

Change in Company Information including Appointment/Cessation of Company Officers/Auditors

Information

Here is some information to help you with the process of Change in Company Information including Appointment/Cessation of Company Officers/Auditors.

- **What is the purpose of this transaction?**

To allow the lodger to update changes in the company's particulars ie. on Change of Company's Name, address, company's activity and the appointment/cessation of company officers/auditors

What information is required to complete this transaction?

Please check the box at relevant section for changes to the company particulars.

1. To change name:

a. Proposed new name

b. Transaction no on application for S29, if any.

c. Approval letter from MCCY/Sector Administrators on charity status, if any.

2. To change activity:

a. New SSIC code

b. Date of change

3. To change address:

a. New Address

b. Date of change

4. To Add/Withdraw of Officer:

a. Identification type and number

b. Contact details

c. Date of appointment/ withdrawal

How long will it take to file this transaction?

1. This e-Service will take about 4 to 15 minutes to complete.

2. This application will take 3 working day(s) to process. However, it may take between 14 working days to 2 months if the application needs to be referred to another agency for approval or review.

Important Notes

1. Endorsement is required by newly appointed director/agent/secretary, if filed by existing director/secretary or agent on behalf of company.

2. If the newly appointed officer is a passport holder or a foreigner, please engage a Corporate Service Provider to file for changes.

3. The maximum file size is 5MB and the acceptable file type is PDF, where file submission is required.

4. Please read the [Terms and Conditions](#) before proceeding further.