

Companies (Filing of Documents) Regulations

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Legislative History

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

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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 —

“agent” means —

- (a) any person named in a memorandum of appointment or power of attorney lodged under section 368(1)(e) of the Act; or
- (b) an agent appointed under section 370(5) of the Act;

“electronic filing system” means the electronic filing system provided by the Registry of Companies for the purposes of lodging documents with the Registrar under the Act;

“form” means an electronic form provided on the electronic filing system;

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

PART II
GENERAL MATTERS

Forms

3.—(1) The forms prescribed for the purposes of lodgment with the Registrar under the Act shall be those provided on the electronic filing system at <http://www.bizfile.gov.sg>.

(2) The Registrar may issue such other forms as he thinks fit for the purposes of the Act.

(3) The Registrar may make any modification or amendment necessary to any form for the purpose of facilitating the lodgment of that form.

(4) Where strict compliance with a form is not possible, the Registrar may allow that form to be complied with in such other manner as he thinks fit.

(5) Any form and any relevant accompanying document to be lodged with the Registrar under the Act shall be lodged using the electronic filing system.

(6) Where lodgment of any form or document using the electronic filing system is not possible, the Registrar may allow that form or document to be lodged in such other manner as he thinks fit.

Directions in forms

4.—(1) A form shall be completed and lodged in accordance with such directions as are specified in that form or by the Registrar.

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

(3) The Registrar may refuse to accept any form that is not completed or lodged in accordance with this regulation.

Fees

5.—(1) The fee payable to the Registrar in respect of the lodgment of a form with the Registrar shall be paid at the time that the form is lodged, unless otherwise directed by the Registrar.

(2) Payment of fees shall be made in such manner as the Registrar may direct.

(3) Where a form requires endorsements by more than one person, such endorsements shall be made within 3 calendar days from the date of the lodgment, and payment of the prescribed fee shall be made by the last person endorsing the form.

(4) Any failure to pay the prescribed fee in paragraph (1) shall render void the lodgment referred to in that paragraph.