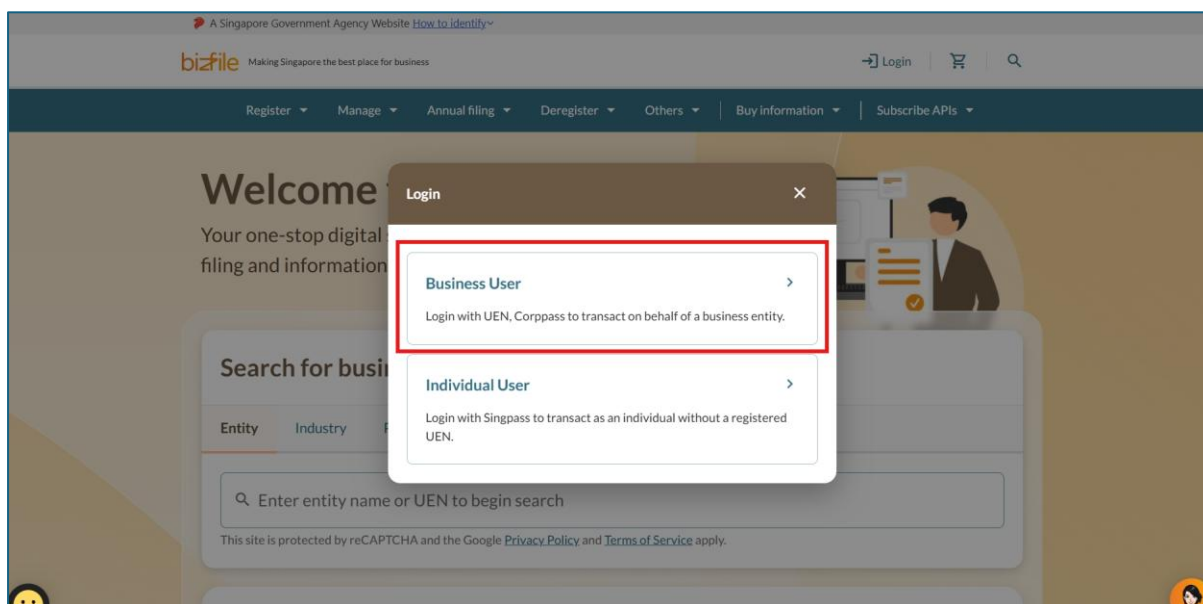


Navigating the new Bizfile: Notice of alteration in share capital

The “Notice of alteration in share capital” eService allows you notify ACRA on the alteration in share capital and reflect the resulting changes to share capital and shareholding.

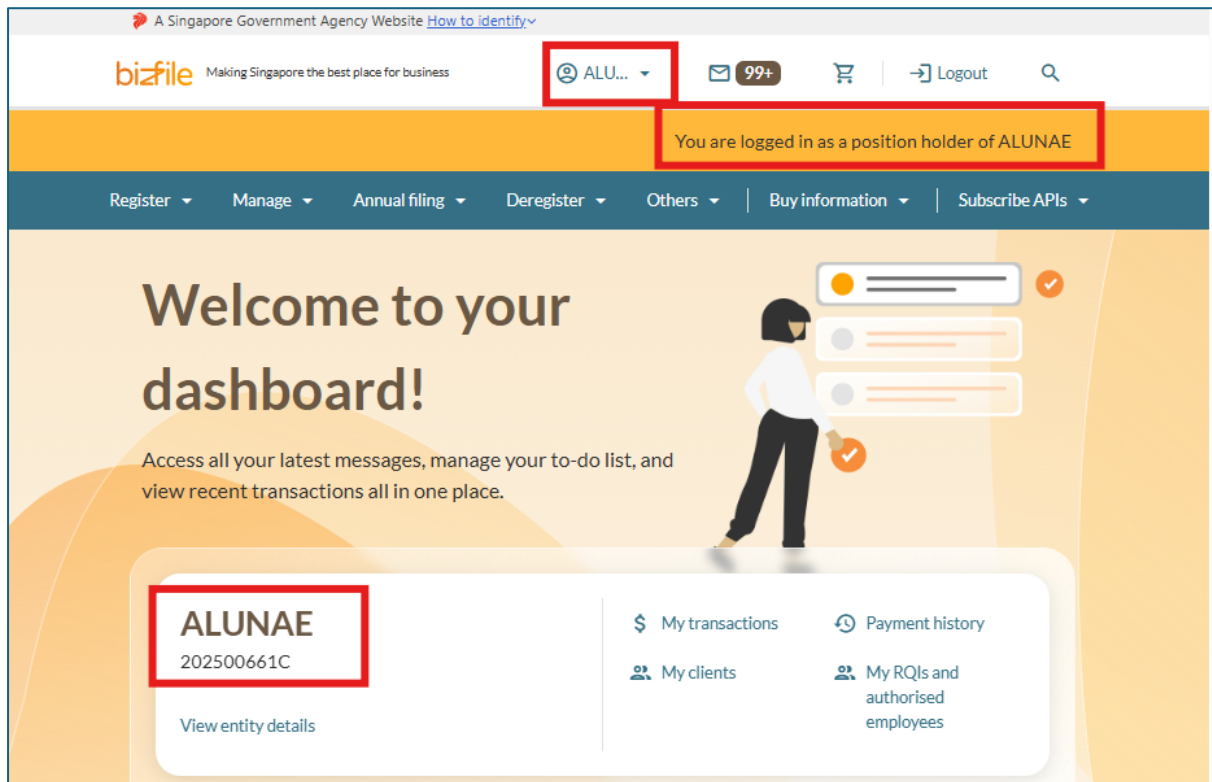
Step-by-step instructions to file Notice of alteration in share capital

Step 1: Log in to Bizfile using Corppass (Business User) credentials.



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

Step 2: Check that you are on the correct entity dashboard. The entity name will be displayed on the top menu bar and the dashboard. A status indicator will confirm that you are logged in as a position holder of that entity.



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

Step 3: From the mega menu, select “Manage” and click “Update shares information”

The screenshot shows a 'Manage' menu with a dark blue header. Below the header, there is a sidebar on the left with a list of entity types: Local company, Foreign company, Sole proprietorship/partnership, Limited liability partnership, Limited partnership, Public accounting firm, Corporate service provider, Public accountant, and Approved liquidator. The 'Local company' option is selected. The main content area is titled 'Local company' and contains a sub-section 'Update information' with a list of actions: Update entity information, Appoint/Withdraw position holder, Update change of financial year end date, Update Register of Registrable Controller, Update Registers of Nominee Directors and Nominee Shareholders, File Order of Court, File Notice of Cessation/Resignation of position holder, Update position holder information, Update shareholder information, Update list of members (for public company limited by guarantee), File Notice of Resolution, File Notice of Error, File Alteration of Constitution, and Update reduction of share capital. The 'Update shares' section is highlighted with a red box, containing the 'Update shares information' option.

Manage
Access eServices to manage and update entity details and professional information

Local company
eServices to manage and update details of local company

Update information

- Update entity information
- Appoint/Withdraw position holder
- Update change of financial year end date
- Update Register of Registrable Controller
- Update Registers of Nominee Directors and Nominee Shareholders
- File Order of Court
- File Notice of Cessation/Resignation of position holder
- Update position holder information
- Update shareholder information
- Update list of members (for public company limited by guarantee)
- File Notice of Resolution
- File Notice of Error
- File Alteration of Constitution
- Update reduction of share capital

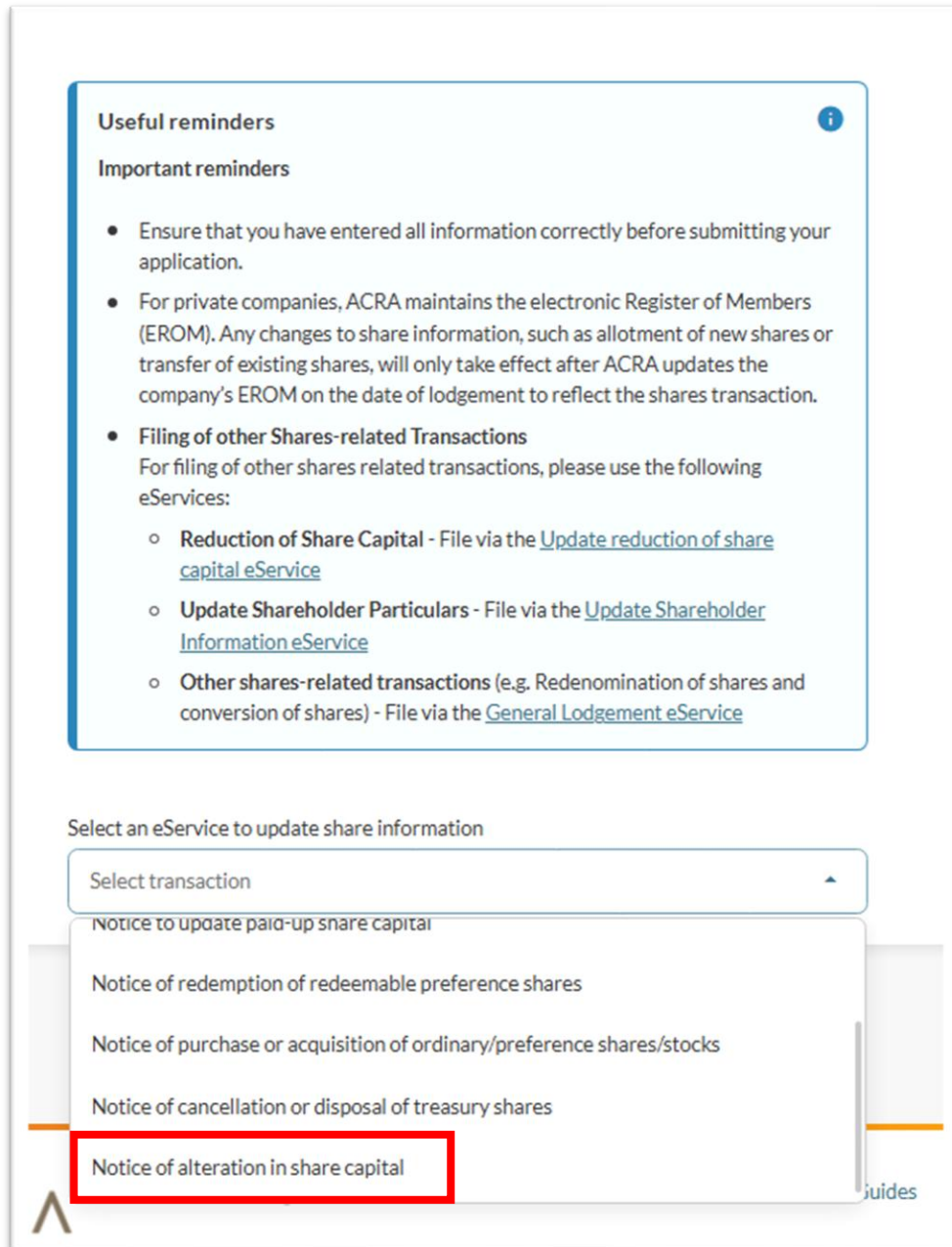
Update shares

- Update shares information

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

Step 4: On the introduction page, scroll to the bottom of the page. From the dropdown menu of “Select an eService to update share information”, choose “Notice of alteration in share capital”

Click “Start new transaction” (or “Continue existing draft” if you have a saved a draft transaction previously).



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

Step 5: Verify the entity details to ensure you are filing the **Notice of alteration in share capital** for the correct entity.

Select the **“Nature of alteration under S71(1) of the Companies Act”** and indicate whether approval in the general meeting for the alteration of share capital has been obtained. Click **“Next”** to proceed.

Home > Notice of alteration in share capital

Notice of alteration in share capital

POKEY PRIVATE LIMITED
202505127E

1 Entity information 2 Share capital details 3 Shareholders and group shares 4 Shareholding details 5 Review and confirm 6 Complete

Enter details

Enter details for the alteration in share capital under Section 71 CA. Note that for issuance of new share, file under Allotment of shares eService. To file a copy of the resolution in accordance to Section 186 CA, file under the Notice of Resolution eService.

Entity information

Entity name
POKEY PRIVATE LIMITED

UEN
202505127E

Entity type
Local Company

Company type
Private Company Limited by Shares
Have you obtained approval in the general meeting for the alteration of share capital?
 Yes No

Nature of alteration under S71(1) of the Companies Act
Please select

← Back Save draft Next →

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

Step 6: Select the currency to be updated. Click on “**Save**”.

1 Entity information 2 Share capital details 3 Shareholders and group shares 4 Shareholding details 5 Review and confirm 6 Complete

Update share capital

Update the company's share capital amount and number of shares for the affected currency following the alteration.

▼ Expand all ▲ Collapse all

Currency 1 ▲

Currency
Select currency ▼

🗑 Delete **Save**

+ Update other currency

▼ Expand all ▲ Collapse all

← Back Save draft Next →

Step 7: Update the share capital and number of shares for the selected currency and class of shares after the alteration. Click on “**Save**”.

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

Update share capital

Update the company's share capital amount and number of shares for the affected currency following the alteration.

▼ Expand all ▲ Collapse all

Currency 1

Currency

Australia dollar ▼

Share capital

Class of shares

Ordinary ▼

Number of shares

800

Issued share capital

AUD | 800

Paid-up share capital ⓘ

AUD | 800

Enter "0" if not applicable.

+ Add sub-class

+ Add another class

🗑️ Delete

Save

+ Update other currency

▼ Expand all ▲ Collapse all

← Back

Save draft

Next →

Step 8: If you need to update the saved share capital details, click “**Expand all**” and “**Edit**”. Click “**Save**” to proceed. Otherwise, click on “**Next**” to update shareholders and group shares.

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

Update share capital

Update the company's share capital amount and number of shares for the affected currency following the alteration.

▼ Expand all ▲ Collapse all

1. Australia dollar

800 Ordinary · AUD 800 issued · AUD 800 paid-up

🗑 Delete ✎ Edit

Currency
Australia dollar (AUD)

Ordinary

Number of shares	Issued share capital	Paid-up share capital
800	AUD 800	AUD 800

+ Update other currency

▼ Expand all ▲ Collapse all

← Back

Save draft

Next →

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

Update share capital

Update the company's share capital amount and number of shares for the affected currency following the alteration.

▼ Expand all ▲ Collapse all

Currency 1

Currency

Australia dollar

Share capital

Class of shares

Ordinary

Number of shares

800

Issued share capital

AUD | 800

Paid-up share capital ⓘ

AUD | 800

Enter "0" if not applicable.

+ Add sub-class

+ Add another class

Cancel

Delete

Save

+ Update other currency

▼ Expand all ▲ Collapse all

← Back

Save draft

Next →

Step 9: Select **“Update other currency”** to update another share capital currency, if required, and enter the required information. Click on **“Save”**. Otherwise, click on **“Next”** to update shareholders and group shares.

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

Update share capital

Update the company's share capital amount and number of shares for the affected currency following the alteration.

[▼ Expand all](#)
[▲ Collapse all](#)

1. Australia dollar ▼

800 Ordinary · AUD 800 issued · AUD 800 paid-up

Currency 2 ▲

Currency

Select currency ▼

🗑 Delete
Save

+ Update other currency

[▼ Expand all](#)
[▲ Collapse all](#)

← Back
Save draft
Next →

Step 10: In the “Shareholders and group shares” section, click on “ **Add new shareholder**” to enter the details of new shareholder, if applicable. Otherwise, click on “Next” to update shareholding details.

Click on Add/edit group” to enter the details of new or existing shareholder group.

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

Add new shareholder

Enter the details of the new shareholder, if applicable. This includes adding shareholders to a group. The entered name will be added to the shareholder list upon completion.

Shareholder details

Enter the details of new shareholder and ensure that all information is updated before submission.

[+ Add new shareholder](#)

Shareholder group details

Create new group with new or existing shareholders, or add new shareholders to existing shareholder groups. Ensure that details of any new shareholders are updated before adding them to an existing or new group.

[+ Add/edit group](#)

[← Back](#) [Save draft](#) [Next →](#)

Step 11: In the “Shareholding details” section, click on “**Update individual/corporate shares**” to update the number of shares and currency for the selected shareholders.

- Entity information
- Share capital details
- Shareholders and group shares
- Shareholding details**
- Review and confirm
- Complete

Update shareholding details

Update the number of shares held by the affected shareholder and currency following the alteration.

Individual/Corporate shares

[+ Update individual/corporate shares](#)

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

Step 11a: Select the shareholder from the dropdown list and click “Save”

Update shareholding details

Update the number of shares held by the affected shareholder and currency following the alteration.

Individual/Corporate shares

▼ Expand all ▲ Collapse all

Shareholder 1 ▲

Shareholder

Please select ▼

🗑 Delete

Save

+ Update other individual/corporate shareholder

▼ Expand all ▲ Collapse all

Step 12: Update the number of shares and currency of the affected shareholder after the alteration and click on “**Save**”.

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

Update shareholding details

Update the number of shares held by the affected shareholder and currency following the alteration.

Individual/Corporate shares

▼ Expand all ▲ Collapse all

1. S2015096C - MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI

🗑️ Delete ✎ Edit

Shareholder

S2015096C - MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI

Currency 1

Currency

Australia dollar ▼

Class of shares

Ordinary ▼

Number of shares

800

Paid-up share capital ⓘ

AUD

800

+ Add shares held in trust

Save

+ Update other individual/corporate shareholder

▼ Expand all ▲ Collapse all

Step 13: To update the number of shares and currency of the affected shareholder after the alteration for other shareholders, click **“Update other individual/corporate shareholder”**.

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

Update shareholding details

Update the number of shares held by the affected shareholder and currency following the alteration.

Individual/Corporate shares

▼ Expand all ▲ Collapse all

1. S2015096C - MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI
Australia dollar (AUD)

🗑️ Delete ✎ Edit

Shareholder
S2015096C - MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI

Share allotment (AUD)
800 Ordinary · AUD 800 paid-up

✎ Edit

Currency
Australia dollar (AUD)

Ordinary

Number of shares	Paid-up share capital
800	AUD 800

+ Update other individual/corporate shareholder

▼ Expand all ▲ Collapse all

Step 14: To make a change for the selected shareholder's shareholdings, click **"Edit"** on the currency accordion.

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

Update shareholding details

Update the number of shares held by the affected shareholder and currency following the alteration.

Individual/Corporate shares

▼ Expand all ▲ Collapse all

1. S2015096C - MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI
Australia dollar (AUD)

🗑️ Delete ✎ Edit

Shareholder

S2015096C - MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI

Share allotment (AUD)

800 Ordinary · AUD 800 paid-up

+ Update other individual/corporate shareholder

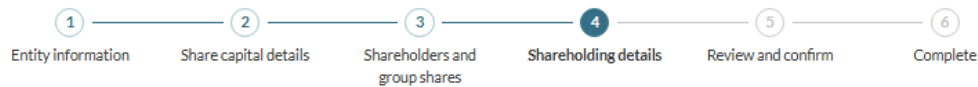
▼ Expand all ▲ Collapse all

Step 15: Click “Next” to proceed to the review and confirm page.

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

Notice of alteration in share capital

POKEY PRIVATE LIMITED
202505127E



Update shareholding details

Update the number of shares held by the affected shareholder and currency following the alteration.

Individual/Corporate shares

Expand all Collapse all

1. S2015096C - MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI
Australia dollar (AUD)

Delete Edit

Shareholder
S2015096C - MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI

Share allotment (AUD)
800 Ordinary · AUD 800 paid-up

Edit

Currency
Australia dollar (AUD)

Ordinary

Number of shares	Paid-up share capital
800	AUD 800

+ Update other individual/corporate shareholder

Expand all Collapse all

Shares summary (affected share class/currency)

Australia dollar (AUD)

Ordinary

Total shares held/ Total share capital
800/800

Back

Save draft

Next

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

Step 16: Verify that you have entered all information correctly. Tick the checkbox to complete the declaration and click **“Submit”**.

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

Register ▾ | Manage ▾ | Annual filing ▾ | Deregister ▾ | Others ▾ | Buy information ▾ | Subscribe APIs ▾

Home > Notice of alteration in share capital

Notice of alteration in share capital

POKEY PRIVATE LIMITED
202505127E

1 Entity information | 2 Share capital details | 3 Shareholders and group shares | 4 Shareholding details | 5 **Review and confirm** | 6 Complete

Review and confirm

Please review the information below before submitting.

Entity information

Entity name	UEN	Entity type	Company type
POKEY PRIVATE LIMITED	202505127E	Local Company	Private Company Limited by Shares
Have you obtained approval in the general meeting for the alteration of share capital?	Nature of alteration under S71(1) of the Companies Act		
No	Consolidation and division of share capital		

Share capital changes (affected share class/currency)

1. Australia dollar (AUD)

Ordinary

Before

Number of shares	Issued share capital	Paid-up share capital
900	AUD 900	AUD 900

After

Number of shares	Issued share capital	Paid-up share capital
800	AUD 800	AUD 800

Shareholding changes (affected share class/currency)

1. MIKAIL BIRKIC (MIKAIL B) @ MIKAIL BIRKIC (MIKA) MRS MIKAIL BI - S2015096C

1. Australia dollar (AUD)

Ordinary

Before

Number of shares	Paid-up share capital
900	AUD 900

After

Number of shares	Paid-up share capital
800	AUD 800

I, Cheryl Lim, declare that:

- The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.
- I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

← Back Submit →

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


Step 17: Upon successful submission, you will receive an acknowledgement message.

Home > Notice of alteration in share capital

Notice of alteration in share capital

POKEY PRIVATE LIMITED
202505127E

1 Entity information 2 Share capital details 3 Shareholders and group shares 4 Shareholding details 5 Review and confirm 6 Complete



Transaction submitted successfully

Track your transaction status or view more details by clicking the button below

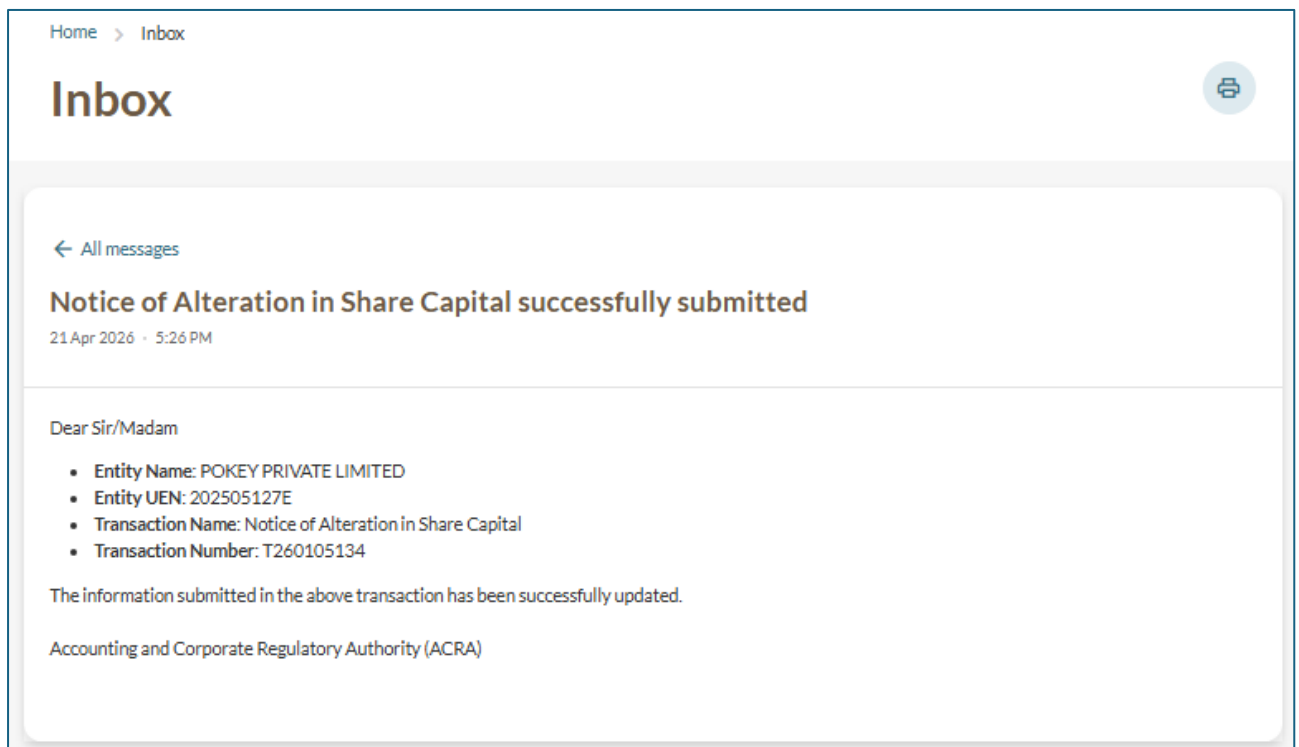
[Go to My Transaction](#)

Transaction details

UEN	Transaction ID	Transaction name	Date and time
202505127E	T260105134	Notice of alteration in share capital	21 Apr 2026 05:26 PM

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

Step 18: A notification confirming the successful submission and updated shares information will be sent to your Bizfile Inbox.



Updated as of 20 April 2026

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