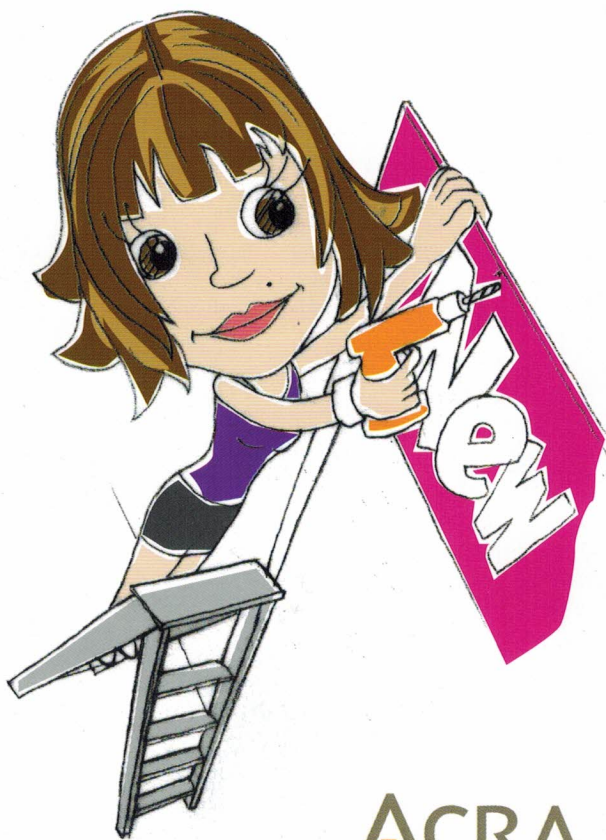


# Changing the Particulars of a **COMPANY**



**ACRA**  
ACCOUNTING AND CORPORATE  
REGULATORY AUTHORITY

ACRA must be notified if there is any change to the registered particulars of a company. This applies to both local or foreign companies. This brochure serves as a guide to the filing of such changes.

## What are the changes that have to be filed and how do I go about filing them?

### Local Company

Type of Change	Description	BizFile Transaction
Change of a local company name	Submit a name application for the approval of your proposed company name.	Change of a Local Company Name
	After the name application is approved, you need to submit a special resolution to change the name.	Notice of Resolution of Change of a Local Company Name
Change of registered office address or office hours	Your company must notify ACRA within 14 days from the date of change in address of a registered office or office hours.	Change of Situation of Office Address and of Office Hours
Change of share capital or transfer of shares	Your company may change its share capital by allotting new shares to its shareholders.	Return of Allotment of Shares
	A shareholder of your company may sell or transfer his/her shares to others.	Notice by Local Company of Transfer of Shares / List of Shareholders
Change of principal activities	Your company may change its activities by altering its object clause in the Memorandum of Association (M&A) if it is using a non-standard M&A or if it was incorporated before 1 April 2004. You can only file the change after 21 days from the passing of the resolution.	Alteration of Memo
	If your company was incorporated after 1 April 2010 or is using a standard M&A, you may notify ACRA of the change so that the Business Profile will be updated accordingly.	Change in Company Activity/ SSIC Code to be reflected in Business Profile
Change of particulars of directors, secretaries, managers and auditors	Your company must lodge the change with ACRA within one month from the date of change of particulars or appointment or cessation of directors, secretaries, managers and auditors.	Change of Particulars, Appointment or Cessation of Company Officers or Auditors
Conversion of company type	A private company can be converted to a public company and vice versa.	Conversion of Company Type

### Foreign Company

Type of Change	Description	BizFile Transaction
Change of a foreign company name	Submit a name application for the approval of your proposed company name.	Change of a Company Name
	After the name application is approved, you need to submit a notice to change the name.	Notice of Change of Company Name
Change of the registered office address	Your company must notify ACRA within one month of the date of change in the address of the registered office or office hours.	Change of Situation of Registered Office and Office Hours
Change of share capital	If your company increases its authorised share capital, you should, within one month, lodge a notice with ACRA of the amount from which, and of the amount to which it has increased.	A Notice by a Foreign Company of an Increase in Share Capital
Change of particulars of directors	Your company must lodge the change with ACRA within one month of the date of change or alteration of directors.	Return by Foreign Company of Particulars/Change in Particulars of Directors
Change of particulars of agents	As a foreign company, you must have at least two local agents. They must be ordinarily resident in Singapore ie. a Singaporean Citizen, a Singapore Permanent Resident or a person who has been issued an EntrePass/Approval-in-principle letter. Your company must notify ACRA within one month from the date of change of particulars/appointment/cessation of an agent.	Change of Particulars/Cessation/ Appointment of an Agent of Foreign Company

## How do I notify ACRA of the change?

You can choose one of the following ways to notify ACRA of the change:

- Submit the online transaction via [www.bizfile.gov.sg](http://www.bizfile.gov.sg) using your identification number and SingPass. This can be done from your home, office or at one of the BizFile kiosks available at ACRA office.
- Submit the online transaction by engaging the service of a professional firm (eg. a lawyer, public accountant or chartered secretary) or a service bureau.

## What kind of information is required for submission?

You need to have the following information ready before submitting your transaction:

- ✓ SingPass
- ✓ Proposed company name
- ✓ New registered office address/office hours (if applicable)
- ✓ New principal activities (SSIC Code) (if applicable)
- ✓ New company type (if applicable)
- ✓ New share capital information (if applicable)
- ✓ Particulars of directors/shareholders /members/foreign company agents (if applicable):
  - Name
  - Identification number
  - Nationality
  - Residential address
  - Contact number/email address
  - Position held

## What are the fees for common filing transactions to change the particulars of a company?

Change of a Local Company Name	\$15
Notice of Resolution of Change of a Local Company Name	\$10
Change of Situation of Office Address and of Office Hours	\$10
Return of Allotment of Shares	\$10
Notice by Local Company of Transfer of Shares / List of Shareholders	\$10
Change in Company Activity/SSIC Code to be reflected in Business Profile	Free
Change of Particulars, Appointment or Cessation of Company Officers or Auditors	\$10
Conversion of Company Type	\$30
Notice of Change of Company Name	\$10
Change of Situation of Registered Office and Office Hours	\$10
A Notice by a Foreign Company of an Increase in Share Capital	\$10
Return by Foreign Company of Particulars/Change in Particulars of Directors	\$10
A Change of Particulars/Cessation/Appointment of an Agent of a Foreign Company	\$10

## How do I pay for the transactions?

You can pay by:

- Credit card (VISA/MasterCard/American Express)
- eNETS Debit\*
- Deposit Service Account – for professional firms that lodge transactions on behalf of their clients

\*eNETS Direct Debit is an internet direct debit payment service for participating banks, namely Citibank, DBS/POSB, OCBC and UOB. You need internet access and a personal internet banking account with the participating banks to use the eNETS Direct Debit service. This does not apply to corporate bank account users.

## Frequently Asked Questions

- Q:** My name application for change of company name has been approved. Why does the business profile still show the old company name?
- A:** The change in company name will be updated only after the successful filing of the Notice of Resolution of Change of a Local Company Name or Notice of Change of Company Name (foreign company).
- Q:** Will I be penalised if I am late in notifying a change?
- A:** Yes, a penalty will be imposed depending on how late you lodge your notification. The maximum penalty is \$350 for notifications later than 1096 days.
- Q:** Is endorsement required for filing changes of the particulars of a local company?
- A:** If your changes are lodged by a non-professional, they will require the endorsement of the company officers. For example, the appointment of new directors and secretaries will require their endorsement within 3 days from the date of submission.
- Q:** When will the changes be updated?
- A:** The changes will be updated once the notifications have been successfully filed online. For changes to company name, the change will be updated only after the successful lodgement of the Notice of Resolution of Change of a Local Company Name or Notice of Change of Company Name (foreign company).
- Q:** I am a director and shareholder of a local company, but wish to resign and transfer my shares. What transactions must I file?
- A:** You should file a Change of Particulars, Appointment or Cessation of Company Officers or Auditors to notify ACRA of your resignation and a Notice by Local Company of Transfer of Shares/List of Shareholders to notify ACRA of the transfer of shares.

## Related Brochures

- Choosing a Name for Your Business Entity
- Issuing New Shares in a Local Company
- How to Do Online Filing