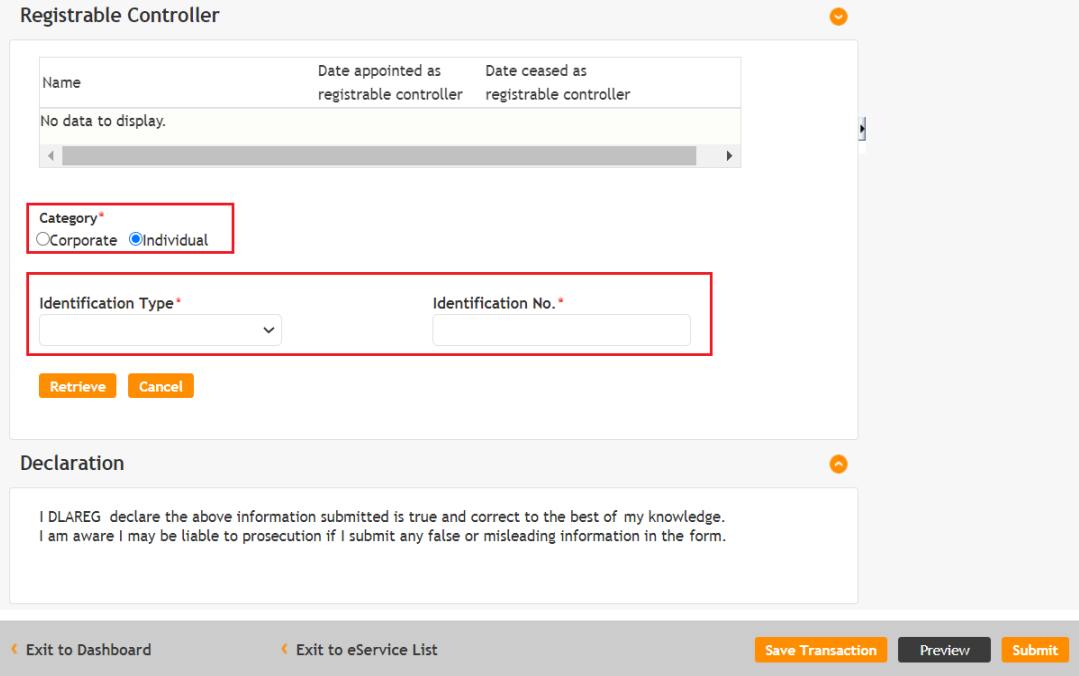
Note: Once the pop-up screen is closed, the Bulk Upload form will be refreshed to allow you to upload a new template.

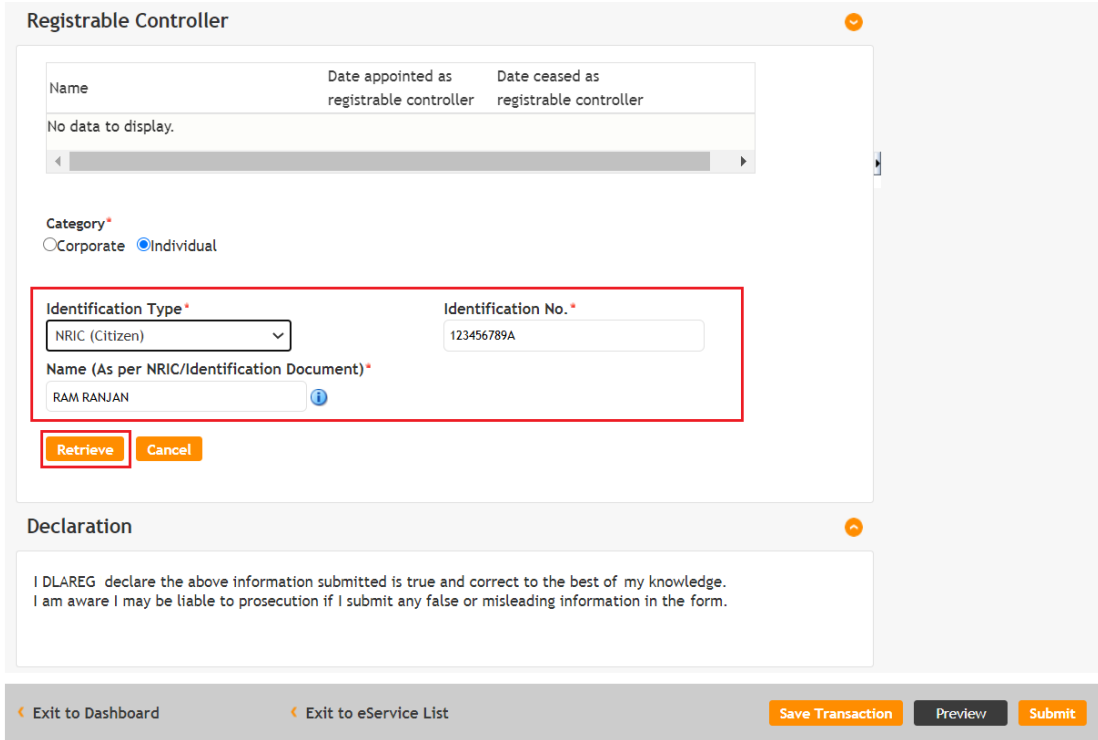
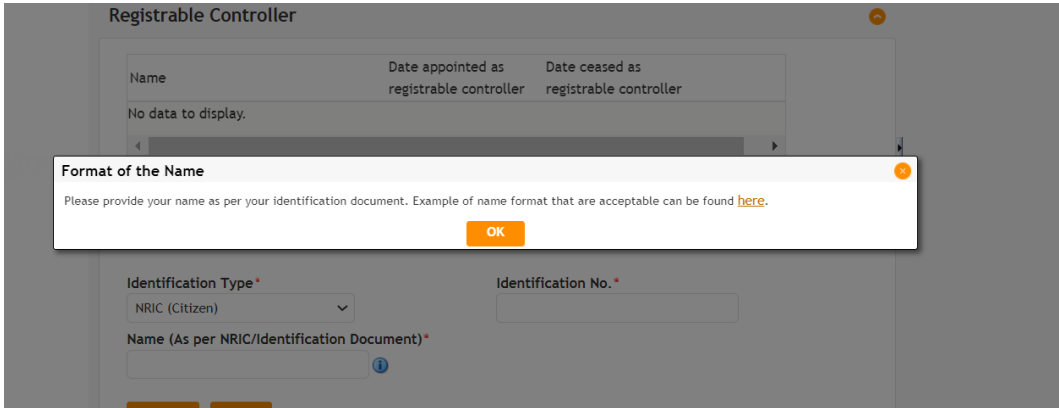
Steps	Descriptions
10.	<p>Update Register of Registrable Controller e-form is displayed for “Individual Upload”.</p> <p>Select the option for ‘Is the entity exempted from Register of Registrable Controllers (RORC) requirement?’</p> <p>If the option selected is ‘Yes’, proceed to step 11. If the option selected in ‘No’, proceed to step 13.</p> <div data-bbox="332 569 1430 1367" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <h3 style="text-align: center;">Update Register of Registrable Controller</h3> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> ← Exit to Dashboard ← Exit to eService List Save Transaction Preview Submit </div> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div> <p>Entity Information</p> <p>UEN 123456789A</p> <p>Entity Name SFSDFGDFDFHFGH (PTE.) LTD.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;"> Is the entity exempted from Register of Registrable Controllers (RORC) requirements? <input type="radio"/> Yes <input type="radio"/> No </div> <p>Please refer to the below for more information on entities that are exempted from RORC requirements: a) For Local Company - Fourteenth Schedule of the Company Act (Cap. 50); b) For Foreign Company - Fifteenth Schedule of the Company Act (Cap. 50); c) For Limited Liability Partnership - Sixth Schedule of the Limited Liability Partnership Act (Cap 163A).</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> <p>TIME TO AUTOSAVE 0 mins 2 Sec</p> <ul style="list-style-type: none"> • Entity Information • Registrable Controller • Nominator • Declaration </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Last Updated 27/05/2020</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Declaration</p> <p>I DLAREG 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 the form.</p> </div> <div style="display: flex; justify-content: space-between; align-items: center; border-top: 1px solid #ccc; padding-top: 5px;"> ← Exit to Dashboard ← Exit to eService List Save Transaction Preview Submit </div> </div>

Steps	Descriptions
11.	<p>If you have selected 'Yes', there will be no need to provide any RORC information. Click on 'Submit' and proceed to step 12.</p> <div data-bbox="337 394 1377 1155"> <h3 style="text-align: center;">Update Register of Registrable Controller</h3> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ← Exit to Dashboard ← Exit to eService List Save Transaction Preview Submit </div> <div style="margin-top: 10px;"> <p>Entity Information ⌵</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>UEN 123456789A</p> <p>Entity Name SFSDFGDFDFHFGH (PTE.) LTD.</p> <p style="border: 2px solid red; padding: 2px;">Is the entity exempted from Register of Registrable Controllers (RORC) requirements? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><small>Please refer to the below for more information on entities that are exempted from RORC requirements:</small></p> <p><small>a) For Local Company - Fourteenth Schedule of the Company Act (Cap. 50);</small></p> <p><small>b) For Foreign Company - Fifteenth Schedule of the Company Act (Cap. 50);</small></p> <p><small>c) For Limited Liability Partnership - Sixth Schedule of the Limited Liability Partnership Act (Cap 163A).</small></p> </div> <div style="margin-top: 10px;"> <p>Last Updated 27/05/2020</p> </div> <div style="margin-top: 10px;"> <p>Declaration ⌵</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><small>I DLAREG declare the above information submitted is true and correct to the best of my knowledge.</small></p> <p><small>I am aware I may be liable to prosecution if I submit any false or misleading information in the form.</small></p> </div> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> ← Exit to Dashboard ← Exit to eService List Save Transaction Preview Submit </div> </div> </div>

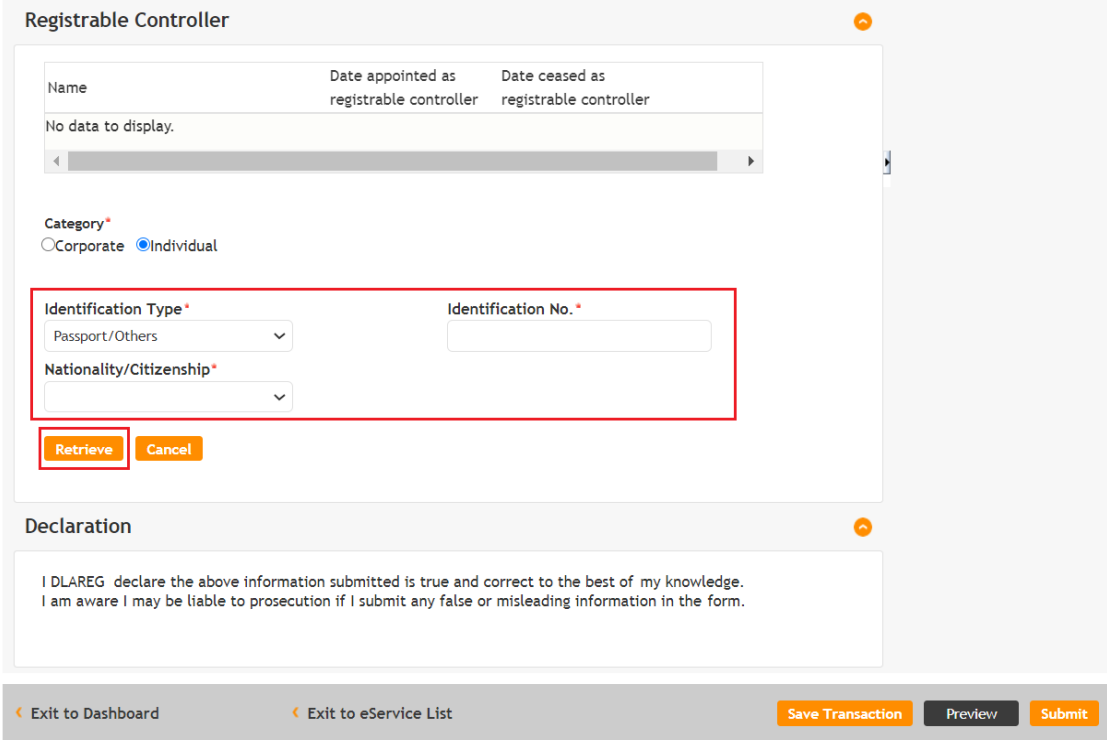
Steps	Descriptions		
12.	<p>Verify all the details in the Preview page and click 'Confirm'; Otherwise click 'Exit Preview' and make the relevant changes before you submit the transaction.</p> <p>Proceed to step 28.</p> <div data-bbox="337 470 1432 1226" style="border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">Update Register of Registrable Controller</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Exit to Dashboard Exit Preview Print Confirm </div> <p>Entity Information</p> <table style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 50%;">UEN 123456789A</td> <td style="width: 50%;">Entity Name SFSDGFGDFDFHFGH (PTE.) LTD.</td> </tr> </table> <p>Is the entity exempted from Register of Registrable Controllers (RORC) requirements? YES</p> <p>Please refer to the below for more information on entities that are exempted from RORC requirements:</p> <ul style="list-style-type: none"> a) For Local Company - Fourteenth Schedule of the Company Act (Cap. 50); b) For Foreign Company - Fifteenth Schedule of the Company Act (Cap. 50); c) For Limited Liability Partnership - Sixth Schedule of the Limited Liability Partnership Act (Cap 163A). <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Last Updated 27/05/2020</p> </div> <p>Declaration</p> <p>I DLAREG 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 the form.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Exit to Dashboard Exit Preview Print Confirm </div> </div>	UEN 123456789A	Entity Name SFSDGFGDFDFHFGH (PTE.) LTD.
UEN 123456789A	Entity Name SFSDGFGDFDFHFGH (PTE.) LTD.		

Steps	Descriptions						
13.	<p>Click on 'Add Registrable Controller'.</p>  <p>Update Register of Registrable Controller</p> <p>Entity Information</p> <p>UEN: 123456789A Entity Name: TRAINIG-DATA-REV-24-MAR-202015</p> <p>Is the entity exempted from Register of Registrable Controllers (RORC) requirements? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Please refer to the below for more information on entities that are exempted from RORC requirements:</p> <ul style="list-style-type: none"> a) For Local Company - Fourteenth Schedule of the Company Act (Cap. 50); b) For Foreign Company - Fifteenth Schedule of the Company Act (Cap. 50); c) For Limited Liability Partnership - Sixth Schedule of the Limited Liability Partnership Act (Cap 163A). <p>Registrable Controller</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date appointed as registrable controller</th> <th>Date ceased as registrable controller</th> </tr> </thead> <tbody> <tr> <td colspan="3">No data to display.</td> </tr> </tbody> </table> <p>Add Registrable Controller</p> <p>Declaration</p> <p>I DLAREG 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 the form.</p>	Name	Date appointed as registrable controller	Date ceased as registrable controller	No data to display.		
Name	Date appointed as registrable controller	Date ceased as registrable controller					
No data to display.							

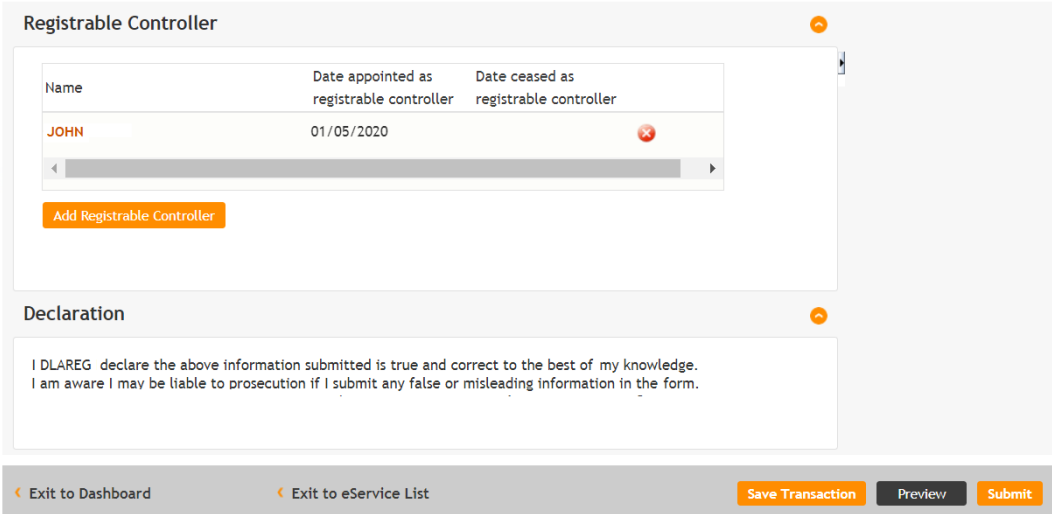
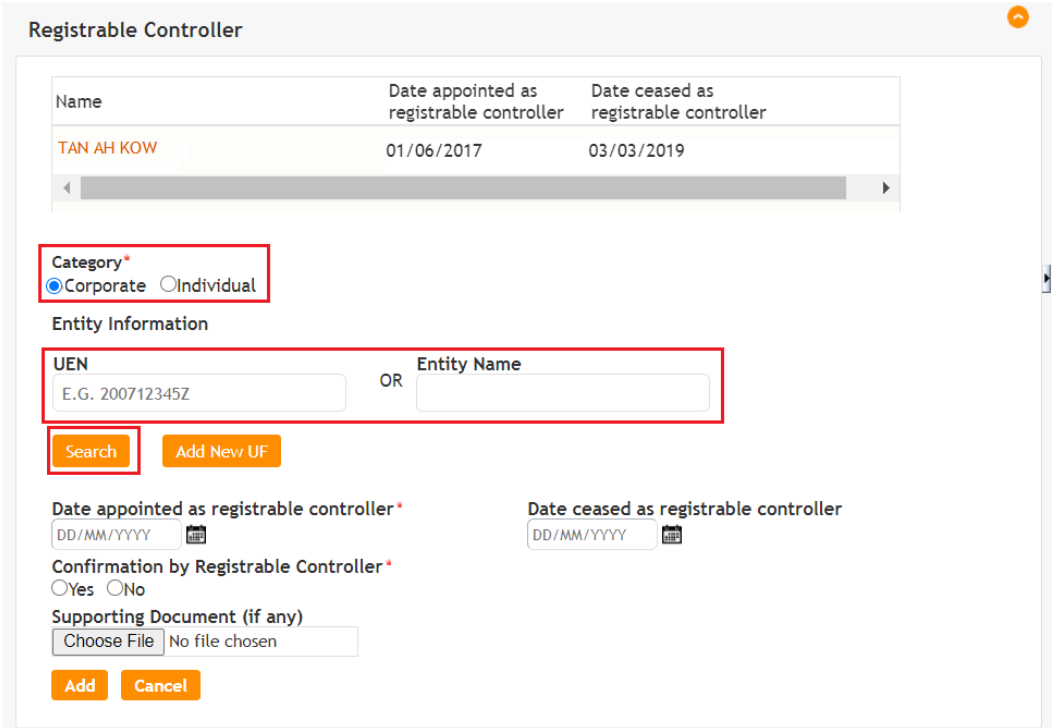
Steps	Descriptions
14.	<p>For individual controller, select the 'Category' as Individual. 'Identification Type' and 'Identification No.' will be displayed</p>  <p>The screenshot shows a web form titled "Registrable Controller". At the top, there are three columns: "Name", "Date appointed as registrable controller", and "Date ceased as registrable controller". Below these is a table with the text "No data to display." and a scrollbar. Underneath is a "Category*" section with two radio buttons: "Corporate" (unselected) and "Individual" (selected). Below that are two input fields: "Identification Type*" (a dropdown menu) and "Identification No.*" (a text box). At the bottom of this section are "Retrieve" and "Cancel" buttons. Below the form is a "Declaration" section with a text box containing the text: "I DLAREG 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 the form." At the very bottom of the form are navigation buttons: "Exit to Dashboard", "Exit to eService List", "Save Transaction", "Preview", and "Submit".</p>

Steps	Descriptions
15.	<p>If the Identification type selected is NRIC (Citizen), NRIC (Permanent Resident) or FIN Holder, enter the Identification No. and Name, then click on 'Retrieve' command button.</p>  <p>The screenshot shows the 'Registrable Controller' form. At the top, there are fields for 'Name', 'Date appointed as registrable controller', and 'Date ceased as registrable controller', with 'No data to display.' below them. Below this is the 'Category' section with radio buttons for 'Corporate' and 'Individual' (selected). The 'Identification Type' dropdown is set to 'NRIC (Citizen)'. The 'Identification No.' field contains '123456789A'. The 'Name (As per NRIC/Identification Document)' field contains 'RAM RANJAN'. The 'Retrieve' button is highlighted with a red box. At the bottom, there are navigation links: 'Exit to Dashboard', 'Exit to eService List', 'Save Transaction', 'Preview', and 'Submit'.</p>
16.	<p>Note: before entering the name, click on the help icon and here to view acceptable format of the name.</p>  <p>The screenshot shows the same 'Registrable Controller' form as in step 15, but with a 'Format of the Name' dialog box open. The dialog box contains the text: 'Please provide your name as per your identification document. Example of name format that are acceptable can be found here.' and an 'OK' button. The background form is dimmed.</p>

Steps	Descriptions						
17.	<p data-bbox="326 296 1299 327">Enter the relevant information required and click on 'Add' command button.</p> <div data-bbox="326 359 1373 1241" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="354 373 594 401">Registrable Controller</p> <table border="1" data-bbox="375 432 1208 562"> <thead> <tr> <th data-bbox="375 453 699 480">Name</th> <th data-bbox="699 443 883 491">Date appointed as registrable controller</th> <th data-bbox="883 443 1208 491">Date ceased as registrable controller</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="375 499 1208 527">No data to display.</td> </tr> </tbody> </table> <p data-bbox="375 615 456 636">Category*</p> <p data-bbox="375 638 581 659"> <input type="radio"/> Corporate <input checked="" type="radio"/> Individual </p> <p data-bbox="375 699 1256 722" style="color: blue;">Note: Personal Bio-Data is not required as this is taken from the relevant government agencies.</p> <p data-bbox="375 743 548 764">Identification Type*</p> <p data-bbox="375 772 662 800"> <input type="text" value="NRIC (Citizen)"/> </p> <p data-bbox="841 743 1000 764">Identification No.*</p> <p data-bbox="841 772 1149 800"> <input type="text" value="123456789A"/> </p> <p data-bbox="375 814 760 835">Name (As per NRIC/Identification Document)*</p> <p data-bbox="375 842 467 863" style="color: red;">RAM RANJAN</p> <p data-bbox="841 814 967 835">Aliases (if any)</p> <p data-bbox="841 842 1149 869"> <input type="text"/> </p> <div data-bbox="367 919 1203 1136" style="border: 2px solid red; padding: 5px;"> <p data-bbox="375 947 724 968">Date appointed as registrable controller*</p> <p data-bbox="375 976 537 997"> <input type="text" value="DD/MM/YYYY"/> </p> <p data-bbox="841 947 1154 968">Date ceased as registrable controller</p> <p data-bbox="841 976 1003 997"> <input type="text" value="DD/MM/YYYY"/> </p> <p data-bbox="375 1010 711 1031">Confirmation by Registrable Controller*</p> <p data-bbox="375 1039 472 1060"> <input type="radio"/> Yes <input type="radio"/> No </p> <p data-bbox="375 1073 626 1094">Supporting Document (if any)</p> <p data-bbox="375 1102 678 1123"> <input type="button" value="Choose File"/> No file chosen </p> </div> <p data-bbox="375 1157 435 1178" style="border: 1px solid red; padding: 2px;">Add</p> <p data-bbox="451 1157 521 1178" style="border: 1px solid red; padding: 2px;">Cancel</p> </div>	Name	Date appointed as registrable controller	Date ceased as registrable controller	No data to display.		
Name	Date appointed as registrable controller	Date ceased as registrable controller					
No data to display.							

Steps	Descriptions
18.	<p>If the Identification type selected is Passport/Others, enter the Identification No., select the 'Nationality' and click on 'Retrieve' command button.</p>  <p>The screenshot shows a web form titled "Registrable Controller". At the top, there is a table with columns "Name", "Date appointed as registrable controller", and "Date ceased as registrable controller", with the text "No data to display." below it. Below this is a "Category" section with radio buttons for "Corporate" and "Individual", where "Individual" is selected. The main form area contains two dropdown menus: "Identification Type" (set to "Passport/Others") and "Nationality/Citizenship". To the right of these is an "Identification No." text input field. Below these fields are two buttons: "Retrieve" and "Cancel". The "Retrieve" button is highlighted with a red box. At the bottom of the form is a "Declaration" section with a text area containing the text: "I DLAREG 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 the form." At the very bottom of the page, there is a navigation bar with links for "Exit to Dashboard", "Exit to eService List", and buttons for "Save Transaction", "Preview", and "Submit".</p>

Steps	Descriptions						
19.	<p data-bbox="326 296 1299 327">Enter the relevant information required and click on 'Add' command button.</p> <div data-bbox="326 359 1377 1461" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="347 369 589 396">Registrable Controller</p> <table border="1" data-bbox="370 428 1203 562"> <thead> <tr> <th data-bbox="370 443 695 470">Name</th> <th data-bbox="695 434 889 487">Date appointed as registrable controller</th> <th data-bbox="889 434 1203 487">Date ceased as registrable controller</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="370 495 1203 522">No data to display.</td> </tr> </tbody> </table> <p data-bbox="370 604 451 632">Category*</p> <p data-bbox="370 632 574 659"><input type="radio"/> Corporate <input checked="" type="radio"/> Individual</p> <p data-bbox="370 707 540 735">Identification Type*</p> <p data-bbox="370 737 662 764">Passport/Others</p> <p data-bbox="837 707 997 735">Identification No.*</p> <p data-bbox="837 737 1146 764">P123456789</p> <p data-bbox="370 779 574 806">Nationality/Citizenship*</p> <p data-bbox="370 808 662 835">AUSTRALIAN</p> <p data-bbox="837 779 964 806">Aliases (if any)</p> <p data-bbox="370 848 753 875">Name (As per NRIC/Identification Document)*</p> <p data-bbox="370 877 678 905">JOHN</p> <p data-bbox="370 911 540 938">Residential Address</p> <p data-bbox="370 953 487 980">Address Type*</p> <p data-bbox="370 982 651 1010"><input type="radio"/> Local Address <input checked="" type="radio"/> Foreign Address</p> <p data-bbox="370 1031 574 1058">Foreign Address Line 1*</p> <p data-bbox="837 1031 1036 1058">Foreign Address Line 2</p> <p data-bbox="370 1163 716 1190">Date appointed as registrable controller*</p> <p data-bbox="370 1192 532 1220">DD/MM/YYYY</p> <p data-bbox="837 1163 1149 1190">Date ceased as registrable controller</p> <p data-bbox="837 1192 1000 1220">DD/MM/YYYY</p> <p data-bbox="370 1234 704 1262">Confirmation by Registrable Controller*</p> <p data-bbox="370 1264 467 1291"><input type="radio"/> Yes <input type="radio"/> No</p> <p data-bbox="370 1297 618 1325">Supporting Document (if any)</p> <p data-bbox="370 1327 672 1354">Choose File No file chosen</p> <p data-bbox="370 1381 423 1409">Add</p> <p data-bbox="451 1381 516 1409">Cancel</p> </div>	Name	Date appointed as registrable controller	Date ceased as registrable controller	No data to display.		
Name	Date appointed as registrable controller	Date ceased as registrable controller					
No data to display.							

Steps	Descriptions
20.	<p>Once added, the appointed registrable controller details will be updated in a tabular format.</p>  <p>The screenshot shows a 'Registrable Controller' form. At the top, there is a table with columns: Name, Date appointed as registrable controller, and Date ceased as registrable controller. The first row contains 'JOHN' and '01/05/2020'. Below the table is an 'Add Registrable Controller' button. Underneath is a 'Declaration' section with a text area containing the text: 'I DLAREG 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 the form.' At the bottom of the form are navigation buttons: 'Exit to Dashboard', 'Exit to eService List', 'Save Transaction', 'Preview', and 'Submit'.</p>
21.	<p>For Corporate controller, select the 'Category' as Corporate.</p> <p>If the corporate controller is an existing entity, enter entity's UEN or Entity Name and click on 'Search'.</p>  <p>The screenshot shows the 'Registrable Controller' form with a table containing one entry: 'TAN AH KOW' with dates '01/06/2017' and '03/03/2019'. Below the table, the 'Category' is set to 'Corporate' (radio button selected). Under 'Entity Information', the 'UEN' field is filled with 'E.G. 200712345Z'. The 'Search' button is highlighted with a red box. Other fields include 'Date appointed as registrable controller', 'Date ceased as registrable controller', 'Confirmation by Registrable Controller' (radio buttons for Yes/No), and 'Supporting Document (if any)' (file upload field). At the bottom are 'Add' and 'Cancel' buttons.</p>

Steps	Descriptions						
22.	<p>The entity's details will be displayed.</p> <p>Enter the relevant information required and click on 'Add' command button.</p> <div data-bbox="331 459 1365 1312" style="border: 1px solid #ccc; padding: 10px;"> <p>Registrable Controller</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 30%;">Date appointed as registrable controller</th> <th style="width: 30%;">Date ceased as registrable controller</th> </tr> </thead> <tbody> <tr> <td>TAN AH KOW</td> <td>01/06/2017</td> <td>03/03/2019</td> </tr> </tbody> </table> <p>Category* <input checked="" type="radio"/> Corporate <input type="radio"/> Individual</p> <p>Entity Information</p> <p>UEN <input type="text" value="123456789A"/> OR Entity Name <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Add New UF"/></p> <div style="border: 2px solid red; padding: 5px;"> <p>UEN: 123456789A Entity Name: SDFASDFFDE (PRIVATE) LIMITED</p> <p>Address: 20B SEA AVENUE #22-22 Singapore 424242</p> <p>Date appointed as registrable controller* <input type="text" value="DD/MM/YYYY"/> <input type="button" value="📅"/> Date ceased as registrable controller* <input type="text" value="DD/MM/YYYY"/> <input type="button" value="📅"/></p> <p>Confirmation by Registrable Controller* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Supporting Document (if any) <input type="button" value="Choose File"/> No file chosen</p> </div> <p><input type="button" value="Add"/> <input type="button" value="Cancel"/></p> </div>	Name	Date appointed as registrable controller	Date ceased as registrable controller	TAN AH KOW	01/06/2017	03/03/2019
Name	Date appointed as registrable controller	Date ceased as registrable controller					
TAN AH KOW	01/06/2017	03/03/2019					

Steps	Descriptions
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23. If the corporate controller is a new Unregistered Foreign Entity (i.e. foreign entity not registered with ACRA), click on 'Add New UF' command button.

Registrable Controller

Name	Date appointed as registrable controller	Date ceased as registrable controller
TAN AH KOW	01/06/2017	03/03/2019

Category*
 Corporate Individual

Entity Information

UEN OR Entity Name

Date appointed as registrable controller*

Date ceased as registrable controller*

Confirmation by Registrable Controller*
 Yes No

Supporting Document (if any)
 No file chosen

In the pop-up window enter the 'Entity Name', 'Foreign Address', select the 'Country of Incorporation' and click on 'OK' command button.

Add New UF

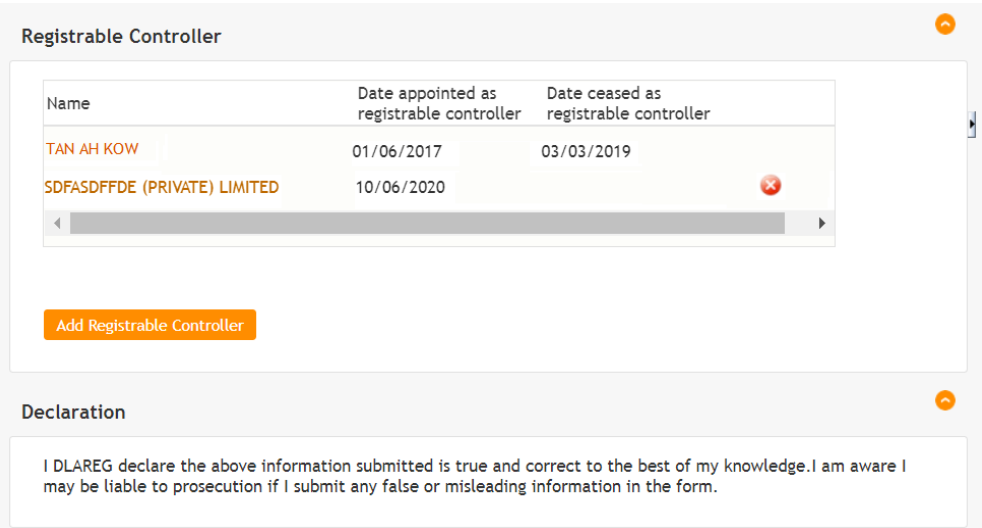
Entity Name*

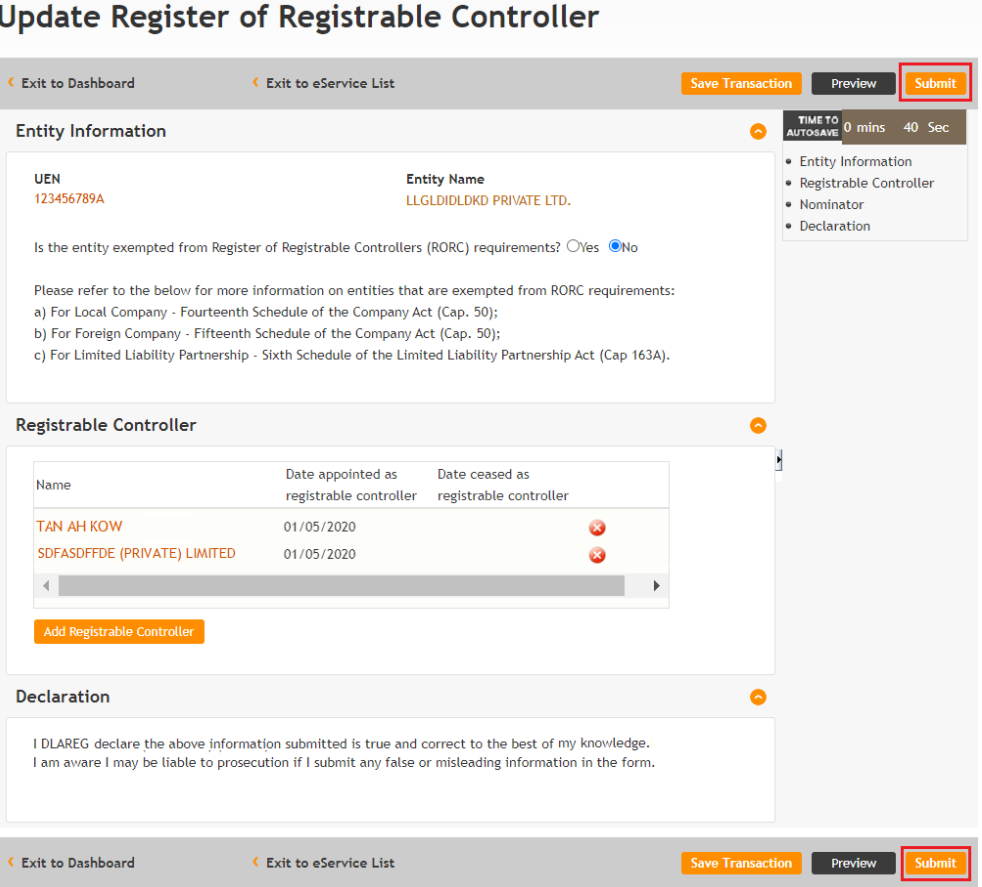
Foreign Address Line 1*

Foreign Address Line 2

Country/Region of Incorporation/Registration*

Steps	Descriptions						
24.	<p>The new UF details will be displayed.</p> <p>Enter relevant information required and click on 'Add' command button.</p> <div data-bbox="332 468 1377 1390" style="border: 1px solid #ccc; padding: 10px;"> <p>Registrable Controller</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 30%;">Date appointed as registrable controller</th> <th style="width: 30%;">Date ceased as registrable controller</th> </tr> </thead> <tbody> <tr> <td>TAN AH KOW</td> <td>01/06/2017</td> <td>03/03/2019</td> </tr> </tbody> </table> <p>Category* <input checked="" type="radio"/> Corporate <input type="radio"/> Individual</p> <p>Entity Information</p> <p>UEN <input type="text" value="E.G. 200712345Z"/> OR Entity Name <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Add New UF"/></p> <div style="border: 2px solid red; padding: 5px;"> <p>UEN: T123456789A Entity Name: TESTING ABC</p> <p>Address: ADD SR 35 - MASTER CLASS STREET</p> <p>Country/Region of Incorporation/Registration: AUSTRALIA</p> <p>Date appointed as registrable controller* <input type="text" value="DD/MM/YYYY"/> <input type="button" value="📅"/> Date ceased as registrable controller* <input type="text" value="DD/MM/YYYY"/> <input type="button" value="📅"/></p> <p>Confirmation by Registrable Controller* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Supporting Document (if any) <input type="button" value="Choose File"/> No file chosen</p> </div> <p><input type="button" value="Add"/> <input type="button" value="Cancel"/></p> </div>	Name	Date appointed as registrable controller	Date ceased as registrable controller	TAN AH KOW	01/06/2017	03/03/2019
Name	Date appointed as registrable controller	Date ceased as registrable controller					
TAN AH KOW	01/06/2017	03/03/2019					

Steps	Descriptions
25.	<p>Once added, the appointed registrable controller details will be updated in a tabular format.</p> 

26.	<p>Review the details and click on 'Submit'.</p> 
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Steps	Descriptions																										
27.	<p>Verify all the details in the Preview page and click on 'Confirm'; Otherwise, click on 'Exit Preview' to make the necessary changes.</p> <div data-bbox="331 415 1360 1398" style="border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">Update Register of Registrable Controller</h3> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Exit to Dashboard Exit to eService List Exit Preview Print Confirm </div> <div style="margin-top: 10px;"> <p>Entity Information</p> <table style="width: 100%; border: 1px solid #ccc; padding: 5px;"> <tr> <td style="width: 50%;">UEN 123456789A</td> <td style="width: 50%;">Entity Name LLGLDIDLKDK PRIVATE LTD.</td> </tr> <tr> <td colspan="2">Is the entity exempted from Register of Registrable Controllers (RORC) requirements:NO</td> </tr> <tr> <td colspan="2">Please refer to the below for more information on entities that are exempted from RORC requirements:</td> </tr> <tr> <td colspan="2">a) For Local Company - Fourteenth Schedule of the Company Act (Cap. 50);</td> </tr> <tr> <td colspan="2">b) For Foreign Company - Fifteenth Schedule of the Company Act (Cap. 50);</td> </tr> <tr> <td colspan="2">c) For Limited Liability Partnership - Sixth Schedule of the Limited Liability Partnership Act (Cap 163A).</td> </tr> </table> </div> <div style="margin-top: 10px;"> <p>Registrable Controller [1 / 1]</p> <table style="width: 100%; border: 1px solid #ccc; padding: 5px;"> <tr> <td colspan="2">Category Individual</td> </tr> <tr> <td>Identification No. P123456789</td> <td>Nationality AUSTRALIAN</td> </tr> <tr> <td>Identification Type Passport/Others</td> <td>Address Type Foreign Address</td> </tr> <tr> <td>Name JOHN</td> <td>Foreign Address RAJPURA TEXAS</td> </tr> <tr> <td colspan="2">Aliases</td> </tr> <tr> <td>Date appointed as registrable controller 01/05/2020</td> <td>Date ceased as registrable controller</td> </tr> <tr> <td>Confirmation by Registrable Controller YES</td> <td>Supporting Document (if any)</td> </tr> </table> </div> <div style="margin-top: 10px;"> <p>Declaration</p> <p>I DLAREG 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 the form.</p> </div> <div style="display: flex; justify-content: space-between; align-items: center; border-top: 1px solid #ccc; padding-top: 5px;"> Exit to Dashboard Exit to eService List Exit Preview Print Confirm </div> </div>	UEN 123456789A	Entity Name LLGLDIDLKDK PRIVATE LTD.	Is the entity exempted from Register of Registrable Controllers (RORC) requirements:NO		Please refer to the below for more information on entities that are exempted from RORC requirements:		a) For Local Company - Fourteenth Schedule of the Company Act (Cap. 50);		b) For Foreign Company - Fifteenth Schedule of the Company Act (Cap. 50);		c) For Limited Liability Partnership - Sixth Schedule of the Limited Liability Partnership Act (Cap 163A).		Category Individual		Identification No. P123456789	Nationality AUSTRALIAN	Identification Type Passport/Others	Address Type Foreign Address	Name JOHN	Foreign Address RAJPURA TEXAS	Aliases		Date appointed as registrable controller 01/05/2020	Date ceased as registrable controller	Confirmation by Registrable Controller YES	Supporting Document (if any)
UEN 123456789A	Entity Name LLGLDIDLKDK PRIVATE LTD.																										
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Confirmation by Registrable Controller YES	Supporting Document (if any)																										

Steps	Descriptions								
28.	<p data-bbox="329 300 870 331">Acknowledgement page will be displayed.</p> <div data-bbox="329 359 1370 1192"> <h3 data-bbox="329 359 618 394">Acknowledgement</h3> <div data-bbox="329 422 1370 474" style="background-color: #cccccc; padding: 5px; text-align: right;"> Print </div> <p data-bbox="329 556 474 577">Transaction Details</p> <table data-bbox="329 600 837 716"> <tr> <td data-bbox="329 600 646 646"> UEN 123456789A </td> <td data-bbox="662 600 837 646"> Entity Name LLGLDIDLKDK PRIVATE LTD. </td> </tr> <tr> <td data-bbox="329 669 646 716"> Transaction Number G006008477 </td> <td data-bbox="662 669 837 716"> Date & Time 28/05/2020 13:55:10 </td> </tr> </table> <table data-bbox="329 766 776 842"> <thead> <tr> <th data-bbox="329 766 678 787">Descriptions</th> <th data-bbox="678 766 776 787">Amount(SGD)</th> </tr> </thead> <tbody> <tr> <td data-bbox="329 800 678 842">APPOINTMENT/WITHDRAWAL/CHANGES OF REGISTRABLE CONTROLLER</td> <td data-bbox="678 800 776 842">0.00</td> </tr> </tbody> </table> <p data-bbox="1105 850 1370 877" style="text-align: right;">Paid Amount SGD 0.00</p> <p data-bbox="329 909 451 930">Message Section</p> <p data-bbox="329 942 1084 963">Your Update Register of Registrable Controller has been submitted successfully. To refile the transaction, please click here.</p> <p data-bbox="329 976 605 997">Click Here for the estimated processing time</p> <div data-bbox="329 1020 1370 1096" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="342 1035 483 1056">Rate our e-Service</p> <p data-bbox="342 1062 1057 1083">Thank you for using our e-service. We would appreciate if you can take few seconds to rate our e-service&nbsp; here.</p> </div> <div data-bbox="329 1142 1370 1192" style="background-color: #cccccc; padding: 5px; text-align: right;"> Print </div> </div>	UEN 123456789A	Entity Name LLGLDIDLKDK PRIVATE LTD.	Transaction Number G006008477	Date & Time 28/05/2020 13:55:10	Descriptions	Amount(SGD)	APPOINTMENT/WITHDRAWAL/CHANGES OF REGISTRABLE CONTROLLER	0.00
UEN 123456789A	Entity Name LLGLDIDLKDK PRIVATE LTD.								
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Descriptions	Amount(SGD)								
APPOINTMENT/WITHDRAWAL/CHANGES OF REGISTRABLE CONTROLLER	0.00								