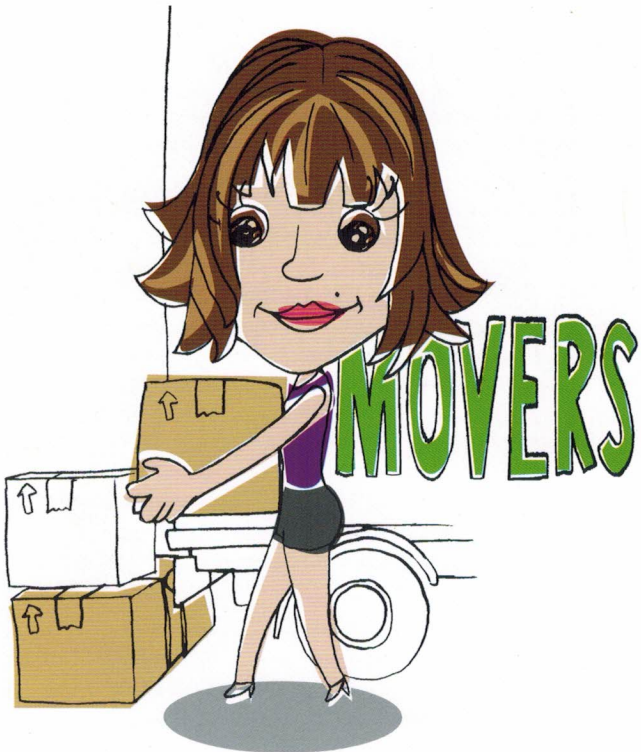


Changing  
the Particulars  
of the  
**LIMITED  
LIABILITY  
PARTNERSHIP**



**ACRA**  
ACCOUNTING AND CORPORATE  
REGULATORY AUTHORITY

ACRA must be notified if there is any change to the registered particulars of a Limited Liability Partnership (LLP). This brochure serves as a guide to the filing of such changes.

## What are the changes that have to be filed and how do I go about filing them?

Type of Change	BizFile Transaction
Change of a LLP name	Change of Limited Liability Partnership Name
Change in LLP address	Change in Registered Office Address
Change of principal activities	Change SSIC Code
Change in personal particulars of existing partners or managers	Change of Particulars of Managers/Partners of Limited Liability Partnership
Appointment of partner/manager and withdrawal of existing partner/manager	

## When must I notify ACRA of any change to the LLP?

As a partner or manager of the LLP, you must lodge with ACRA any change in particulars within 14 days from the date of change. A penalty may be imposed for late notification.

## How do I notify ACRA of the change?

You can choose one of the following ways:

- Submit an online transaction via [www.bizfile.gov.sg](http://www.bizfile.gov.sg) using your identification number and SingPass. This can be done from your home, office or at one of the BizFile kiosks available at the ACRA office.
- Engage a “professional number holder” such as a professional firm (eg. law firm, accounting firm or corporate service provider) or service bureau (e.g. DP Bureau) to file the online transaction.

Do have the following information ready before submitting your application:

- ✓ SingPass
- ✓ Your LLP’s Unique Entity Number (also known as LLP registration number)
- ✓ Proposed new LLP name; or
- ✓ New principal activities (SSIC code); or
- ✓ New LLP address; or
- ✓ Particulars of managers/partners:
  - Name
  - Identification number

- Nationality
- Date of birth
- Residential address
- Contact number/Email address

In addition, the Medisave contribution status of all new partners who are Singapore Citizens and Singapore Permanent Residents must be paid up to date.

## When is endorsement required?

The addition or withdrawal of partners and/or managers requires the endorsement (consent) of all the partners and managers. The endorsement must be done within 3 days from the initial submission date.

If the endorsement is not done on time, the application will lapse and the transaction will be rejected. You must then submit a new transaction and pay the filing fee again. Alternatively, you may request for an extension of deadline for endorsement via [www.acra.gov.sg/askacra](http://www.acra.gov.sg/askacra).

## What are the fees payable?

Change of LLP Name	\$25
Change of Registered Office Address	\$10
Entry or Withdrawal of Manager/Partner	\$10
Change of Personal Particulars of Manager/Partner	\$10

## How do I pay for the transactions?

You can pay by:

- Credit card (VISA/MasterCard/American Express)
- eNETS Debit\*
- CashCard – if you have a Personal Computer Smart Card (PCSC) reader
- Deposit Service Account – for professional firms that lodge transactions on behalf of their clients

\* eNETS Debit is an Internet direct debit payment service for participating banks, namely Citibank, DBS and UOB. You need Internet access and a personal Internet banking account with the participating banks to use the eNETS Debit service. This does not apply to corporate bank account users.



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## Frequently Asked Questions

**Q:** The building name in my registered entity's address has been changed. Do I need to notify ACRA?

**A:** No. SingPost will inform ACRA of any changes monthly. ACRA will then update the address of the registered office within one week of receiving the information from SingPost.

**Q:** A partner has changed his email address and mobile phone number. What is the fee payable to notify ACRA of the changes?

**A:** You can make the change by updating your profile after you login to Bizfile. There is no fee payable for these two changes.

**Q:** What should I do if a partner has passed away?

**A:** You should inform ACRA by filing for a notice of change via BizFile, indicating the reason for withdrawal. Endorsement is not required.

**Q:** When will the changes be updated?

**A:** The changes will be updated after the notifications have been successfully filed online. This is usually within 15 minutes of payment. However, if the application needs to be directed to a referral authority, it may take between 14 days to two months.

**Q:** After the changes have been filed online, how can I obtain the updated business profile?

**A:** One hour after submitting the changes online, you can login to [www.bizfile.gov.sg](http://www.bizfile.gov.sg) and click on "iShop@ACRA" to purchase a business profile for the LLP. The fee payable is \$5 per profile. The URL to download the business profile will be sent to you via email within half an hour of payment and it will be valid for 48 hours.

**Q:** Will I be penalised if I am late in notifying a change?

**A:** Yes, a penalty ranging from \$50 to \$350 will be imposed depending on how late you lodge your notification.

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## Related Brochures

- How to Do Online Filing
- Choosing a Name for Your Business Entity