

S/N	Type of Amendment	Process	Fees Payable?
1	<b>Duty to notify Registrar of change in particulars</b> <b>(which <u>involves</u> updating information with ACRA)</b>  i. Change of organization details ii. Change of organization registered address iii. Add/Edit Directors/ Managing Directors/ Partners/ Company Secretary/ Owner/ Manager identification particulars iv. Add/Edit substantial shareholder identification particulars	<b><u>Step 1:</u></b> Notify <b>Registrar via email</b> ( <a href="mailto:ACD_Submissions@mlaw.gov.sg">ACD_Submissions@mlaw.gov.sg</a> ) <b>at least 14 days before</b> starting to carry out any regulated activity at the new outlet (addition of new outlet) or before ceasing to carry out any regulated activity at the existing outlet (closing of outlet).  <b><u>Step 2:</u></b> After notifying the Registrar, submit an amendment in <a href="#">GoBusiness Licensing Portal</a> to update your declarations.	No.
2	<b>Duty to notify Registrar of change in particulars</b> <b>(which <u>does not</u> involve updating information with ACRA)</b>  i. Change of applicant details ii. Change of applicant address iii. Change of organization operating address (primary outlet/headquarter) iv. Change of organization contact details v. Change of mailing address vi. Change of compliance officer details vii. Add/Edit outlet manager details viii. Change of approved PSMD licence(s), or equivalent, obtained overseas	<b><u>Step 1:</u></b> Notify <b>Registrar via email</b> ( <a href="mailto:ACD_Submissions@mlaw.gov.sg">ACD_Submissions@mlaw.gov.sg</a> ) <b>at least 14 days before</b> making the change in GoBusiness Licensing Portal.  <b><u>Step 2:</u></b> After notifying the Registrar, submit an amendment in <a href="#">GoBusiness Licensing Portal</a> .	No.
3	<b>Duty to notify Registrar of change in circumstances</b> <b>(which <u>does not</u> involve updating information with ACRA)</b>  i. Change of other information <i>(Includes declarations relating to banking and credit card facilities, criminal investigations, bankruptcy)</i>	<b><u>Step 1:</u></b> Notify <b>Registrar via email</b> ( <a href="mailto:ACD_Submissions@mlaw.gov.sg">ACD_Submissions@mlaw.gov.sg</a> ) <b>within 14 days after</b> the matter occurs.  <b><u>Step 2:</u></b> After notifying the Registrar, submit an amendment in <a href="#">GoBusiness Licensing Portal</a> to update your declarations.	No.
4	<b>Duty to notify Registrar of change in place of business</b> <b>(which <u>does not</u> involve updating information with ACRA)</b>  i. Change in place of business <i>(Relocation of existing outlet/ Addition of new outlet(s)/ Closing of outlet(s))</i>	<b><u>Step 1:</u></b> Notify <b>Registrar via email</b> ( <a href="mailto:ACD_Submissions@mlaw.gov.sg">ACD_Submissions@mlaw.gov.sg</a> ) <b>at least 14 days before</b> starting to carry out any regulated activity at the new outlet (addition of new outlet) or before ceasing to carry out any regulated activity at the existing outlet (closing of outlet).  <b><u>Step 2:</u></b> After notifying the Registrar, submit an amendment in <a href="#">GoBusiness Licensing Portal</a> to update your declarations.	Registration fees for additional outlet(s) will be charged on a prorated basis based on the formulae $D/365 \times \$300 \times \text{years} \times \text{number of outlet(s)}$ , where D is the number of remaining days of the period of the registered dealer’s registration.  For reduction in number of outlets, there is no refund of registration fees.