



Maintaining Company Registers

The Companies Act requires all companies to maintain up-to-date registers of people in the following roles:

- Members, who are often also known as shareholders
- Directors
- Secretaries
- Auditors
- CEOs
- Controllers, also commonly known as beneficial owners

These registers (except for the Register of Members for public companies) are maintained by ACRA in electronic form. Whenever there are changes in the appointments or particulars of directors, secretaries, auditors and CEOs, you must update this information via [Bizfile](#) within 14 days from the date of the change. If there are changes to the company's shareholders or share capital, you should file the appropriate share-related transactions via Bizfile.

All registers except for the Register of Registrable Controllers (RORC) are accessible to the public. This is to facilitate trade and interactions among businesses and members of the public, enhance transparency and enable the public to conduct due diligence on the business entities and the people who operate them.

Register of Registrable Controllers

Unless [exempted](#), all companies incorporated in Singapore must set up and maintain a register of registrable controllers (RORC) from the date of incorporation. A controller, or more commonly known as the beneficial owner, refers to an individual or a legal entity that has significant interest in or significant control over a company. This requirement is to provide transparency over the corporate ownership and control structure within the company.

Companies are also required to ensure that the particulars in the RORC are accurate and up-to-date by sending a notice at least annually to every controller. At any time, if there is any update to the controllers' particulars, companies must update the Register which they keep within 7 days of the controllers confirming the particulars.

You may keep your company's RORC at your registered office address or at the office of your appointed registered corporate service provider.

Central Register of Registrable Controllers

ACRA also maintains a central Register of Registrable Controllers.

Companies incorporated on or after 16 June 2025 are to set up their private RORC and file information in their RORC with ACRA's Central RORC on the date of their incorporation. The information must be lodged via Bizfile using the "[Update Register of Registrable Controller](#)" eService.

Following incorporation, if there are changes, companies must lodge the change with ACRA within 2 business days after updating the information in their private RORC. The update can be lodged via Bizfile using the "[Update Register of Registrable Controller](#)" eService.

The information in the Central RORC is only made available to law enforcement agencies. Members of the public will not have access to this information.

Find out more about [setting up and maintaining your RORC](#).

Electronic Register of Members

All companies are required to update ACRA via Bizfile when there are changes to shares ownership and shareholders' particulars. After you have submitted the relevant transaction, the system will update your company's electronic register of members (EROM).

Use this transaction

[Update shares information ↗](#)

[Update shares information ↗](#)

[Update shareholder information ↗](#)

If there is a ...

Fresh Allotment of Shares

Transfer of Shares between shareholders

Change in a shareholder's personal particulars

The date of filing will be taken as the effective date of entry or date of cessation of a person as a member

Electronic Registers of Directors

All companies are required to update ACRA via Bizfile when a director joins or leaves the company, and when there are changes in the directors' particulars. After you have submitted the relevant transaction, Bizfile will update your company's electronic register of directors.

Use this transaction

For changes in ...

[Update Position Holder Information ↗](#)

Director appointments

[Update Position Holder Information ↗](#)

Directors' personal particulars

Note: Singapore citizens and PRs are not required to update ACRA separately on changes to their residential address, personal name, nationality, identification type and number. For such changes, please notify the [Immigration & Checkpoints Authority ↗](#).

Electronic Register of Secretaries

All companies are required to update ACRA via Bizfile when there is a change of company secretary and when there are changes in the secretary's particulars. After you have submitted the relevant transaction, Bizfile will update your company's electronic register of secretaries.

Use this transaction

For changes in...

[Update position holder information ↗](#)

Company secretary appointments

[Update position holder information ↗](#)

Company secretary's personal particulars

Note: Singapore citizens and PRs need not update ACRA on changes to their residential address, name, nationality, identification type and number. For such changes, please notify the [Immigration & Checkpoints Authority ↗](#).

Electronic Register of Auditors

All companies are required to update ACRA via Bizfile when there is a change of auditor (if any) and when there are changes to the auditor's particulars. After you have submitted the relevant transaction, Bizfile will update your company's electronic register of auditors.

Use this transaction	For changes in ...
Update position holder information ↗	Auditor appointments
Update position holder information ↗	Auditor's personal particulars Note: Singapore citizens and PRs need not update ACRA on changes to their residential address, name, nationality, identification type and number. For such changes, please notify the Immigration & Checkpoints Authority ↗ .

Electronic Register of Chief Executive Officers (CEOs)

All companies are required to update ACRA via Bizfile when there is a change of CEO (if any) and when there are changes in the CEO's particulars. After you have submitted the relevant transaction, Bizfile will update your company's electronic register of auditors.

Use this transaction	For changes in ...
Update position holder information ↗	CEO appointments
Update position holder information ↗	CEO's personal particulars Note: Singapore citizens and PRs need not update ACRA on changes to their residential address, name, nationality, identification type and number. For such changes, please notify the Immigration & Checkpoints Authority ↗ .

Register of Nominee Directors (ROND) and Register of Nominee Shareholders (RONS)

Unless exempted, all companies incorporated in Singapore must keep a Register of Nominee Directors (ROND) and Register of Nominee Shareholders (RONS) from the date of their incorporation.

You may keep your company's ROND and RONS at your registered office address or at the registered office of your registered corporate service provider. Your company must update its Register of Nominee Directors (ROND) or Register of Nominee Shareholders (RONS) within 7 days when:

- a director becomes a nominee
- a director ceases to be a nominee
- a shareholder becomes a nominee
- a shareholder ceases to be a nominee
- a nominator changes their particulars

[Find out more](#) about setting up and maintaining your ROND and RONS.

Central Registers of Nominee Directors and Shareholders

ACRA maintains the Central Registers of Nominee Directors and Nominee Shareholders. Companies are required to lodge information in the Register of Nominee Directors or Register of Nominee Shareholders they maintain within 2 business days of updating the information in their private Register of Nominee Directors or Register of Nominee Shareholders.

Companies incorporated on or after 16 June 2025 are to set up their Register of Nominee Directors or Register of Nominee Shareholders and file information in those Registers with ACRA Central Registers of Nominee Directors and Shareholders on the date of their incorporation. The information must be lodged via Bizfile using the "[Update Register of Nominee Directors and Shareholder](#)" eService. Once filed, the nominee status of directors and shareholders will be displayed on Business Profiles.

Information of nominators in the Central Registers of Nominee Directors and Nominee Shareholders is only made available to law enforcement agencies. Members of the public will not have access to said information.

You May Also Like

- [Before You Start](#)
- [Filing Annual Returns](#)
- [Buying Information](#)
- [Setting up and maintaining Register of Registrable Controllers \(RORC\)](#)

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