

# Closing the **SOLE** **PROPRIETORSHIP** **/PARTNERSHIP**



A business may be closed by filing a Notice of Termination or a Notice of Cessation. This brochure serves as a guide to the closing of a sole-proprietorship or partnership.

## How can I close a sole-proprietorship or partnership?

You can close a sole-proprietorship or partnership by filing a Notice of Termination or a Notice of Cessation.

## What are the differences between filing a Notice of Termination and a Notice of Cessation?

The differences are as follows:

	Notice of Termination	Notice of Cessation
<b>Date of Closure</b>	The date of termination can be any date before the expiry of registration.	The date of cessation is the date of expiry of registration.
<b>When to File</b>	Before or after the expiry date of registration.	On or after the expiry date of registration.
<b>Endorsement Required</b>	The endorsement of all partners is required.	Can be filed either by the sole-proprietor or by any one of the partners.
<b>Fee Payable</b>	\$20	None

## How do I file a Notice of Termination or a Notice of Cessation?

You can choose one of the following ways:

- Submit an online transaction (Notice of Termination/ Cessation of Business) 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 ACRA office.
- Submit an online transaction by engaging the service of a professional firm (e.g. lawyer, public accountant or chartered secretary) or a service bureau (DP Bureau).

You need to have the following information ready before submitting your online transaction:

- ✓ SingPass ID / Professional Number
- ✓ SingPass (password)

## When is endorsement required?

For termination, all owners are required to endorse the transaction within three days from the submission date. You can log on to [www.bizfile.gov.sg](http://www.bizfile.gov.sg) to endorse the application. Endorsement is not required for cessation of business registration.

## How much are the fees?

The fee payable for filing the Notice of Termination is \$20. There is no fee payable for filing the Notice of Cessation.

## How do I pay for the transaction?

You can make payment by the following modes:

- Credit card (VISA/MasterCard/American Express)
- eNETS Debit\*
- Deposit Service Account – for professional firms that lodge transactions on behalf of their clients

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

## Frequently Asked Questions

**Q:** If I do not renew the business registration, will ACRA cancel my business registration?

**A:** Yes. A cancellation notice will be sent to the business address and to all the owners and managers, two months after the registration has expired. If the registration is still not renewed within one month from the date of the cancellation notice, the registration will be cancelled.

**Q:** Why do I have to pay for the filing for a Notice of Termination while that for a Notice of Cessation is free of charge?

**A:** Termination is a voluntary act by the owner to close the business firm. The owner can choose any date of termination but the date must be before the date of expiry of business registration. Cessation, on the other hand, is a decision by the owner not to carry on business after the business registration has expired. The owner cannot choose the date of cessation. It is defaulted as the date of expiry of business registration. Thus there is no filing fee for submitting the Notice of Cessation.

**Q:** Can I postdate the termination date?

**A:** No. You cannot postdate the termination date unless you are planning to terminate the business and incorporate a company (private limited) using the same name.

**Q:** I closed the business by mistake. Can I change it back to “Live” status?

**A:** You should write in to ACRA as soon as possible for ACRA’s consideration. Please include the reasons for the mistake. Alternatively, you can choose to register a new business using the same name but with a different UEN; the fee payable is \$65.

Alternatively, you can submit an appeal to the Minister for Finance through ACRA for the reinstatement of the business registration. Send your appeal in writing, setting out the grounds for the appeal, and pay an appeal fee of \$50 via cheque made payable to ACRA. This letter is to be addressed to the Registrar, ACRA.

**Q:** I want to terminate the business but I am unable to get my partner’s endorsement. What should I do?

**A:** All partners must endorse the termination within three days. If you are unable to get your partner’s endorsement by the deadline, you can write in to ACRA via [www.acra.gov.sg/askacra](http://www.acra.gov.sg/askacra) and choose the subject “BizFile” to request for extension by another three days. Alternatively you can approach a professional firm or service bureau to file the Notice of Termination on your behalf. In this case, endorsement is not required but you should seek your partner’s consent in writing.

**Q:** I do not wish to carry on business after the expiry date of the registration. What should I do?

**A:** You can file a Notice of Cessation.

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## Related Brochure

- How to Do Online Filing