

S/N	Type of Amendment	Process	Fees Payable?
1	Duty to notify Registrar of change in particulars (which involves updating information with ACRA) 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	Step 1: Notify Registrar via “Notification of Change of Particulars and Circumstances” form (https://go.gov.sg/notify-acd) at least 14 days before the matter occurs. Step 2: Make the changes with the Accountancy and Corporate Regulatory Authority (ACRA). Step 3: Submit an amendment application in GoBusiness Licensing Portal (https://www.gobusiness.gov.sg/licenses). The changes in ACRA will be auto populated in the amendment application.	No.
2	Duty to notify Registrar of change in particulars (which does not involve updating information with ACRA) 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	Step 1: Notify Registrar via “Notification of Change of Particulars and Circumstances” form (https://go.gov.sg/notify-acd) at least 14 days before the matter occurs. Step 2: Submit an amendment application in GoBusiness Licensing Portal (https://www.gobusiness.gov.sg/licenses).	No.
3	Duty to notify Registrar of change in circumstances (which does not involve updating information with ACRA) i. Change of other information <i>(Includes declarations relating to banking and credit card facilities, criminal investigations, bankruptcy)</i>	Step 1: Notify Registrar via “Notification of Change of Particulars and Circumstances” form (https://go.gov.sg/notify-acd) within 14 days after the matter occurs. Step 2: Submit an amendment application in GoBusiness Licensing Portal (https://www.gobusiness.gov.sg/licenses).	No.
4	Duty to notify Registrar of change in place of business (which does not involve updating information with ACRA) i. Change in place of business <i>(Relocation of existing outlet/ Addition of new outlet(s)/ Closing of outlet(s))</i>	Step 1: Notify Registrar via “Notification of Change of Particulars and Circumstances” form (https://go.gov.sg/notify-acd) at least 14 days before 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). Step 2: Submit an amendment application in GoBusiness Licensing Portal (https://www.gobusiness.gov.sg/licenses). Note: The amendment application form only allows registration commencement date for the new outlet to start 14 days after the date of submitting the form.	Registration fees for additional outlet(s) will be charged on a prorated basis based on the formulae (Cx D)/365 x E. Note: C is \$300. D is the period (in days) of the remainder of the period of the registered dealer’s registration. E is the number of additional outlet to add. For reduction in number of outlets, there is no refund of registration fees.