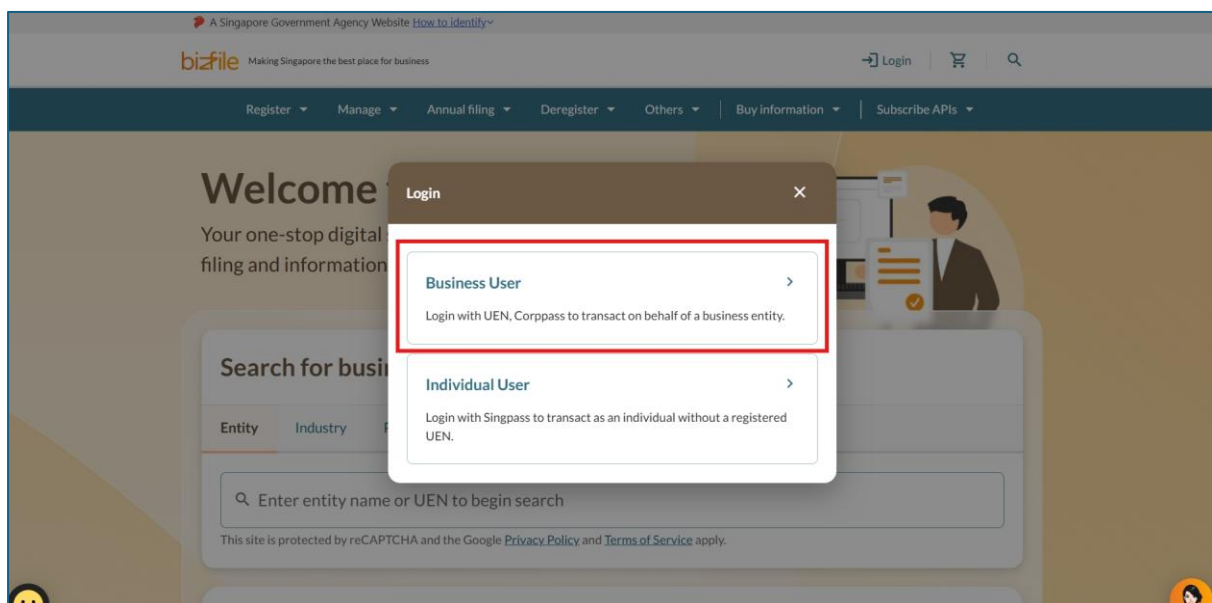


Navigating the new Bizfile: Notice of cancellation or disposal of treasury shares

The “Notice of cancellation or disposal of treasury shares” eService allows you notify ACRA on the cancellation or disposal of treasury shares and reflect the resulting changes to share capital and shareholding.

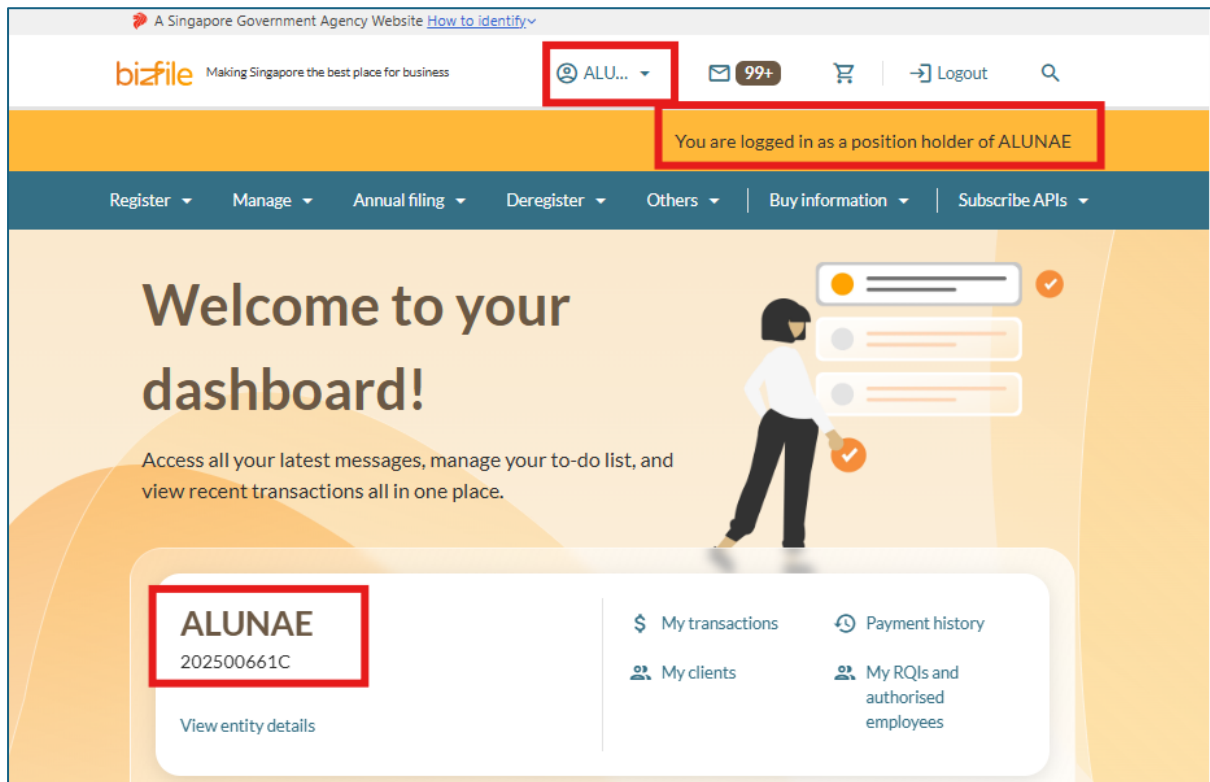
Step-by-step instructions to file Notice of cancellation or disposal of treasury shares

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”

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

Local company

- Foreign company
- Sole proprietorship/partnership**
- Limited liability partnership
- Limited partnership
- Public accounting firm
- Corporate service provider
- Public accountant
- Approved liquidator

Local company
eServices to manage and update details of local company

Update information

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

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

Useful reminders i

Important reminders

- Ensure that you have entered all information correctly before submitting your application.
- For private companies, ACRA maintains the electronic Register of Members (EROM). Any changes to share information, such as allotment of new shares or transfer of existing shares, will only take effect after ACRA updates the company’s EROM on the date of lodgement to reflect the shares transaction.
- **Filing of other Shares-related Transactions**
For filing of other shares related transactions, please use the following eServices:
 - **Reduction of Share Capital** - File via the [Update reduction of share capital eService](#)
 - **Update Shareholder Particulars** - File via the [Update Shareholder Information eService](#)
 - **Other shares-related transactions** (e.g. Redenomination of shares and conversion of shares) - File via the [General Lodgement eService](#)

Select an eService to update share information

Select transaction ▲

- Notice to update paid-up share capital
- Notice of redemption of redeemable preference shares
- Notice of purchase or acquisition of ordinary/preference shares/stocks
- Notice of cancellation or disposal of treasury shares
- Notice of alteration in share capital**

guides

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 cancellation or disposal of treasury shares** for the correct entity.

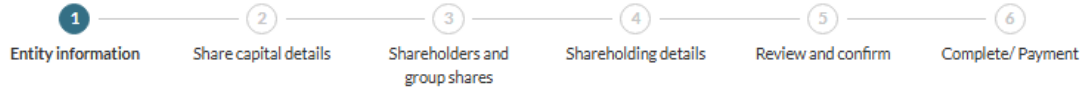
Select the “**Details of cancellation/disposal of treasury shares**”. Indicate the number of treasury shares and date of transaction. Click “**Next**” to proceed.

- “Sold for Cash” selected, indicate the “**Number of treasury shares sold**” and “**Date of Sale**”
- “Transferred for the purpose of or pursuant of employees share scheme” selected, indicate the “**Number of treasury shares transferred**” and “**Date of transfer**”
- “Transferred as consideration for the acquisition of shares in or assets of another company or assets of a person”, indicate the “**Number of treasury shares transferred**” and “**Date of transfer**”
- “Cancelled” selected, indicate the “**Number of treasury shares cancelled**” and “**Date of cancellation**”
- “Sold, transferred or otherwise used for such other purposes as prescribed by the Minister’s order” selected, indicate the “**Number of treasury shares sold. Transferred or otherwise used**” and “**Date of sale, transfer, or otherwise used**”.

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 cancellation or disposal of treasury shares

POKEY PRIVATE LIMITED
202505127E



Enter details

Enter the cancellation or disposal of treasury shares details.

Entity information

Entity name
POKEY PRIVATE LIMITED

UEN
202505127E

Entity type
Local Company

Company type
Private Company Limited by Shares

Details of cancellation/disposal of treasury shares

- Sold for Cash
- Transferred for the purpose of or pursuant of employees share scheme
- Transferred as consideration for the acquisition of shares in or assets of another company or assets of a person
- Cancelled
- Sold, transferred or otherwise used for such other purposes as prescribed by the Minister's order

← Back

Save draft

Next →

Step 6: Select the currency to be updated. 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 and treasury shares amount and number of shares, for the affected currency after the cancellation or disposal.

▼ Expand all ▲ Collapse all

Currency 1 ▲

Currency

Select currency ▲

Singapore dollar

United States of America dollar

Save

+ Update other currency

▼ Expand all ▲ Collapse all

← BackSave draftNext →

Step 7a: Update the share capital and treasury shares amount and number of shares for the selected currency. Tick the checkbox 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 share capital

Update the company's share capital and treasury shares amount and number of shares, for the affected currency after the cancellation or disposal.

▼ Expand all ▲ Collapse all

Currency 1

Currency

United States of America dollar

Share capital

Ordinary

Number of shares

10200

Issued share capital

USD | 10200

Paid-up share capital ⓘ

USD | 10100

Enter "0" if not applicable.

Treasury

Number of shares

73

Issued share capital

USD | 80

Paid-up share capital ⓘ

USD | 73

Enter "0" if not applicable.

The aggregate number of shares held by all subsidiaries under section 21(4A) or (6B) or by the company under section 76H as treasury shares do not exceed 10% of the total number of shares of the same class. The company is to dispose of or cancel the excess shares, if any, in accordance with section 76K.

Delete

Save

+ 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.

Step 7b: If you need to update the company’s ordinary shares and share capital details, click “**Expand all**” and “**Edit**”. Click “**Save**” to proceed. Otherwise, click on “**Next**” to update shareholders and group shares.

Update share capital

Update the company’s share capital and treasury shares amount and number of shares, for the affected currency after the cancellation or disposal.

Expand all Collapse all

1. United States of America dollar
10,200 Ordinary · USD 10,200 issued · USD 10,100 paid-up · and more

Delete Edit

Currency
United States of America dollar (USD)

Ordinary

Number of shares	Issued share capital	Paid-up share capital
10,200	USD 10,200	USD 10,100

Treasury

Number of shares	Issued share capital	Paid-up share capital
73	USD 80	USD 73

The aggregate number of shares held by all subsidiaries under section 21(4A) or (6B) or by the company under section 76H as treasury shares do not exceed 10% of the total number of shares of the same class. The company is to dispose of or cancel the excess shares, if any, in accordance with section 76K.

+ 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.

Step 8: Select “**Update other currency**” to update another share capital currency, if required, and enter the required information. Click on “**Save**”.

Update share capital

Update the company's share capital and treasury shares amount and number of shares, for the affected currency after the cancellation or disposal.

▼ Expand all ▲ Collapse all

1. United States of America dollar ▲
10,200 Ordinary · USD 10,200 issued · USD 10,100 paid-up · and more

🗑 Delete ✎ Edit

Currency
United States of America dollar
(USD)

Ordinary

Number of shares	Issued share capital	Paid-up share capital
10,200	USD 10,200	USD 10,100

Treasury

Number of shares	Issued share capital	Paid-up share capital
73	USD 80	USD 73

The aggregate number of shares held by all subsidiaries under section 21(4A) or (6B) or by the company under section 76H as treasury shares do not exceed 10% of the total number of shares of the same class. The company is to dispose of or cancel the excess shares, if any, in accordance with section 76K.

[+ Update other currency](#)

▼ Expand all ▲ Collapse all

← BackSave draftNext →

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 9: Click on “Next” to update shareholders and group shares.

Update share capital

Update the company's share capital and treasury shares amount and number of shares, for the affected currency after the cancellation or disposal.

Expand all Collapse all

1. United States of America dollar
10,200 Ordinary · USD 10,200 issued · USD 10,100 paid-up · and more

Delete Edit

Currency
United States of America dollar (USD)

Ordinary

Number of shares	Issued share capital	Paid-up share capital
10,200	USD 10,200	USD 10,100

Treasury

Number of shares	Issued share capital	Paid-up share capital
73	USD 80	USD 73

The aggregate number of shares held by all subsidiaries under section 21(4A) or (6B) or by the company under section 76H as treasury shares do not exceed 10% of the total number of shares of the same class. The company is to dispose of or cancel the excess shares, if any, in accordance with section 76K.

+ 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.

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

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 paid-up share capital amount for the selected shareholders.

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.

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

Update shareholding details

Update the number of shares held by the affected shareholder and currency after the cancellation or disposal.

Individual/Corporate shares

+ Update individual/corporate shares

Shares summary (affected share class/currency)

United States of America dollar (USD)

Ordinary

Total shares held / Total share capital
10,199/10,200

← Back Save draft Next →

Step 11a: Select the shareholder from the dropdown list and click “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 after the cancellation or disposal.

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: Select the currency and enter the updated number of shares and the paid-up share capital of the affected shareholder after the cancellation or disposal 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 after the cancellation or disposal.

Individual/Corporate shares

▼ Expand all ▲ Collapse all

1. S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN ▲

🗑 Delete ✎ Edit

Shareholder
S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN

Currency 1 ▲

Currency

Ordinary

Number of shares <input type="text" value="10025"/>	Paid-up share capital ⓘ <input type="text" value="USD 10025"/>
--------------------------------------------------------	---------------------------------------------------------------------

+ Add shares held in trust

Save

+ Update other currency

+ Update other individual/corporate shareholder

▼ Expand all ▲ Collapse all

*Note: If the shareholder holds shares held in trust, click “**Add shares held in trust**” and the trust name can also be updated at this 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.

Update shareholding details

Update the number of shares held by the affected shareholder and currency after the cancellation or disposal.

Individual/Corporate shares

▼ Expand all ▲ Collapse all

1. S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN

🗑️ Delete ✎ Edit

Shareholder

S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN

Currency 1

Currency

United States of America dollar

Ordinary

Number of shares

10026

Paid-up share capital ⓘ

USD

10026

Shares are held in trust. Do you want to provide the name of the trust?

Yes

No



Name of trust

Enter name of trust

Save

+ Update other currency

+ Update other individual/corporate shareholder

▼ Expand all ▲ Collapse all

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 13: To update the number of shares of the affected shareholder after the cancellation or disposal for other currency for the same shareholder, click **“Update other currency”**.

To update other shareholder’s shareholdings, click on **“Update other individual/corporate shareholder”**

The screenshot displays the 'Individual/Corporate shares' management interface. At the top, there are 'Expand all' and 'Collapse all' options. The main section is titled '1. S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN' and includes 'Delete' and 'Edit' icons. Below this, the 'Shareholder' information is listed as 'S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN'. The 'Currency 1' section is expanded, showing a dropdown menu for 'Currency' set to 'United States of America dollar'. Under the 'Ordinary' section, there are input fields for 'Number of shares' (10025) and 'Paid-up share capital' (USD | 10025). A '+ Add shares held in trust' link is also present. A 'Save' button is located at the bottom right of the form. Two buttons are highlighted with red boxes: '+ Update other currency' and '+ Update other individual/corporate shareholder'. At the bottom of the interface, there are 'Expand all' and 'Collapse all' options.

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

The screenshot displays the 'Individual/Corporate shares' management interface. At the top, there are 'Expand all' and 'Collapse all' controls. Below this, a list of shareholders is shown, with the first entry '1. S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN' selected. To the right of this entry, there are 'Delete' and 'Edit' buttons, with the 'Edit' button highlighted by a red rectangular box. Below the shareholder list, the details for the selected shareholder are shown, including the name 'Shareholder: S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN'. A 'Currency 1' accordion is expanded, showing a dropdown menu for 'Currency' set to 'United States of America dollar'. Below this, the 'Ordinary' share type is selected. The 'Number of shares' is set to '10026', and the 'Paid-up share capital' is set to 'USD | 10026'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. Below the form, there are two dashed boxes with '+ Update other currency' and '+ Update other individual/corporate shareholder' options. At the very bottom, there are 'Expand all' and 'Collapse all' controls.

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

Update shareholding details

Update the number of shares held by the affected shareholder and currency after the cancellation or disposal.

Individual/Corporate shares

▼ Expand all ▲ Collapse all

1. S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN ▲
United States of America dollar (USD)

🗑️ Delete ✎ Edit

Shareholder
S2015272I - CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN

Share allotment (USD) ▲
10,026 Ordinary · USD 10,026 paid-up

✎ Edit

Currency
United States of America dollar (USD)

Ordinary

Number of shares	Paid-up share capital
10,026	USD 10,026

+ Update other currency

+ Update other individual/corporate shareholder

▼ Expand all ▲ Collapse all

Shares summary (affected share class/currency)

United States of America dollar (USD)

Ordinary

Total shares held / Total share capital
10,200/10,200

[← 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”**.

The screenshot shows a navigation bar at the top with options: Register, Manage, Annual filing, Deregister, Others, Buy information, and Subscribe APIs. Below the navigation bar is a breadcrumb trail: Home > Notice of cancellation or disposal of treasury shares. The main heading is 'Notice of cancellation or disposal of treasury shares' for 'POKEY PRIVATE LIMITED' with UEN '202505127E'. A progress indicator shows six steps: 1. Entity information, 2. Share capital details, 3. Shareholders and group shares, 4. Shareholding details, 5. Review and confirm (highlighted), and 6. Complete/ Payment. The 'Review and confirm' section contains the following information:

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
Details of Cancellation/Disposal of Treasury Share	Number of treasury shares sold	Date of sale	Number of treasury shares cancelled
<ul style="list-style-type: none">Sold for CashCancelled	10	01 Apr 2026	10
Date of cancellation			
01 Apr 2026			

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.

Share capital changes (affected share class/currency)

1. United States of America dollar (USD)

Before

Ordinary

Number of shares	Issued share capital	Paid-up share capital
10,200	USD 10,200	USD 10,100

Treasury

Number of shares	Issued share capital	Paid-up share capital
74	USD 80	USD 75

After

Ordinary

Number of shares	Issued share capital	Paid-up share capital
10,200	USD 10,200	USD 10,100

Treasury

Number of shares	Issued share capital	Paid-up share capital
73	USD 80	USD 73

- The aggregate number of shares held by all subsidiaries under section 21(4A) or (6B) or by the company under section 76H as treasury shares do not exceed 10% of the total number of shares of the same class. The company is to dispose of or cancel the excess shares, if any, in accordance with section 76K.

Shareholding changes (affected share class/currency)

1. CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN - S20152721

United States of America dollar (USD)

Ordinary

Before

Number of shares	Paid-up share capital
10,025	USD 10,025

After

Number of shares	Paid-up share capital
10,026	USD 10,026

- I, cheryl lim, 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](#)

[Submit →](#)

names and addresses) shown in all the screenshots are dummy data for illustration purposes only.

Notice of cancellation or disposal of treasury shares

POKEY PRIVATE LIMITED
202505127E



Review and confirm

Please review the information below before submitting.

Entity information

Entity name POKEY PRIVATE LIMITED	UEN 202505127E	Entity type Local Company	Company type Private Company Limited by Shares
Details of Cancellation/Disposal of Treasury Share • Sold for Cash • Cancelled	Number of treasury shares sold 10	Date of sale 01 Apr 2026	Number of treasury shares cancelled 10
Date of cancellation 01 Apr 2026			

Share capital changes (affected share class/currency)

1. United States of America dollar (USD)

Before

Ordinary

Number of shares 10,200	Issued share capital USD 10,200	Paid-up share capital USD 10,100
----------------------------	------------------------------------	-------------------------------------

Treasury

Number of shares 74	Issued share capital USD 80	Paid-up share capital USD 75
------------------------	--------------------------------	---------------------------------

After

Ordinary

Number of shares 10,200	Issued share capital USD 10,200	Paid-up share capital USD 10,100
----------------------------	------------------------------------	-------------------------------------

Treasury

Number of shares 73	Issued share capital USD 80	Paid-up share capital USD 73
------------------------	--------------------------------	---------------------------------

The aggregate number of shares held by all subsidiaries under section 21(4A) or (4B) or by the company under section 76H as treasury shares do not exceed 10% of the total number of shares of the same class. The company is to dispose of or cancel the excess shares, if any, in accordance with section 76K.

Shareholding changes (affected share class/currency)

1. CHARLOTTE PEI XUAN KOO MRS CHARLOTTE CHEN - S2015272I

United States of America dollar (USD)

Ordinary

Before

Number of shares 10,025	Paid-up share capital USD 10,025
----------------------------	-------------------------------------

After

Number of shares 10,026	Paid-up share capital USD 10,026
----------------------------	-------------------------------------

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 cancellation or disposal of treasury shares

Notice of cancellation or disposal of treasury shares

POKEY PRIVATE LIMITED
202505127E

1 — 2 — 3 — 4 — 5 — 6

Entity information Share capital details Shareholders and group shares Shareholding details Review and confirm Complete/ Payment



Transaction submitted successfully

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

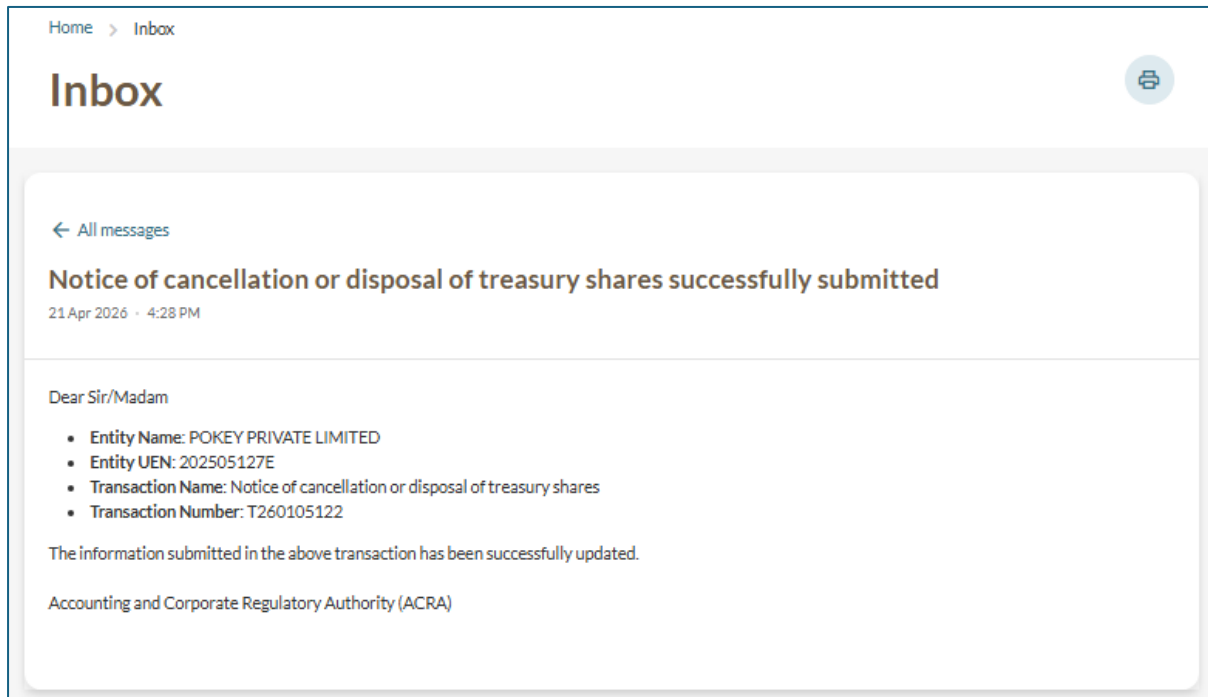
[Go to My Transaction](#)

----- Transaction details -----

UEN	Transaction ID	Transaction name	Date and time
202505127E	T260105122	Notice of cancellation or disposal of treasury shares	21 Apr 2026 04:28 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

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.