

23 July 2020

Dear Sir/Mdm

REQUIREMENT FOR COMPANIES AND LIMITED LIABILITY PARTNERSHIPS TO LODGE REGISTRABLE CONTROLLERS' INFORMATION WITH ACRA

With effect from 30 July 2020, all companies, foreign companies and limited liability partnerships (LLPs), unless exempted¹ are required to lodge with the Accounting and Corporate Regulatory Authority (ACRA), the same information that they presently continue to maintain in their Registers Of Registrable Controllers (RORC). This is part of ACRA's on-going efforts to uphold Singapore's reputation as a trusted financial hub, and to further enhance the transparency of ownership and control of corporate entities.

2 The RORC information in ACRA's Central Register of Controllers will only be made available to law enforcement agencies for the purpose of administering or enforcing the laws under their purview (e.g. investigation of money laundering offences). Members of the public will not have access to the RORC information in the Central Register of Controllers.

3 Under the law, all companies, foreign companies and LLPs are required to file the information in their existing RORC with ACRA's Central Register of Controllers, within 30 days from 30 July 2020. In view that Singapore has just exited the Circuit Breaker and to assist business entities to ease into the resumption of normal business activities, ACRA will allow entities to file their RORC information with ACRA by **29 September 2020**. For more information on the requirements to lodge RORC information with ACRA's central register of controllers, please refer to Practice Direction No. 3 of 2020 available on ACRA website at www.acra.gov.sg.

Lodging of RORC information with ACRA via BizFile* from 30 July 2020

4 If you have authorised a Registered Filing Agent (RFA) to maintain your RORC, and would now like your RFA to lodge the RORC information with ACRA, please instruct and authorise them to perform this lodgement for you.

¹ Please refer to the Fourteenth and Fifteenth Schedule of the Companies Act, and Sixth Schedule of the Limited Liability Partnerships Act for the exempted entities.

5 If you wish to lodge the RORC information with ACRA on your own as a position holder (i.e., directors and secretaries of company/partners and managers of LLPs), you can do so via BizFile+ (www.bizfile.gov.sg), ACRA's online filing portal. The filing process has been kept simple after taking into account feedback from corporate service providers and some companies.

What you need to do

1. Ensure that the information maintained in your own RORC is accurate and up-to-date before you lodge the same information with ACRA.
2. Log on to BizFile+ with your CorpPass.
3. Click on "e-Services" > "Others" > **"Update Register of Registrable Controllers"**.

If you need to make changes to your RORC information, the change must be filed with ACRA's Central Register of Controllers using the same transaction, within two business days.

6 Should you face any difficulty or need help with the lodgement process, you may contact ACRA Helpdesk at 6248 6028 or send us your enquiries via www.acra.gov.sg/feedback. For more information, please visit our website at www.acra.gov.sg/registers-of-controllers.

Investigation Department
Accounting and Corporate Regulatory Authority

[This is a computer-generated letter and therefore bears no signature.]