

COMPANIES ACT
(CHAPTER 50, SECTIONS 12A(1A), (1B) AND 411)
COMPANIES (FILING OF DOCUMENTS) REGULATIONS

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[13th January 2003]

PART I

PRELIMINARY

Citation

1. These Regulations may be cited as the Companies (Filing of Documents) Regulations.

Definitions

2. In these Regulations, unless the context otherwise requires —

[Deleted by S 832/2015 wef 03/01/2016]

“authorised representative” has the same meaning as in section 366(1) of the Act;

[S 832/2015 wef 03/01/2016]

“electronic transaction form” or “form” means a form on the electronic transaction system provided by the Registrar for the purpose of carrying out a transaction with the Registrar;

[S 832/2015 wef 03/01/2016]

[Deleted by S 281/2015 wef 15/05/2015]

“electronic transaction system” means the electronic transaction system established by the Authority under section 28B(1) of the Accounting and Corporate Regulatory Authority Act (Cap. 2A);

[S 281/2015 wef 15/05/2015]

[Deleted by S 832/2015 wef 03/01/2016]

“lodge” means to lodge, file or submit a form or other document electronically;

[S 281/2015 wef 15/05/2015]

“registered filing agent” has the same meaning as in section 28A of the Accounting and Corporate Regulatory Authority Act;

[S 281/2015 wef 15/05/2015]

“registered qualified individual” has the same meaning as in section 28A of the Accounting and Corporate Regulatory Authority Act.

[S 281/2015 wef 15/05/2015]

PART II

GENERAL MATTERS

Requirement to use electronic transaction system

3.—(1) Except as provided in paragraph (2) or as the Registrar otherwise requires or permits, any transaction with the Registrar under the Act must be carried out using the electronic transaction system on the electronic transaction form provided for that purpose.

(2) If a transaction with the Registrar referred to in paragraph (1) cannot be carried out using the electronic transaction system, the person seeking to carry out the transaction must carry out the transaction with the Registrar in such other form and manner as the Registrar may determine.

(3) The Registrar may refuse to process a transaction with the Registrar if the person seeking to carry out the transaction —

- (a) does not comply with paragraph (1) or (2);
- (b) does not comply with regulation 4 or 5;
- (c) being required to complete an electronic transaction form, or other form, provided by the Registrar for that purpose, fails to properly complete the form in accordance with the instructions contained in the form;
- (d) being required to attach any document to, or provide any information required in, an electronic transaction form, or other form, provided by the Registrar for that purpose, fails to attach the document or provide the information, as the case may be; or
- (e) fails to pay the fee prescribed for the transaction.

(4) To avoid doubt, a reference to a refusal to process a transaction with the Registrar in paragraph (3) includes, where the transaction relates to the filing or lodging of a document with the Registrar, a refusal to accept the document for filing or lodgment.

[S 832/2015 wef 03/01/2016]

Identification documents

4. The Registrar may require the production of the identity card or the passport, or such other identification documents as may be acceptable to the Registrar, for the verification of the identity of any person who carries out any transaction with the Registrar or whose particulars are to be registered under the Act.

[S 832/2015 wef 03/01/2016]

Endorsements

5. Where an electronic transaction form is required to be endorsed by more than one person —

- (a) such endorsements must be made —
 - (i) if the endorsement is made in respect of registration, within 60 days after the date on which the Registrar informs the applicant that the electronic transaction form is required to be endorsed; or
 - (ii) if the endorsement is made in respect of any other matter, within 14 days after the date on which the electronic transaction form is first submitted; and
- (b) payment of the prescribed fee for the transaction with the Registrar to which the electronic transaction form relates must be made by the last person endorsing the electronic transaction.

[S 832/2015 wef 03/01/2016]

6. *[Deleted by S 832/2015 wef 03/01/2016]*

PART III**GENERAL PROVISIONS RELATING TO DOCUMENTS
ATTACHED TO FORMS****General requirements for documents lodged with Registrar**

7.—(1) Any document which is to accompany a form to be lodged with the Registrar shall —

- (a) comply with such directions as are specified by the Registrar; and
- (b) be lodged in accordance with such directions as are specified in that form or by the Registrar.

(2) Without prejudice to the generality of paragraph (1), the directions specified in the form or by the Registrar may provide for the format in which the document is to be lodged.

[S 603/2007 wef 05/11/2007]

Verification and certification of documents

8.—(1) The copy of the contract to be lodged under section 63B(1) of the Act shall be certified by an advocate and solicitor or a registered qualified individual declaring that he has compared the copy with the original contract and that it is a true copy of the contract of which it purports to be a copy.

[S 832/2015 wef 03/01/2016]

(2) For the purpose of paragraph (1), the certification may be made on the copy of the contract, and the copy shall be signed and dated by the advocate and solicitor or registered qualified individual and shall contain the name of the advocate and solicitor or registered qualified individual, as the case may be, and the name and address of his firm or corporation, if applicable.

[S 832/2015 wef 03/01/2016]

(3) *[Deleted by S 633/2020 wef 30/07/2020]*

(4) *[Deleted by S 633/2020 wef 30/07/2020]*

(5) *[Deleted by S 633/2020 wef 30/07/2020]*

Agent's authority to be lodged

9. Where a statement in lieu of prospectus lodged with the Registrar under section 59(1) of the Act is signed under section 60(1)(a) of the Act by a person authorised in writing by a director or proposed director, the authorisation or a verified copy of the authorisation shall be annexed to the statement.

Signed copies of statutory report and auditor's report thereon required for lodgment

10. For the purposes of section 174(5) of the Act —

- (a) the copy of the statutory report of a company to be lodged with the Registrar shall be a copy that is certified under section 174(3) of the Act by the personal signatures of not less than 2 directors; and
- (b) the copy of the auditor's report on a statutory report referred to in paragraph (a) to be lodged with the Registrar shall be a copy that is personally signed by the auditor or,

where the auditor is a firm, by one of the partners of that firm.

11. [*Deleted by S 633/2020 wef 30/07/2020*]

Certified translations of documents

12.—(1) For the purposes of section 397 of the Act, “certified translation” means a translation that —

(a) in the case of a translation made outside Singapore —

(i) is certified by an official to whom the custody of the original instrument, certificate, contract or document is committed, being an official holding or purporting to hold an office corresponding to that of the Registrar in the place in which the corporation is formed or incorporated;

(ii) is certified by a notary public or a translator duly admitted and sworn in accordance with the law of the place in which the corporation is formed or incorporated; or

(iii) is certified by a Singapore consular officer in the place in which the corporation is formed or incorporated; or

(b) in the case of a translation made within Singapore, is certified by a person approved by the Registrar to be a correct translation in the English language.

(2) The Registrar may, before accepting a translation for lodgment, require the person lodging the translation to furnish to the Registrar such evidence as the Registrar thinks sufficient of the ability of the person by whom the translation is made to make the translation.

(3) In this regulation, “Singapore consular officer” means a Consul or a person performing consular functions on behalf of the Government.

Time for lodging documents

13. Where, on or after 3 January 2016, a form or document is required under the Act or these Regulations to be lodged with the Registrar but a period of time within which that form or document is to be lodged is not prescribed, that form or document shall be lodged —

(a) within 14 days; or

[S 832/2015 wef 03/01/2016]

(b) in the case of a form or document required to be lodged by a foreign company, within such further period as the Registrar may in special circumstances allow,

after the occurrence of the event to which the form or document relates.

[S 832/2015 wef 03/01/2016]

Affidavit and statutory declaration

14.—(1) Except as otherwise provided in the Act, these Regulations or in any form, an affidavit or a statutory declaration sworn or declared for the purposes of the Act or these Regulations on behalf of a corporation shall be sworn or declared by a director or the secretary of the corporation.

(2) Where an affidavit or a statutory declaration prescribed by the Act or these Regulations purports to be sworn or declared at a place outside Singapore, the affidavit or statutory declaration shall be sufficient for the purposes of the Act or these Regulations if it purports to be sworn or declared in accordance with the requirements of the law of that place.

(3) *[Deleted by S 633/2020 wef 30/07/2020]*

15. *[Deleted by S 633/2020 wef 30/07/2020]*

PART IV

INCORPORATION OF COMPANIES AND RELATED MATTERS

Documents for incorporation

16. For the purposes of section 19(1)(a) of the Act, a person desiring the incorporation of a company shall submit the application in the applicable form and furnish the Registrar with such information as is required in that form.

17. *[Deleted by S 832/2015 wef 03/01/2016]*

Confirmations to be lodged electronically

18.—(1) Where an advocate and solicitor or a registered filing agent is engaged to incorporate a company, then the advocate and solicitor or the registered filing agent (as the case may be) must, in the manner determined by the Registrar, confirm that —

(a) each person who is to be appointed as director of the company —

(i) has consented to act as director; and

(ii) is not disqualified from acting as director of the company; and

(b) each person who is to be appointed as secretary of the company has consented to act as secretary of the company.

[S 832/2015 wef 03/01/2016]

(2) The confirmations referred to in paragraph (1) must be lodged with the Registrar in the manner determined by the Registrar.

(3) *[Deleted by S 832/2015 wef 03/01/2016]*

Notice of incorporation

19. For the purposes of section 19(4) of the Act, the Registrar shall issue a notice of incorporation via electronic mail, as set out in Part I of the Schedule, to the applicant upon the successful incorporation of the company.

Notice of commencement of business

20. For the purposes of section 61(3) of the Act, the Registrar shall issue a notice of commencement of business via electronic mail, as set out in Part II of the Schedule, to the applicant upon lodgment of the declaration under section 61(1)(b)(iii) or (2)(c) of the Act with the Registrar.

PART V

FOREIGN COMPANIES

Certification or verification of documents required for registration of foreign companies

21.—(1) For the purposes of section 368(1)(b) of the Act, a certified copy of a certificate referred to in that section is a copy that has, within the period of 4 months immediately preceding the day on which it is lodged with the Registrar or within such longer period as the Registrar permits, been certified to be a true copy by an official holding or purporting to hold an office corresponding to that of the Registrar in the place in which the foreign company concerned is formed or incorporated.

[S 832/2015 wef 03/01/2016]

(2) Where the certificate referred to in section 368(1)(b) of the Act is an electronic document, the Registrar may accept a certified copy of a print-out of that certificate from an electronic database of an office corresponding to that of the Registry of Companies in the place in which the foreign company is formed or incorporated.

[S 832/2015 wef 03/01/2016]

(3) For the purposes of section 368(1)(c) of the Act, a certified copy referred to in that section, of a charter, statute, constitution or memorandum and articles or other instrument constituting or defining a foreign company's constitution, is a copy that has, within the period of 4 months immediately preceding the day on which it is lodged with the Registrar or within such longer period as the Registrar permits, been certified to be a true copy —

(a) by an official holding or purporting to hold an office corresponding to that of the Registrar in the place in which the foreign company concerned is formed or incorporated;

(b) by a notary public;

[S 832/2015 wef 03/01/2016]

(c) by a director, manager or secretary of the foreign company by affidavit or, in the case of a foreign company formed or incorporated within the Commonwealth, by statutory declaration made by a director, manager or secretary of the foreign company; or

[S 832/2015 wef 03/01/2016]

(d) by the registered qualified individual —

(i) who lodges the items referred to section 368(1) of the Act for the purpose of registering the foreign company; and

(ii) who has verified and confirmed the authenticity of the charter, statute, constitution or memorandum and articles or other instrument constituting or defining the foreign company's constitution.

[S 832/2015 wef 03/01/2016]

[S 832/2015 wef 03/01/2016]

(4) In paragraph (2), “electronic document” means a document that is filed, served, delivered or otherwise conveyed by electronic transmission.

22. *[Deleted by S 832/2015 wef 03/01/2016]*

Manner of verification by statutory declaration

23. For the purposes of section 368(3)(b) of the Act, a statutory declaration of a copy of the deed or document referred to in that section shall be made by a director, manager or secretary, or by the authorised representative, of the foreign company declaring that he has compared the copy with the original deed or document and that it is a true copy of the deed or document of which it purports to be a copy.

[S 832/2015 wef 03/01/2016]

Notice of registration of foreign company

24. For the purposes of section 371 of the Act, the Registrar shall issue a notice of registration of a foreign company via electronic mail, as set out in Part III of the Schedule, to the applicant upon the successful registration of the foreign company.

Documents to be lodged where change or alteration is made

25. For the purposes of section 372(1) of the Act, the documents that a foreign company is required to lodge with the Registrar are as follows:

- (a) where any change or alteration is made in the charter, statutes, constitution, memorandum or articles of the foreign company or other instrument constituting or defining its constitution —
 - (i) a copy of the instrument effecting that change or alteration; or
 - (ii) a copy of the charter, statutes, constitution, memorandum, articles or other instrument as changed or altered,

[S 832/2015 wef 03/01/2016]

in either case being a copy certified to be a true copy in the same manner as a copy is certified under regulation 21(3) to be a true copy;

[S 832/2015 wef 03/01/2016]

- (b) where any change or alteration is made in the name of the foreign company —
 - (i) a copy of the certificate of its incorporation or registration in its place of incorporation or origin or a document of similar effect (being a certificate or document evidencing that change or alteration); or
 - (ii) where there is no such certificate or document, a copy of the instrument effecting that change or alteration,

in either case being a copy certified to be a true copy in the same manner as a copy is certified under regulation 21(3) to be a true copy; and

- (c) where any change or alteration is made in the powers of any director resident in Singapore who is a member of the local board of directors of the foreign company, a memorandum duly executed by or on behalf of the foreign company stating the powers of the local directors as changed or altered.

PART VI

[Deleted by S 633/2020 wef 30/07/2020]

PART VII

PROVISIONS ON USE OF CERTAIN FORMS

Prescribed departments or Ministries of Government, etc., under section 12D(1)(b)(ii) of Act

32. The departments and Ministries of the Government, statutory bodies and bodies corporate prescribed for the purposes of section 12D(1)(b)(ii) of the Act are —

- (a) the Department of Statistics, Ministry of Trade and Industry;
- (b) the Ministry of Home Affairs;
- (c) the Ministry of Manpower; and
- (d) Singapore Post Limited.

[S 832/2015 wef 03/01/2016]

Prescribed circumstances under section 12D(2) of Act

33. The Registrar need not give the written notice referred to in section 12D(2) of the Act before the Registrar rectifies or updates the register under section 12D(1) of the Act if —

- (a) the conflict is between the particulars of the company or person in a register, and —

- (i) the Singapore Standard Industrial Classification obtained from the Department of Statistics, Ministry of Trade and Industry;
 - (ii) the particulars (including residential address) of the person registered under the National Registration Act (Cap. 201) obtained from the Ministry of Home Affairs;
 - (iii) the foreign identification number of a foreigner obtained from the Ministry of Manpower; or
 - (iv) the building name, postal code or street name of a property obtained from Singapore Post Limited; and
- (b) the Registrar is satisfied that the effort involved in giving the written notice referred to in section 12D(2) of the Act would be excessive, having regard to the likelihood that the company or person whose particulars are to be rectified or updated would object to the rectification or updating.

[S 832/2015 wef 03/01/2016]

Notice of allotment

34. An unlisted public company shall comply with the requirements in section 63A(1)(e) of the Act by —

- (a) updating its list of shareholders before the allotment; and
- (b) providing in the notice of allotment the number and class of shares allotted to each of the allottees.

[S 832/2015 wef 03/01/2016]

Order of court

35. An order of court shall, unless expressly provided in the applicable form, be lodged in the form relating to the general lodgment of orders of court.

PART VIII

ANNUAL RETURN

Annual return by companies

36.—(1) For the purposes of section 197(2) of the Act, a return mentioned in section 197(1) or (1A) of the Act —

- (a) must be in the form referred to in regulation 3;
- (b) must contain the following particulars:
 - (i) the name of the company;
 - (ii) whether the company is a private company or a public company;
 - (iii) whether the company is a company limited by shares, a company limited by guarantee or an unlimited company;
 - (iv) the registration number of the company;
 - (v) the address of the registered office of the company;
 - (vi) the principal activities of the company;
 - (vii) particulars of the directors of the company;
 - (viii) in the case of a company having a share capital, particulars of its shareholders;
 - (ix) in the case of a company not having a share capital, particulars of its members;

[S 117/2017 wef 31/03/2017]

(ba) must contain the following information:

- (i) a statement as to whether the register of controllers of the company is kept —
 - (A) at the company's registered office; or
 - (B) at the registered office of a registered filing agent appointed by the company for the purpose of keeping the register of controllers;

(ii) a statement as to whether the register of nominee directors of the company is kept —

(A) at the company's registered office; or

(B) at the registered office of a registered filing agent appointed by the company for the purpose of keeping the register of nominee directors; and

[S 117/2017 wef 31/03/2017]

(c) unless the company is a dormant relevant company the directors of which are exempt under section 201A of the Act from the requirements of section 201 of the Act for the financial year in relation to which the return is filed, must be accompanied by —

(i) in the case of an exempt private company that is able to meet its liabilities as and when they fall due, either a confirmation of that fact in the applicable form or the documents in paragraph (2); or

(ii) in any other case, the documents in paragraph (2).

[S 513/2018 wef 31/08/2018]

[S 513/2018 wef 31/08/2018]

(2) The documents referred to in paragraph (1)(c)(i) and (ii) are the following documents of the company in respect of the financial year in relation to which the annual return is filed, prepared in accordance with Part VI of the Act:

(a) the statement of directors;

(b) the financial statements;

(c) the report of its auditors on the financial statements, unless the company is exempt from audit requirements under section 205B or 205C of the Act.

[S 832/2015 wef 03/01/2016]

37. *[Deleted by S 832/2015 wef 03/01/2016]*

38. *[Deleted by S 832/2015 wef 03/01/2016]*

38A. *[Deleted by S 832/2015 wef 03/01/2016]*

39. [*Deleted by S 832/2015 wef 03/01/2016*]

PART IX CHARGES

Variation of charges

40. A chargor may lodge the applicable form with the Registrar to report any variation of the particulars of the chargee or the charge amount of a charge.

Time prescribed for endorsement of satisfaction of charges

41. Where a chargee is satisfied of the truth of a statement of satisfaction referred to in section 136(1) of the Act, the chargee shall endorse the statement under section 136(2) of the Act before that statement is lodged with the Registrar or within 3 days of such lodgment.

PART IXA REDUCTION OF SHARE CAPITAL

[S 54/2006 wef 30/01/2006]

Notice of application to cancel resolution

41A. For the purposes of section 78D(4)(b) of the Act, the notice of the application to the Court for the resolution to be cancelled shall be lodged in the applicable form.

[S 54/2006 wef 30/01/2006]

Notice of order of Court cancelling resolution

41B. For the purposes of section 78F(4) of the Act, the notice of the order shall be lodged in the applicable form.

[S 54/2006 wef 30/01/2006]

Order of Court dismissing application for reduction

41C. Where the Court dismisses the application by a company under section 78G(1) of the Act, the company shall lodge the order in accordance with regulation 35.

[S 54/2006 wef 30/01/2006]

Extension of time to lodge order of Court and notice containing reduction information

41D. An application for an extension of time to lodge the order of Court and the notice containing the reduction information under section 78I(3) of the Act shall be made in the applicable form.

[S 54/2006 wef 30/01/2006]

PART IXB AMALGAMATION

[S 54/2006 wef 30/01/2006]

Registration of amalgamation

41E. Where the amalgamation proposal specifies a date on which the amalgamation is intended to become effective, the application for registration of amalgamation under section 215E of the Act shall not be made earlier than 2 months before the specified date.

[S 54/2006 wef 30/01/2006]

Special resolution for amalgamation proposal

41F. A special resolution made under section 215C(1)(a) of the Act shall be lodged in the applicable form in accordance with section 186 of the Act.

[S 54/2006 wef 30/01/2006]

Court order under section 215H of Act

41G. Where a Court makes an order on an application made under section 215H of the Act, the company shall lodge the order in accordance with regulation 35.

[S 54/2006 wef 30/01/2006]

PART X

TRANSITIONAL PROVISION

Transitional provision

42. Any act, matter or thing that was done under or for the purposes of any provision of the Companies Regulations (Rg 1) in force immediately before 13th January 2003 shall be taken to have been done for the purposes of the corresponding provision of these Regulations.

THE SCHEDULE

PART I

COMPANIES ACT
(CHAPTER 50)

Regulation 19

COMPANIES (FILING OF DOCUMENTS)
REGULATIONS

NOTICE OF INCORPORATION UNDER SECTION 19 (4)

This is to confirm that <name of company> is incorporated under section 19(4) of the Companies Act on <date of incorporation> and that the company is <company type*>.

- * a private company limited by shares
- * a public company limited by shares
- * a public company limited by guarantee
- * an unlimited company.

THE SCHEDULE — *continued*

PART II

COMPANIES ACT
(CHAPTER 50)

Regulation 20

COMPANIES (FILING OF DOCUMENTS)
REGULATIONS

NOTICE OF COMMENCEMENT OF BUSINESS
UNDER SECTION 61(3)

This is to confirm that the declaration required under section 61(3) of the Companies Act has been lodged and that the company is entitled to commence business and to exercise its borrowing powers.

PART III

COMPANIES ACT
(CHAPTER 50)

Regulation 24

COMPANIES (FILING OF DOCUMENTS)
REGULATIONS

NOTICE OF REGISTRATION OF FOREIGN COMPANY
UNDER SECTION 371(1)

This is to confirm that a foreign company called <name of company> which was formed or incorporated in <place of incorporation> has been registered in Singapore under section 371(1) of the Companies Act on <registration date>.

Part IV

[Deleted by S 603/2007 wef 05/11/2007]

Part V

[Deleted by S 603/2007 wef 05/11/2007]

Part VI

THE SCHEDULE — *continued*

[*Deleted by S 603/2007 wef 05/11/2007*]

[*G.N. Nos. S 17/2003; S 235/2003; S 292/2004*]

LEGISLATIVE HISTORY
COMPANIES (FILING OF DOCUMENTS) REGULATIONS
(CHAPTER 50, RG 7)

This Legislative History is provided for the convenience of users of the Companies (Filing of Documents) Regulations. It is not part of these Regulations.

1. G. N. No. S 17/2003 — Companies (Filing of Documents) Regulations 2003

Date of commencement : 13 January 2003

2. G. N. No. S 235/2003 — Companies (Filing of Documents) (Amendment) Regulations 2003

Date of commencement : 15 May 2003

3. G. N. No. S 292/2004 — Companies (Filing of Documents) (Amendment) Regulations 2004

Date of commencement : 1 June 2004

4. 2005 Revised Edition — Companies (Filing of Documents) Regulations

Date of operation : 31 March 2005

5. G. N. No. S 862/2005 — Companies (Filing of Documents) (Amendment) Regulations 2005

Date of commencement : 28 December 2005

6. G. N. No. S 54/2006 — Companies (Filing of Documents) (Amendment) Regulations 2006

Date of commencement : 30 January 2006

7. G. N. No. S 603/2007 — Companies (Filing of Documents) (Amendment) Regulations 2007

Date of commencement : 5 November 2007

8. G.N. No. S 399/2013 — Companies (Filing of Documents) (Amendment) Regulations 2013

Date of commencement : 2 July 2013

9. G.N. No. S 281/2015 — Companies (Filing of Documents) (Amendment) Regulations 2015

Date of commencement : 15 May 2015

10. G.N. No. S 380/2015 — Companies (Filing of Documents) (Amendment No. 2) Regulations 2015

Date of commencement : 1 July 2015

11. G.N. No. S 832/2015 — Companies (Filing of Documents) (Amendment No. 3) Regulations 2015

Date of commencement : 3 January 2016

12. G.N. No. S 117/2017 — Companies (Filing of Documents) (Amendment) Regulations 2017

Date of commencement : 31 March 2017

13. G.N. No. S 513/2018 — Companies (Filing of Documents) (Amendment) Regulations 2018

Date of commencement : 31 August 2018

14. G.N. No. S 633/2020 — Companies (Filing of Documents) (Amendment) Regulations 2020

Date of commencement : 30 July 2020