

# **Business Registration Regulations 2003**

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## **THE SCHEDULE Fees**

### **No. S 22**

#### **BUSINESS REGISTRATION ACT (CHAPTER 32)**

#### **BUSINESS REGISTRATION REGULATIONS 2003**

In exercise of the powers conferred by sections 24 (3) and 32 of the Business Registration Act, the Minister for Finance hereby makes the following Regulations:

#### **Citation and commencement**

1. These Regulations may be cited as the Business Registration Regulations 2003 and shall come into operation on 13th January 2003.

#### **Definition**

2. In these Regulations, “electronic transaction form” means a form provided in the electronic filing system of the Registry of Businesses for the purpose of filing documents electronically with the Registry.

#### **Register of Businesses**

3. The Registrar shall keep and maintain a Register of Businesses in such manner and in such place as he thinks fit.

#### **Prescribed person**

4. For the purposes of section 2(1) of the Act, a prescribed person means —

- (a) a public accountant registered with the Public Accountants Board established under the Accountants Act (Cap. 2);
- (b) a qualified person under the Legal Profession Act (Cap. 161);
- (c) a member of the Singapore Association of the Institute of Chartered Secretaries and Administrators;
- (d) an employee of a service bureau approved by the Minister; and

(e) any other person as the Minister thinks fit.

### **Place of business**

5. Where a person has no fixed or permanent place for carrying on business, the place at which the person can usually be contacted shall be deemed to be the place of business for the purposes of section 2(2) of the Act.

### **Forms**

6.—(1) The Registrar may issue such forms in such medium as he sees fit for the purposes of the Act.

(2) Unless otherwise required, all particulars to be inserted in a form, electronic or otherwise, shall be in the English language.

(3) In the case of forms which are not electronic, the particulars required to be stated may be typewritten or written by hand in ink in block letters.

(4) A form referred to in paragraph (3) shall be completed neatly and legibly in accordance with such directions as may be specified in that form.

(5) The prescribed form for use for the purposes of section 9(3) of the Act shall be that set out in the electronic filing system of the Registry at <http://www.bizfile.gov.sg>.

(6) An electronic transaction form shall be completed in accordance with such directions as may be specified in that form or by the Registrar.

(7) Where strict compliance of an electronic transaction form in accordance with paragraph (6) is not practicable, the Registrar may allow the form to be filed in such manner or form as the Registrar deems fit so long as substantial compliance is achieved.

(8) The Registrar may make any modification or amendment as he thinks necessary to any electronic transaction form for the purpose of facilitating the electronic filing of documents.

(9) The Registrar may, from time to time, issue such other electronic transaction form as he thinks fit for the purposes of the Act.

(10) The Registrar may refuse to accept any form that is not in compliance with these Regulations.

### **General requirements for documents lodged with Registrar**

7.—(1) A document attached to an electronic transaction form and to be lodged with the Registrar under the Act or these Regulations shall comply with such directions as may be specified by the Registrar.

(2) A document to be lodged with the Registrar shall comply with the following requirements:

- (a) it shall be a true transmission of all the information contained in the completed and duly signed or executed copy of the document maintained by the person registered under section 9 of the Act; and
- (b) it shall be authenticated in a manner specified by the Registrar and by a person authorised by the Registrar under paragraph (3).

(3) The Registrar may authorise any of the following persons to authenticate documents to be lodged with him electronically or through means other than delivery by hand or post:

- (a) a public accountant registered with the Public Accountants Board established under the Accountants Act (Cap. 2);
- (b) a qualified person under the Legal Profession Act (Cap. 161);
- (c) a member of the Singapore Association of the Institute of Chartered Secretaries and Administrators; or
- (d) any other person as the Registrar thinks fit.

(4) The Registrar may refuse to accept any document that is not in compliance with these Regulations.

### **Identification documents**

8. The Registrar may require the production of the identity card or the passport or such other identification documents which are acceptable for the verification of the identity of the person to be registered under the Act.

### **Appointment of local manager**

9.—(1) Where a person carrying on business required to be registered under the Act is, or, in the case of any corporation, the directors are, or the secretary of the corporation is, not ordinarily resident in Singapore, the Registrar may require a local manager to be appointed and the particulars of the local manager to be stated in the form for registration.

(2) The local manager shall be required to declare his consent in such manner as the Registrar may determine.

(3) Where a local manager appointed under paragraph (1) ceases to hold office for any reason, the person carrying on the business shall appoint a new local manager and notify the Registrar within 14 days of the cessation in such manner as the Registrar may require.