

Business Registration Regulations

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BUSINESS REGISTRATION ACT (CHAPTER 32, SECTIONS 29(3) AND 37)

BUSINESS REGISTRATION REGULATIONS

Rg 1

G.N. No. S 22/2003

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[13th January 2003]

Citation

1. These Regulations may be cited as the Business Registration Regulations.

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.—(1) For the purposes of the Act, a prescribed person is —
 - (a) an advocate and solicitor;
 - (b) an accountant registered with the Institute of Certified Public Accountants of Singapore;
 - (c) a member of the Association of International Accountants (Singapore Branch);

- (d) a member of the Institute of Company Accountants, Singapore;
- (e) a member of the Singapore Association of the Institute of Chartered Secretaries and Administrators;
- (f) a corporate secretarial agent;
- (g) a member of such other professional association as may be approved by the Minister and published by notification in the *Gazette*;
- (h) an employee of a service bureau who is approved by the Minister as a prescribed person;
- (i) an employee of the firm or corporation in which a prescribed person referred to in sub-paragraph (a), (b), (c), (d), (e), (f) or (g) is a partner or is employed, if —
 - (i) the employee is authorised by the prescribed person to act on that prescribed person's behalf; and
 - (ii) the employee is, in the opinion of the prescribed person, someone who has the requisite knowledge and experience; or
- (j) any other person who, in the opinion of the Minister, is a fit and proper person to be a prescribed person.

(2) In this regulation —

“corporate secretarial agent” means a person who is carrying on the business of corporate secretarial services for one or more companies and who has been a secretary of a company for at least 3 years of the 5 years preceding the time when he purports to act as a prescribed person;

“service bureau” means a service bureau which the Registrar has authorised to be established for the purpose of assisting in the lodgment of documents using the electronic filing system of the Registry.

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 thinks 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 8(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 thinks 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) Any document to be lodged with the Registrar under the Act or these Regulations, other than a form to which regulation 6 applies, shall comply with these Regulations and with such directions as may be specified by the Registrar.

(2) Any writing in a document under paragraph (1) shall be neat and legible.

(3) Where a document under paragraph (1) is not in the English language, a certified translation of the document in the English language shall be lodged together with the document.

(4) 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.

(5) The Registrar may refuse to accept any document that is not in compliance with