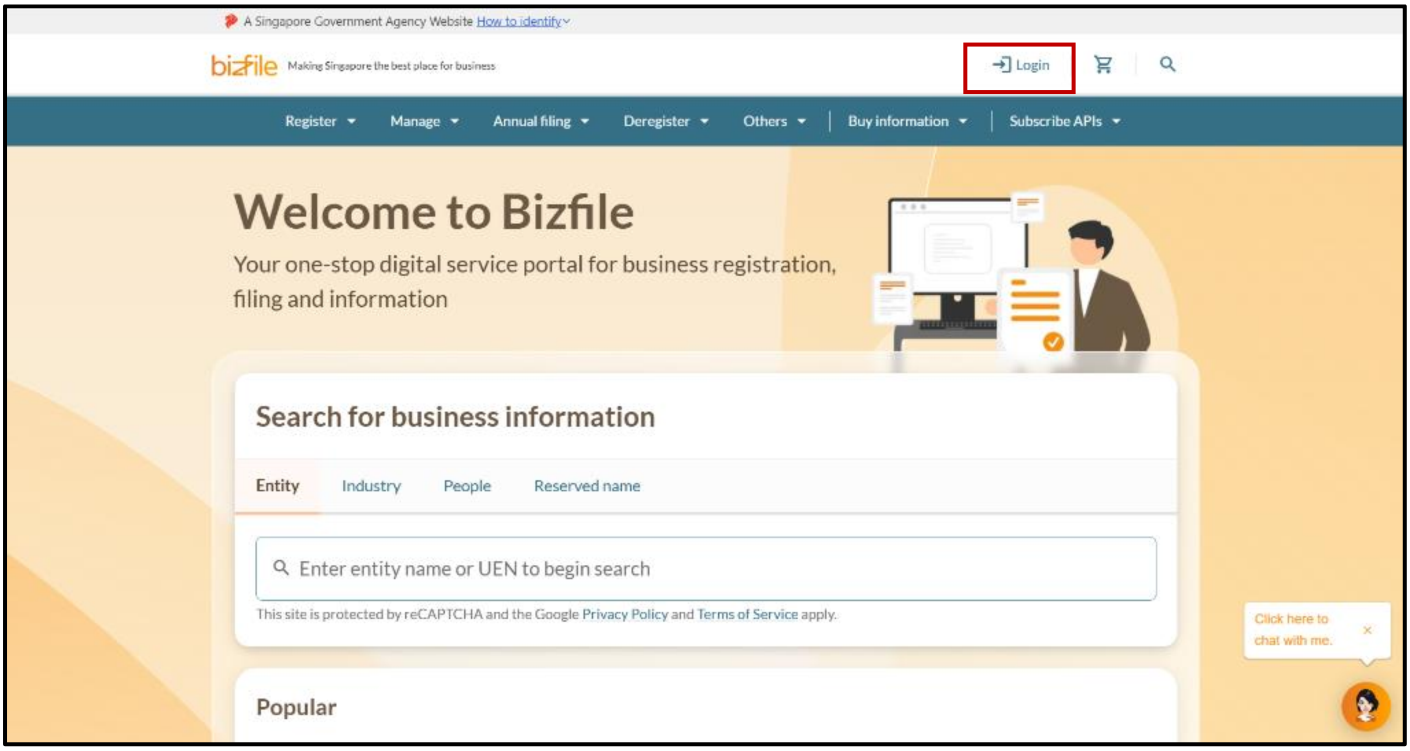
Navigating the new Bizfile: File annual returns for local company

The "File annual returns" eService allows you to submit annual filings for local companies, limited liability partnerships and foreign companies. Upon logging in and navigating to the "File annual returns" eService, Bizfile will automatically display the appropriate annual filing webform based on your entity type.

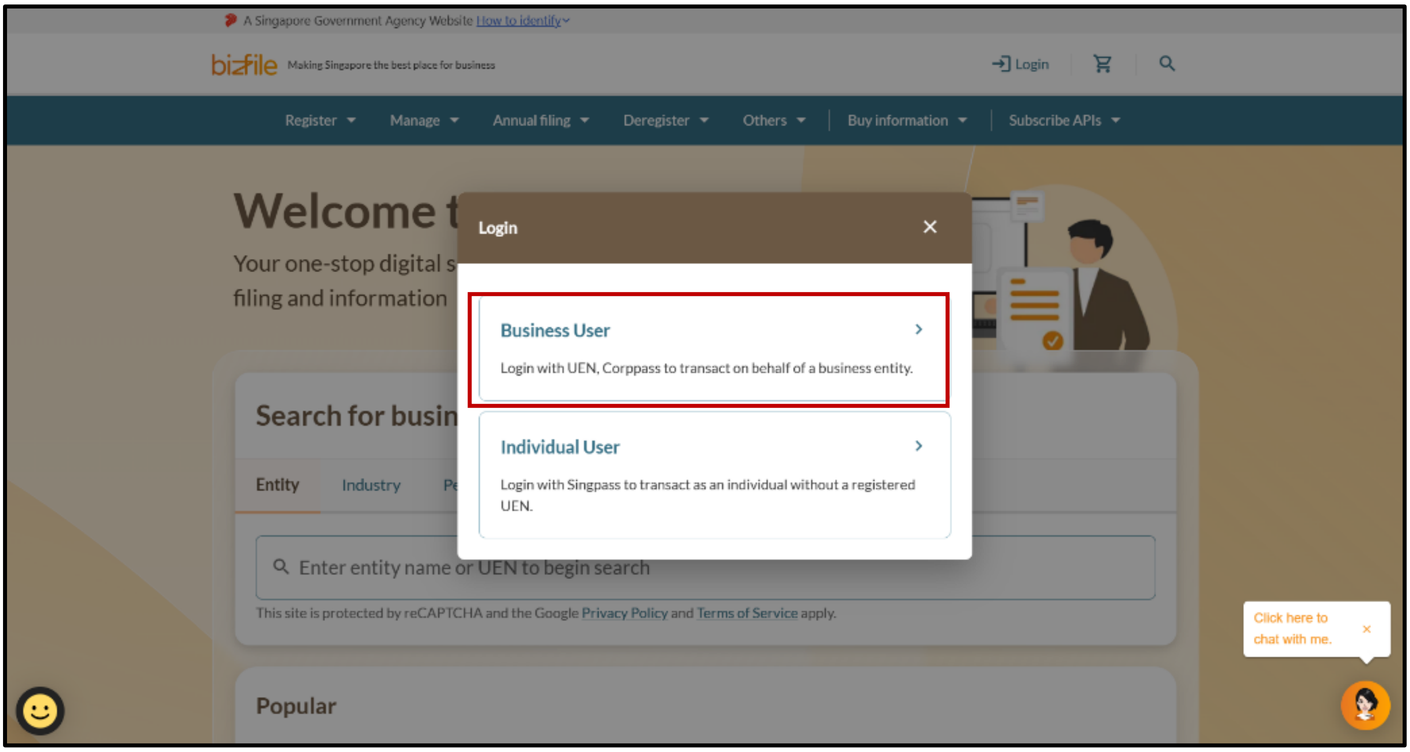
Step-by-step Instructions to file annual returns for local company

Step 1: Click "Login" on the Bizfile homepage.

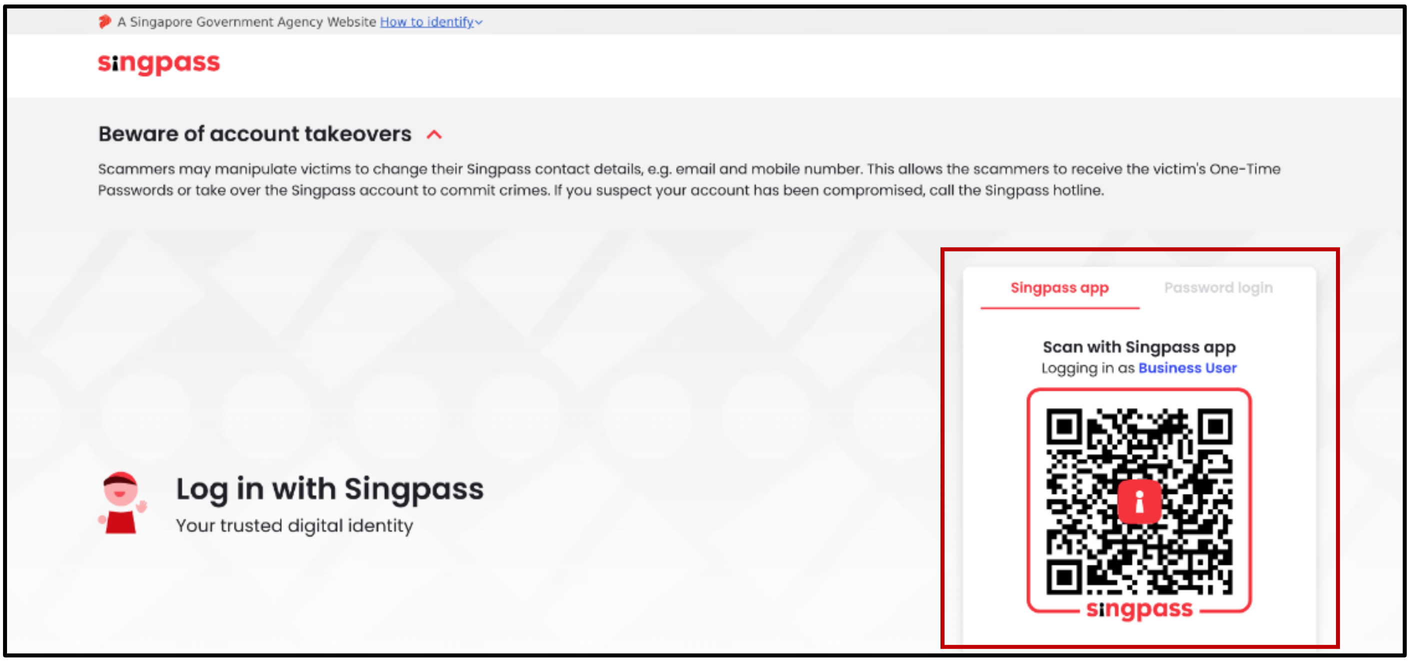


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 2: Select "Business User" to login via Corppass.

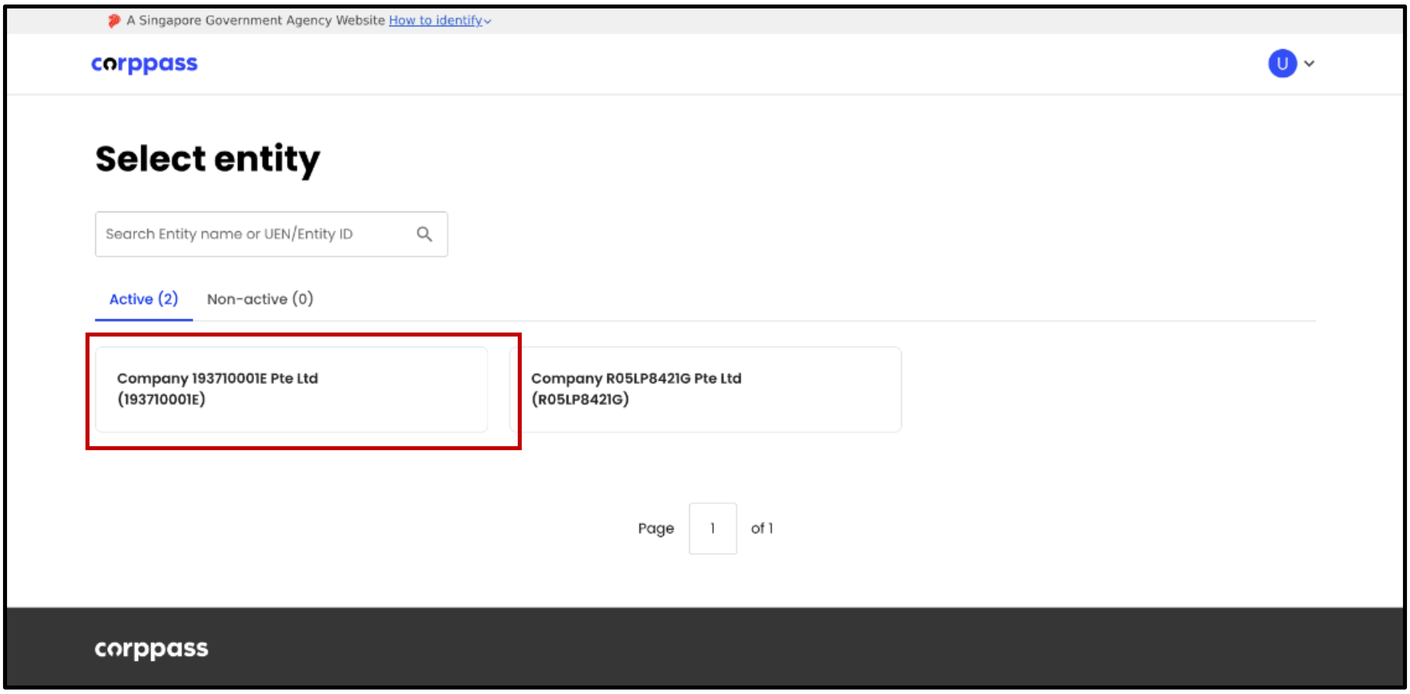


Step 3: Upon redirection to the Singpass login page, enter Singpass ID and password or scan the QRcode via the Singpass app. After verification on Singpass, you will be automatically logged into Corppass.

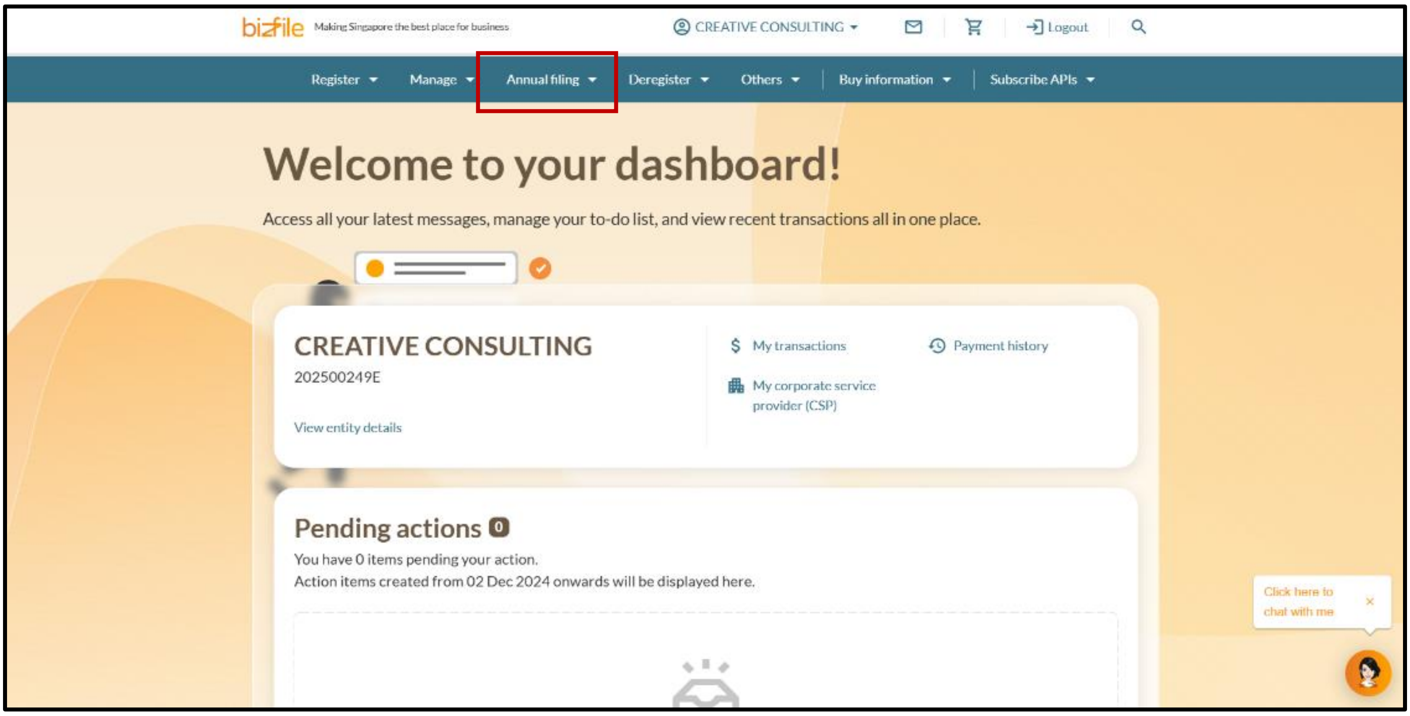


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 4: Select the entity you are transacting for before proceeding.

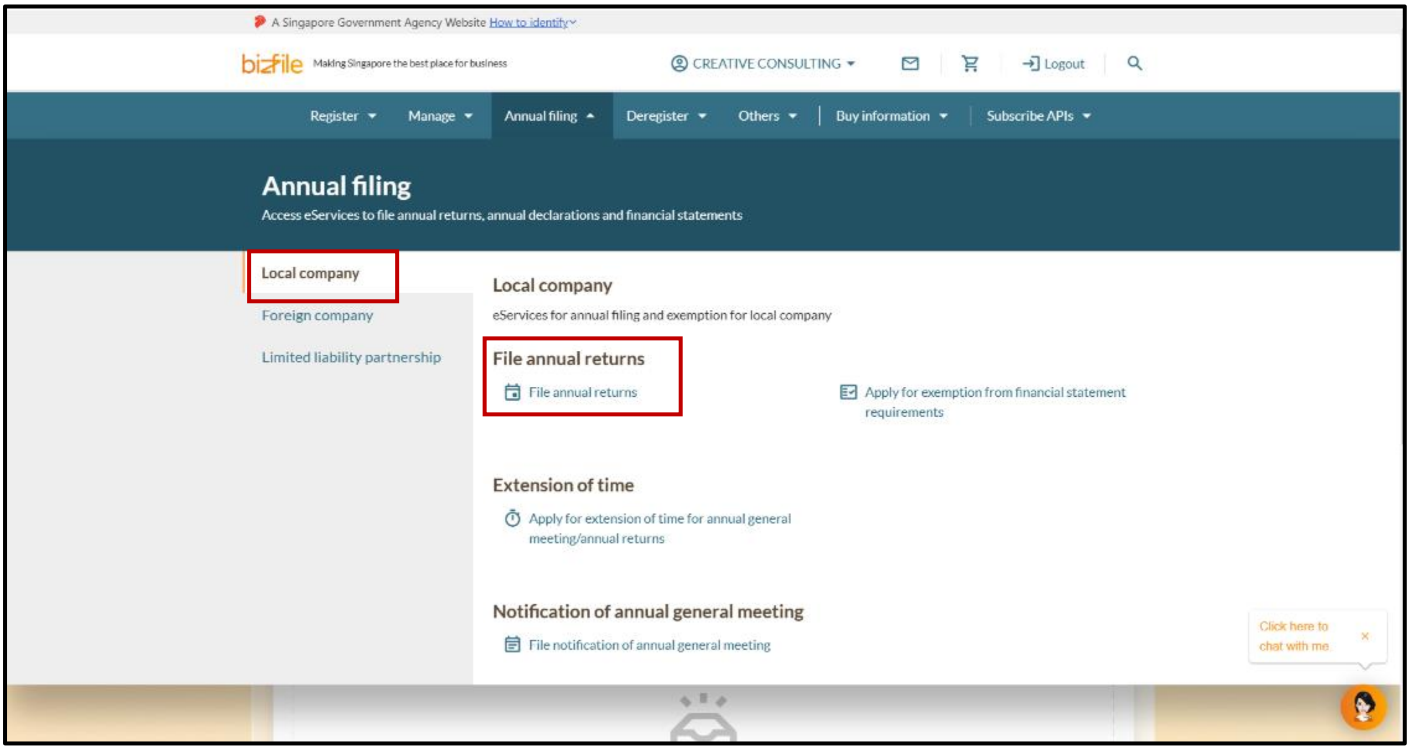


Step 5: From the mega menu, click on the **"Annual filing"** tab.



Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 6: Under the **"Local Company"** tab, select **"File annual returns"**.



Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 7: Click **"Start"** on the introduction page to begin filing the annual return.

Introduction

This eService allows you to file annual return for a local company.

The annual return is an electronic form submitted to ACRA, containing essential details of the company, including the names of directors, secretary, members, and the financial statement period. This information is crucial for stakeholders in making informed decisions about the company.

Time to complete	10 minutes - 20 minutes
Approval time	Immediate
$ Fee	$60.00

Before you start

1 Review company information

Ensure the following information are accurate and up-to-date:

- Entity profile
- SSIC
- Registered office address
- Officers or auditors
- Share capital and shareholders
- Charges

2 Financial statement filing requirements

Depending on your company type, you may need to upload your company's financial statement in XBRL format and/or PDF format.

Filing requirements

3 Annual General Meeting details

Indicate the date of your company's annual general meeting, if held.

Learn more

Useful reminders

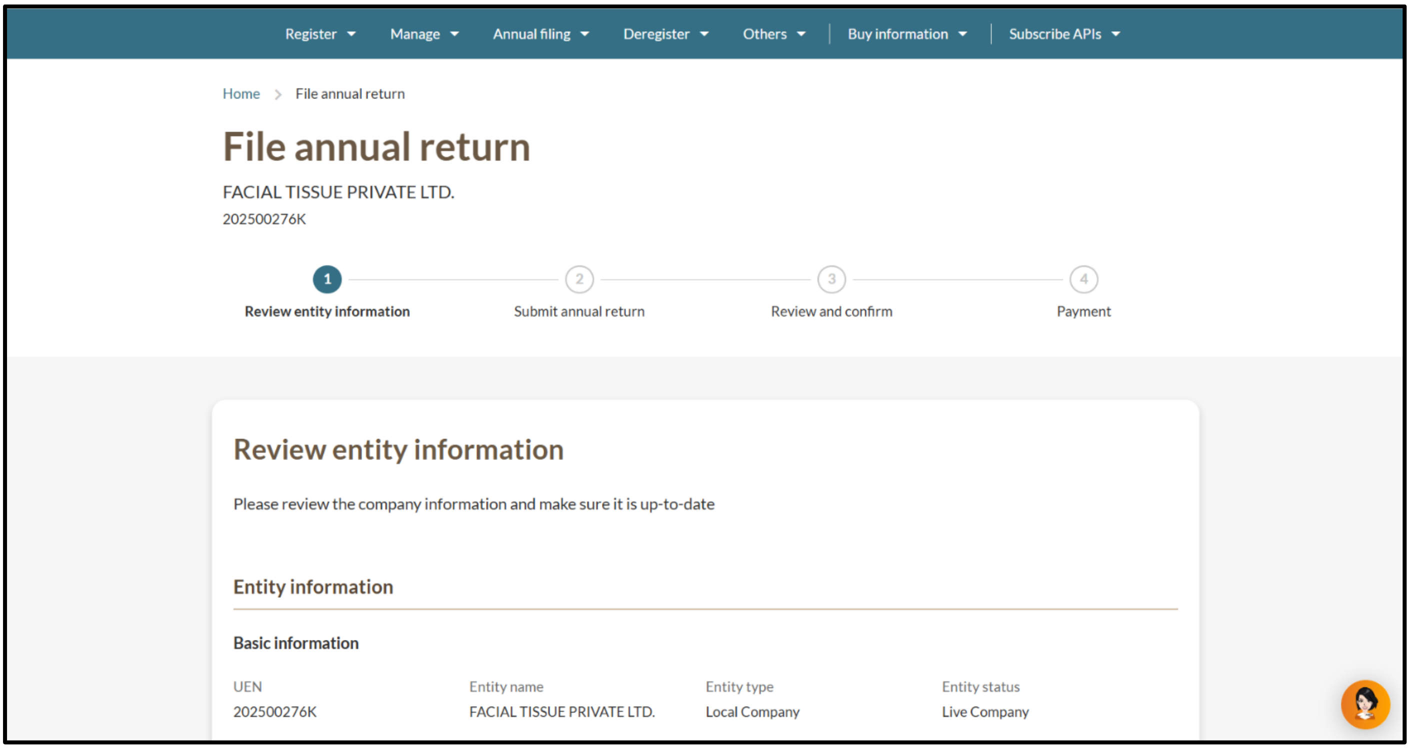
- Review all information in the annual return to ensure they are accurate and current.
- File your company's annual return on time to avoid incurring late lodgement penalty.
- If your company has not filed annual return for more than one financial year, you must first file the overdue annual return before filing the latest financial year's annual return.

Start →

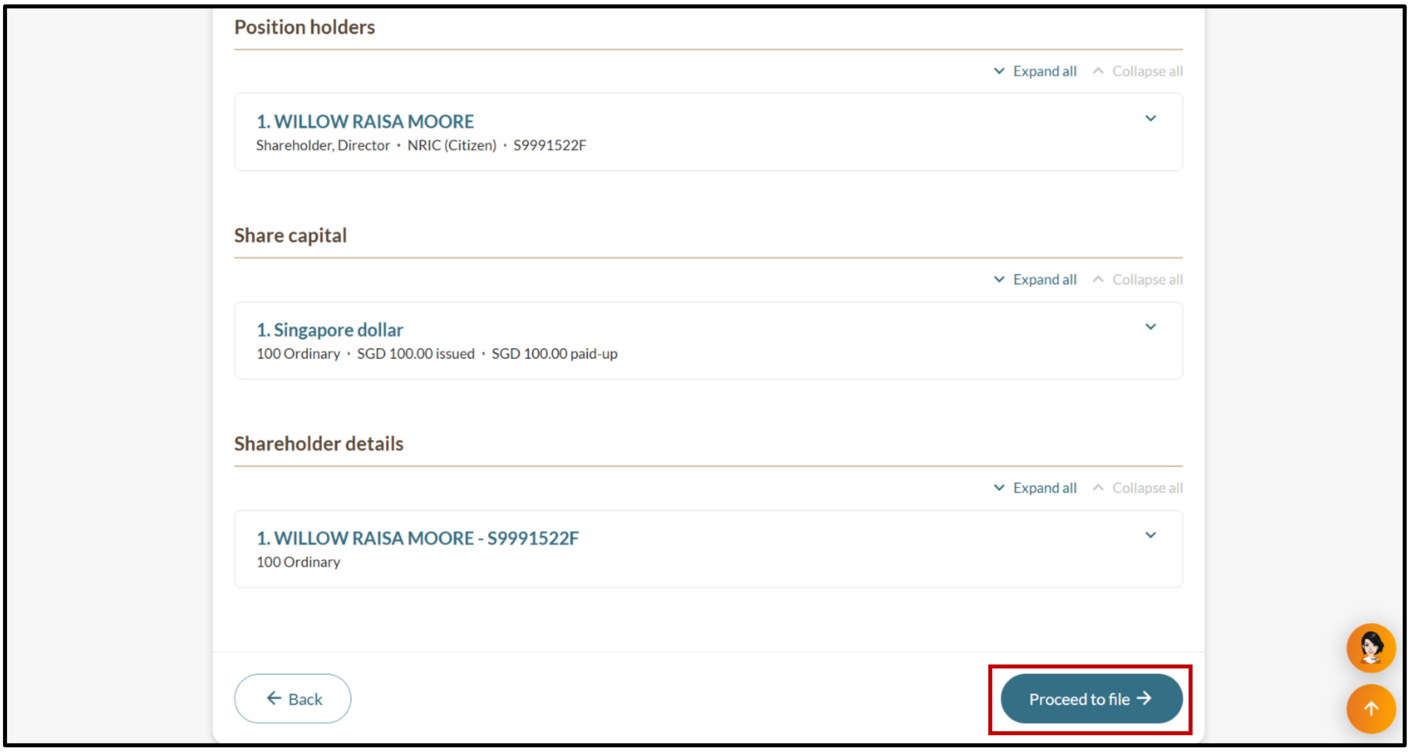
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 8: Verify the entity information is correct and up to date.

If you need to update any entity details, use the **"Update entity information"** eService found under the **"Manage"** tab before continuing with this filing.

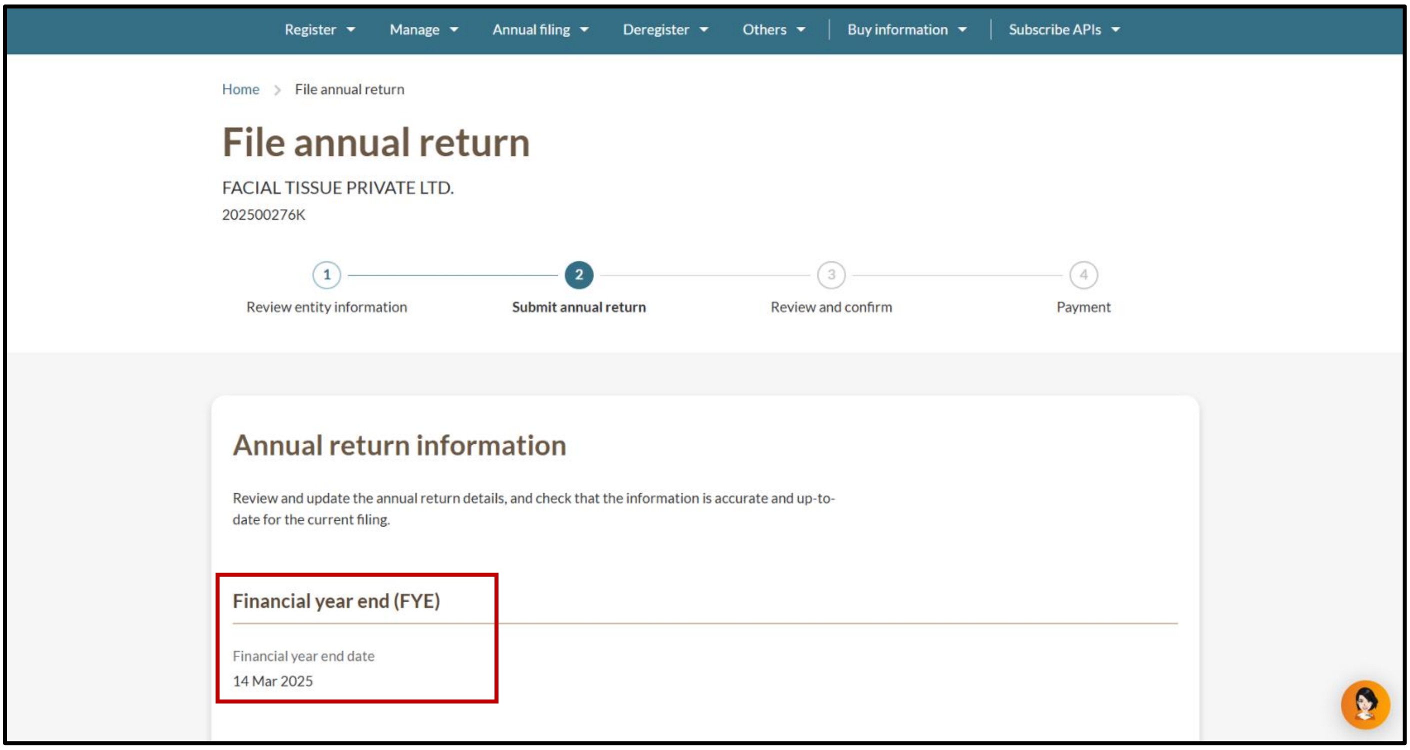


Step 9: Review the information and click **"Proceed to file"**.



Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 10: Check that the Financial Year End (FYE) date is correct.



Step 11: Specify the company type and status for the financial period, which determines whether financial statements are required. Based on your selection, the system will display the relevant sections for completion.

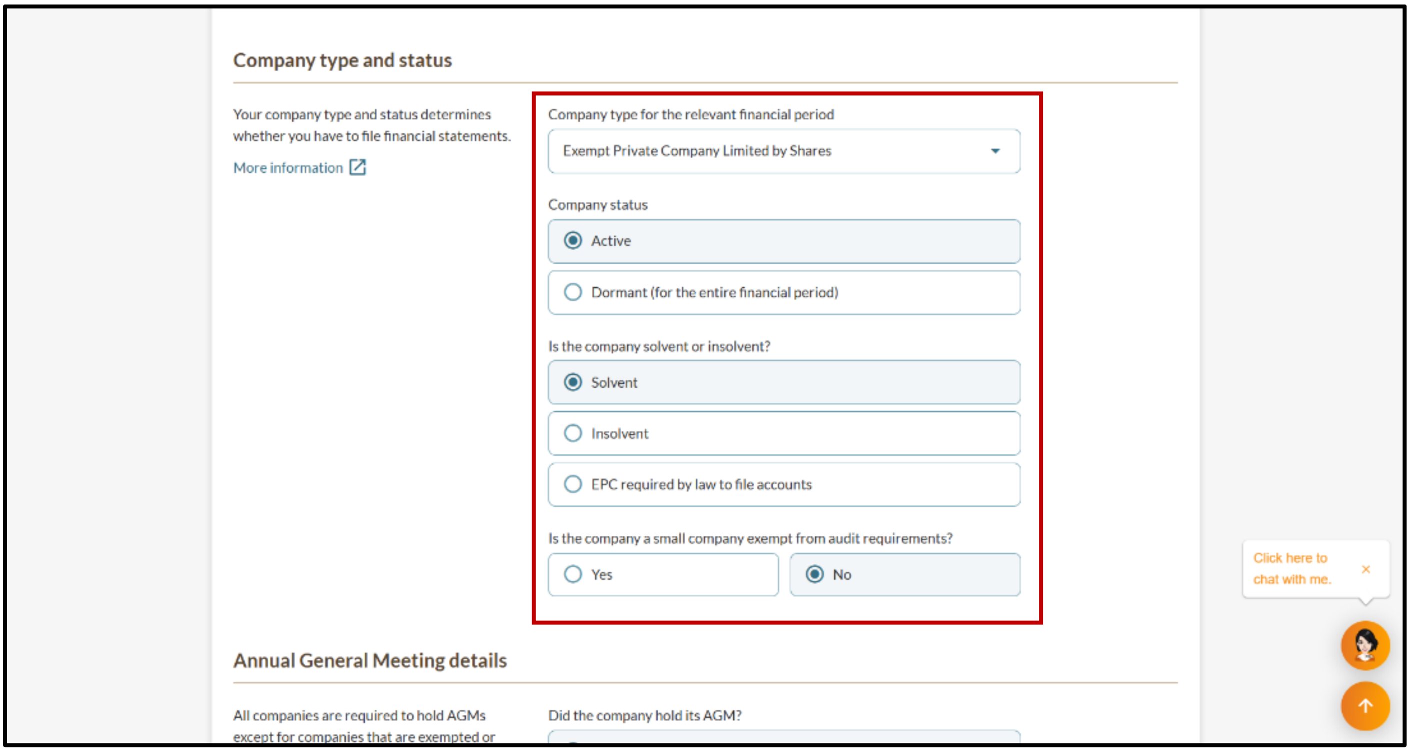
Company type options:

- Exempt Private Company Limited by Shares
- Private Company Limited by Shares
- Public Company Limited by Guarantee
- Public Company Limited by Shares
- Unlimited Exempt Private Company
- Unlimited Private Company
- Unlimited Public Company

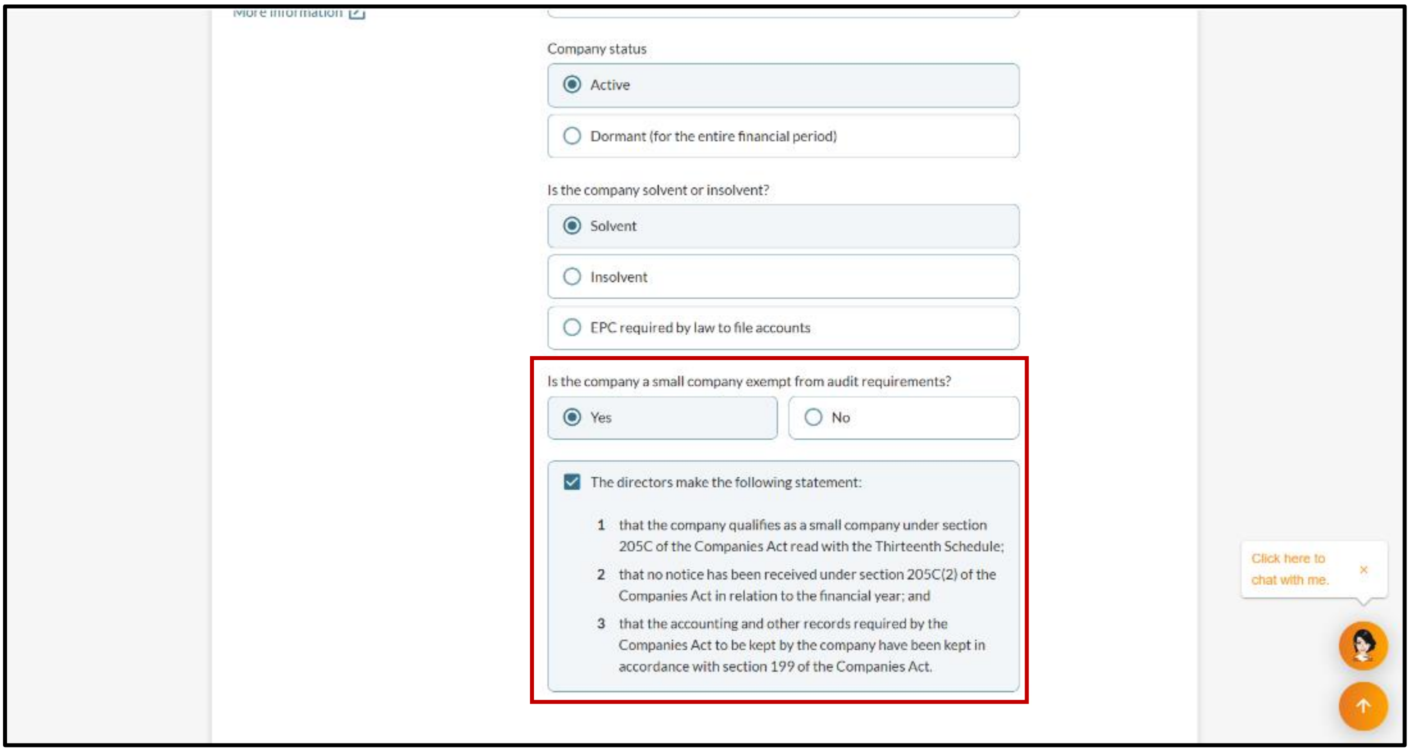
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

A) <u>For Exempt Private Company Limited by Shares</u>

i) If Company is Active: Indicate whether the company is solvent, insolvent or EPC required by law to file accounts and specify if it qualifies as a small company exempt from audit requirements.

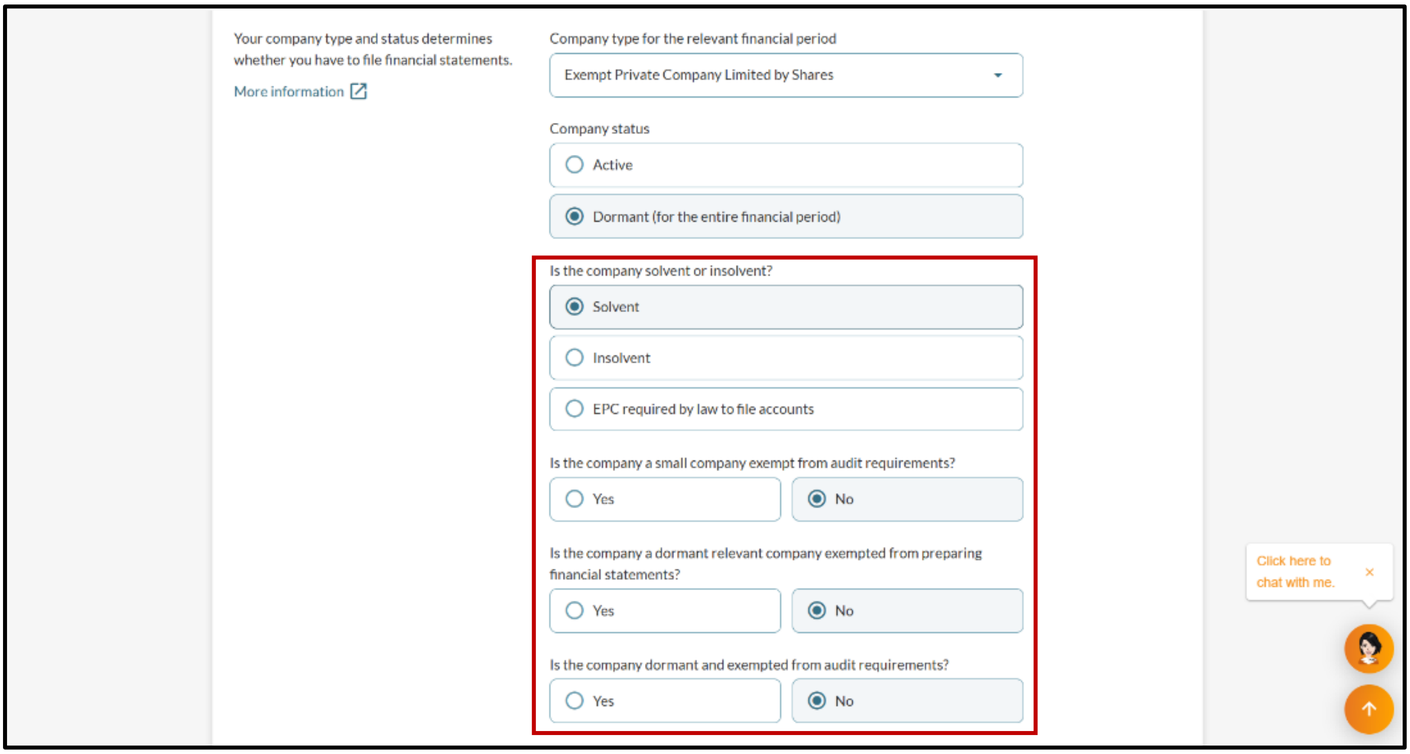


If the company is exempt from audit requirements, tick the checkbox to confirm the declarations.

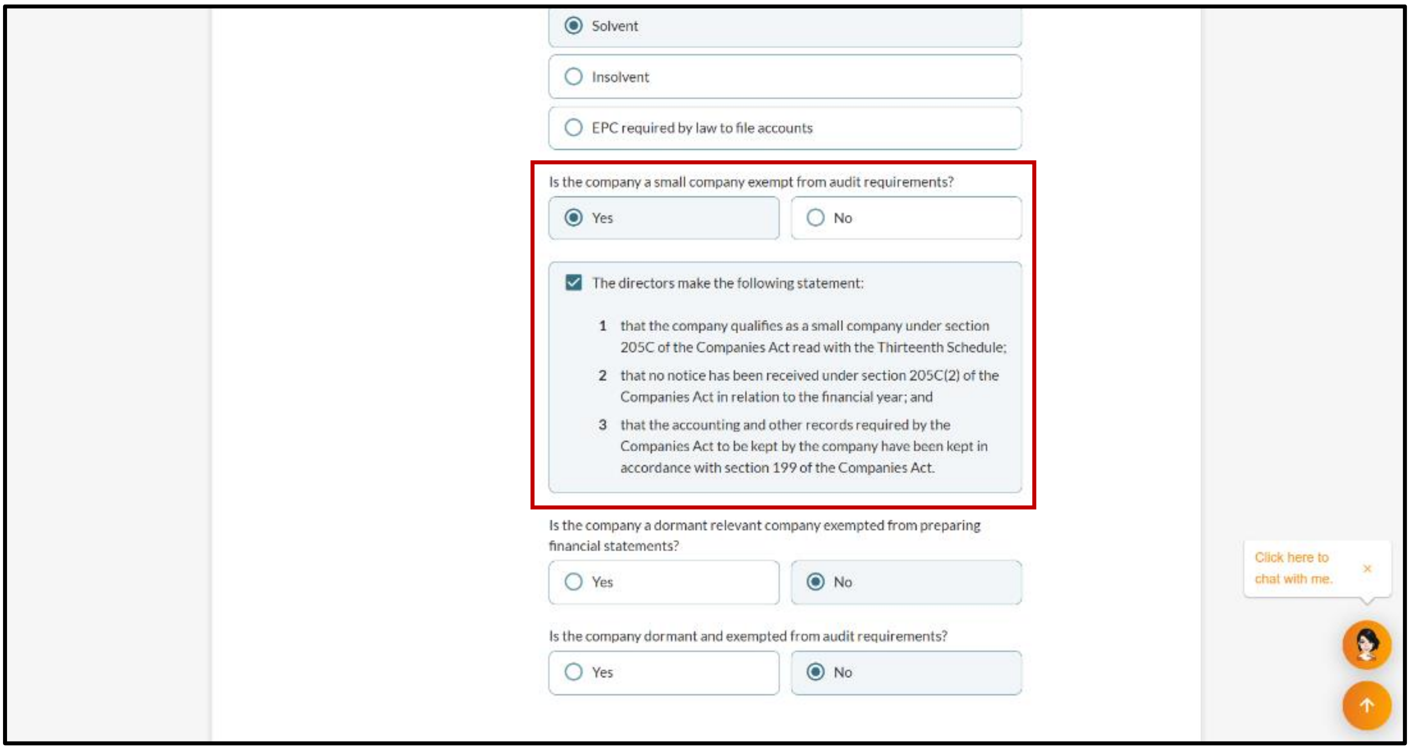


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

ii) If Company is Dormant: Specify the company's solvency status and answer the questions to confirm if it qualifies for exemptions from audit requirements and financial statement preparation.

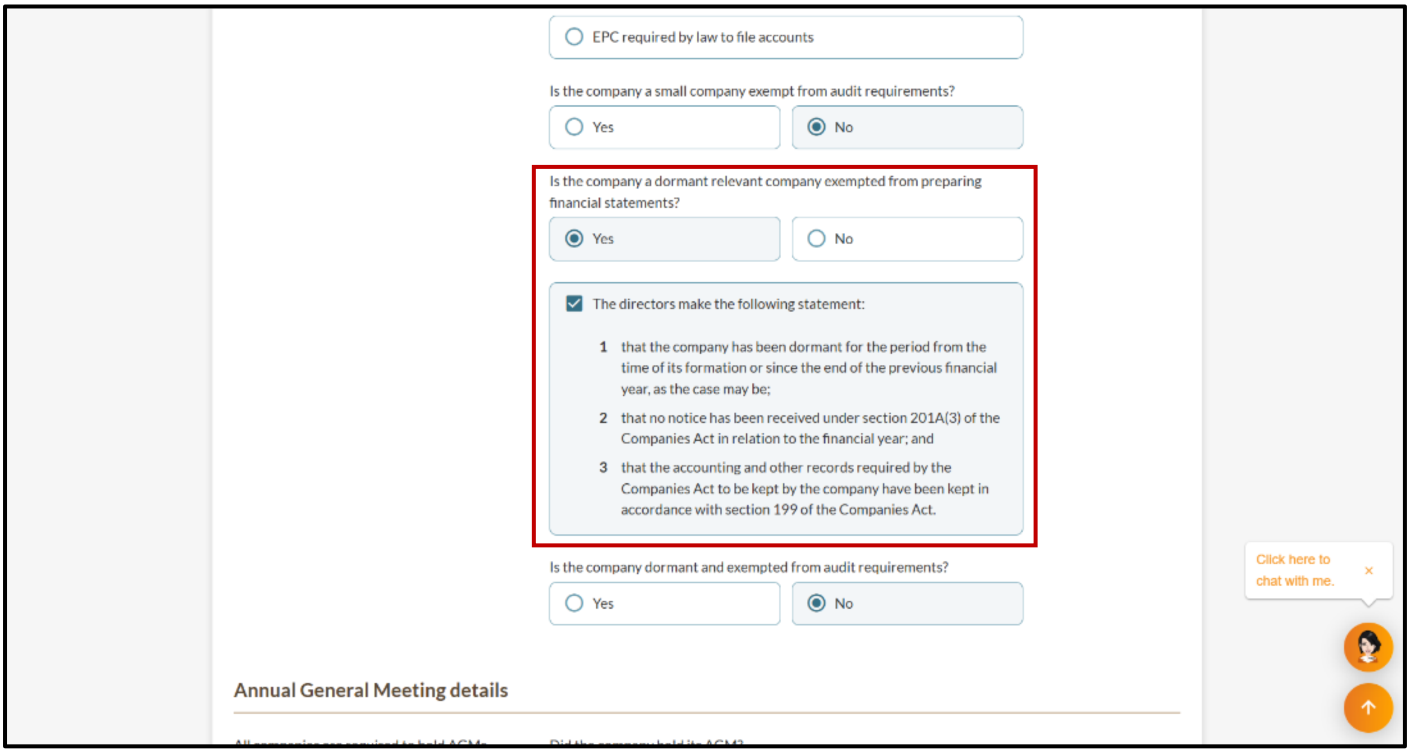


If the company is a small company exempt from audit requirements, tick the checkbox to confirm the declarations.

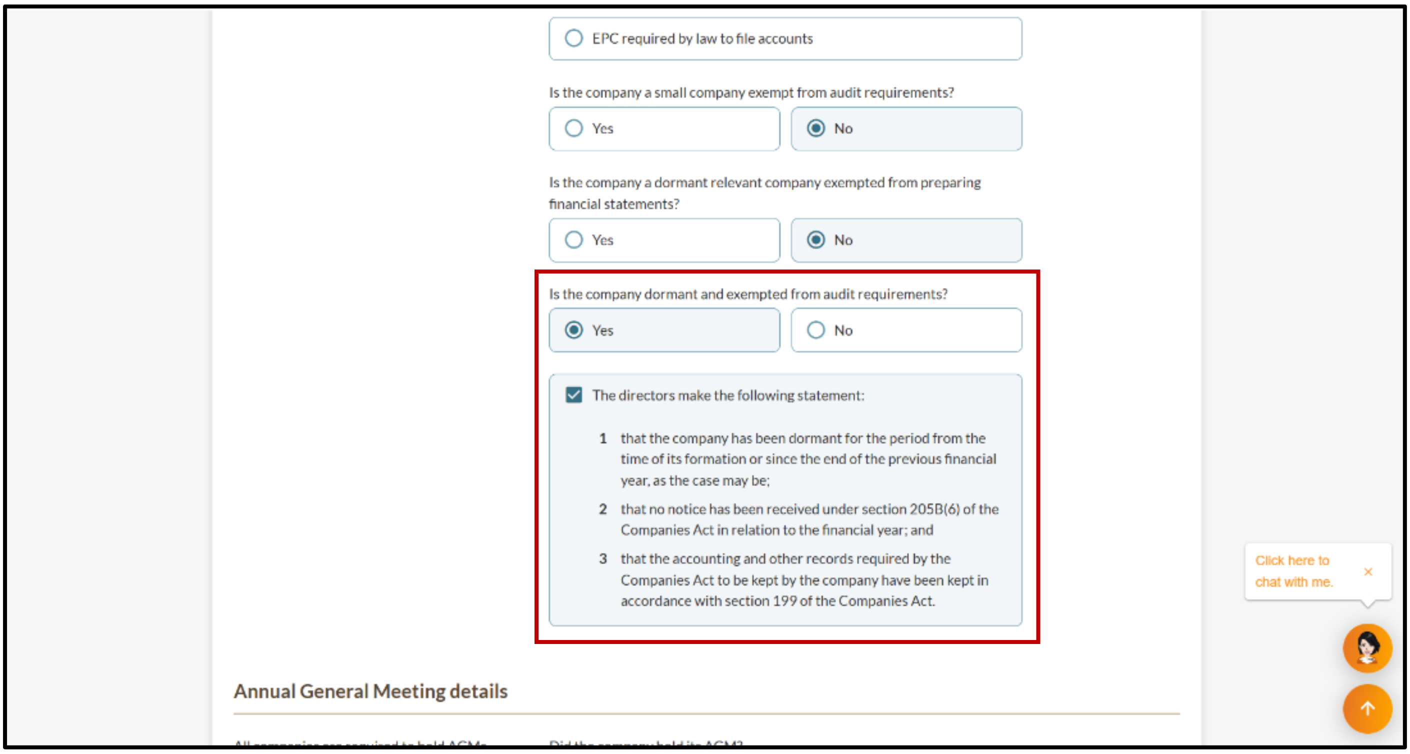


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is a dormant relevant company exempted from preparing financial statements, tick the checkbox to confirm the declarations.



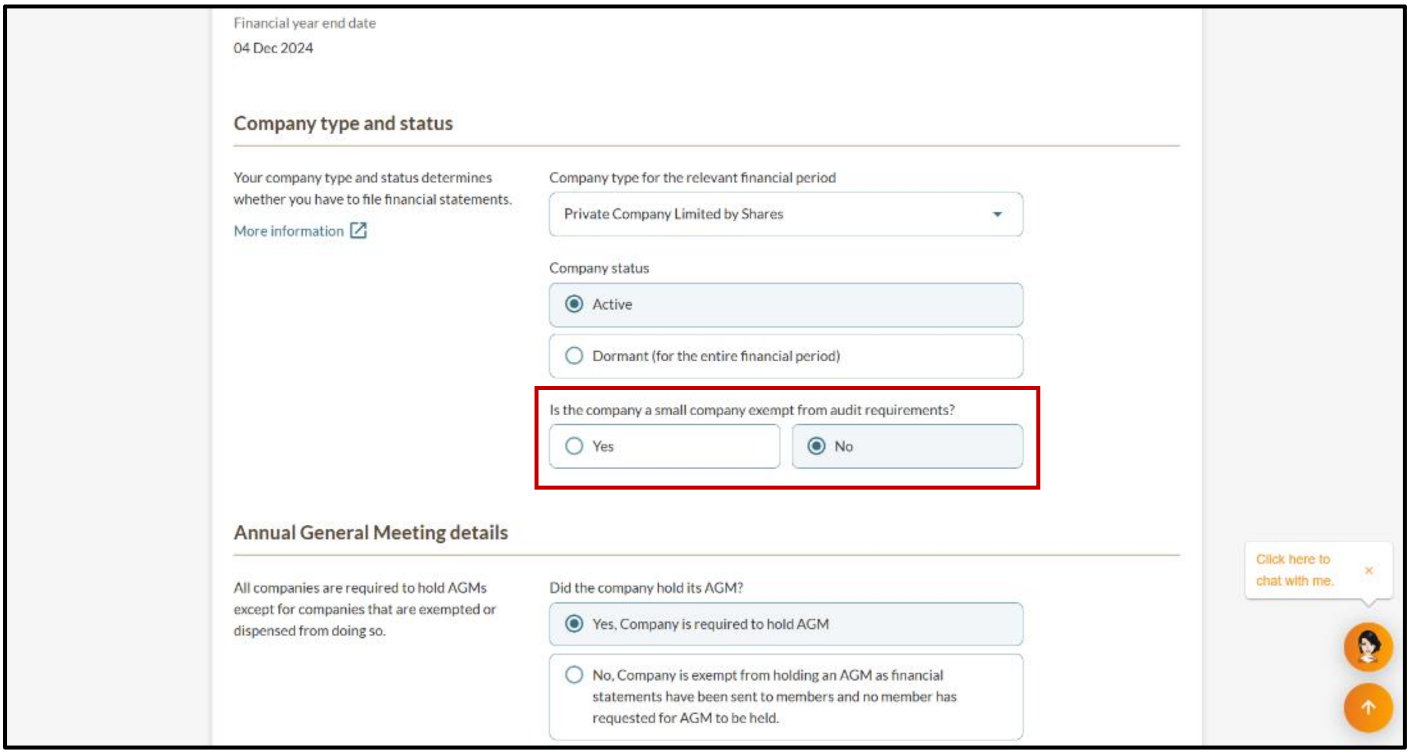
If the company is dormant and exempted from audit requirements, tick the checkbox to confirm the declarations.



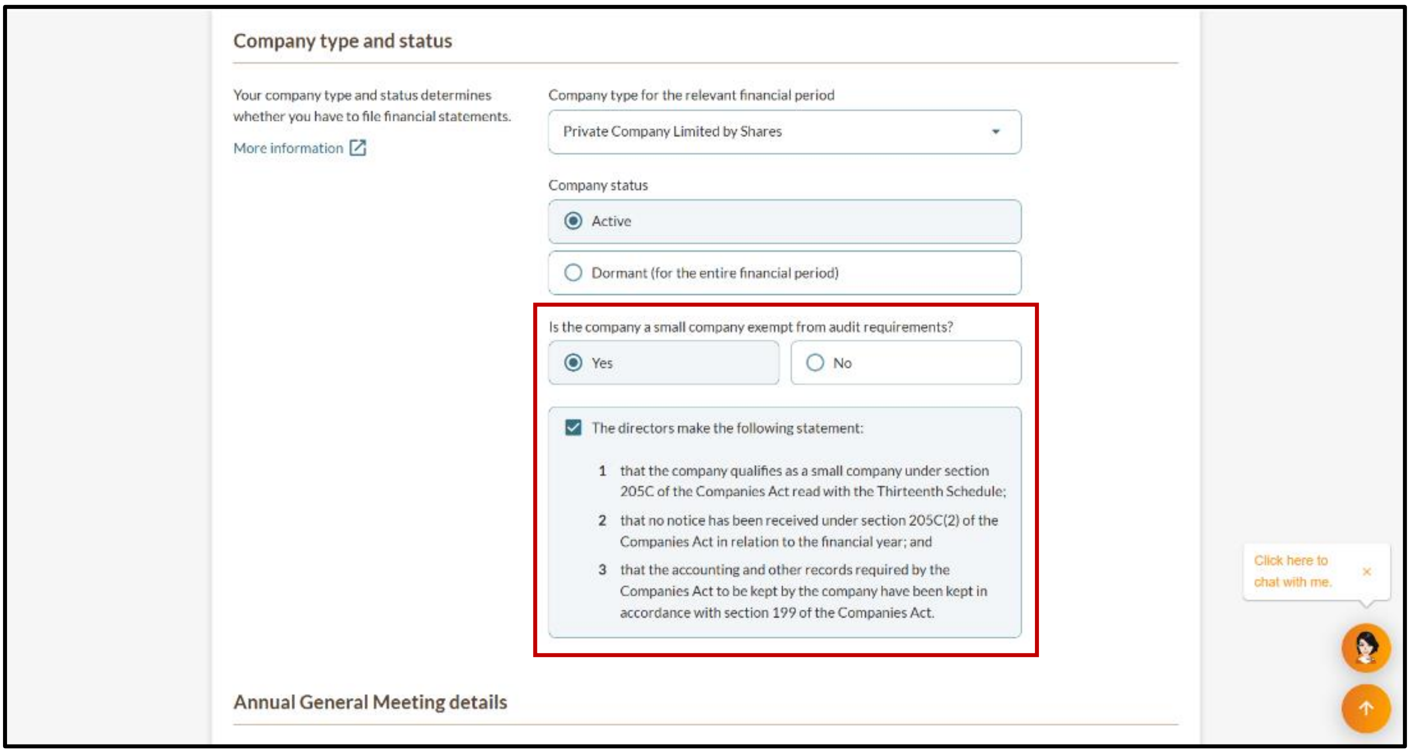
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

B) For Private Company Limited by Shares

i) If Company is Active: Indicate whether the company is a small company exempt from audit requirements.

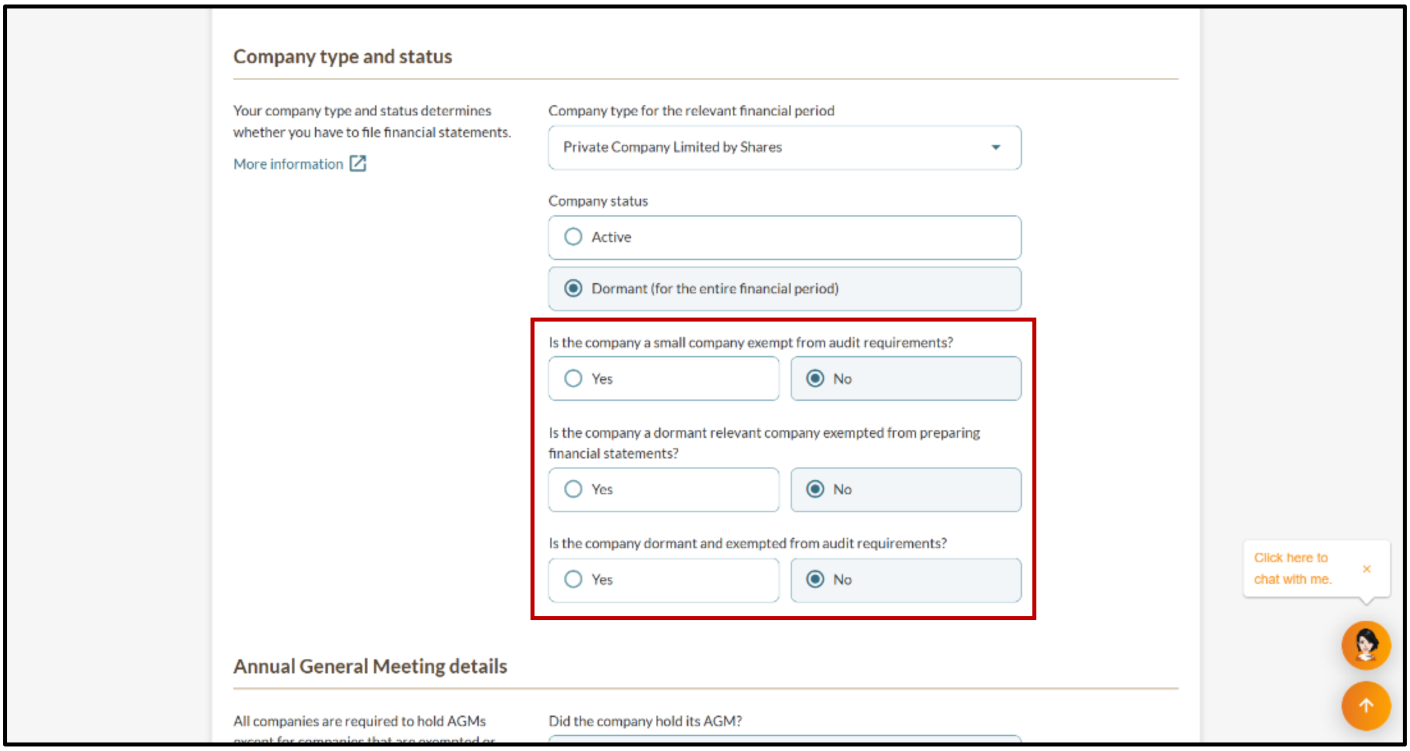


If the company is a small company exempt from audit requirements, tick the checkbox to confirm the declarations.

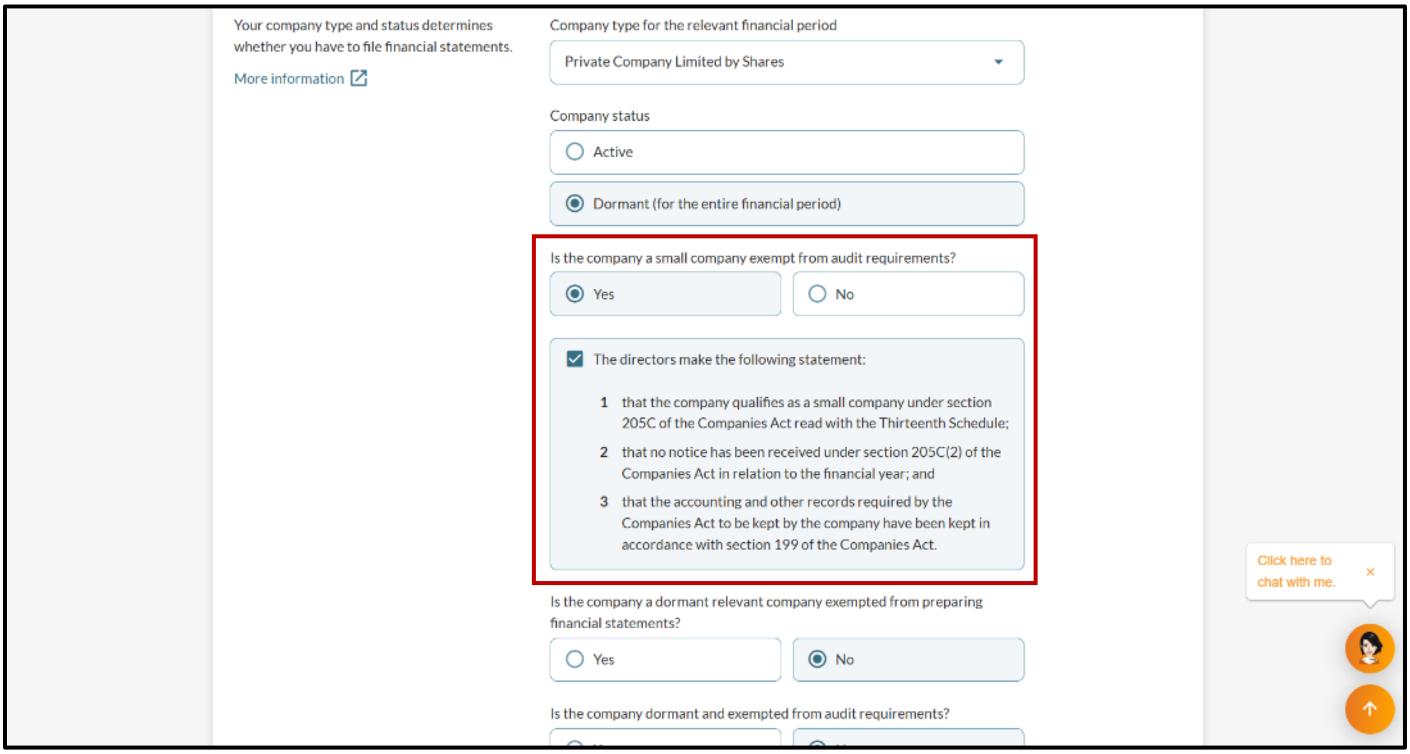


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

ii) If Company is Dormant: Answer the questions to confirm if it qualifies for exemptions from audit requirements and financial statement preparation.

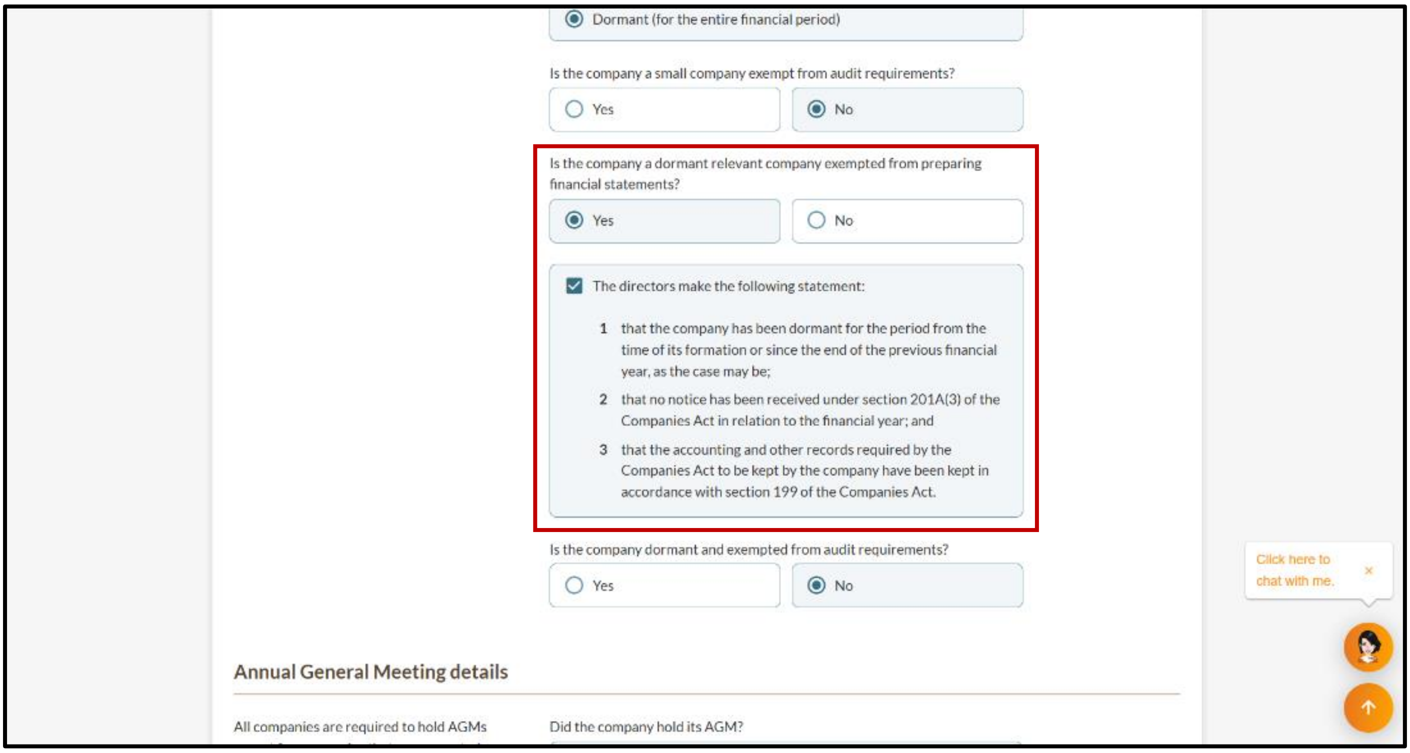


If the company is a small company exempt from audit requirements, tick the checkbox to confirm the declarations.

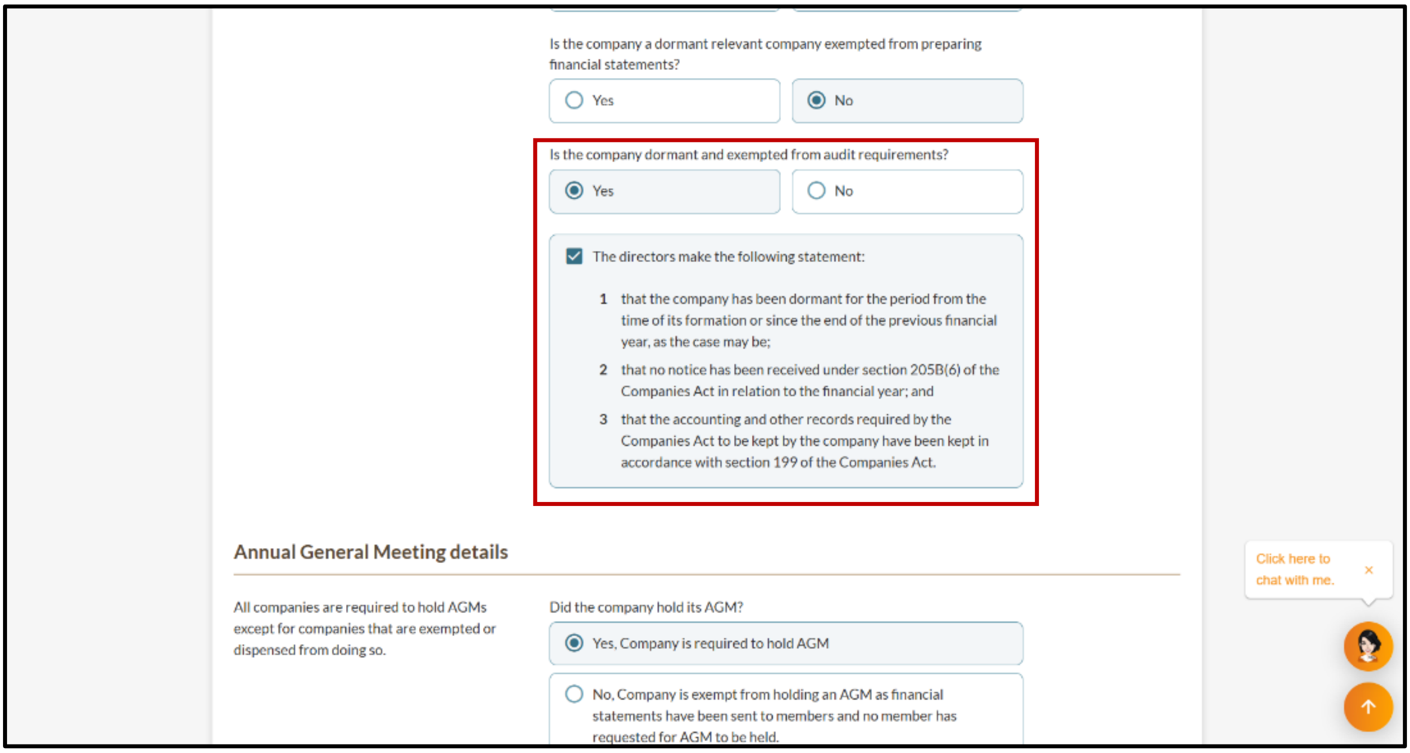


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is a dormant relevant company exempted from preparing financial statements, tick the checkbox to confirm the declarations.



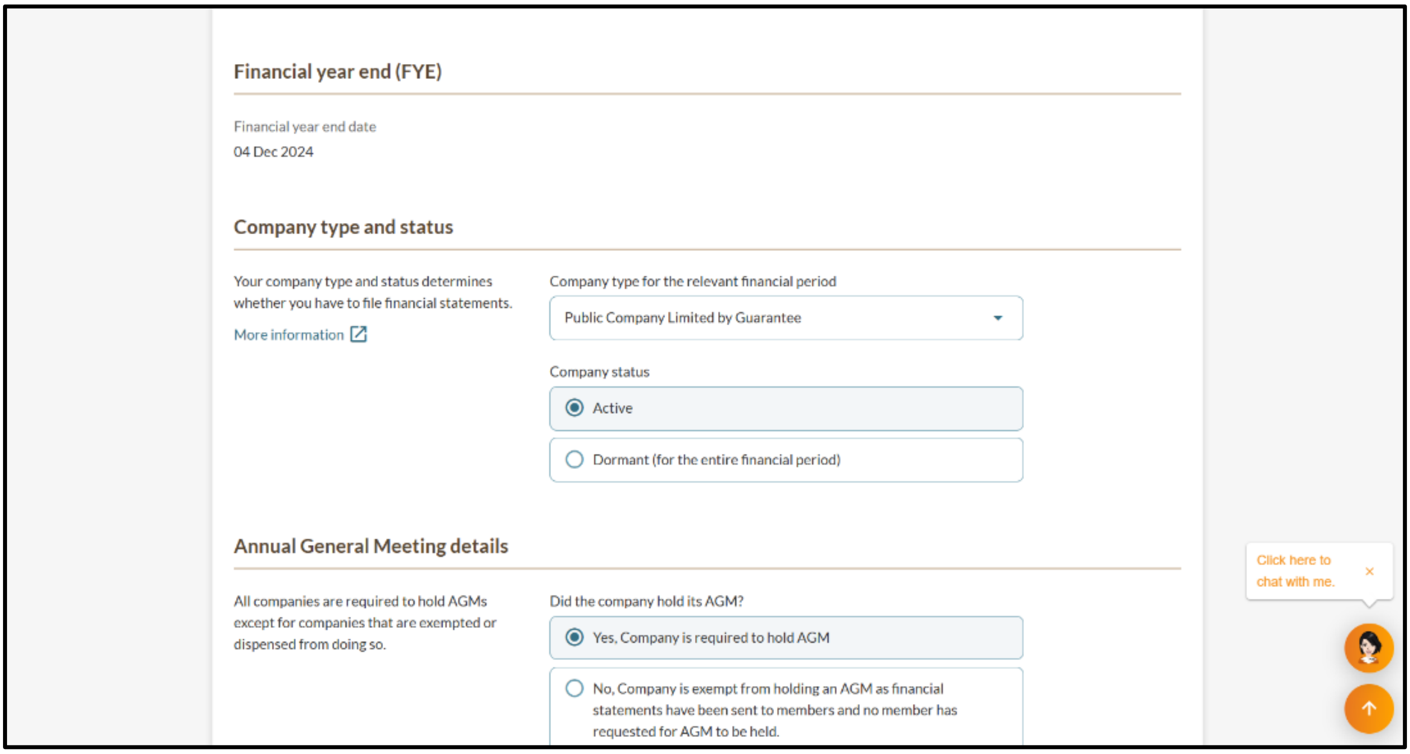
If the company is dormant and exempted from audit requirements, click the checkbox to confirm the declarations.



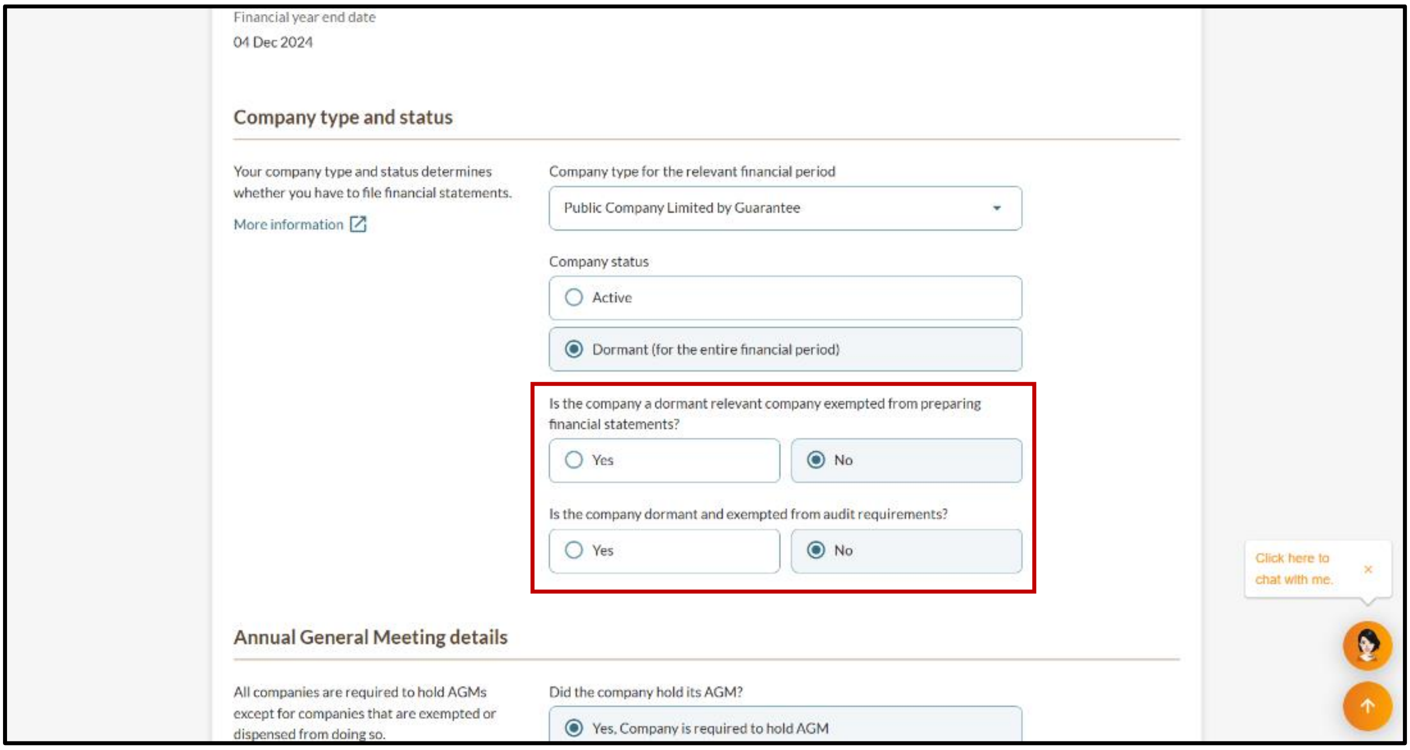
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

C) <u>For Public Company Limited by Guarantee</u>

Specify whether the company is active or dormant.

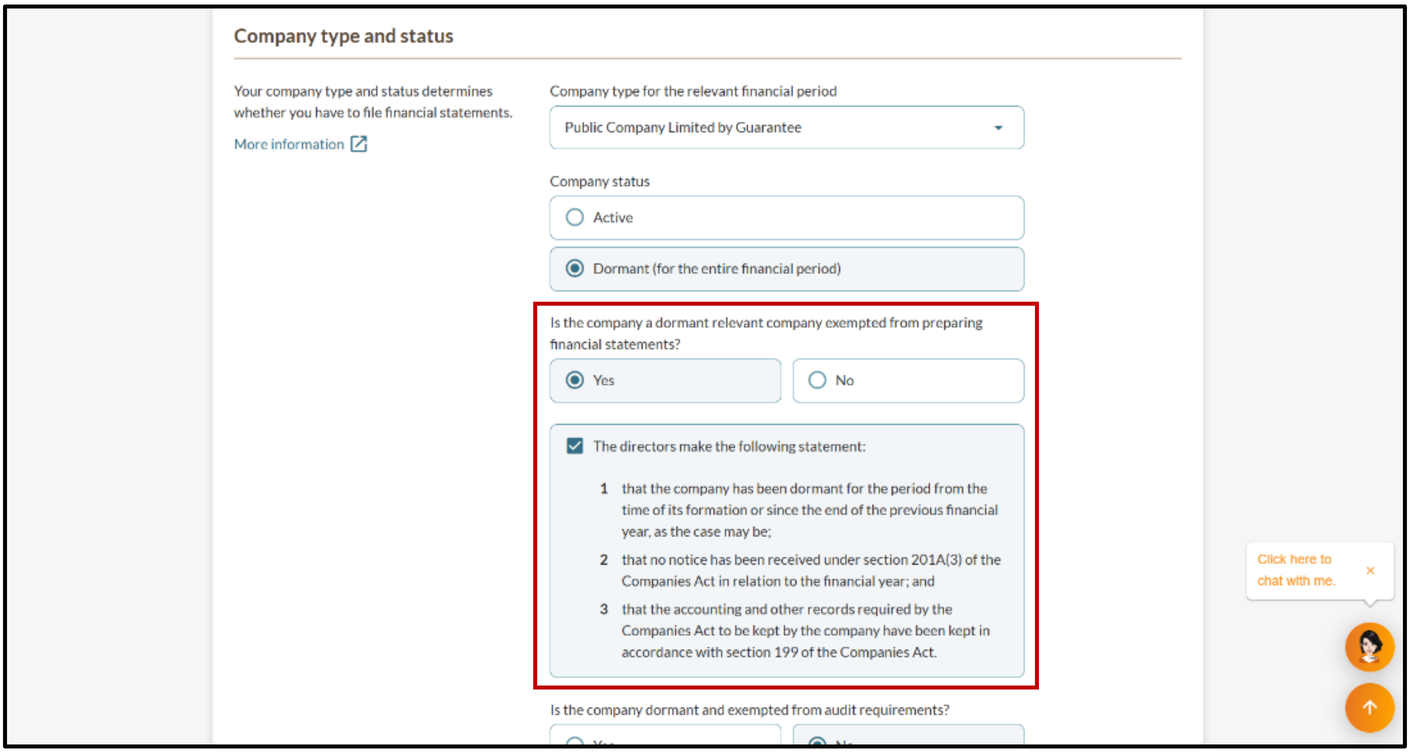


If Company is Dormant: Answer the questions to confirm if it qualifies for exemptions from audit requirements and financial statement preparation.

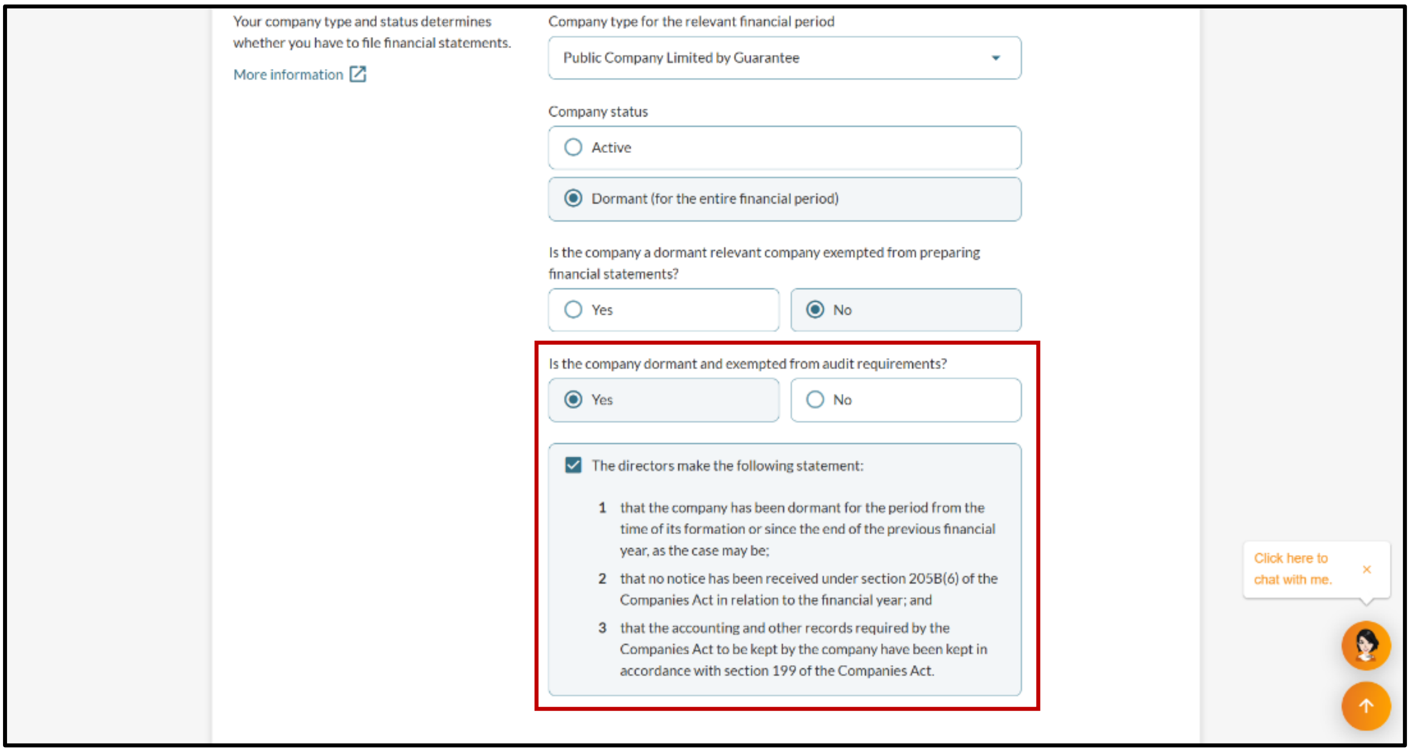


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is a dormant relevant company exempted from preparing financial statements, tick the checkbox to confirm the declarations.



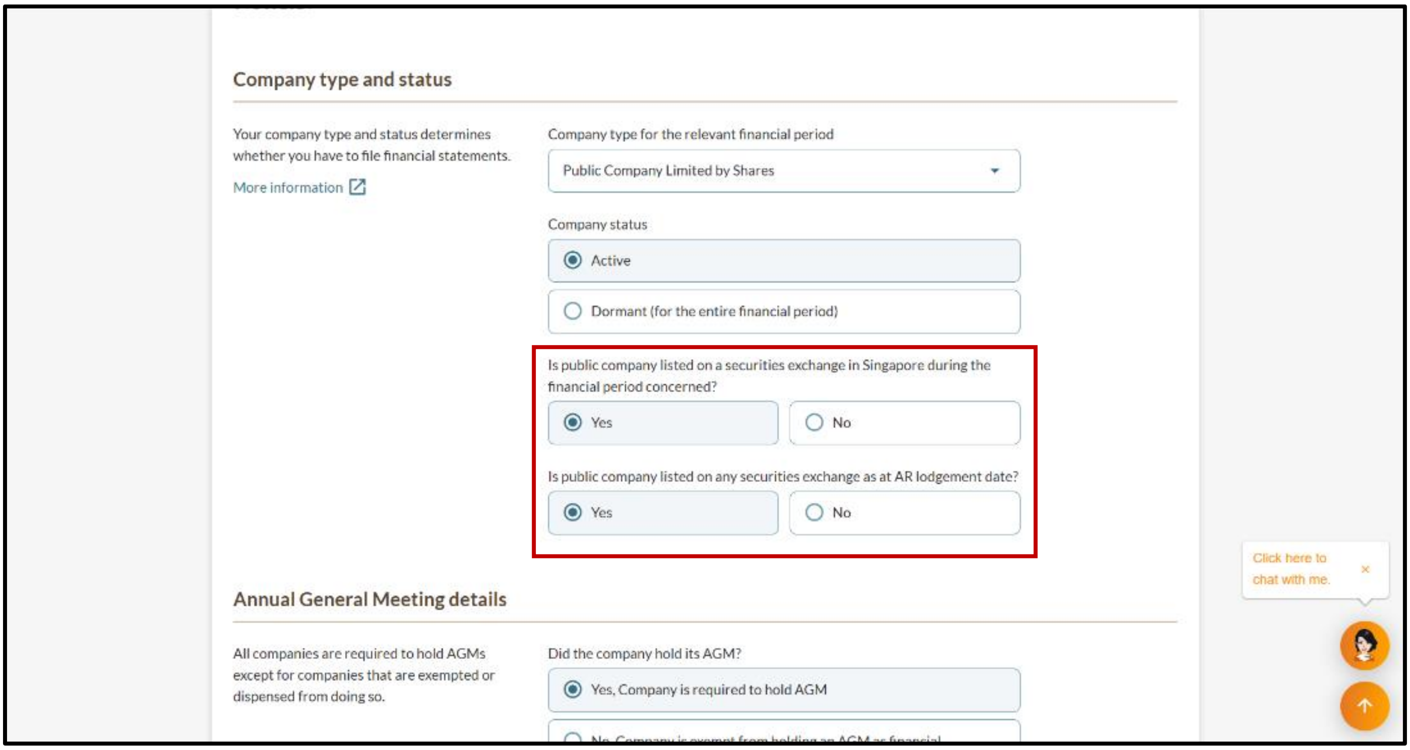
If the company is dormant and exempted from audit requirements, tick the checkbox to confirm the declarations.



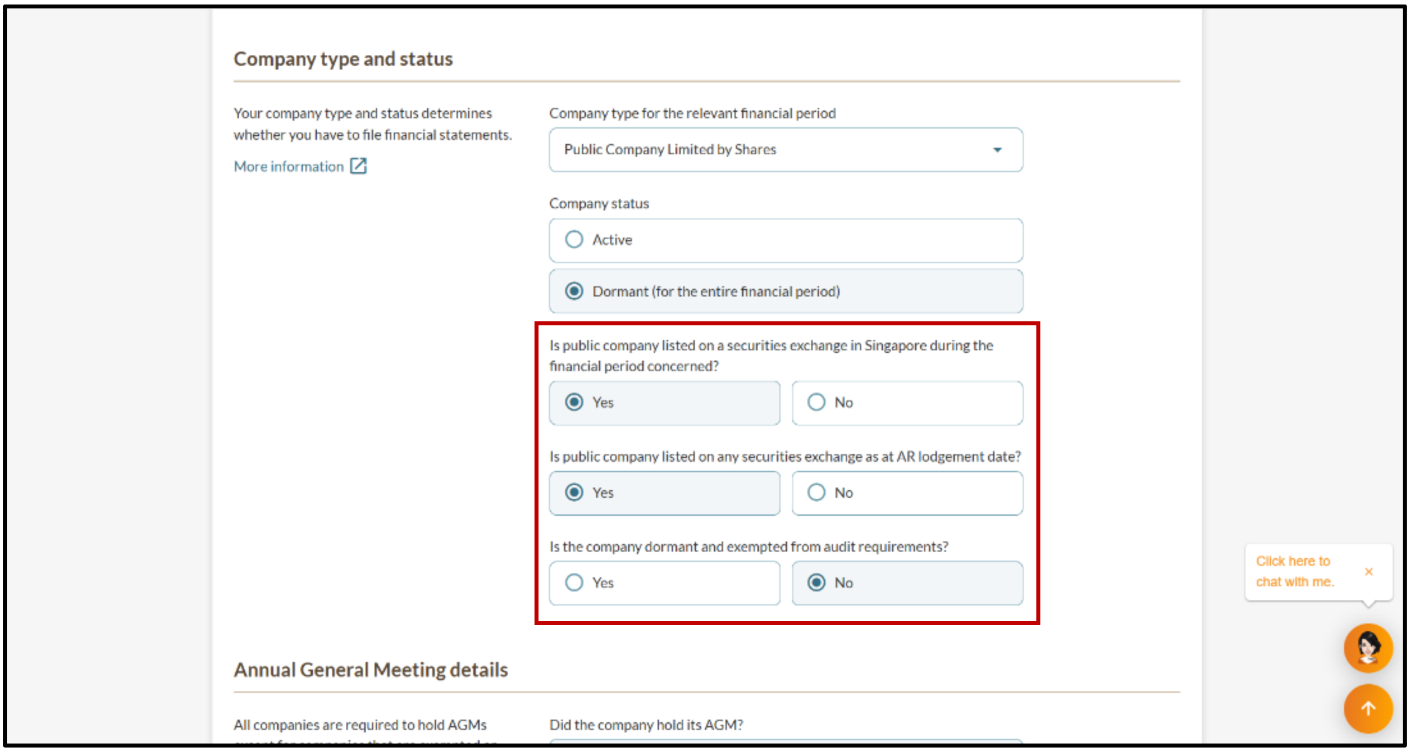
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

D) For Public Company Limited by Shares

i) If Company is Active: Indicate whether it was listed on any Singapore securities exchange during the financial period concerned or at the time of filing the annual return.

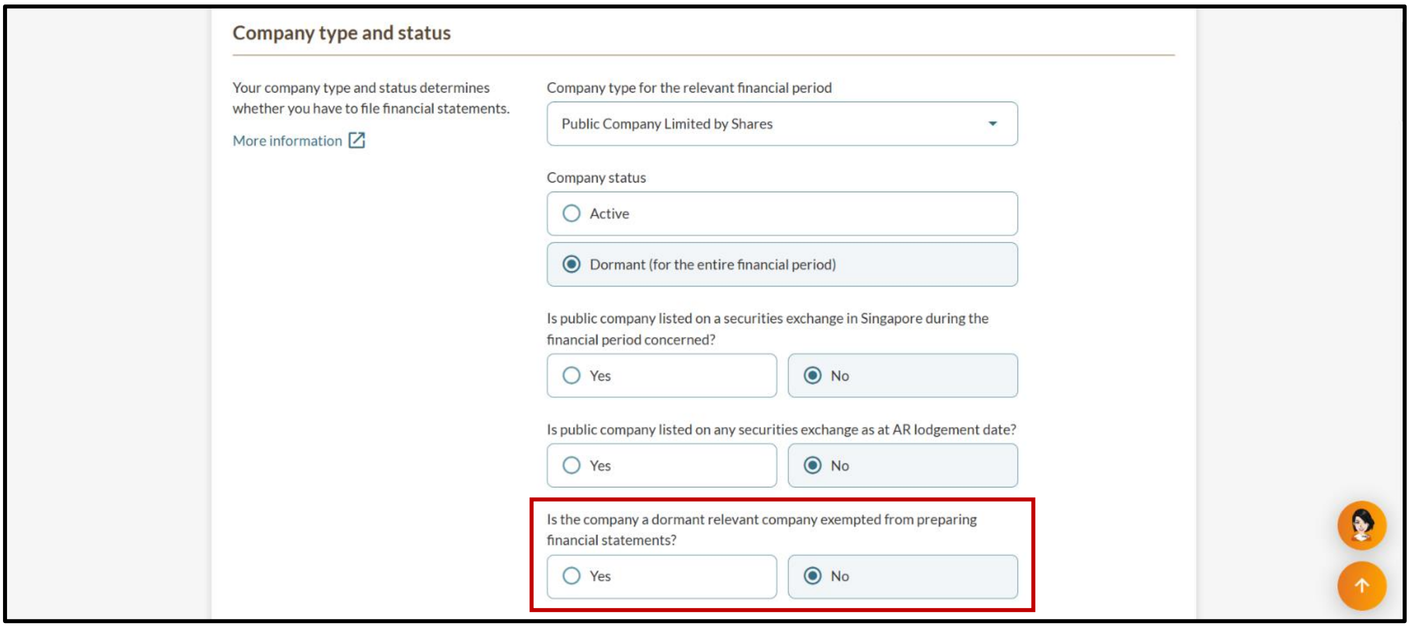


ii) If Company is Dormant: Indicate whether it was listed on any Singapore securities exchange during the financial period concerned or at the date of filing the annual return, and confirm if it is dormant and exempt from audit requirements.

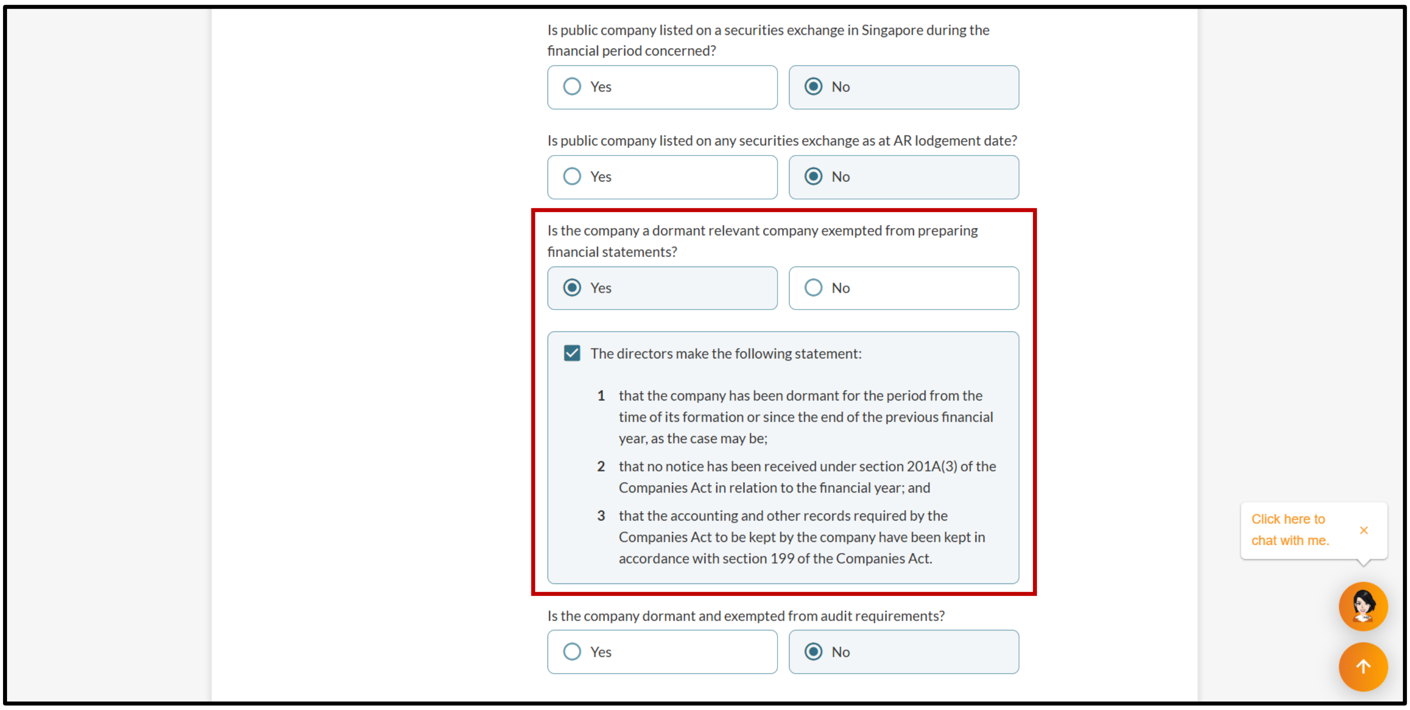


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is not a public company listed on any securities exchange as at the date of filing the annual return, indicate whether it is a dormant relevant company exempted from preparing financial statements.

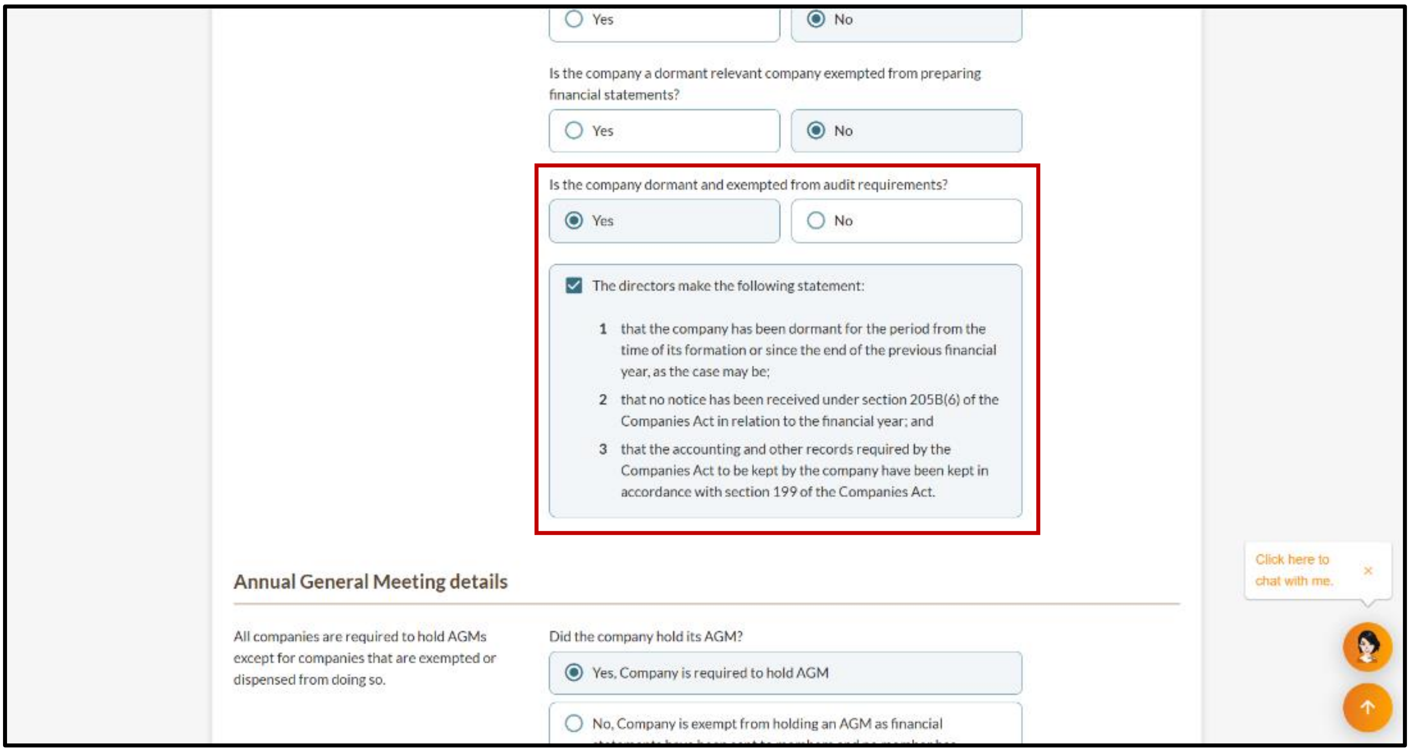


If the company is a dormant relevant company exempted from preparing financial statements, tick the checkbox to confirm the declarations.



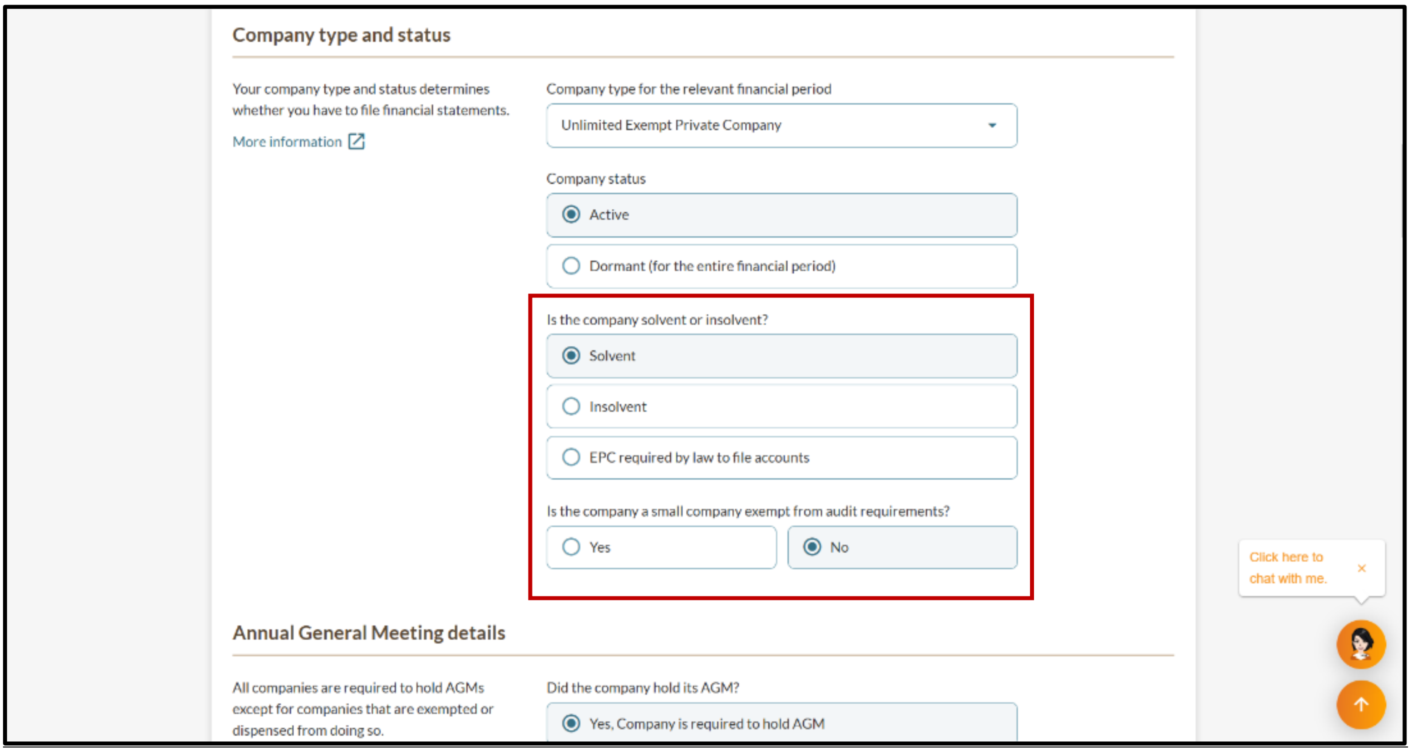
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is dormant and exempted from audit requirements, tick the checkbox to confirm the required declarations.



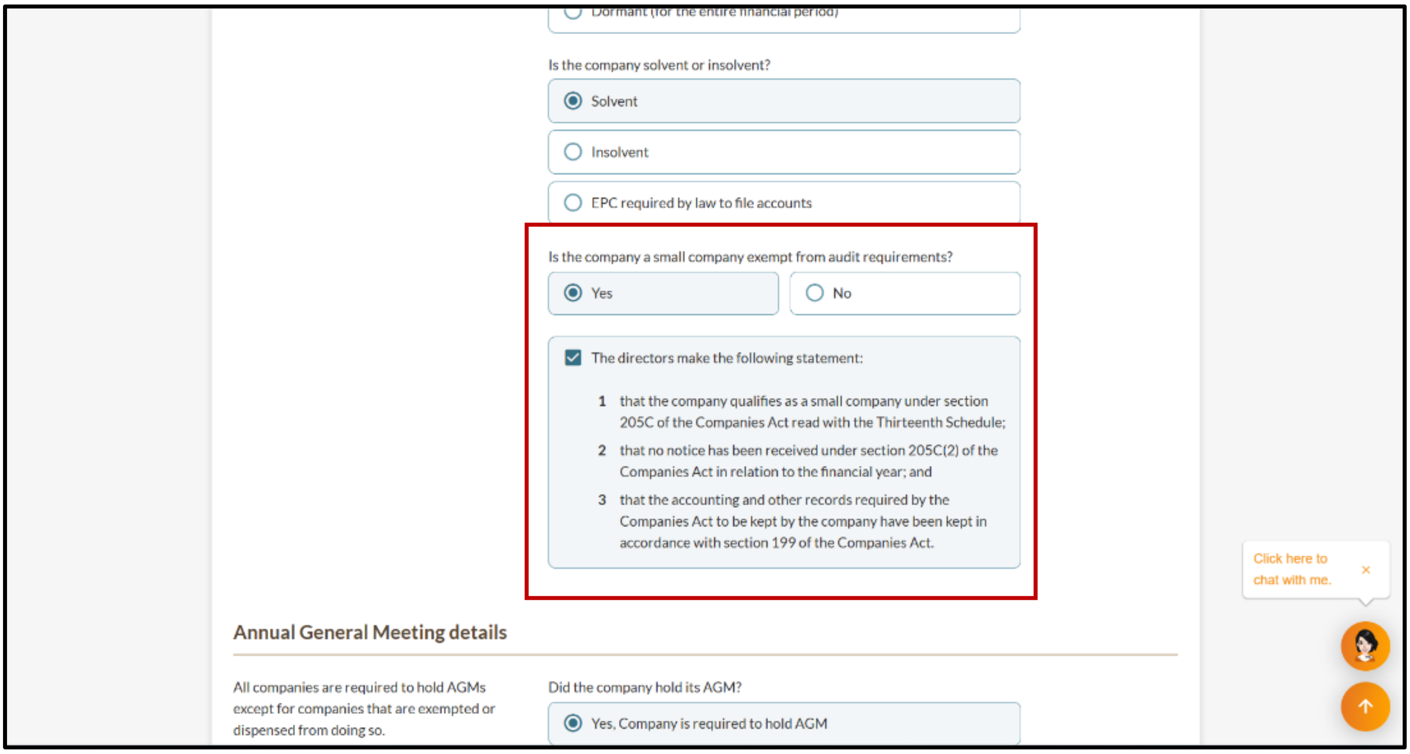
E) <u>For Unlimited Exempt Private Company</u>

i) If Company is Active: Indicate whether the company is solvent, insolvent or EPC required by law to file accounts and specify if it qualifies as a small company exempt from audit requirements.

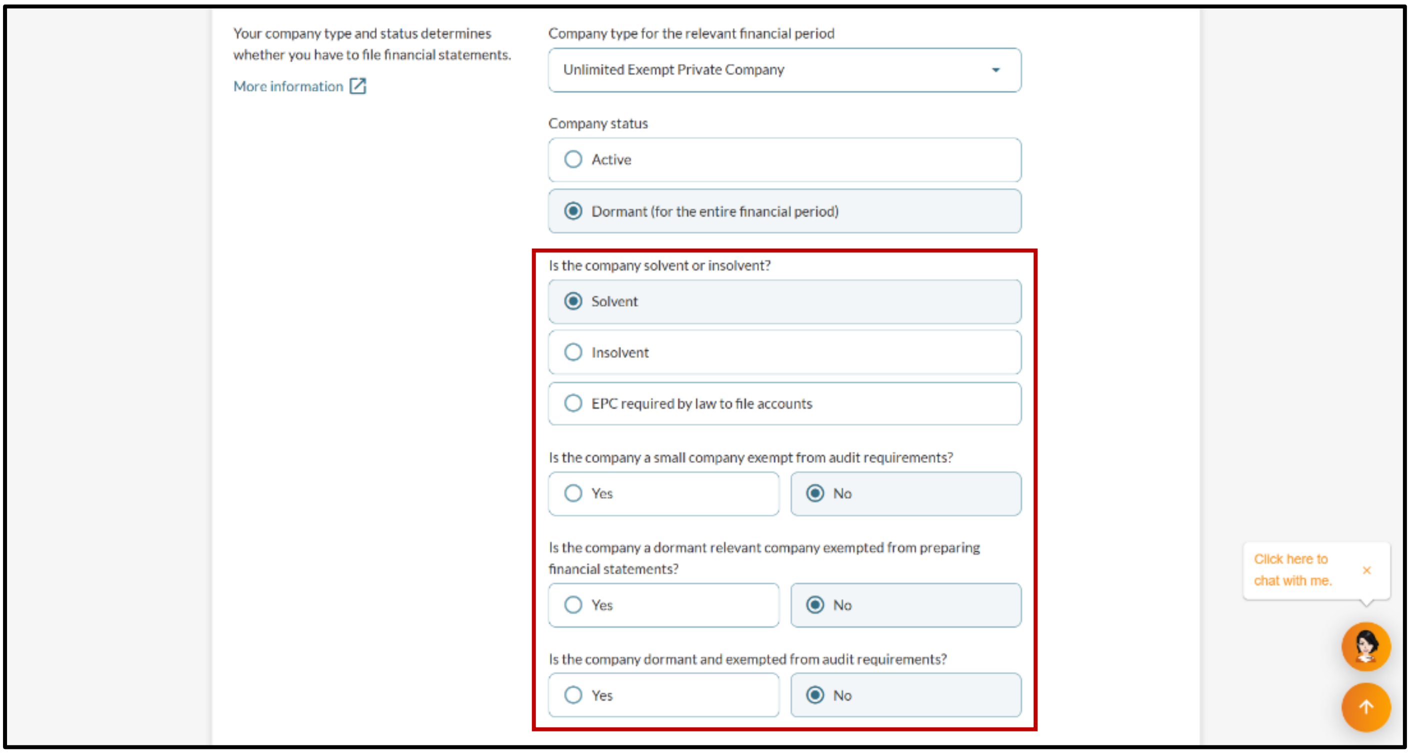


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is a small company exempt from audit requirements, tick the checkbox to confirm the declarations.

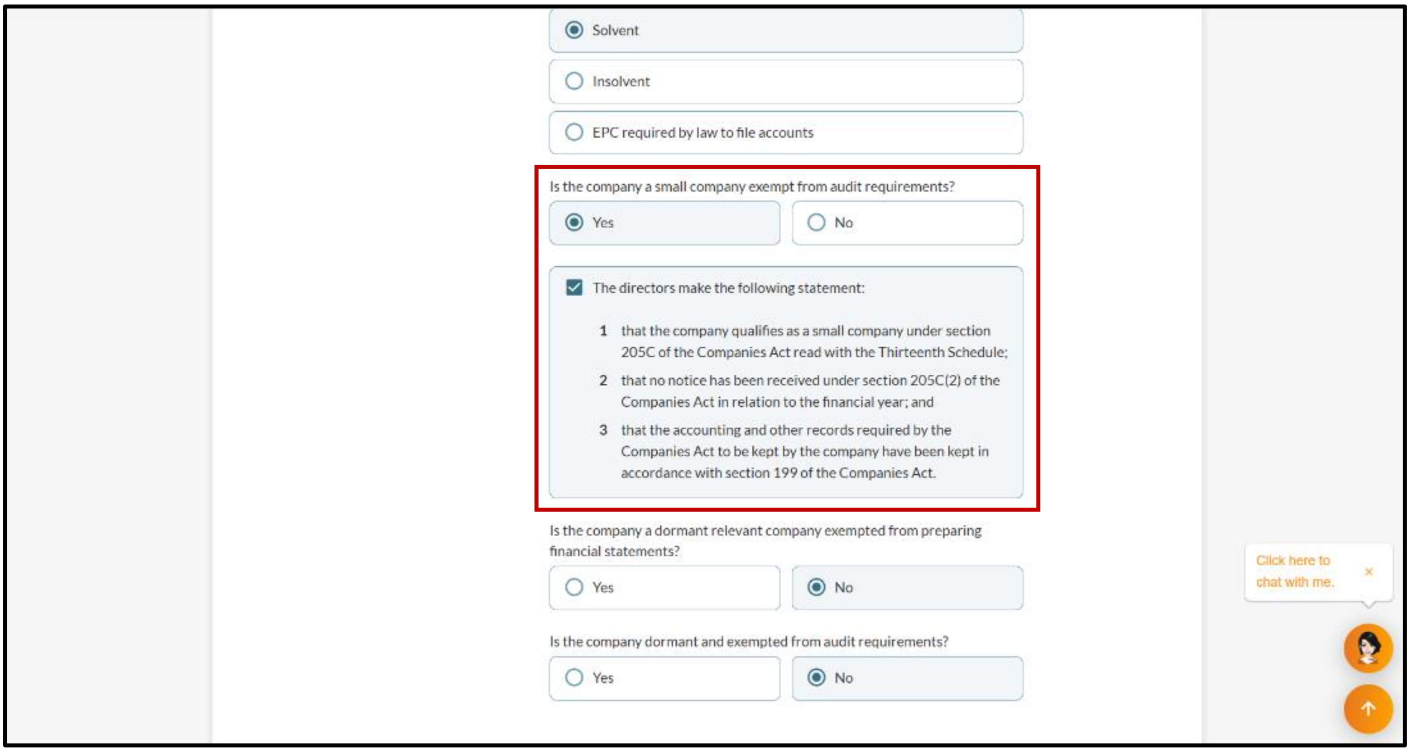


ii) If Company is Dormant: Specify the company's solvency status and answer the questions to confirm if it qualifies for exemptions from audit requirements and financial statement preparation.

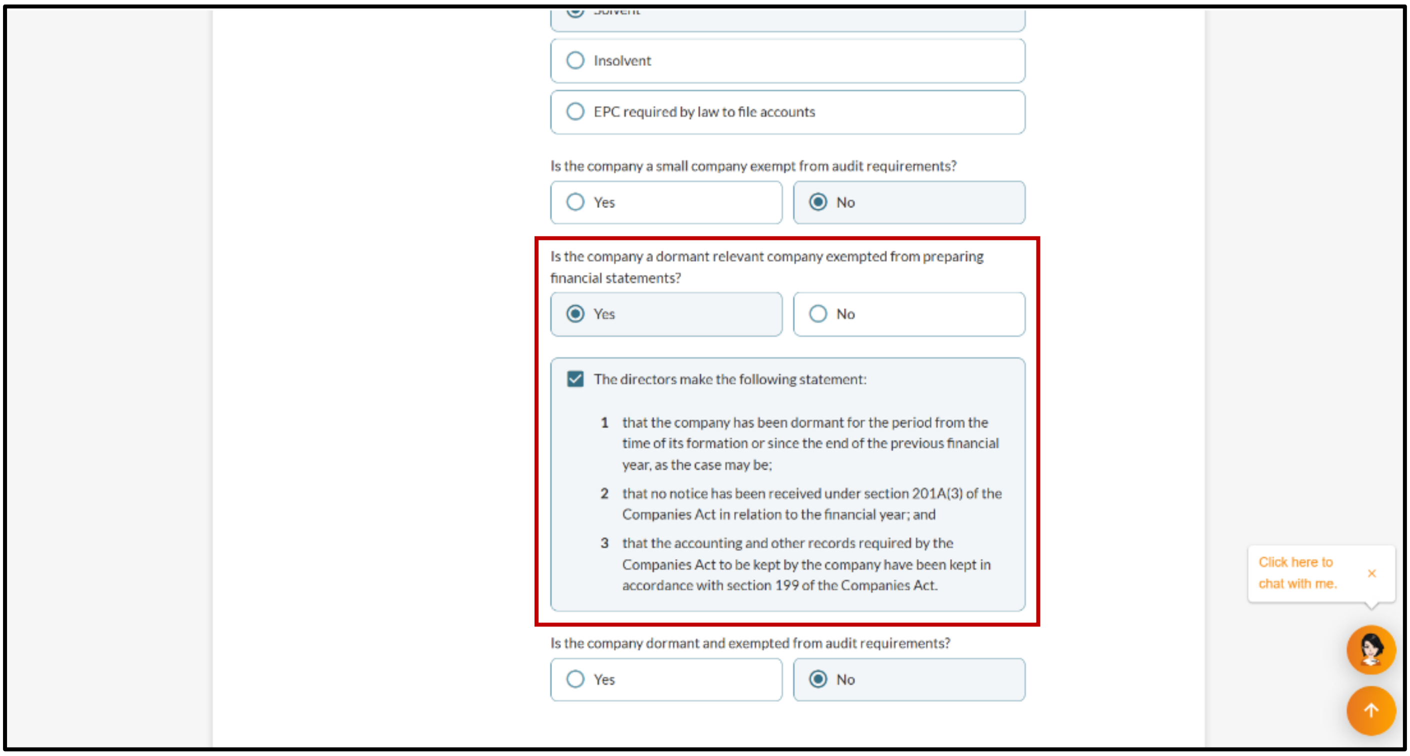


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is a small company exempt from audit requirements, tick the checkbox to confirm the declarations.

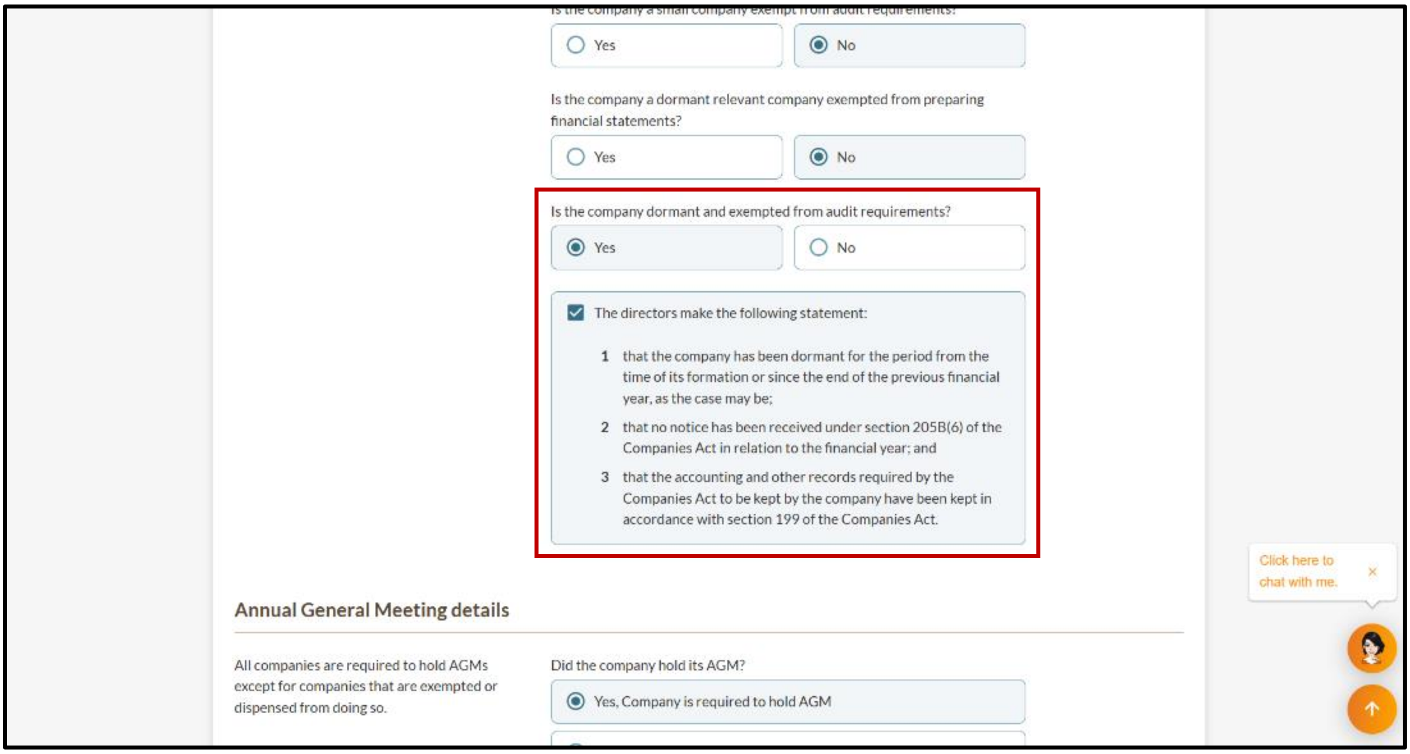


If the company is a dormant relevant company exempted from preparing financial statements, tick the checkbox to confirm the declarations.



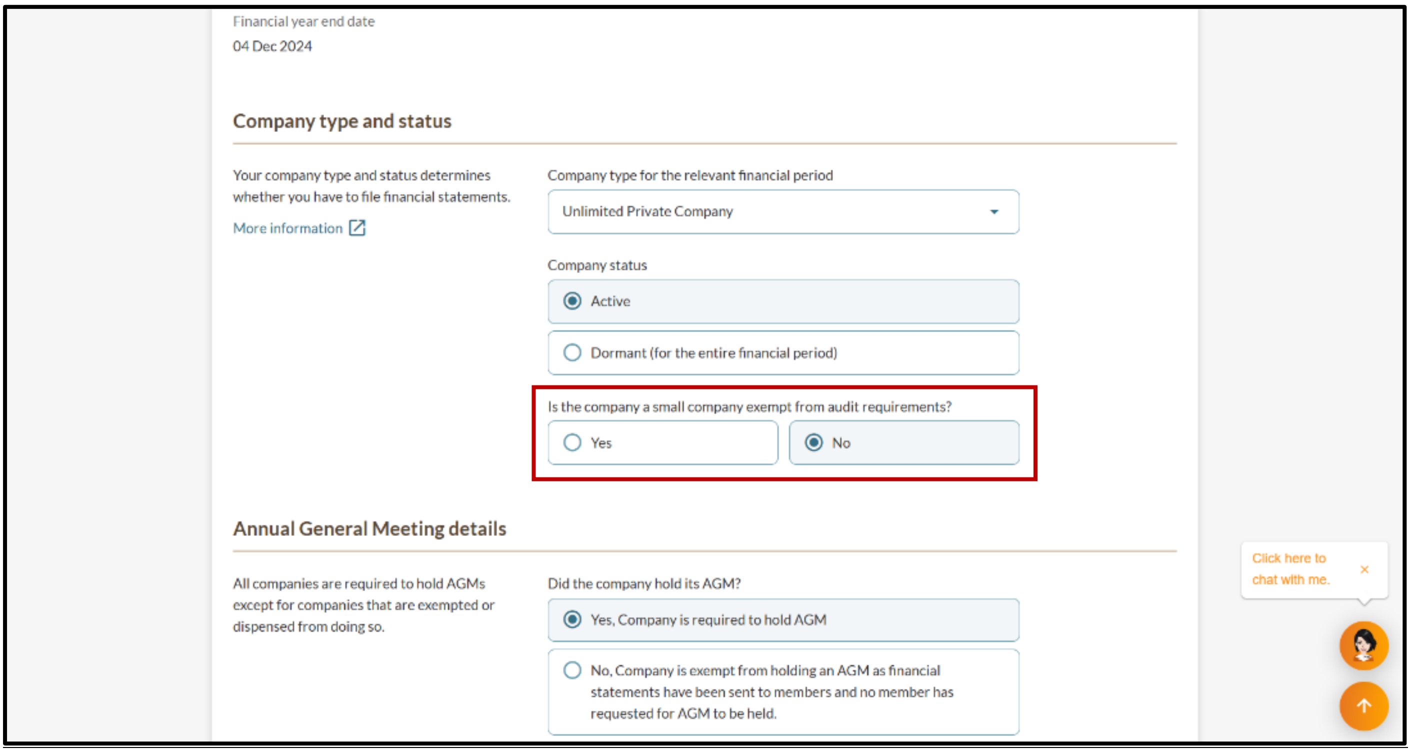
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is dormant and exempted from audit requirements, tick the checkbox to confirm the declarations.



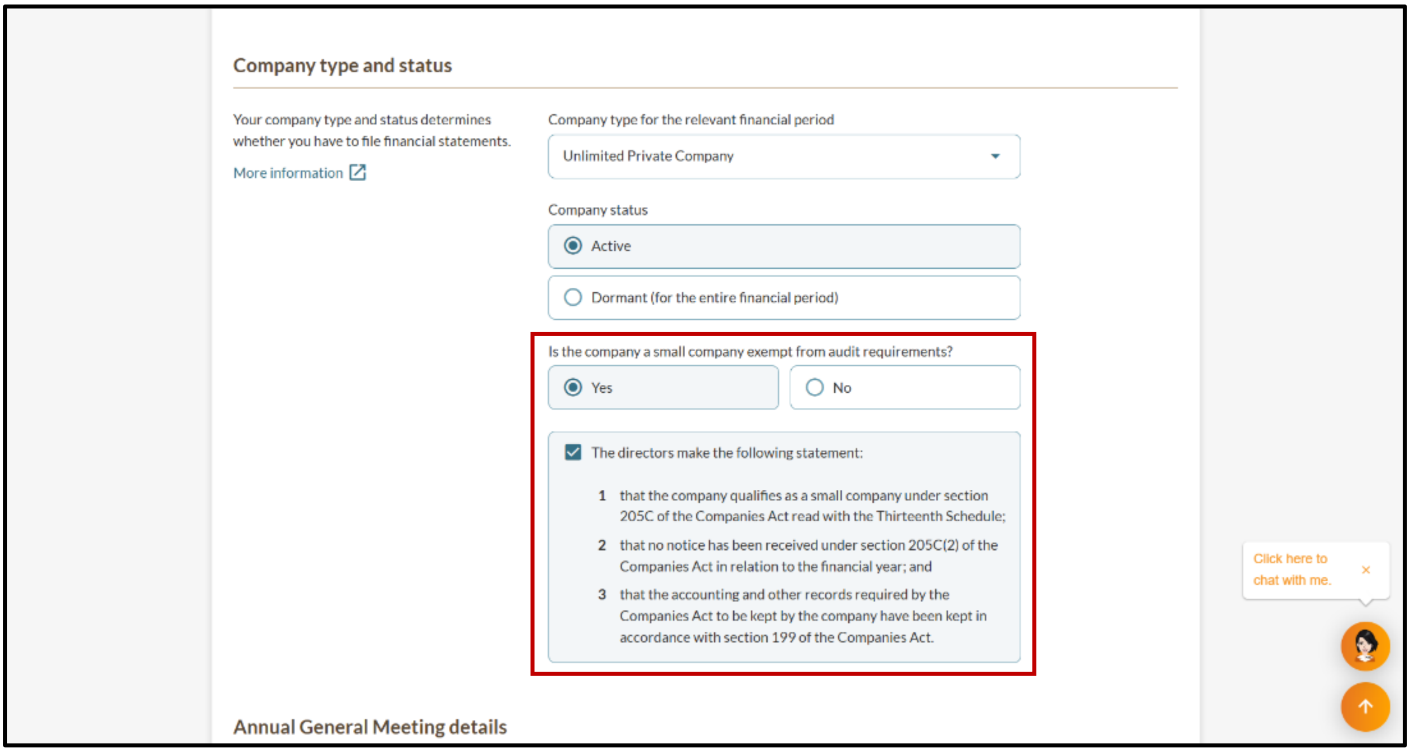
F) For Unlimited Private Company

i) If Company is Active: Indicate whether it is a small company exempt from audit requirements.

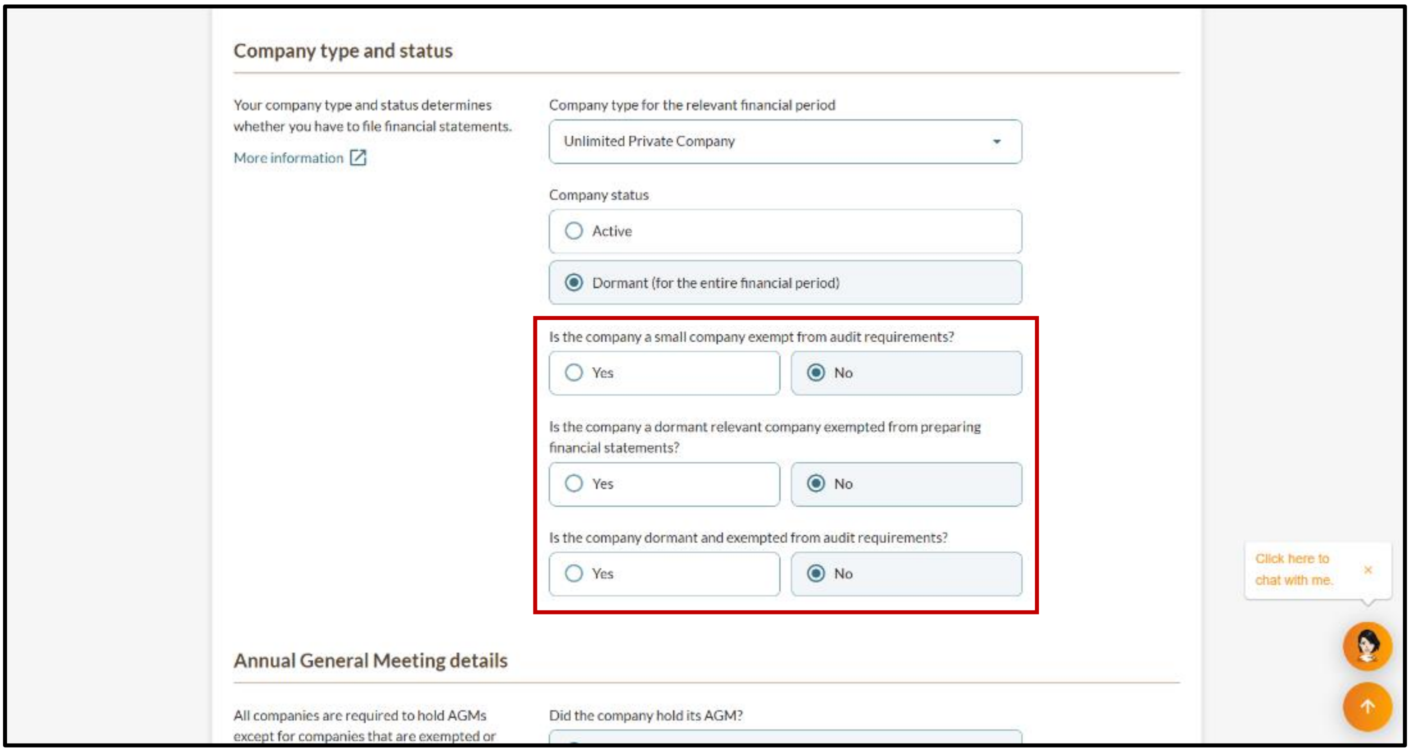


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is a small company exempt from audit requirements, tick the checkbox to confirm the declarations.

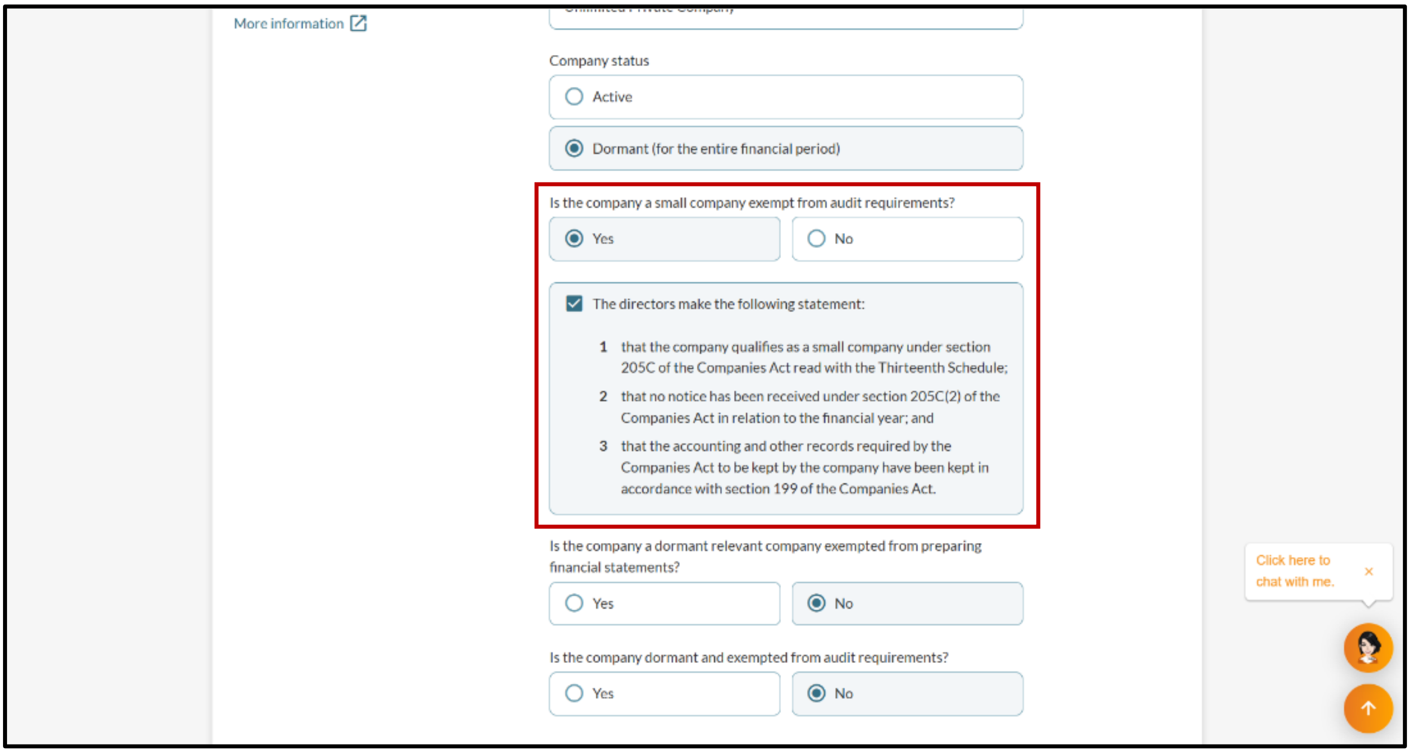


ii) If Company is Dormant: Answer the questions to confirm if it qualifies for exemptions from audit requirements and financial statement preparation.

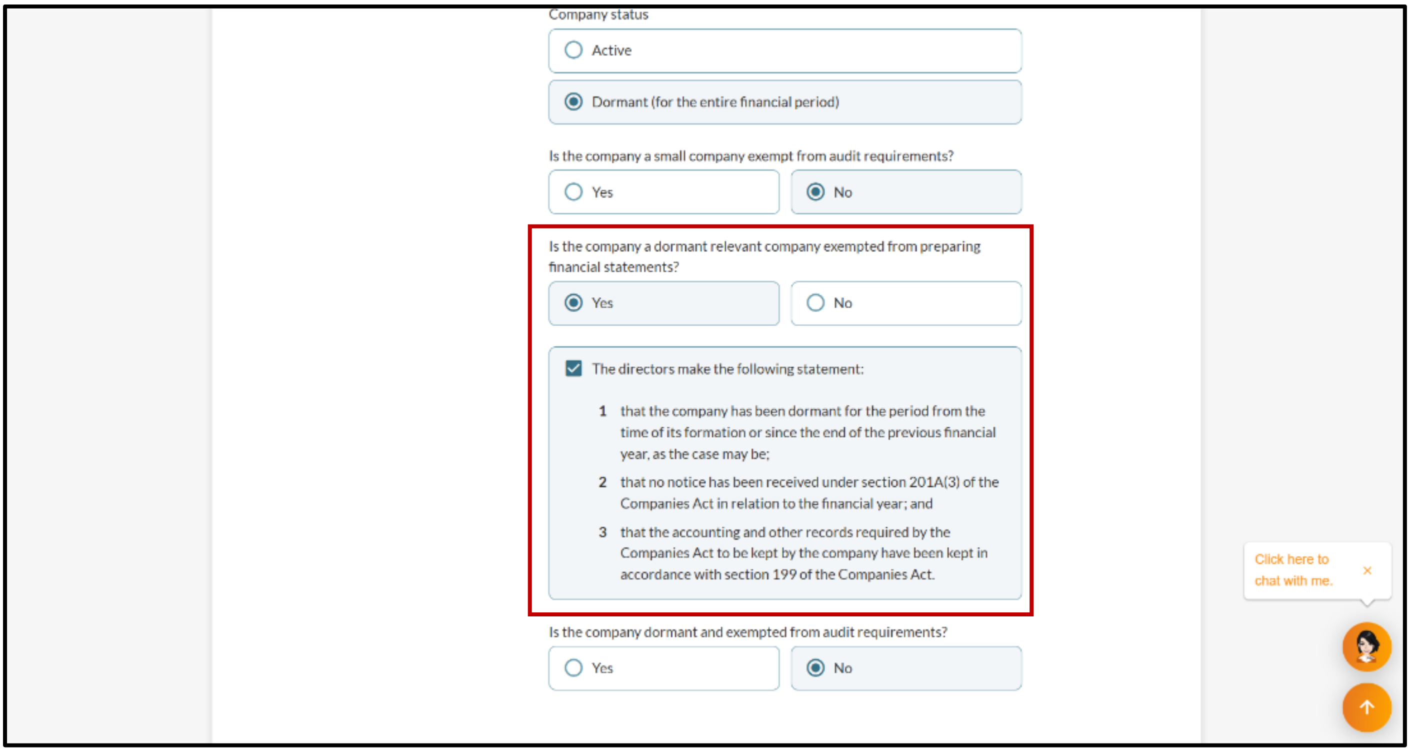


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is a small company exempt from audit requirements, tick the checkbox to confirm the declarations.

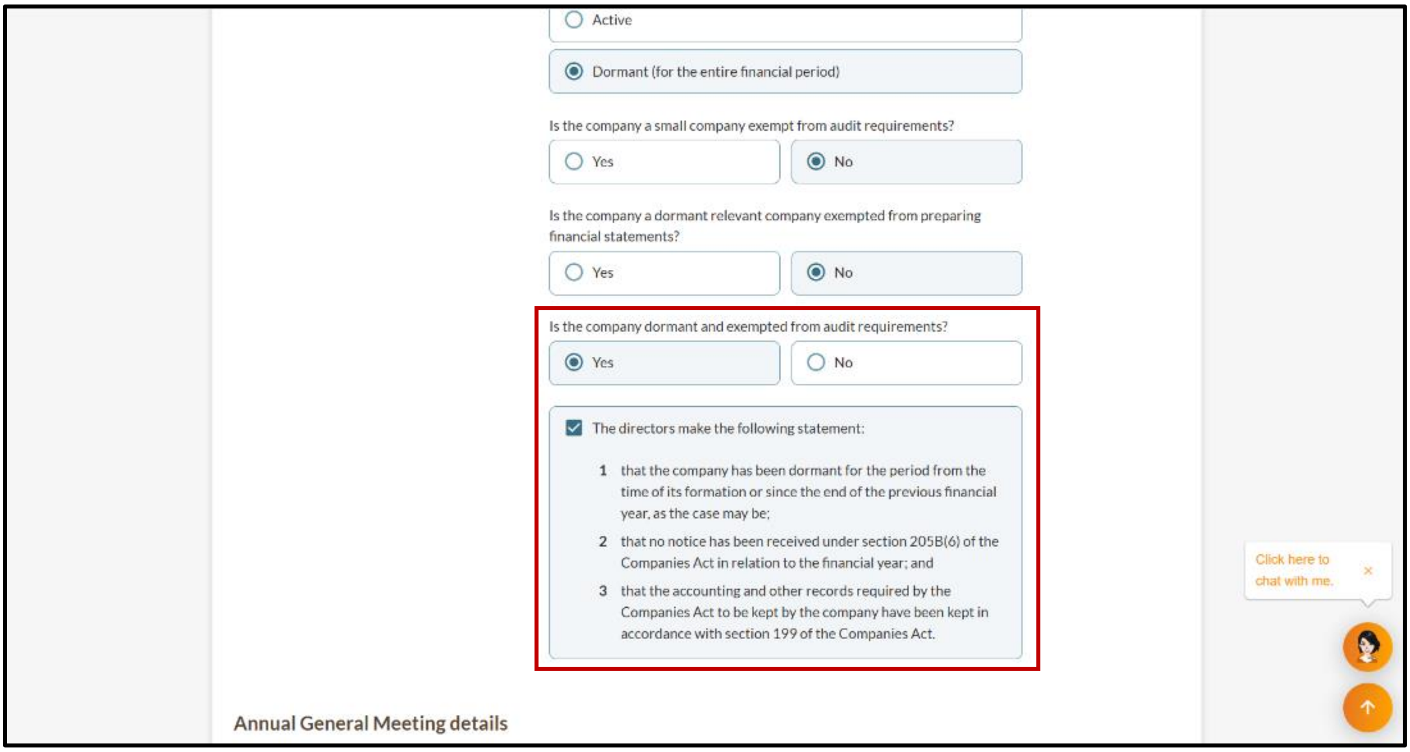


If the company is a dormant relevant company exempted from preparing financial statements, tick the checkbox to confirm the declarations.



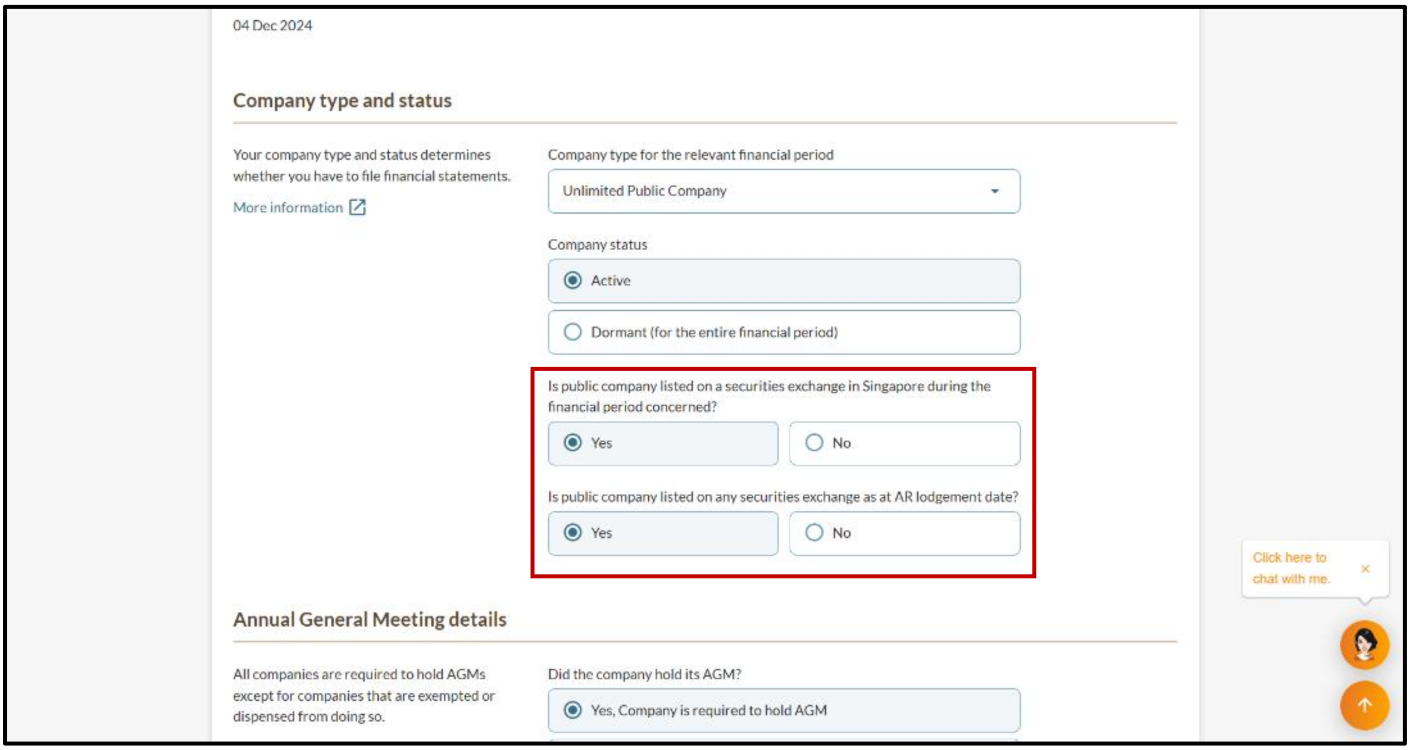
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is dormant and exempted from audit requirements, tick the checkbox to confirm the declarations.



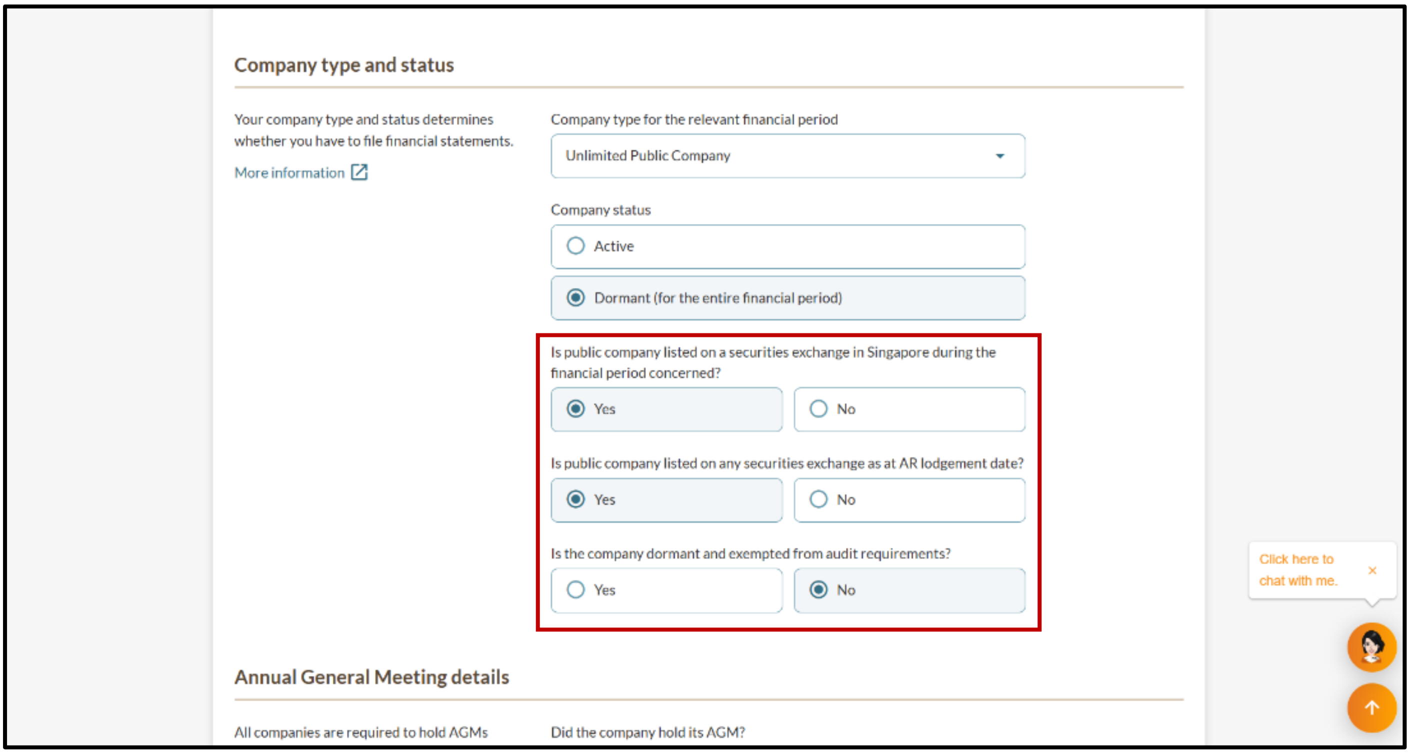
G) <u>For Unlimited Public Company</u>

i) If Company is Active: Indicate whether it was listed on any Singapore securities exchange during the financial period concerned or at the time of filing the annual return.

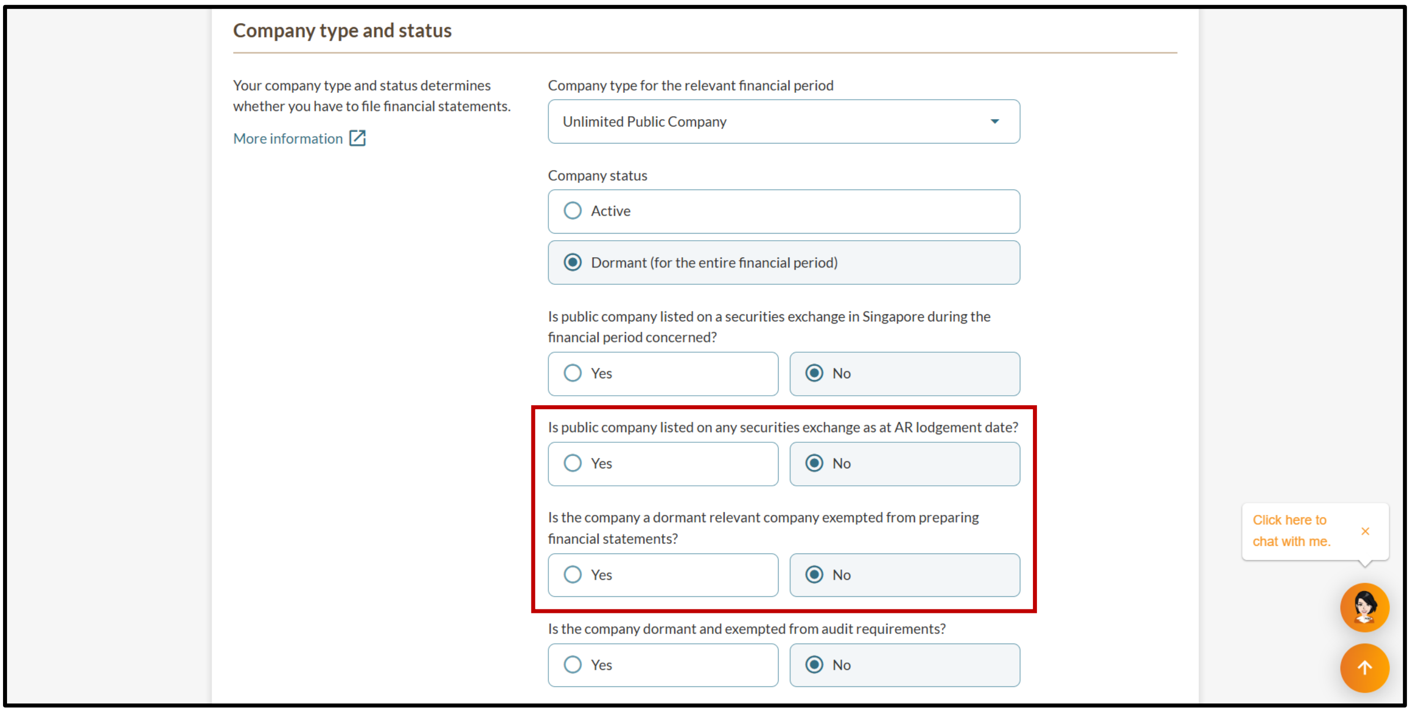


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

ii) If Company is Dormant: Indicate whether it was listed on any Singapore securities exchange during the financial period concerned or at the date of filing the annual return and confirm if it is dormant and exempt from audit requirements.

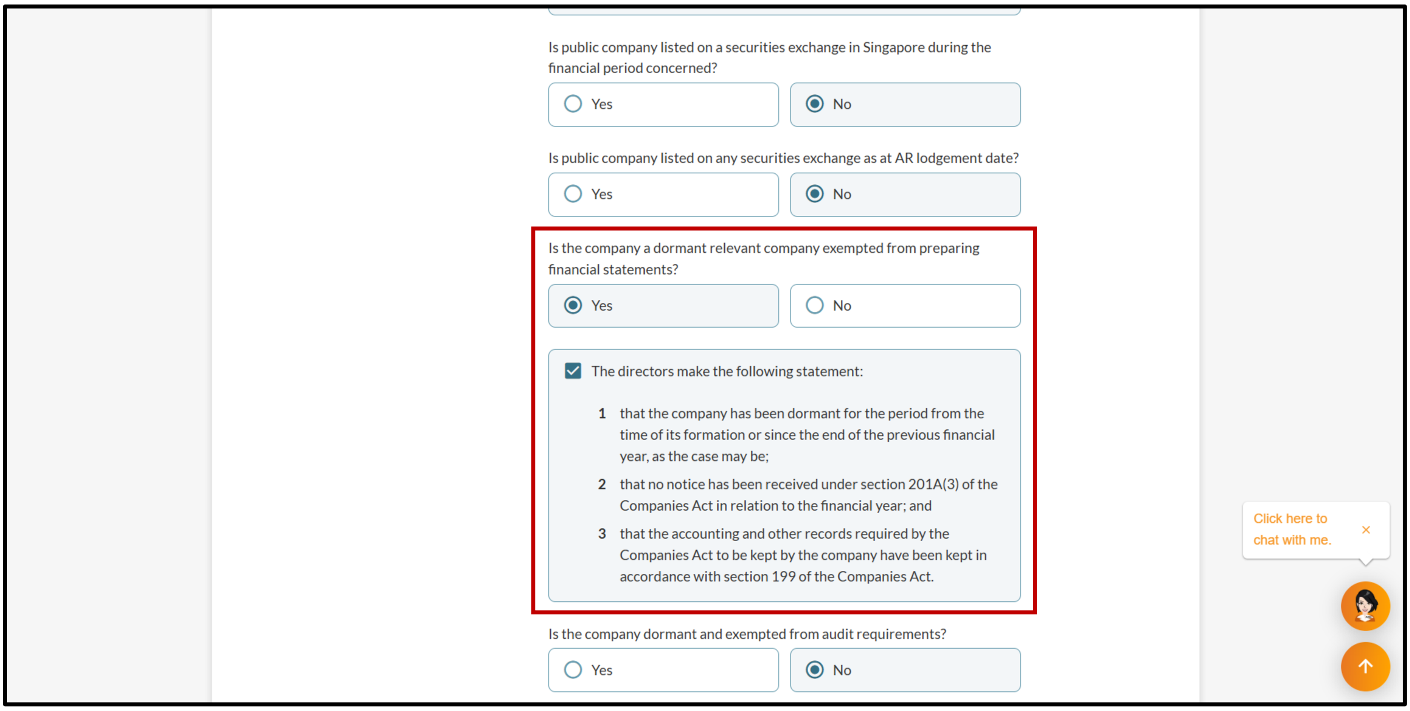


If the company is not a public company listed on any securities exchange as at the date of filing the annual return, indicate whether it is a dormant relevant company exempted from preparing financial statements.

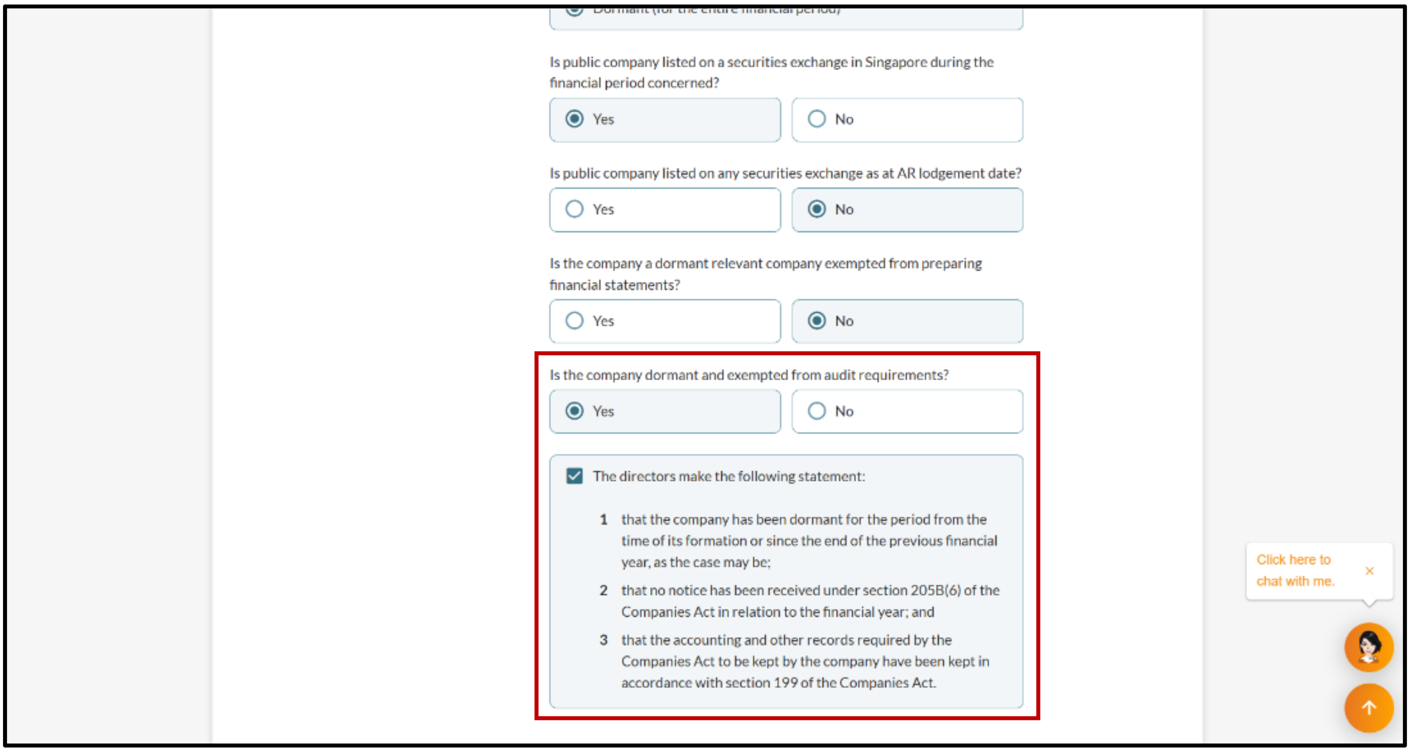


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

If the company is a dormant relevant company exempted from preparing financial statements, tick the checkbox to confirm the declarations.

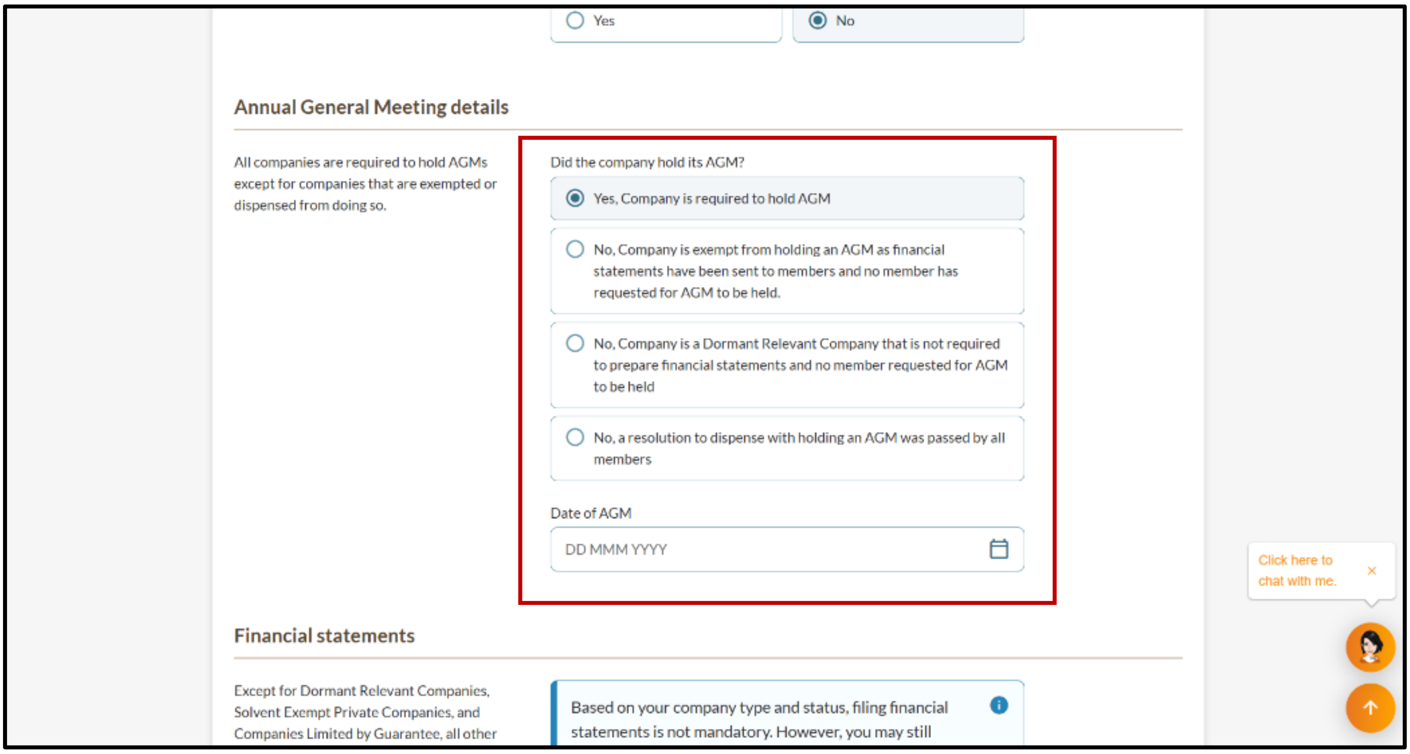


If the company is dormant and exempted from audit requirements, tick the checkbox to confirm the declarations.



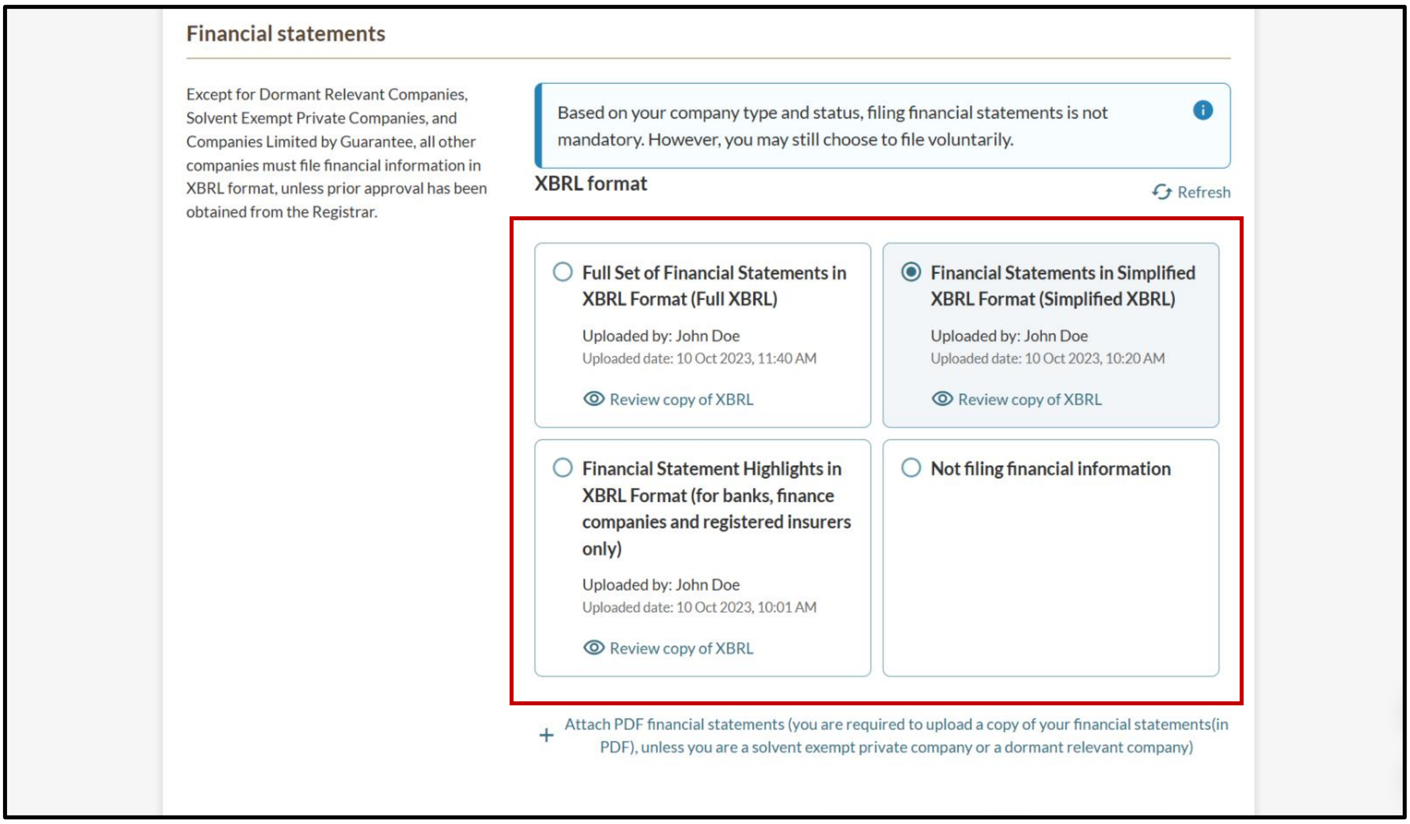
Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 12: Select the appropriate Annual General Meeting (AGM) option and enter the AGM date. If the Company is exempt from holding an AGM, indicate the date when the financial statements were sent to members.



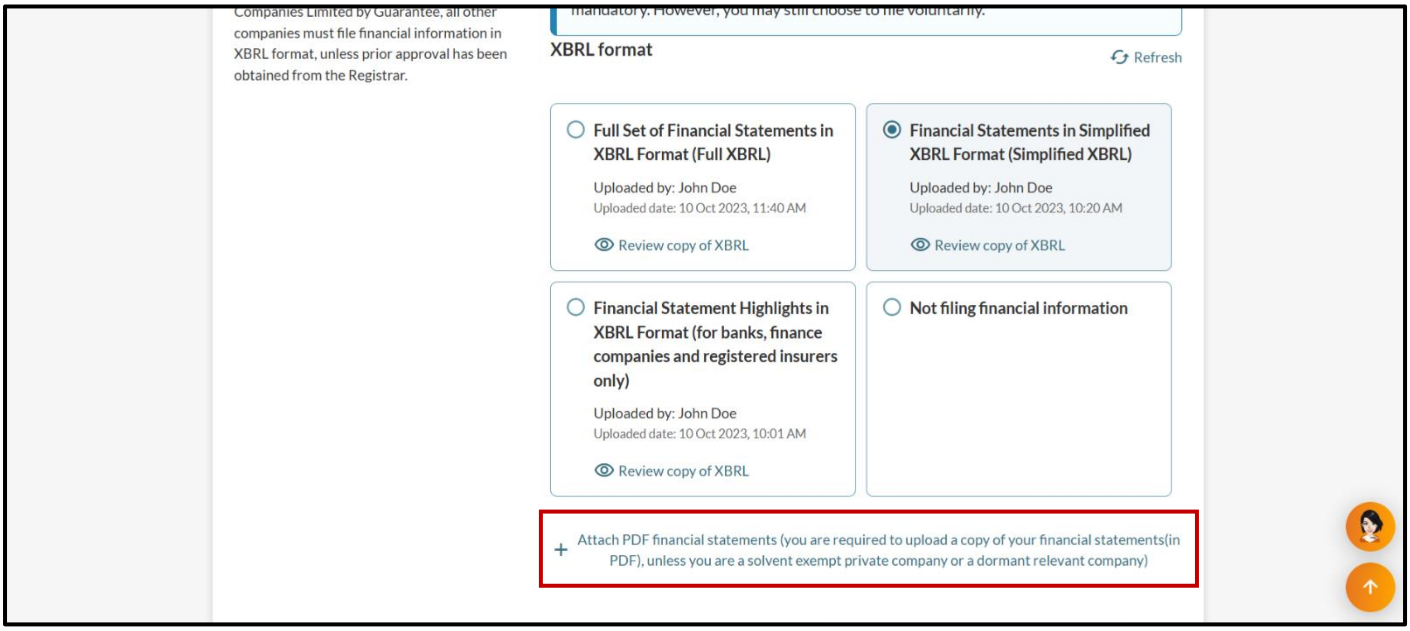
Step 13: If your entity needs to file XBRL documents, select them from the available options.

Important: You must first upload these documents using the BizFin[x] prep tool before they will be available for selection here.



Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

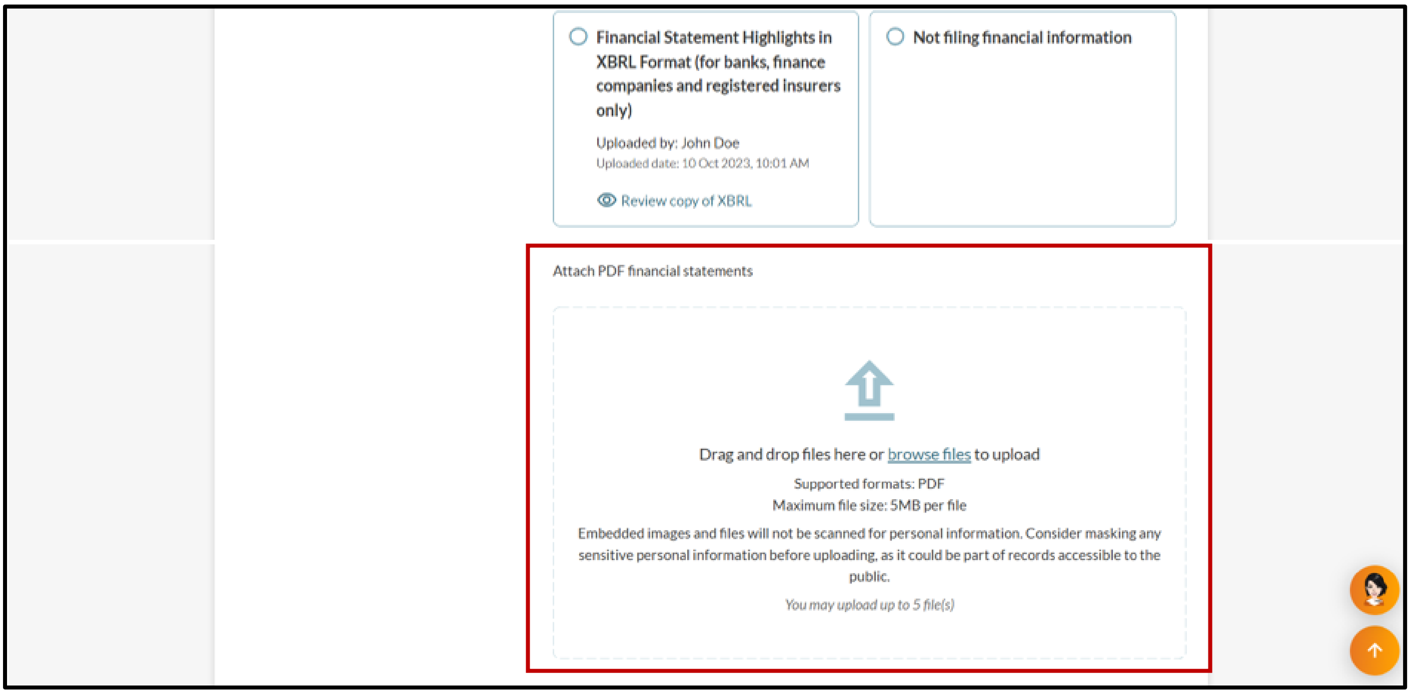
Step 14: If your company is not a solvent exempt private company or a dormant relevant company, you must upload your financial statements in PDF format. Click the "+" button to attach your documents.



Drag and drop files into the box or click "browse files" to upload your PDF Financial Statement.

Important:

When submitting a full set of financial statements in XBRL format, you must also attach a PDF copy of the complete financial statements. This dual submission requirement will remain in effect until system enhancements are implemented.

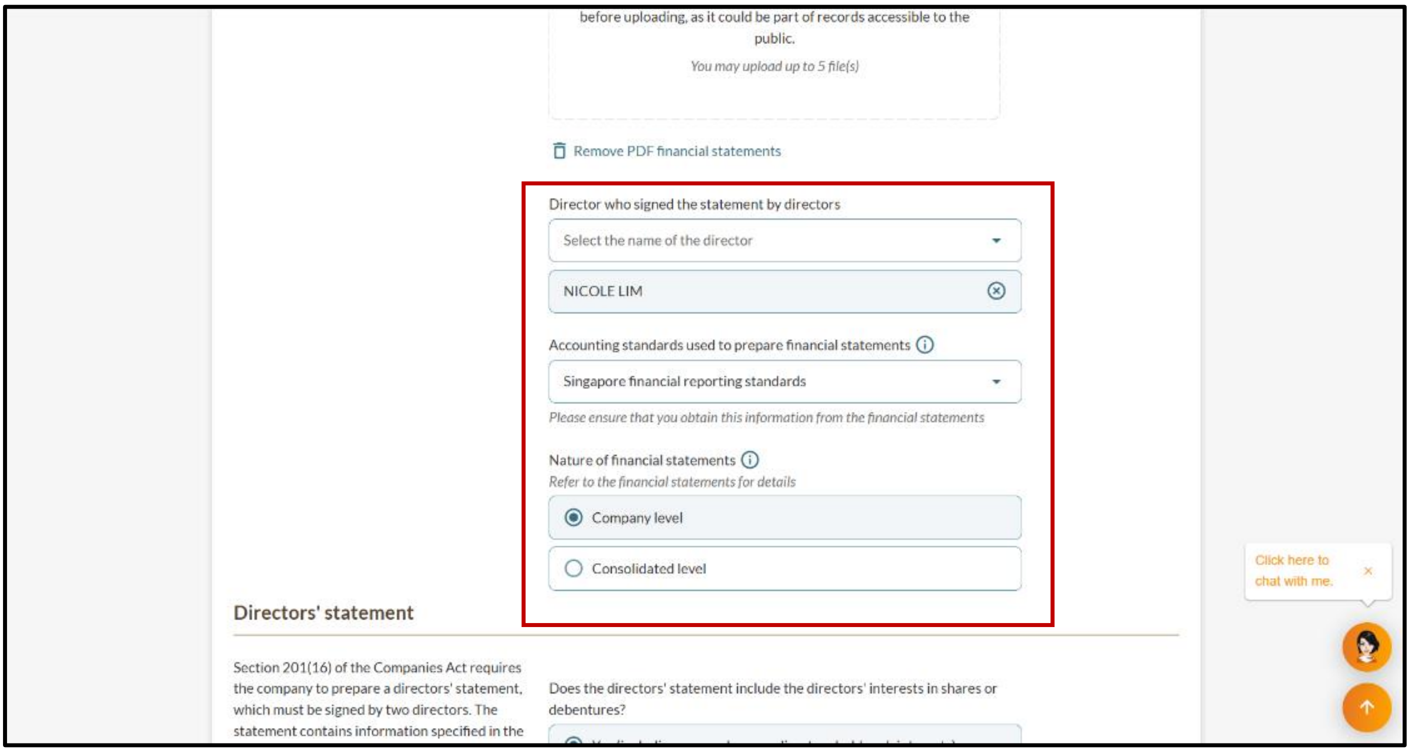


When uploading your file, ensure the file name includes only alphanumeric characters (letters A-Z, a-z and numbers 0-9). Do not include spaces, special characters (such as ., @, #, $, %, &, *), or foreign language characters in the filename.

Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 15: Select the directors who signed the Statement by directors. You must also specify the accounting standards used in preparing the financial statements, and the nature of the financial statements. This information can be found in the financial statements.

Important: For dormant relevant company that are not required to prepare financial statements, the field "Director who signed the statement by directors" is optional. In such cases, you may select "Not applicable" for both the accounting standards and nature of financial statements.

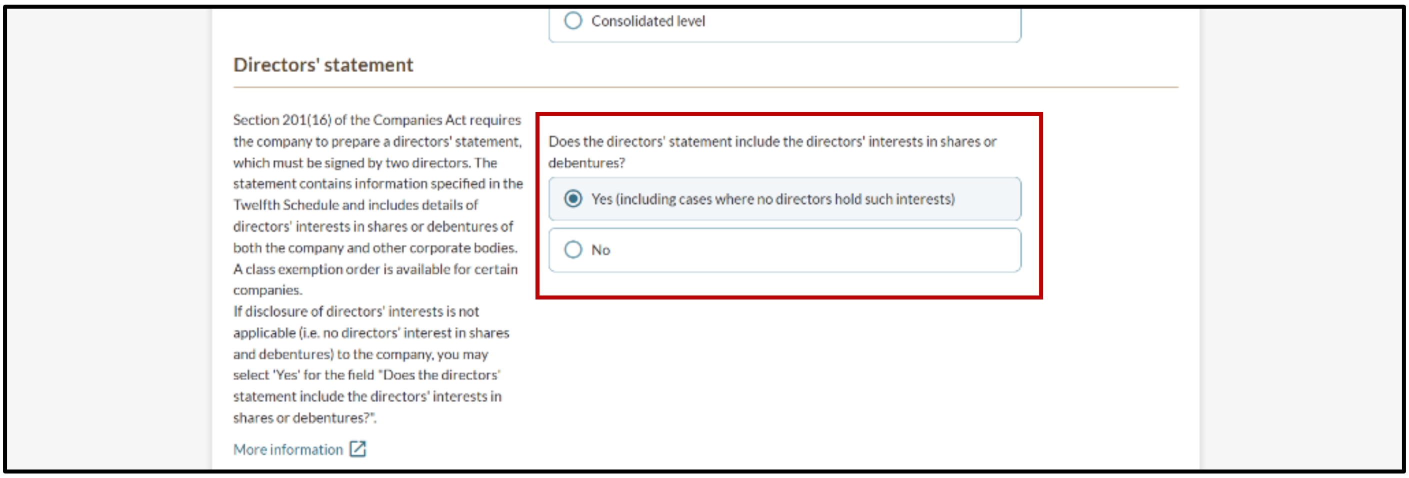


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

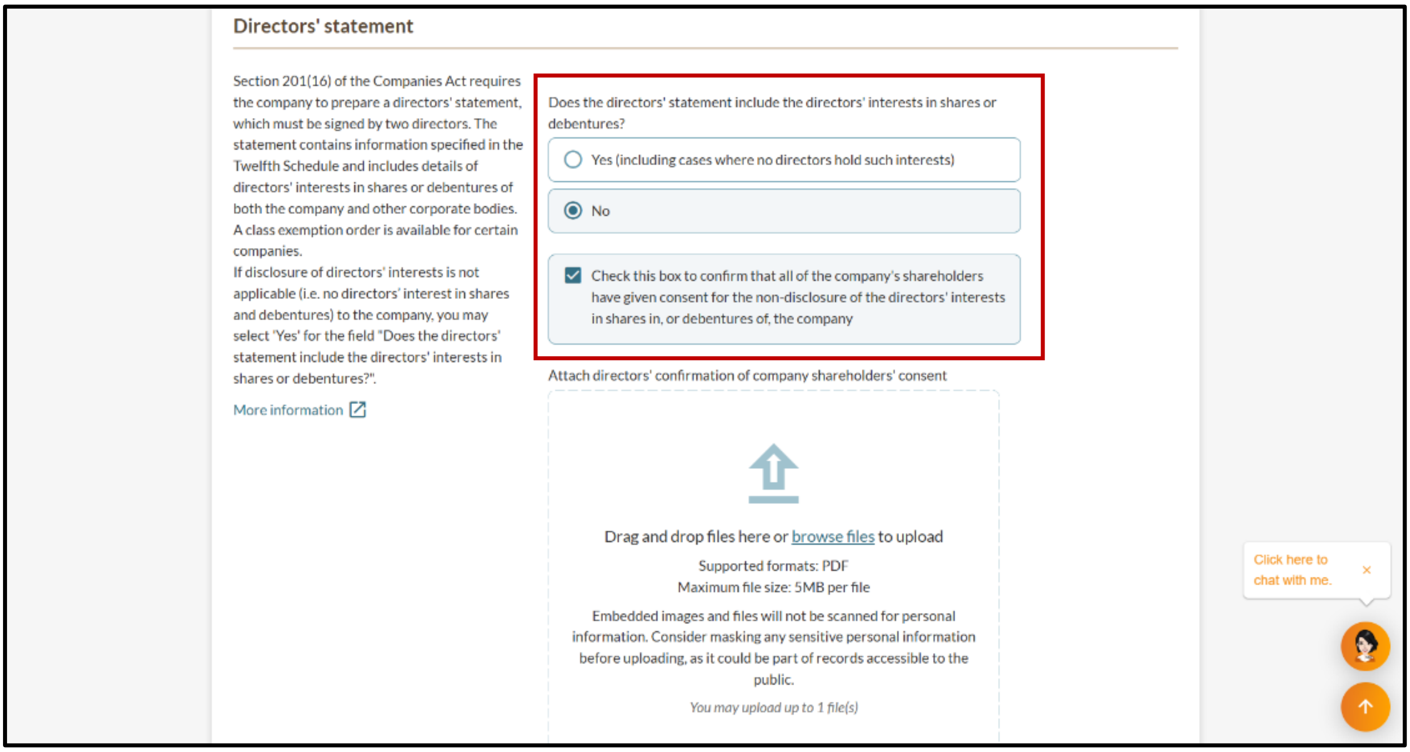
Step 16: Indicate whether the directors' statement includes the directors' interests in shares or debentures. If you select "No", continue to **Step 17**. If you select "Yes", go to **Step 18**.

Private companies and public non-listed companies are not required to disclose directors' interests if the directors declare in the directors' statement that they have obtained the consent of all the members of the company that the directors' statement need not contain this information, and the company confirms that all members have given their consent for the non-disclosure in the annual return.

Important: Companies that have obtained ACRA's approval for non-disclosure may select 'No' for this field and attach ACRA's approval email as supporting documentation.

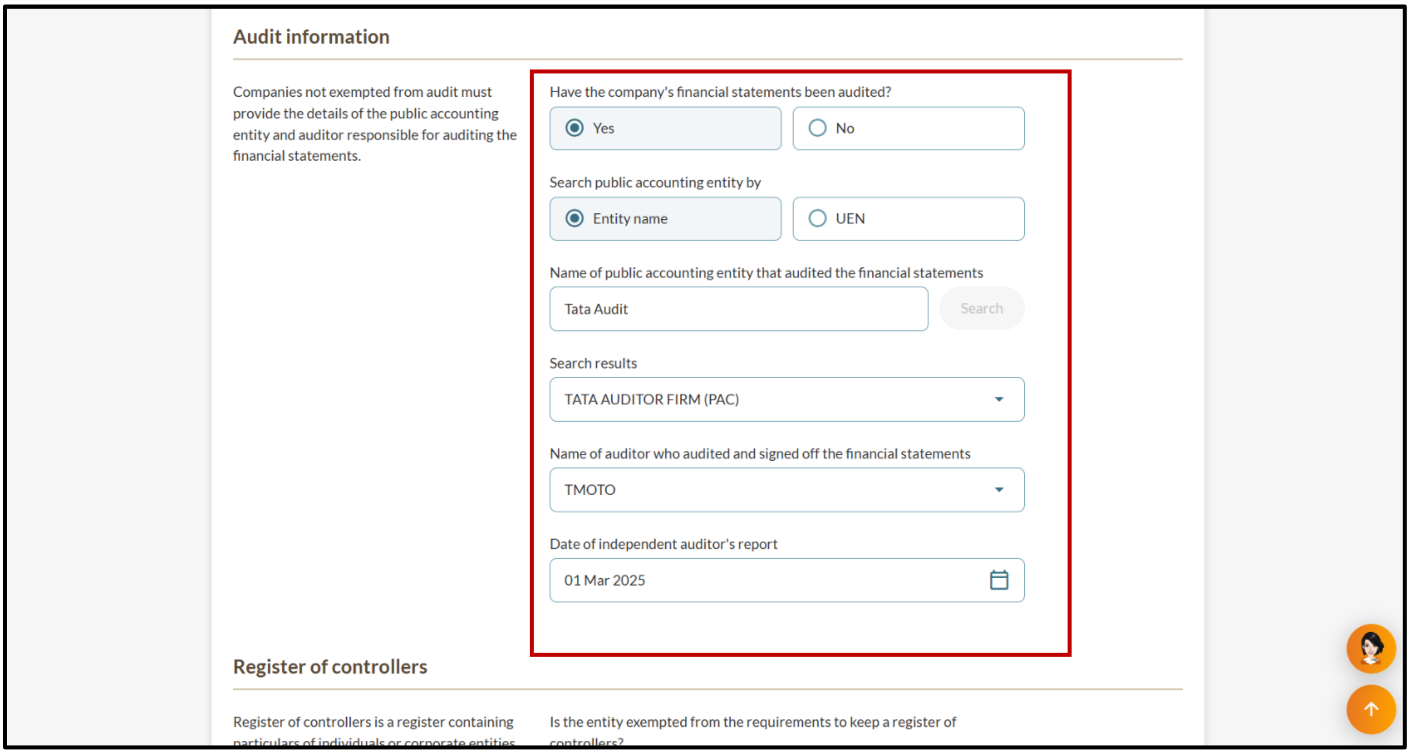


Step 17: Tick the check box to confirm that all shareholders have consented to not disclosing the directors' interests in company shares or debentures**. You must also attach the directors' confirmation of this shareholder consent.**

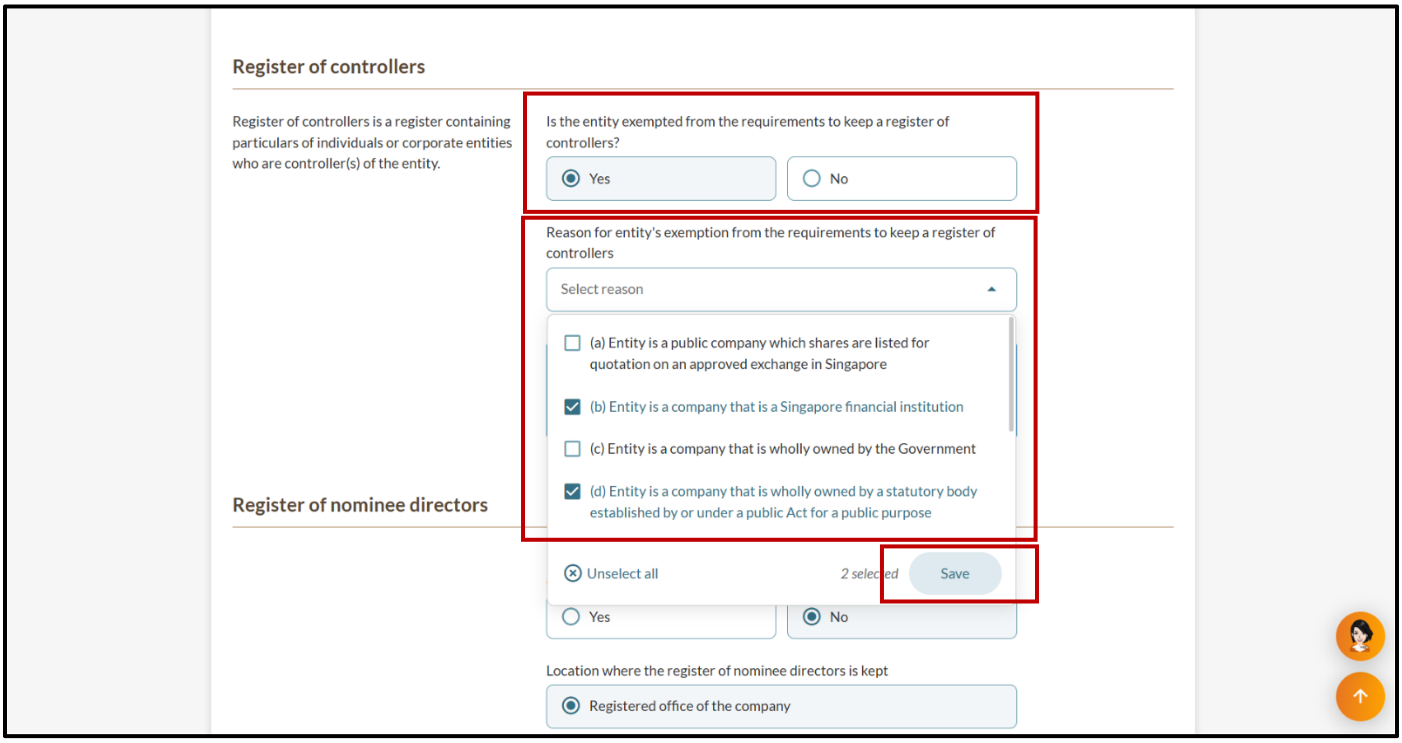


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

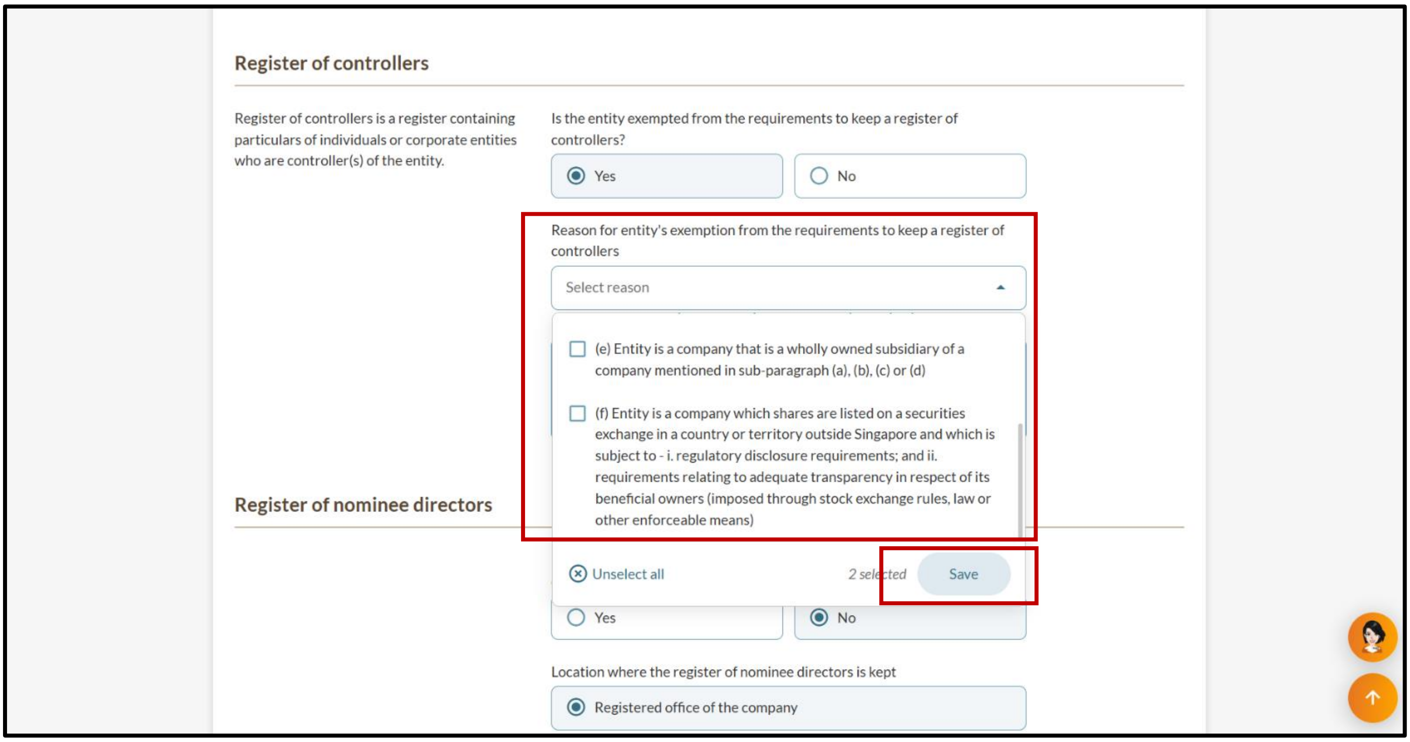
Step 18: If the entity is not exempt from audit, complete the "**Audit information**" section.



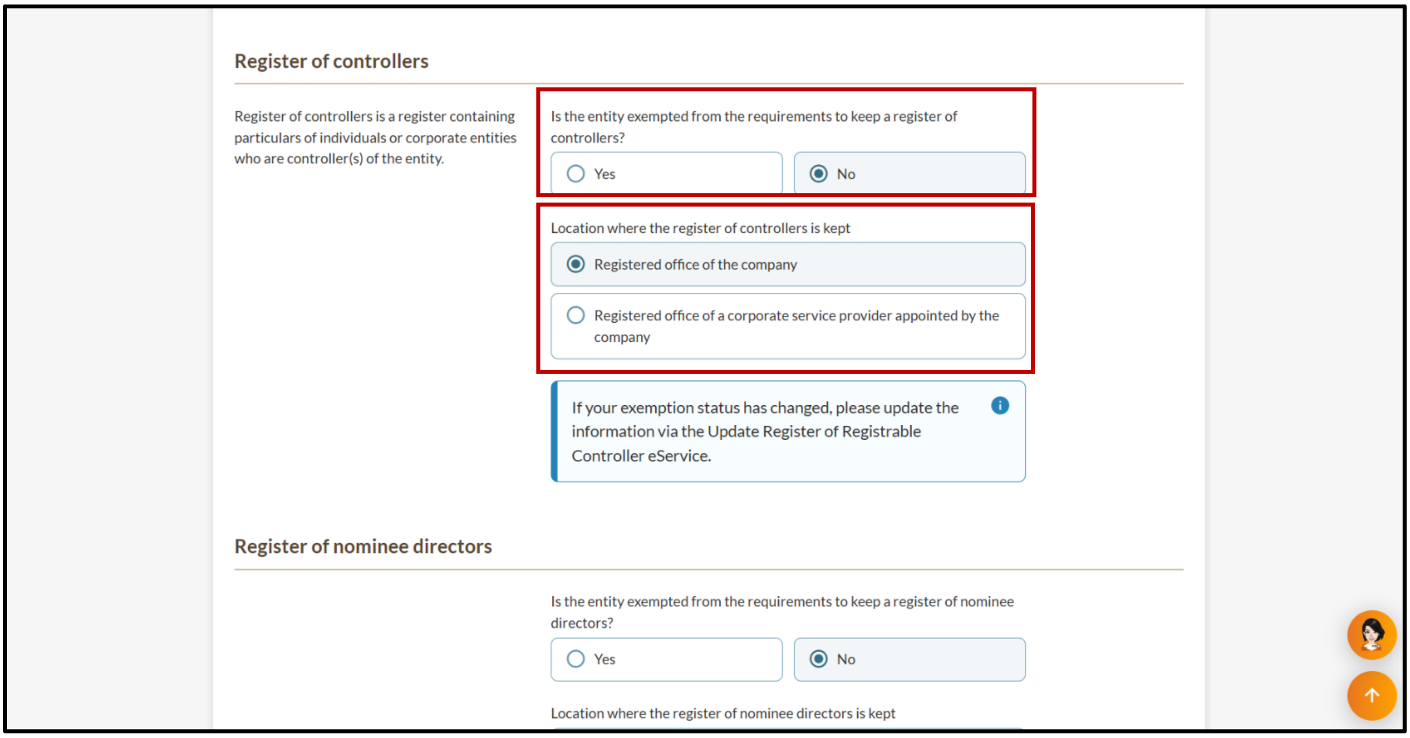
Step 19: Indicate if the entity is exempt from the requirements to maintain a register of controllers. If exempt, select the application reason(s) for exemption and click "Save".



Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

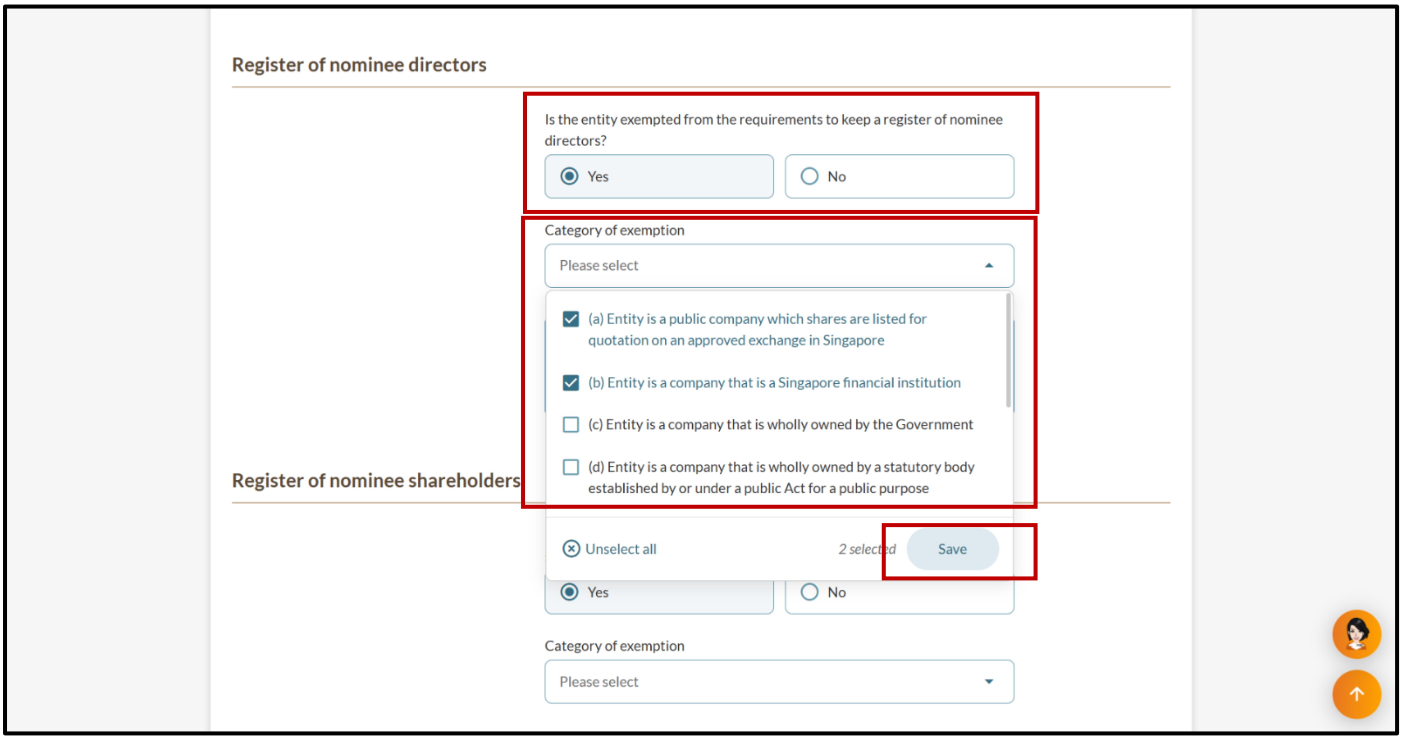


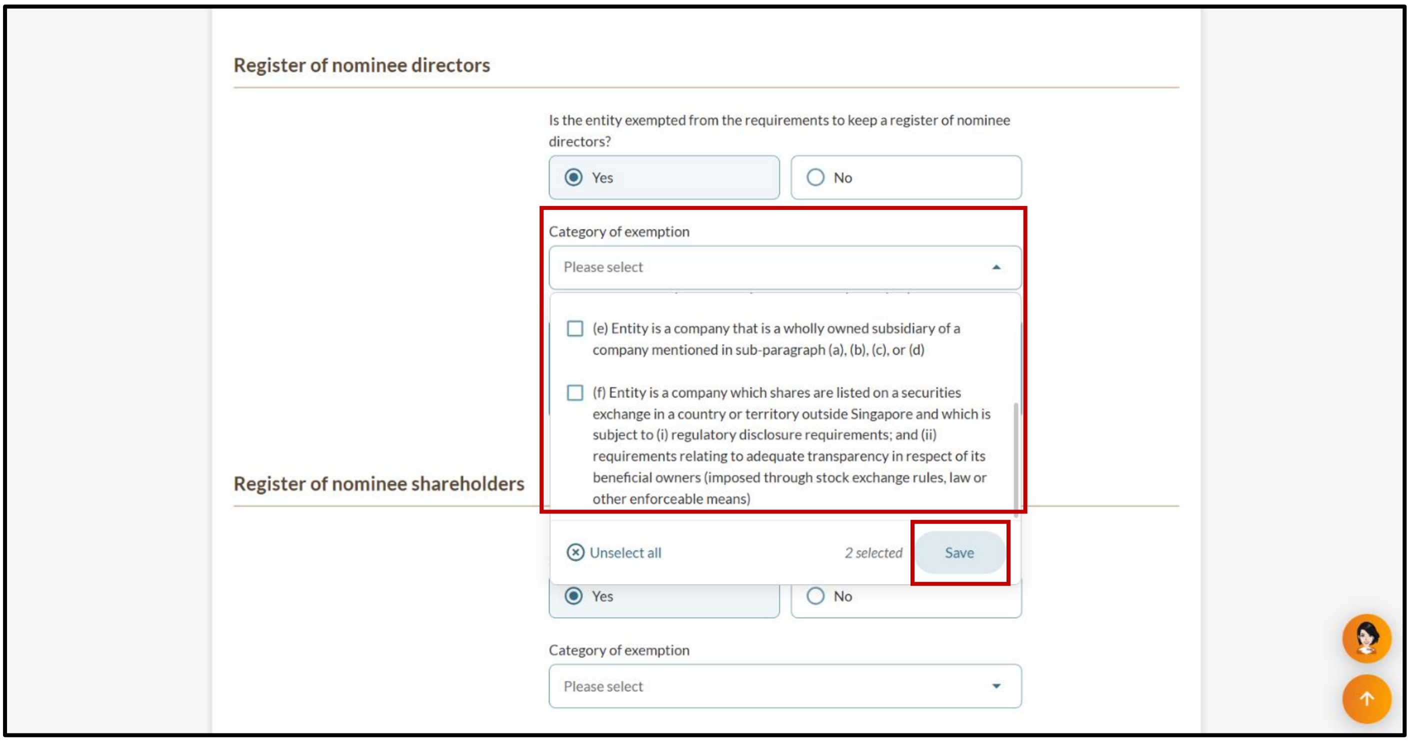
If the entity is required to maintain a register of controllers, indicate where the register of the controllers is kept.



Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

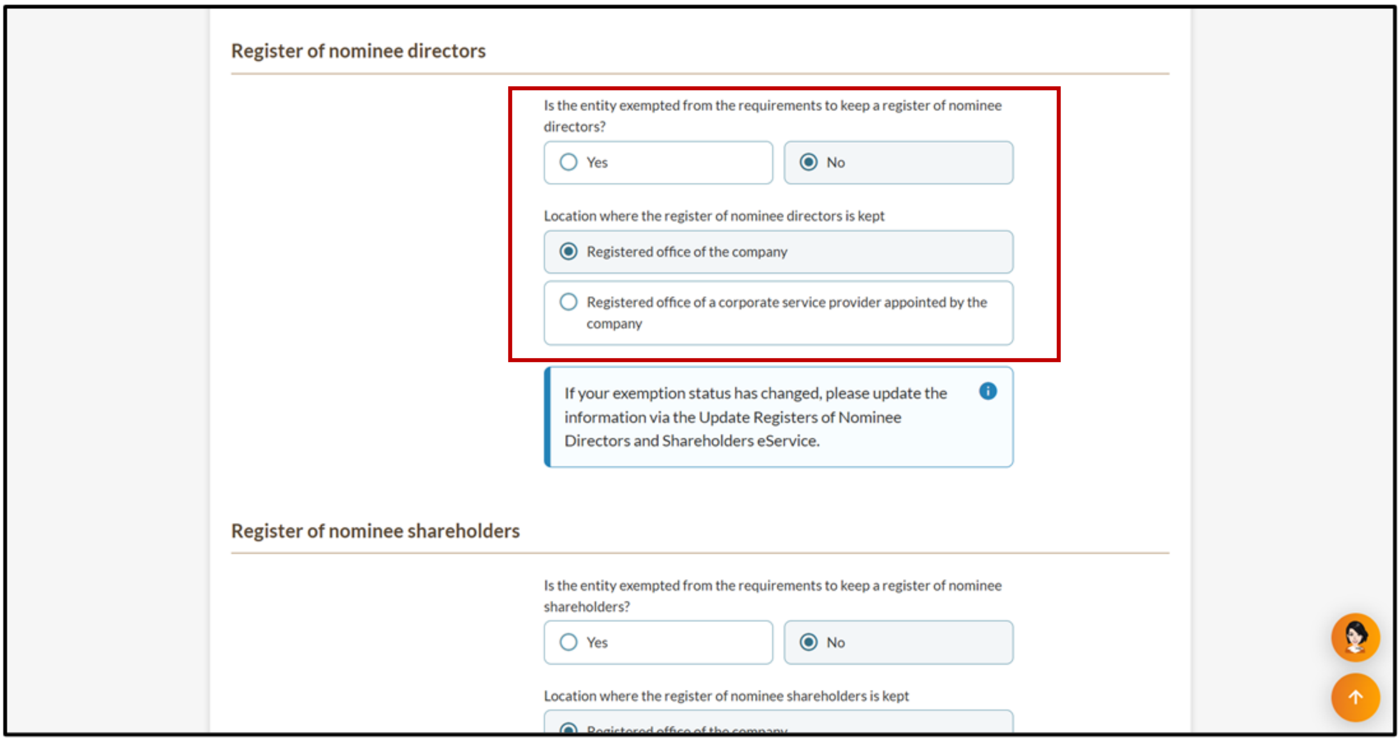
Step 20: Indicate if the entity is exempt from the requirements to maintain a register of nominee directors. If exempt, select the application reason(s) for exemption and click "Save".



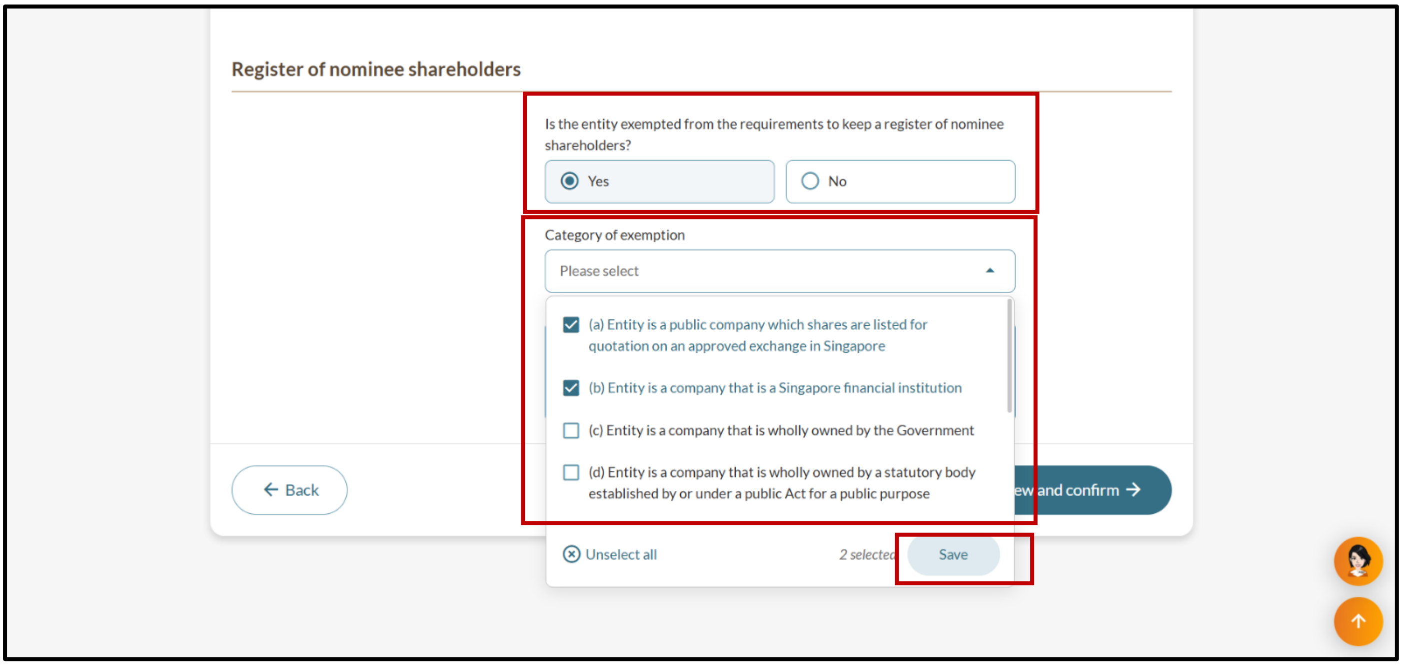


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

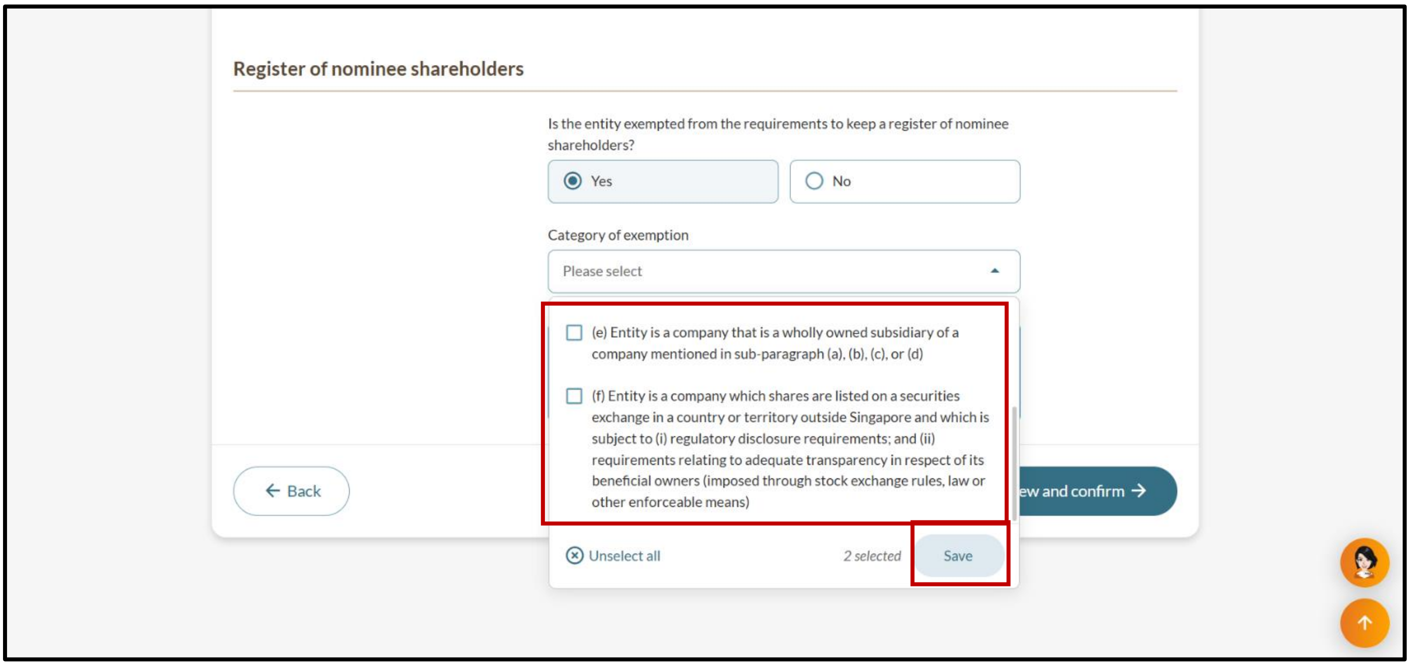
If the entity is required to maintain a register of nominee directors, indicate where the register of the nominee directors is kept.



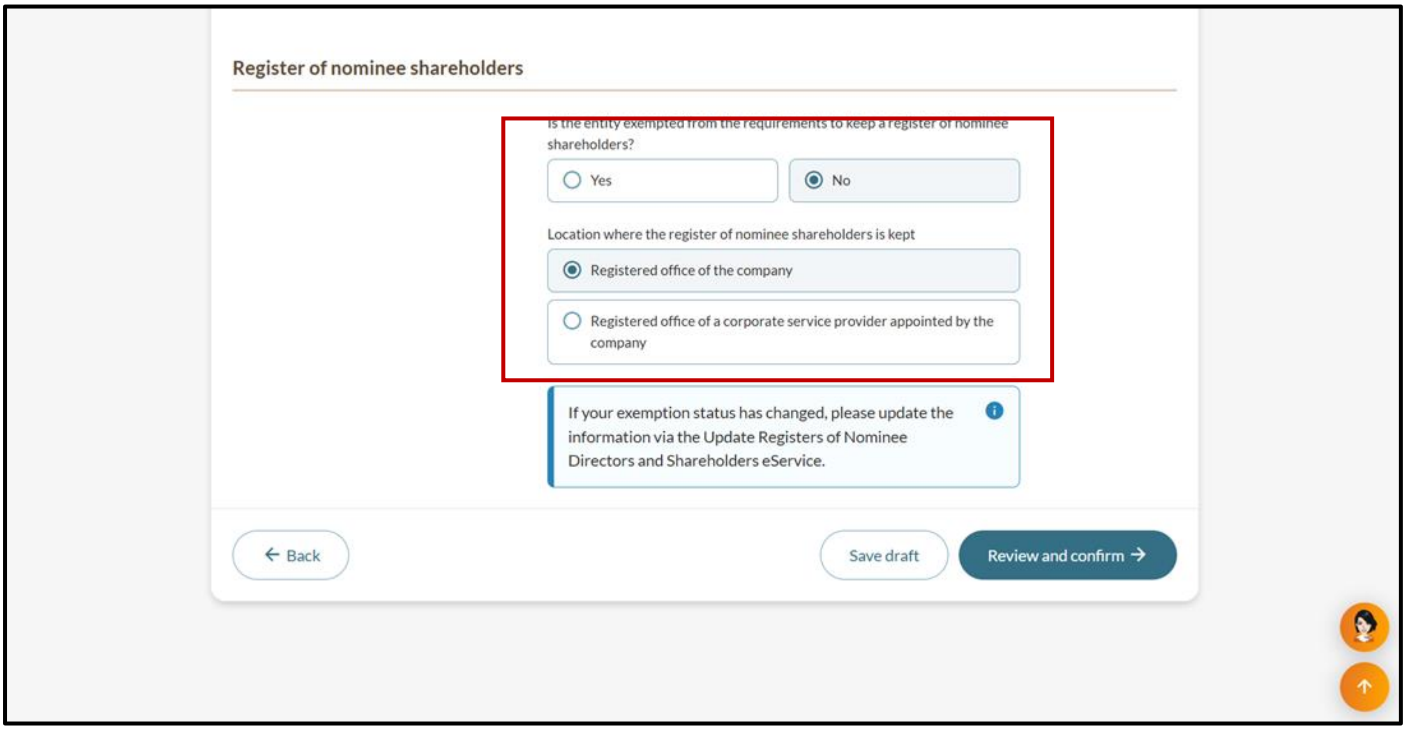
Step 21: Indicate if the entity is exempt from the requirements to maintain a register of nominee shareholders. If exempt, select the application reason(s) for exemption and click “Save”.



Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

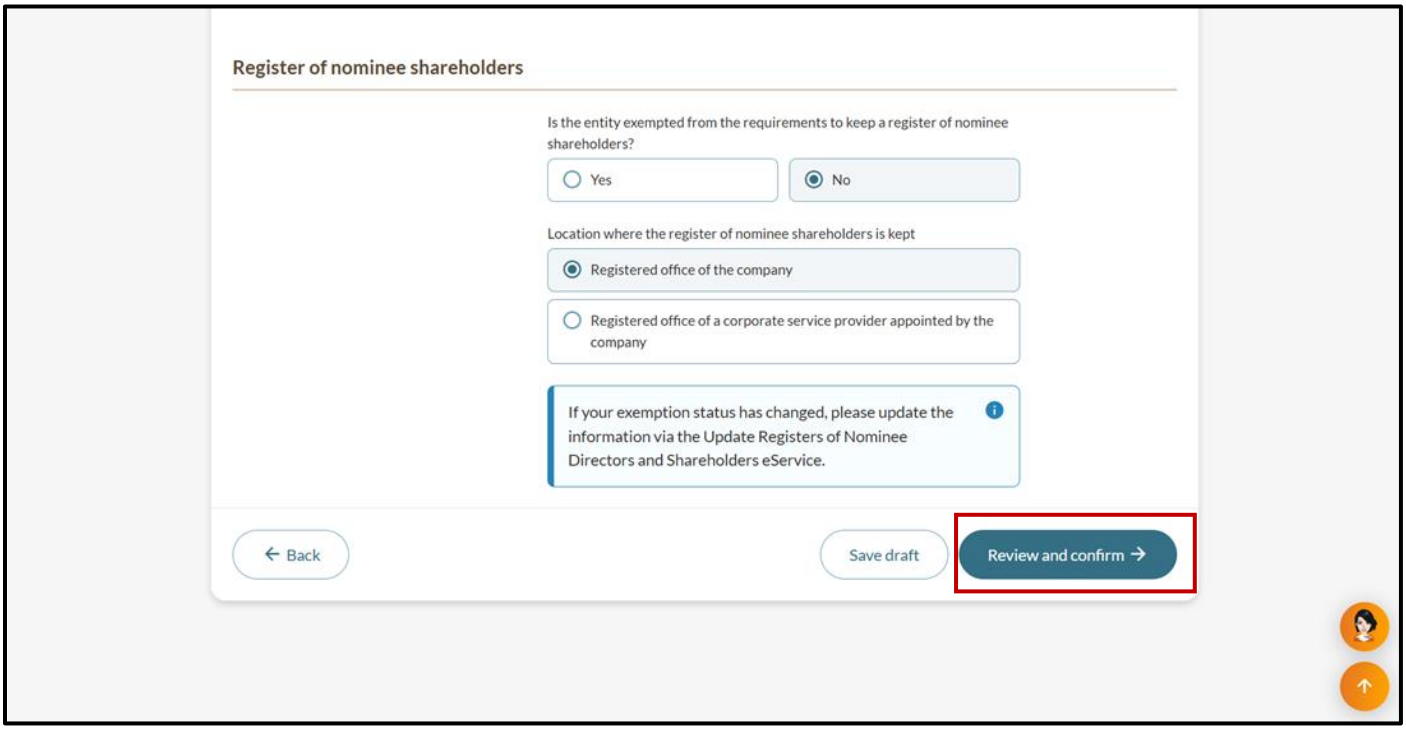


If the entity is required to maintain a register of nominee shareholders, indicate where the register of the nominee shareholders is kept.

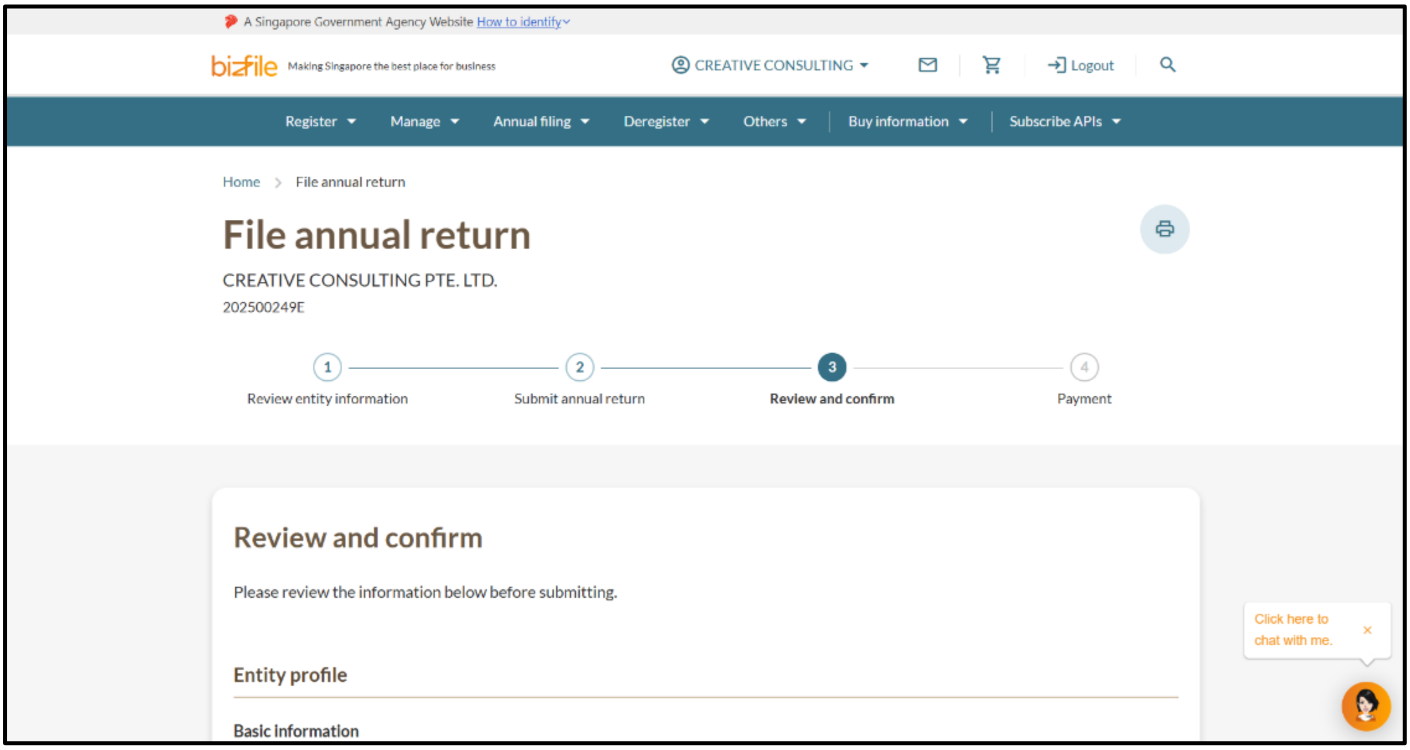


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 22: Click **“Review and confirm”** to proceed.

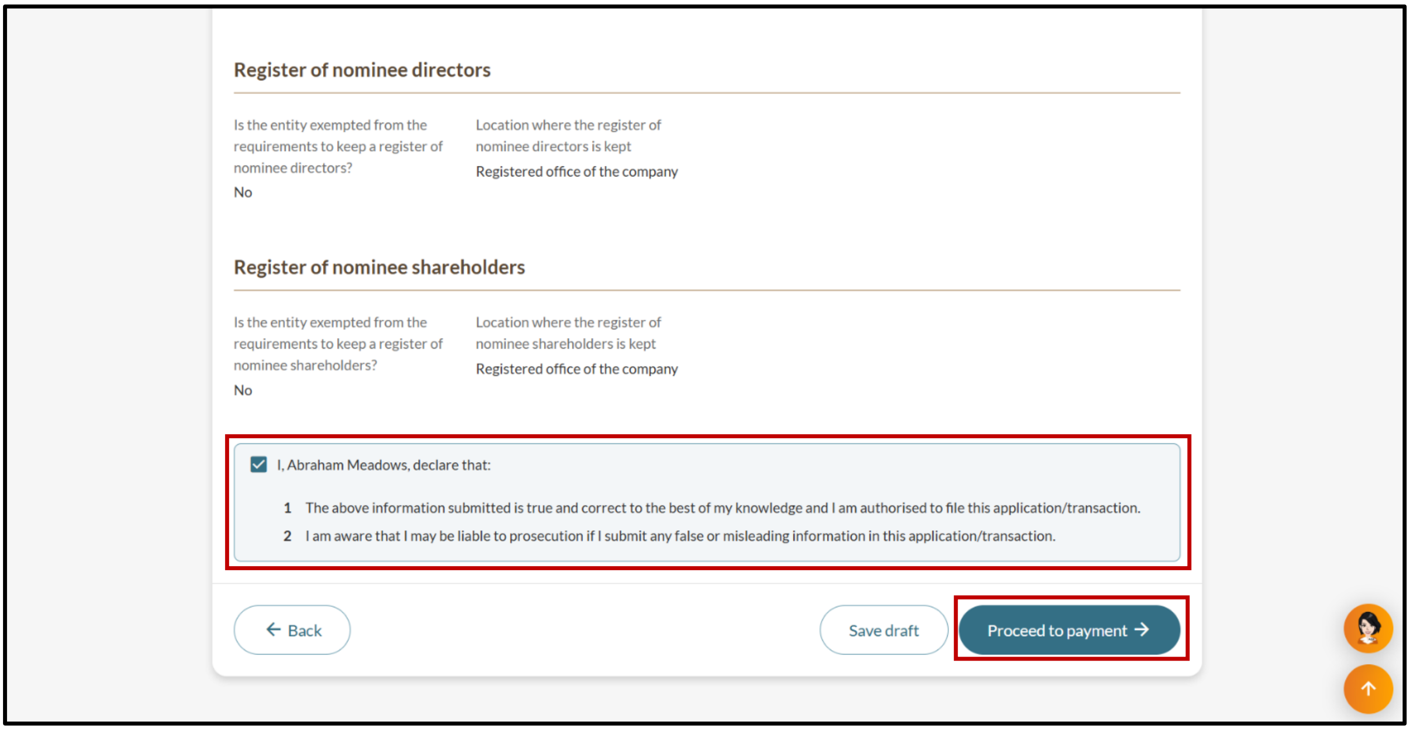


Step 23: Review all information carefully before submission.

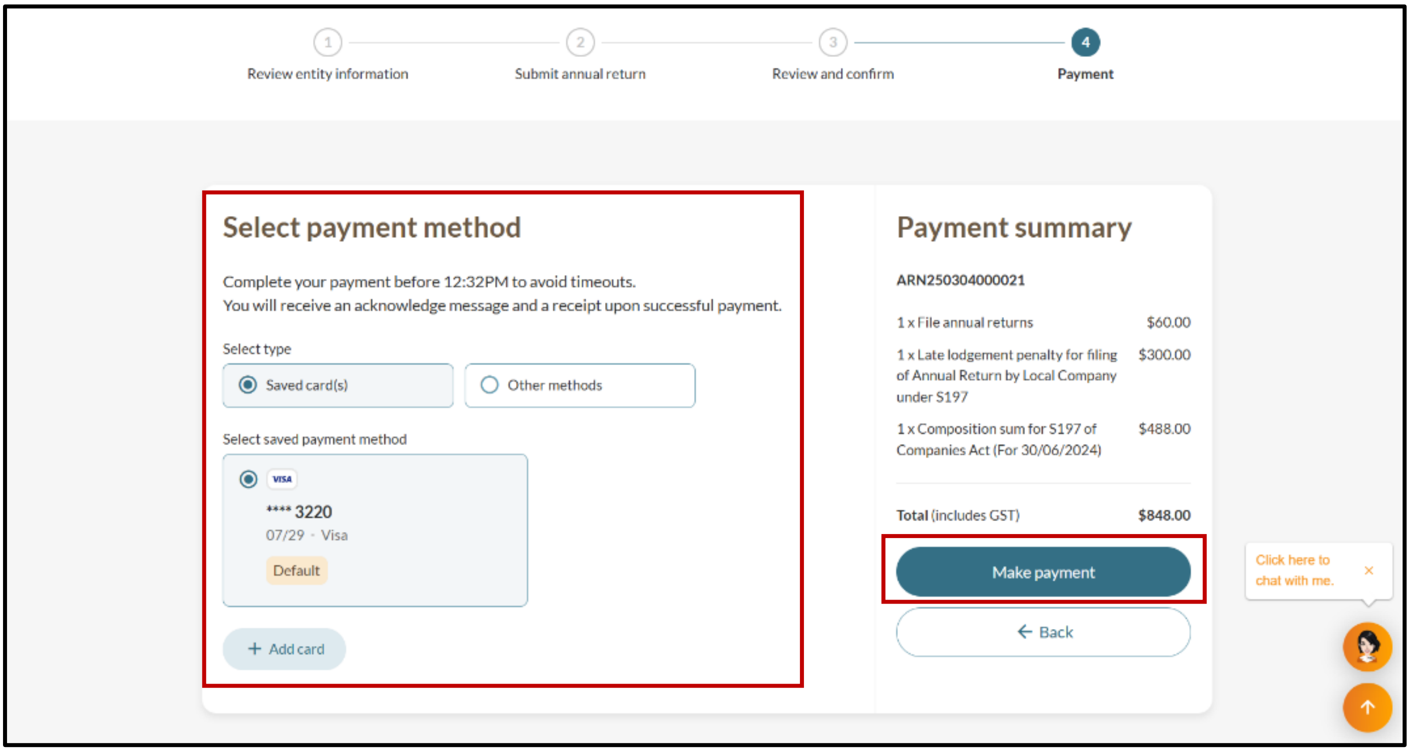


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 24: Tick the checkbox to complete the declaration and click **"Proceed to payment"**.

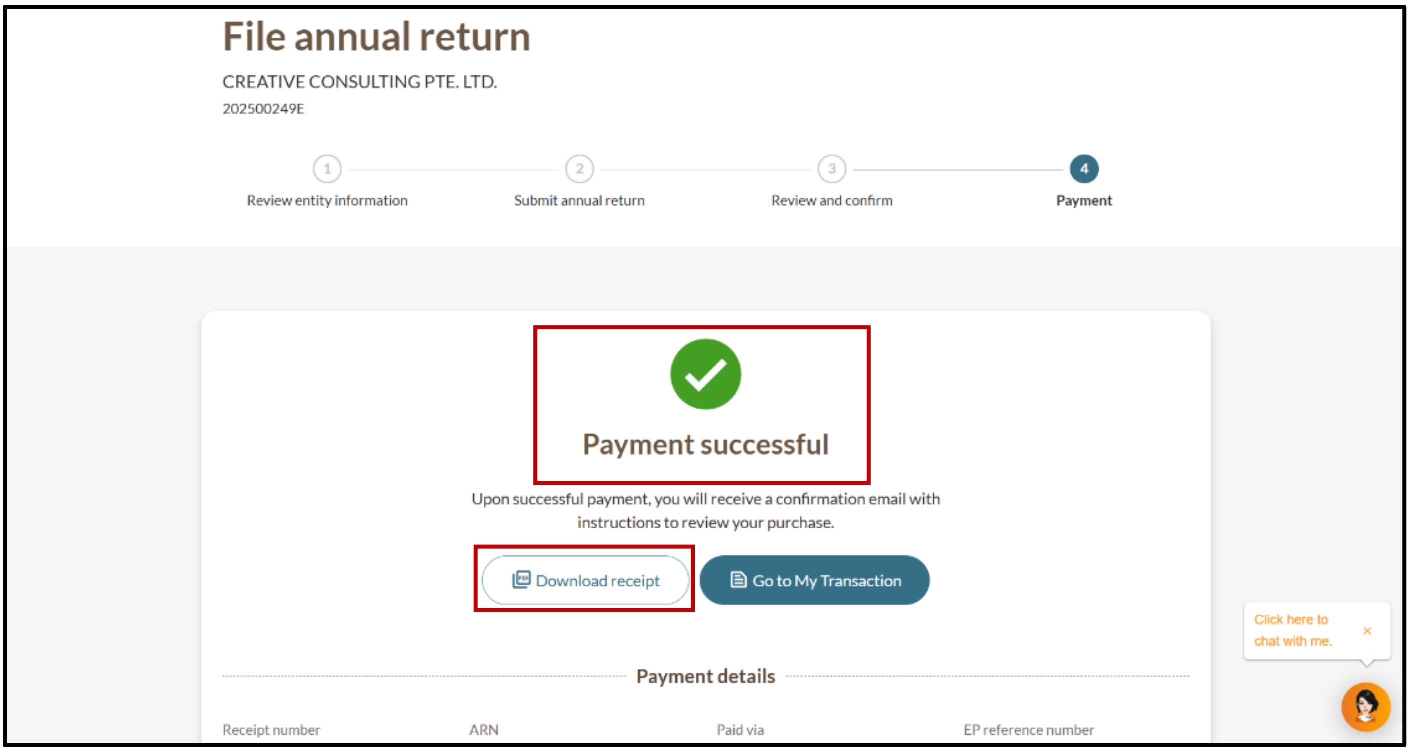


Step 25: You will be directed to the payment summary page. Select the payment method and click **"Make payment"** to complete the transaction.

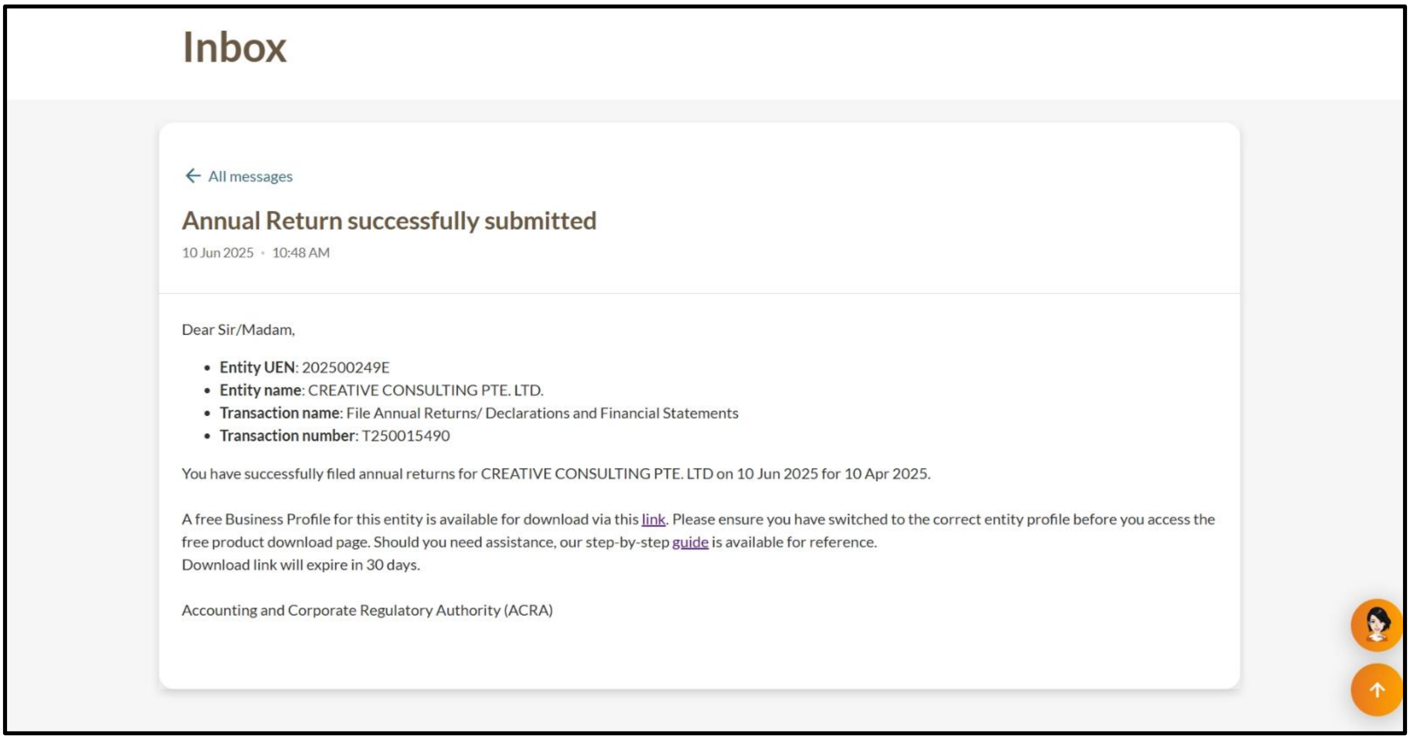


Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.

Step 26: Upon successful submission, you will receive an acknowledgement message and a receipt.



Step 27: A notification will be sent to your Bizfile Inbox with a link to download your free Business Profile.



Updated as of 11 Jun 2025

Note: All entity and personal information (including UEN, company details, NRIC/FIN numbers, names and addresses) shown are dummy data for illustration purposes only.