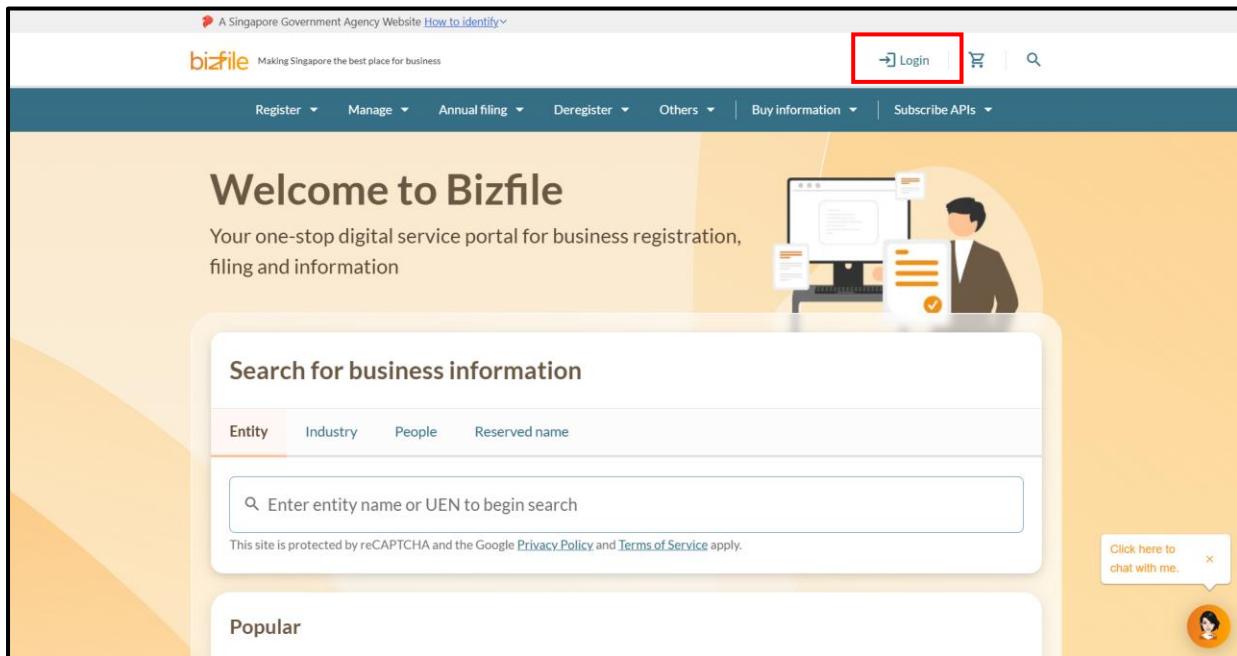


Navigating the new Bizfile: Renew registration as a public accountant

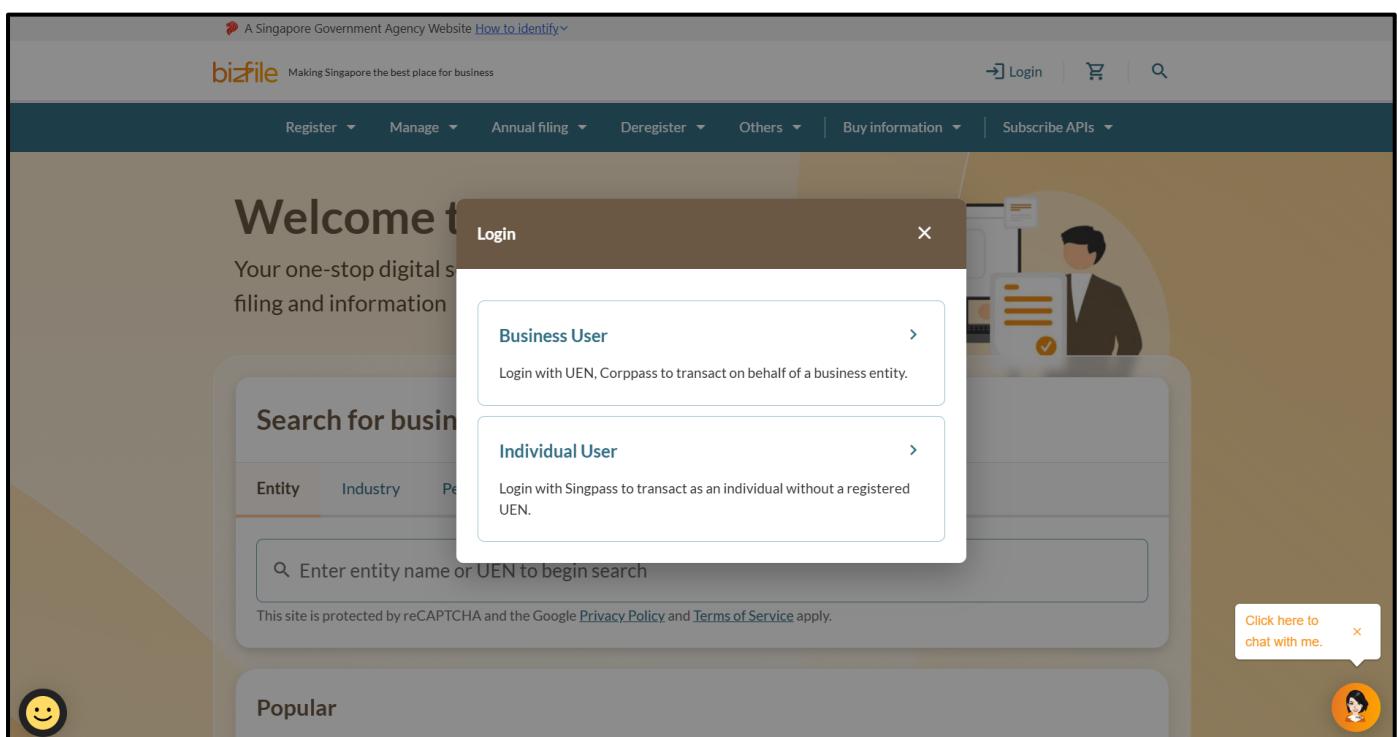
The “Renew registration as a public accountant” eService allows a public accountant or a corporate service provider (on behalf of the public accountant) to renew his/her registration as a public accountant.

Step-by-step instructions to renew registration as a public accountant

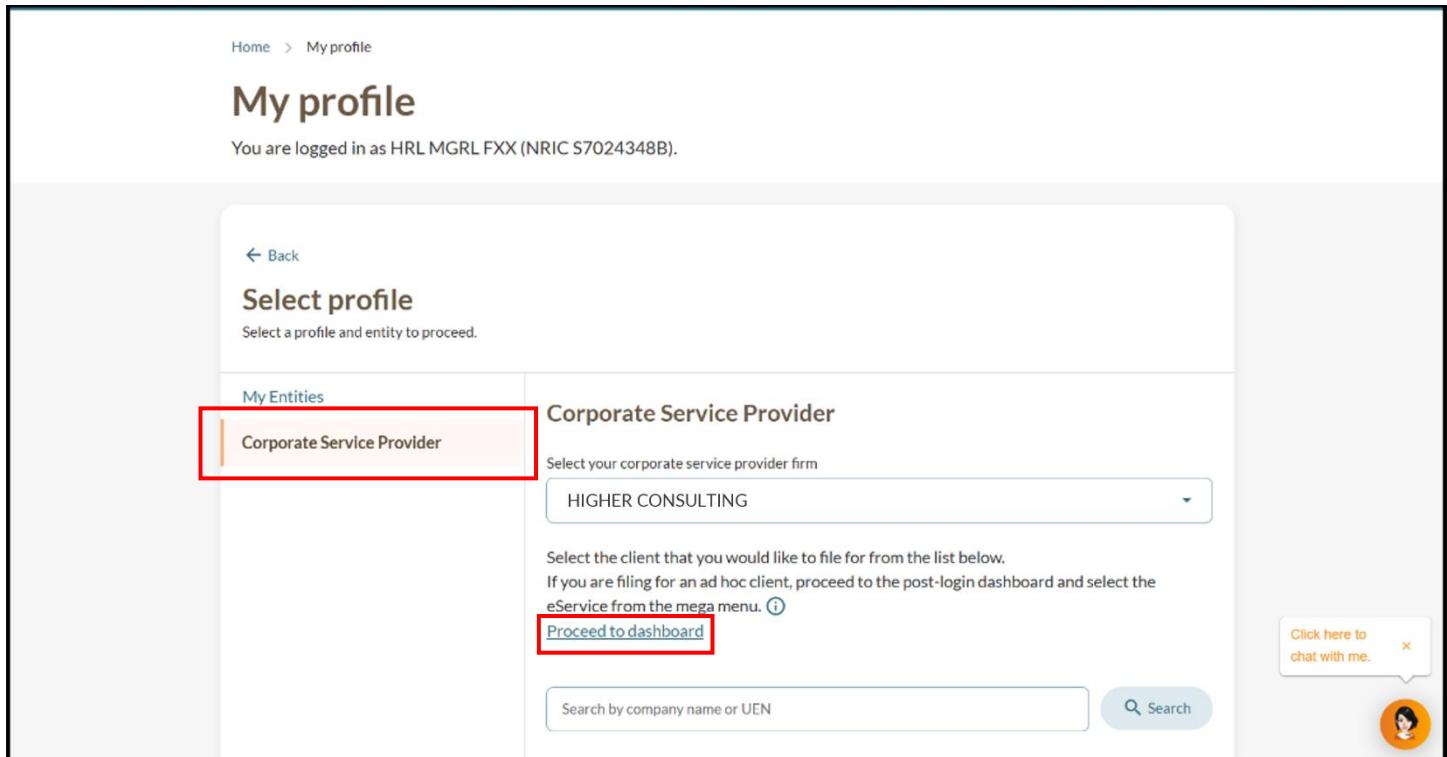
Step 1 (Login): Click “Login” on the Bizfile homepage.



Step 2 (User account): For public accountants who are submitting their own renewal, log in using **Singpass (Individual user) credentials**. For Corporate Service Providers (CSP), log in using **Corppass (Business user) credentials**.



For CSPs, after logging into Bizfile, navigate to the “**Corporate Service Provider**” tab and select “**Proceed to dashboard**”.



Home > My profile

My profile

You are logged in as HRL MGRL FXX (NRIC S7024348B).

← Back

Select profile

Select a profile and entity to proceed.

My Entities

Corporate Service Provider

Select your corporate service provider firm

HIGHER CONSULTING

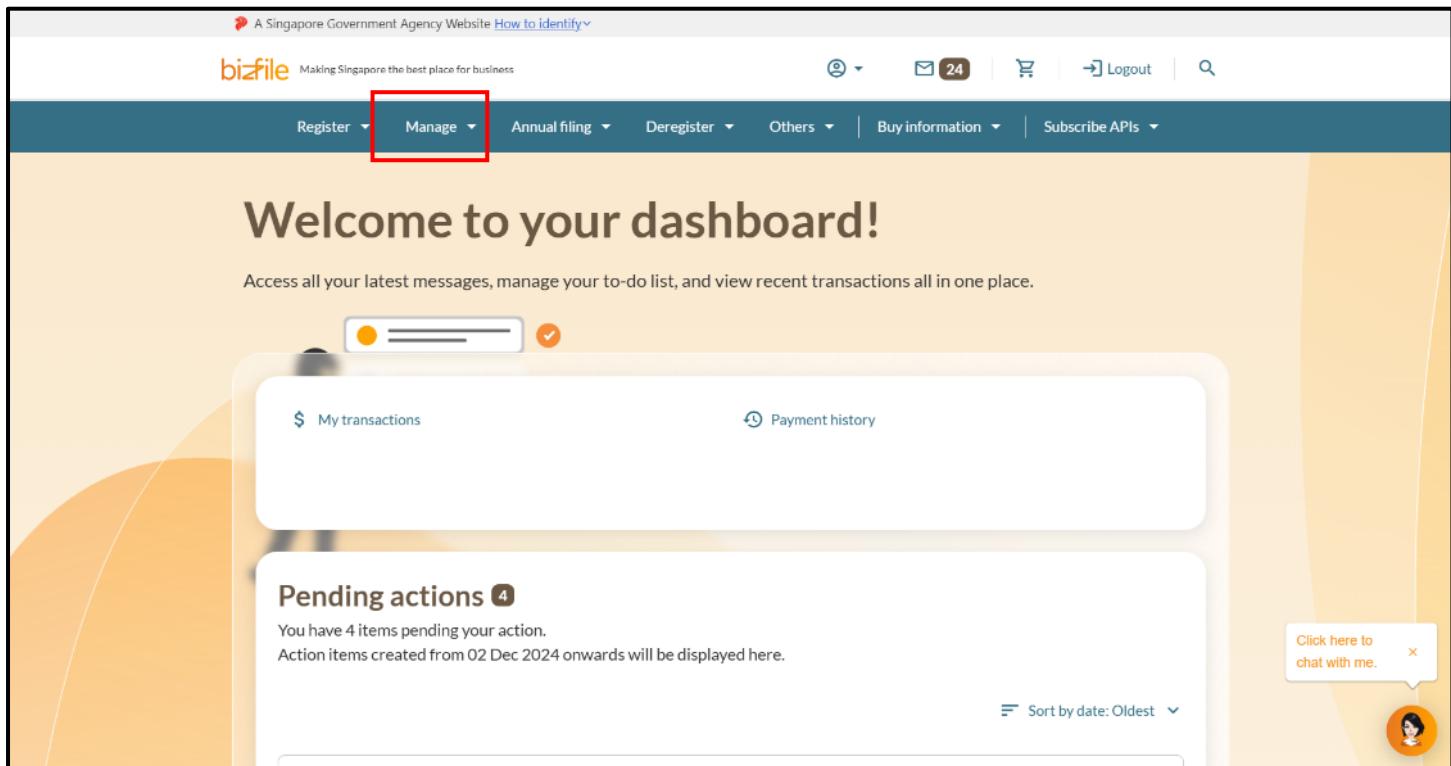
Select the client that you would like to file for from the list below.
If you are filing for an ad hoc client, proceed to the post-login dashboard and select the eService from the mega menu. [\(i\)](#)

[Proceed to dashboard](#)

Search by company name or UEN [Search](#)

Click here to chat with me. 

Step 3 (Manage): From the mega menu, click the “**Manage**” tab.



A Singapore Government Agency Website [How to identify](#)

bizfile Making Singapore the best place for business

Register [Manage](#) [Annual filing](#) [Deregister](#) [Others](#) [Buy information](#) [Subscribe APIs](#)

Welcome to your dashboard!

Access all your latest messages, manage your to-do list, and view recent transactions all in one place.

My transactions  Payment history

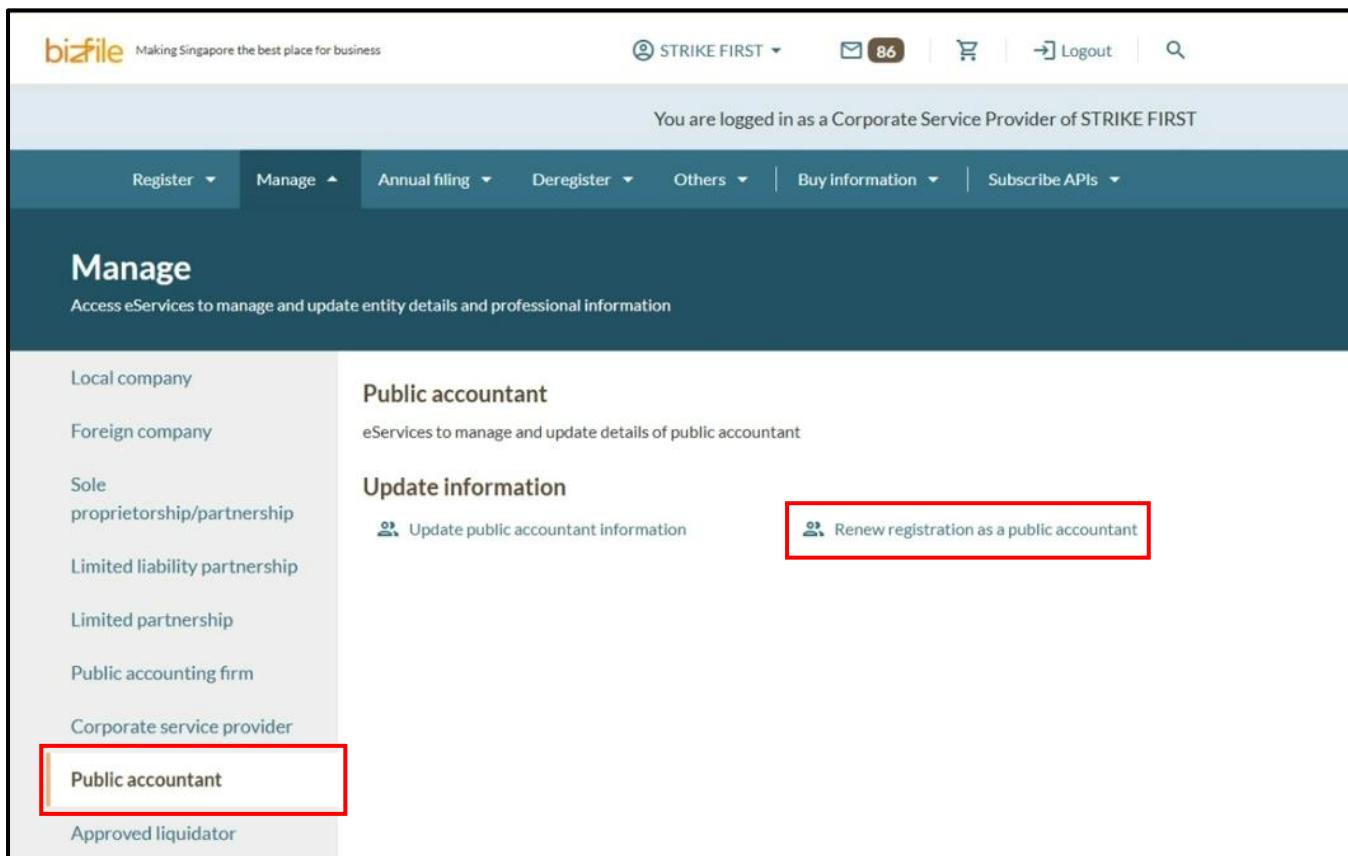
Pending actions **4**

You have 4 items pending your action.
Action items created from 02 Dec 2024 onwards will be displayed here.

Sort by date: Oldest

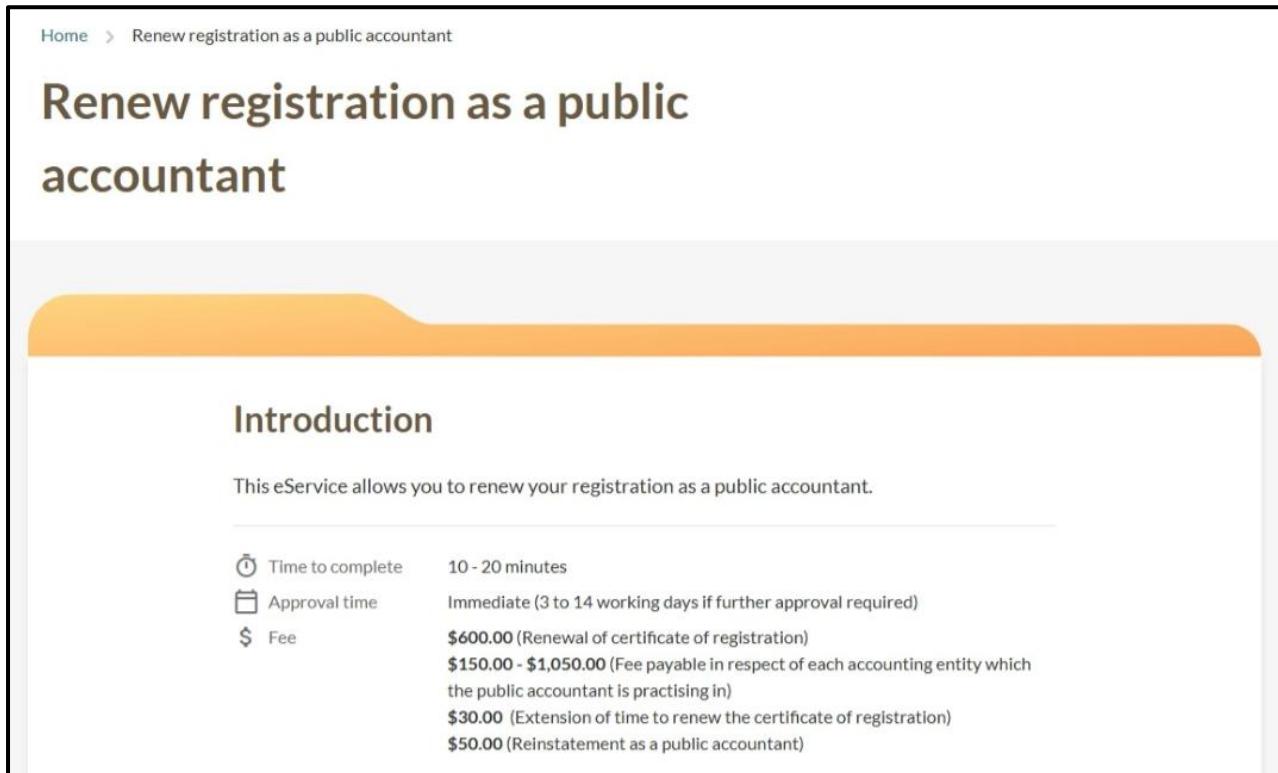
Click here to chat with me. 

Step 4 (Renew registration): Under the “Public accountant” tab, select “Renew registration as a public accountant”.



The screenshot shows the bizfile website interface. At the top, there is a navigation bar with links for 'Register', 'Manage', 'Annual filing', 'Deregister', 'Others', 'Buy information', and 'Subscribe APIs'. The 'Manage' link is currently active. Below the navigation bar, a message says 'You are logged in as a Corporate Service Provider of STRIKE FIRST'. The main content area is titled 'Manage' and sub-titled 'Access eServices to manage and update entity details and professional information'. On the left, a sidebar lists various entity types: Local company, Foreign company, Sole proprietorship/partnership, Limited liability partnership, Limited partnership, Public accounting firm, Corporate service provider, and Public accountant. The 'Public accountant' option is selected and highlighted with a red box. On the right, there is a section titled 'Public accountant' with a sub-section 'Update information'. It contains two buttons: 'Update public accountant information' and 'Renew registration as a public accountant', the latter of which is also highlighted with a red box.

Step 5 (Retrieve PA Registration number) : At the introduction page, enter the “PA Registration number”, click “Retrieve” and “Start” to begin the application.



The screenshot shows the 'Renew registration as a public accountant' introduction page. The page title is 'Renew registration as a public accountant'. Below the title, there is a large orange button. The 'Introduction' section is visible, along with service details and a table of fees.

This eService allows you to renew your registration as a public accountant.

⌚ Time to complete	10 - 20 minutes
📅 Approval time	Immediate (3 to 14 working days if further approval required)
💰 Fee	\$600.00 (Renewal of certificate of registration) \$150.00 - \$1,050.00 (Fee payable in respect of each accounting entity which the public accountant is practising in) \$30.00 (Extension of time to renew the certificate of registration) \$50.00 (Reinstatement as a public accountant)

Before you start

1 Registration requirements

Ensure that you meet the requirements for renewing your registration as a public accountant.

[Renewal requirements](#)

2 You will also need to prepare the following information:

- Public accountant registration number.
- Information on the number of clients audited by the public accounting entity in which you practised during the reporting year, including:
 - Public listed entities on the Singapore Exchange (SGX)
 - Public listed entities on overseas exchanges
 - Number clients in the process of issuing its debt or equity instruments for trading on SGX
 - Regulated financial institutions (including banks, insurance companies, investment funds, and securities firms)
 - Large charities and institutions of a public character
- Information on the clients you have audited during the year:
 - Number of SGX-listed clients audited
 - Total number of clients audited

3 Additional Information

- If you are submitting your renewal after the renewal period, you will have to pay an additional \$30 for an extension of time.
- If you are submitting your renewal after the extension of time period, you will have to pay an additional \$50 to reinstate your registration.
- The fee payable by you will depend on:
 - the number of public accounting entities that you practise in and
 - the number of listed corporations audited by the public accounting entity.
- If the public accounting entity audits:
 - 0 listed corporation - \$100
 - 1-10 listed corporation(s) - \$250
 - 11-100 listed corporations - \$650
 - More than 100 listed corporations - \$1050

Useful reminders



- Practising as a public accountant without a valid certificate of registration is illegal. Ensure that your certificate of registration is renewed to continue providing public accountancy services.
- You must settle all outstanding fees with ACRA (e.g. fees for the conduct of Practice Monitoring Programme, penalties, costs and expenses incidental to disciplinary proceedings) before submitting any renewal application.
- Check that you have entered all information correctly before submitting your application.

Public accountant registration number

11452

Retrieve

Start →

Step 6 (Verify public accountant's information): Verify the public accountant's information is correct and up to date and click “**Next**”.

If you need to update any public accountant's details, use the “**Update public accountant information**” eService found under the “**Manage**” and “**Public accountant**” tab before continuing with this filing.

Renew registration as a public accountant

1 PA information 2 PAE details 3 CPE and declaration 4 Practice requirements and Others 5 Review and confirm 6 Payment

Submit renewal information

Review the personal information below and ensure it is up-to-date. If any of the information is incorrect, you may submit a change in Bizfile. Under the menu bar, navigate to “Manage” > “Public accountant” > “Update public accountant information”.

You will be directed to file a General lodgement. Under the general lodgement type, select “Update public accountant information” under the header “Public accountant and accounting entity”.

Personal information

Identification type Passport / Others	Identification number E96240721	Name (As per NRIC/Identification Document) FRANK SIM
--	------------------------------------	---

Contact information

Address #13 JALAN THAMBIPILLAY, BRICKFIELDS, 4021 SWITZERLAND	Email address test.a@mail.com	Mobile number +65 9876 5432
--	----------------------------------	--------------------------------

Public accountant information

Application date 13 Oct 2025	Public accountant registration number 11452
---------------------------------	--

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

Step 7 (Verify public accounting entity's information): Verify the public accounting entity's information is correct and up to date.

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

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

Home > Renew registration as a public accountant

Renew registration as a public accountant

1 PAE details 2 CPE and declaration 3 Practice requirements and Others 4 Review and confirm 5 Payment

Details of public accounting entity

Review the information below and enter the number of entities audited.

Public accounting entity in which the public accountant is practising in

For the purpose of this renewal application -

i. "Audited" means the audit reports that were signed off during the period.
ii. "Number of clients" means the actual number of clients and not the number of audit sign-off for the same client during the period.
iii. Where a client is both a listed entity on the Singapore Exchange and a client in the regulated financial industries please include the client under "Clients which are public listed entities on the Singapore Exchange"

Fees payable by each public accountant in the accounting entity in which he is practising

- Fee payable depends on the number of listed corporations audited by the accounting entity as follows:
- 0 listed corporation = \$150
- 1 - 10 listed corporation(s) = \$250
- 11 - 100 listed corporations = \$650
- >100 listed corporations = \$1050

▼ Expand all ▲ Collapse all

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION
202505385H · 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123

UEN 202505385H	Public accounting entity name TEST PACONE PUBLIC ACCOUNTING CORPORATION	Registered office address 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123	Email address test@email.com
-------------------	--	---	---------------------------------

Step 8 (Indicate number of clients): For each of the public accounting entity that the public accountant is practising in, indicate the numbers of clients audited by the public accounting entity and the public accountant in each of the category. Click “Save”.

The public accounting entity has audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the Singapore Exchange (SGX)
Enter number of clients

Number of public listed entities on other exchanges
Enter number of clients

Number of clients in the process of issuing its debt or equity instruments for trading on SGX
Enter number of clients

Number of regulated financial industries (including banks, insurance companies, funds and securities)
Enter number of clients

Number of large charities and institution of a public character
Enter number of clients

The public accountant has audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the SGX
Enter number of clients

Total number of clients audited (including clients listed on the SGX)
Enter number of clients

Save

▼ Expand all ▲ Collapse all

← Back Save draft Next →

Step 9 (View and/or edit): Click on “Expand all” and “Edit” if you wish to view and/or edit the entries.

Public accounting entity in which the public accountant is practising in

For the purpose of this renewal application -

i. "Audited" means the audit reports that were signed off during the period.

ii. "Number of clients" means the actual number of clients and not the number of audit sign-off for the same client during the period.

iii. Where a client is both a listed entity on the Singapore Exchange and a client in the regulated financial industries please include the client under "Clients which are public listed entities on the Singapore Exchange"

Fees payable by each public accountant in the accounting entity in which he is practising

- Fee payable depends on the number of listed corporations audited by the accounting entity as follows:
- 0 listed corporation = \$150
- 1 - 10 listed corporation(s) = \$250
- 11 - 100 listed corporations = \$650
- >100 listed corporations = \$1050

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION
202505385H • 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION
202505385H • 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123

Save draft **Next →**

UEN **Public accounting entity name** **Registered office address** **Email address**
202505385H TEST PACONE PUBLIC 123 SERANGOON NORTH test@email.com
ACCOUNTING CORPORATION AVENUE 1, #10-08, SINGAPORE
550123

Edit

The public accounting entity has audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the Singapore Exchange (SGX)	Number of public listed entities on other exchanges	Number of clients in the process of issuing its debt or equity instruments for trading on SGX	Number of regulated financial industries (including banks, insurance companies, funds and securities)
1	0	0	0

Number of large charities and institution of a public character
0

The public accountant has audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the SGX	Total number of clients audited (Including clients listed on the SGX)
1	20

Step 10 (Complete details of public accounting firm entities): Click “**Next**” after completing the details of all the public accounting entities which the public accountant is practising in.

Public accounting entity in which the public accountant is practising in

For the purpose of this renewal application -

i. "Audited" means the audit reports that were signed off during the period.

ii. "Number of clients" means the actual number of clients and not the number of audit sign-off for the same client during the period.

iii. Where a client is both a listed entity on the Singapore Exchange and a client in the regulated financial industries please include the client under "Clients which are public listed entities on the Singapore Exchange"

Fees payable by each public accountant in the accounting entity in which he is practising

- Fee payable depends on the number of listed corporations audited by the accounting entity as follows:
- 0 listed corporation = \$150
- 1 - 10 listed corporation(s) = \$250
- 11 - 100 listed corporations = \$650
- >100 listed corporations = \$1050

▼ Expand all ▲ Collapse all

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION
202505385H • 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123

▼ Expand all ▲ Collapse all

← Back Save draft **Next →**

Step 11 (Declare compliance with CPE requirements): Check the declaration box if the public accountant has complied with the Continuing Professional Education (CPE) requirements or has obtained approval for the exemption.

Important: If the public accountant is unable to meet the CPE requirements, he/she can apply for an exemption from the CPE requirements. Public accountants who have submitted a CPE exemption application should wait for the outcome before submitting the renewal application. Refer to [ACRA's website](#) for more information.

1 ————— 2 ————— 3 ————— 4 ————— 5 ————— 6

PA information PAE details CPE and declaration Practice requirements and Others Review and confirm Payment

Continuing Professional Education and declaration

Select the declaration applicable to the public accountant.

Continuing Professional Education

I declare that the public accountant has met the CPE requirements for renewal by: (a) obtaining at least 120 CPE hours in each 3-year rolling period, of which at least 90 hours are in structured learning and at least 20 (out of the 90) CPE hours are acquired in each calendar year as per the CPE syllabus; or (b) obtaining at least 20 CPE hours in structured learning in each calendar year (for a public accountant who is newly registered where the 3-year rolling period is not yet applicable) or (c) obtaining approval for an exemption from the CPE requirements.

Note: If the public accountant has not met the CPE requirements due to valid reasons, he/she can apply for a CPE exemption via the General Lodgement, subject to approval. Upon approval of the CPE exemption, the public accountant can return to submit this PA Renewal application.

Step 12 (Declare compliance with other requirements): Check the declaration box if the public accountant meets all other requirements. Click “**Next**” to proceed.

Declaration

The public accountant has satisfied the following requirements for renewal as a public accountant:

- 1 The public accountant is a "Chartered Accountants (Singapore)" of the Institute of Certified Public Accountants of Singapore (ISCA).
- 2 The public accountant has complied with the order or requirement against him/her, if any, under section 38(1) or 38(2)(b) of the Accountants Act (consequences of failure to pass the practice review or obtain a satisfactory outcome).
- 3 The public accountant does not have amount due and payable or outstanding to ACRA in respect of the following fees, penalties, costs and expenses:
 - (i) Fees for the conduct of practice monitoring programme under section 33(2) of the Accountants Act, read with rule 4 and the First Schedule to the Accountants (Public Accountants) Rules;
 - (ii) Penalties imposed on the public accountant following disciplinary proceedings by the PAOC under section 52(2)(d) of the Accountants Act; and
 - (iii) Costs and expenses of and incidental to any disciplinary proceedings against the public accountant ordered to be paid by the PAOC under section 52(3) of the Accountants Act.
- 4 The public accountant is not an undischarged bankrupt.
- 5 The public accountant is physically and mentally fit to discharge the duties of a public accountant.
- 6 The public accountant has not breached the conditions, if any, imposed on registration.

[← Back](#)

[Save draft](#)

[Next →](#)

Step 13 (Enter details of adverse declarations): Select “Yes” or “No” as applicable on the declarations. Enter details for the declarations that are declared adversely. Click “**Next**” to proceed.

Renew registration as a public accountant

1 2 3 4 5 6

PA information PAE details CPE and declaration Practice requirements and Others Review and confirm Payment

Practice requirements and Other key information

Select the declaration applicable to the public accountant.

Declaration

Is the public accountant is carrying on the public practice of accountancy in Singapore by placing the service as a public accountant at the disposal of the community, but not entirely at the disposal of any one individual, firm or corporation?

Yes No

Is the public accountant maintaining an office or place at which the services may be engaged?

Yes No

Is the public accountant available to undertake work on behalf of any member of the public?

Yes No

Is the public accountant engaged in other business(es) or occupation(s) that is inconsistent with the integrity of a public accountant?

Yes No

Does the public accountant have debts that are overdue such that debt repayment would have to be made with the creditor?

Yes No

Has the public accountant been censured by any professional accountancy body or organisation of which he or she is a member with or with which he or she is registered or has had his or her membership or registration with the body or organisation terminated or suspended for the year 2025?

Yes No

Has the public accountant been convicted of a criminal offence for the year 2025?

Yes No

Has public accountant been convicted in a court of law in another country (excluding parking offences or criminal records disclosed above) for the year 2025?

Yes No

Is the public accountant charged with an offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences) for the year 2025?

Yes No

Is the public accountant under current police investigations in Singapore or in another country following allegations made against the public accountant for the year 2025?

Yes No

Details

Provide more details on the declaration

0/255

← Back

Save draft

Next →

Step 14 (Review and confirm information submitted): Review all entered information carefully on the “Review and confirm” page.

Renew registration as a public accountant

1 PA information 2 PAE details 3 CPE and declaration 4 Practice requirements and Others 5 Review and confirm 6 Payment

Review and confirm

Please review the information before submitting the transaction.

Personal information

Identification type Passport / Others	Identification number E96240721	Name (As per NRIC/Identification Document) FRANK SIM
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Contact information

Address #13 JALAN THAMBIPILLAY, BRICKFIELDS, 4021 SWITZERLAND	Email address test.a@mail.com	Mobile number +65 9876 5432
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Public accountant information

Application date 14 Oct 2025	Public accountant registration number 11452
---------------------------------	--

Details of public accounting entity 1

1. TEST PACONE PUBLIC ACCOUNTING CORPORATION

UEN 202505385H	Public accounting entity name TEST PACONE PUBLIC ACCOUNTING CORPORATION	Registered office address 123 SERANGOON NORTH AVENUE 1, #10-08, SINGAPORE 550123	Email address test@email.com
-------------------	--	---	---------------------------------

The public accounting entity audited the following number of clients from 01 January - 31 December 2025

Number of public listed entities on the Singapore Exchange (SGX) 1	Number of public listed entities on other exchanges 0	Number of clients in the process of issuing its debt or equity instruments for trading on SGX 0	Number of regulated financial institutions (including banks, insurance companies, funds and securities) 0
---	--	--	--

Number of large charities and institution of public character
0

The public accountant audited the following number of clients from 01 January - 31 December 2025

Number public listed entities on the SGX	Total number of clients audited (including clients listed on the SGX)
1	20

Continuing Professional Education and declaration

I declare that the public accountant has met the CPE requirements for renewal by: (a) obtaining at least 120 CPE hours in each 3-year rolling period, of which at least 90 hours are in structured learning and at least 20 (out of the 90) CPE hours are acquired in each calendar year as per the CPE syllabus; or (b) obtaining at least 20 CPE hours in structured learning in each calendar year (for a public accountant who is newly registered where the 3-year rolling period is not yet applicable) or (c) obtaining approval for an exemption from the CPE requirements.

Note: If the public accountant has not met the CPE requirements due to valid reasons, he/she can apply for a CPE exemption via the General Lodgement, subject to approval. Upon approval of the CPE exemption, the public accountant can return to submit this PA Renewal application.

The public accountant has satisfied the following requirements for renewal as a public accountant:

- 1 The public accountant is a "Chartered Accountants (Singapore)" of the Institute of Certified Public Accountants of Singapore (ISCA).
- 2 The public accountant has complied with the order or requirement against him/her, if any, under section 38(1) or 38(2)(b) of the Accountants Act (consequences of failure to pass the practice review or obtain a satisfactory outcome).
- 3 The public accountant does not have amount due and payable or outstanding to ACRA in respect of the following fees, penalties, costs and expenses:
 - (i) Fees for the conduct of practice monitoring programme under section 33(2) of the Accountants Act, read with rule 4 and the First Schedule to the Accountants (Public Accountants) Rules;
 - (ii) Penalties imposed on the public accountant following disciplinary proceedings by the PAOC under section 52(2)(d) of the Accountants Act; and
 - (iii) Costs and expenses of and incidental to any disciplinary proceedings against the public accountant ordered to be paid by the PAOC under section 52(3) of the Accountants Act.
- 4 The public accountant is not an undischarged bankrupt.
- 5 The public accountant is physically and mentally fit to discharge the duties of a public accountant.
- 6 The public accountant has not breached the conditions, if any, imposed on registration.

Practice requirements and Other key information

Is the public accountant is carrying on the public practice of accountancy in Singapore by placing the service as a public accountant at the disposal of the community, but not entirely at the disposal of any one individual, firm or corporation?	Is the public accountant maintaining an office or place at which the services may be engaged?	Is the public accountant available to undertake work on behalf of any member of the public?	Is the public accountant engaged in other business(es) or occupation(s) that is inconsistent with the integrity of a public accountant?
Yes	Yes	Yes	No
Does the public accountant have debts that are overdue such that debt repayment would have to be made with the creditor?	Has the public accountant been censured by any professional accountancy body or organisation of which he or she is a member with or with which he or she is registered or has had his or her membership or registration with the body or organisation terminated or suspended for the year 2025?	Has the public accountant been convicted of a criminal offence for the year 2025?	Has public accountant been convicted in a court of law in another country (excluding parking offences or criminal records disclosed above) for the year 2025?
No	No	No	No

Step 15 (Complete declaration and proceed to payment): Check the declaration box to complete the declaration and click “Proceed to payment” to proceed.

Is the public accountant charged with an offence in a court of law in Singapore or in any other country for which the outcome is pending (excluding parking offences) for the year 2025?	Is the public accountant under current police investigations in Singapore or in another country following allegations made against the public accountant for the year 2025?	Details I was investigated by the Police for ...
No	Yes	

I, PRINCETON CHIU, declare that:

1 The above information submitted is true and correct to the best of my knowledge and I am authorised to file this application/transaction.

2 I am aware that I may be liable to prosecution if I submit any false or misleading information in this application/transaction.

[← Back](#) [Proceed to payment →](#)

Step 16 (Make payment): You will be directed to the payment summary page. Select the payment method and click “Make payment” to complete the transaction.

PA information PAE details CPE and declaration Practice requirements and Others Review and confirm **Payment**

Select payment method

Complete your payment before 9:46AM to avoid timeouts.
You will receive an acknowledge message and a receipt upon successful payment.

Select type
 Saved card(s) Other methods

Select saved payment method
 VISA
**** 3220
04/29 - Visa
Default

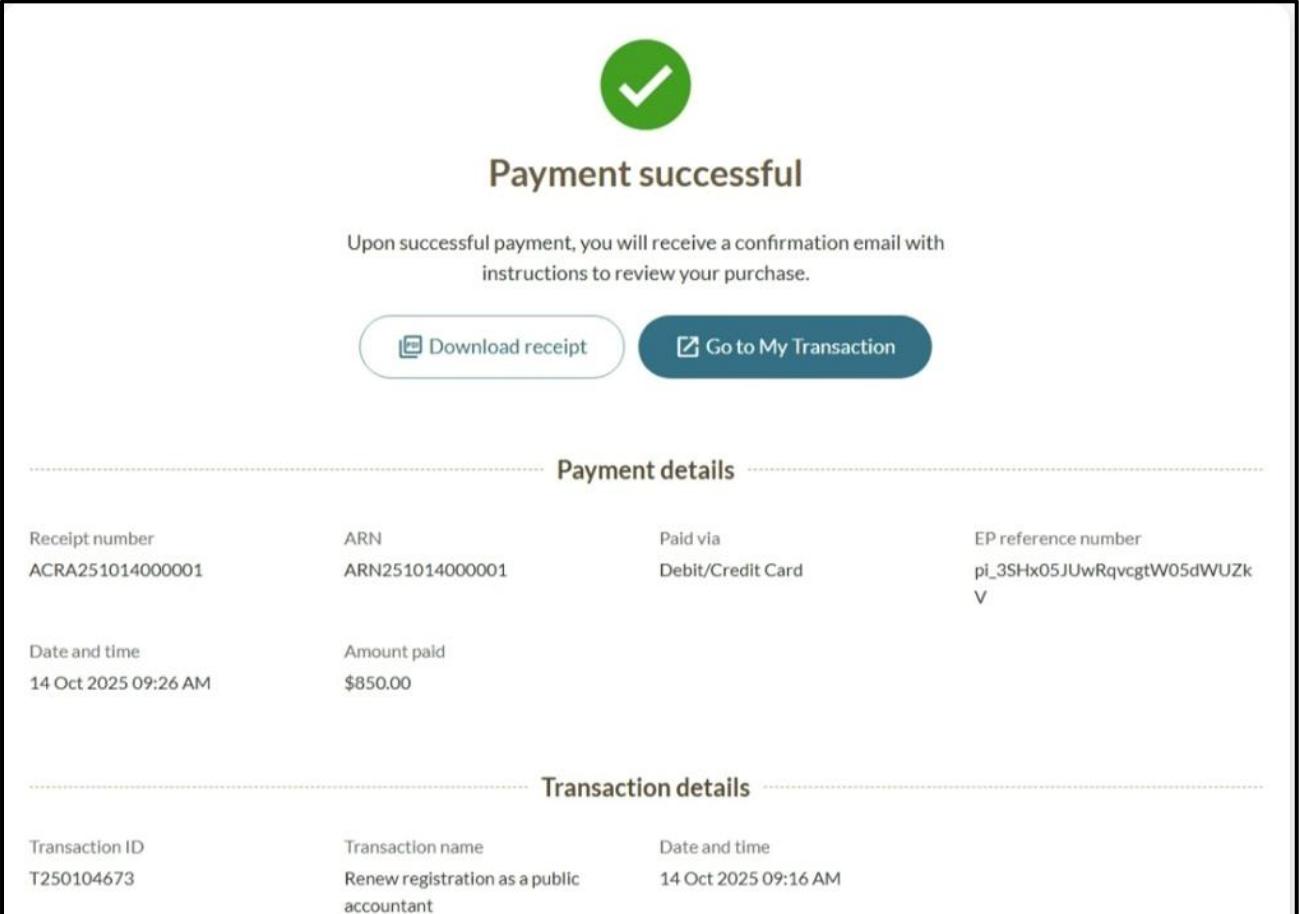
[+ Add card](#)

Payment summary

ARN251014000001	
1 x 202505385H - TEST PACONE PUBLIC ACCOUNTING CORPORATION	\$250.00
1 x Renewal of Public Accountant	\$600.00
Total (includes GST)	\$850.00

[Make payment](#) [← Back](#)

Step 17 (Acknowledgment of payment): Upon successful payment, you will receive an acknowledgement message and a receipt.



Payment successful

Upon successful payment, you will receive a confirmation email with instructions to review your purchase.

[Download receipt](#) [Go to My Transaction](#)

Payment details

Receipt number	ARN	Paid via	EP reference number
ACRA251014000001	ARN251014000001	Debit/Credit Card	pi_3SHx05JUwRqvcgtW05dWUZkV

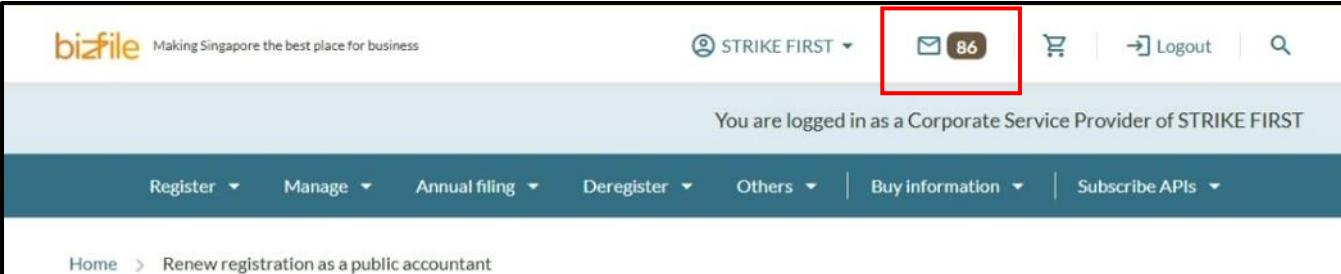
Date and time Amount paid

14 Oct 2025 09:26 AM \$850.00

Transaction details

Transaction ID	Transaction name	Date and time
T250104673	Renew registration as a public accountant	14 Oct 2025 09:16 AM

Step 18 (Receipt of Renewal of Certificate of Registration): You will receive your certificate in your Bizfile inbox.



STRIKE FIRST 86

You are logged in as a Corporate Service Provider of STRIKE FIRST

Register Manage Annual filing Deregister Others Buy information Subscribe APIs

Home > Renew registration as a public accountant

Inbox

[← All messages](#)

Renewal of Certificate of Registration

14 Oct 2025 · 9:26 AM

Renewal of Certificate of Registration

This is to certify that Frank Sim, Registration No. 11452, has this day been registered as a public accountant under Section 12(1) of the Accountants Act and is authorised to practise as a public accountant in the Republic of Singapore until 31 December 2026.

Registrar of Public Accountants

Accounting and Corporate Regulatory Authority (ACRA)

Issued date: 14 Oct 2025

Updated as of 21 Nov 2025