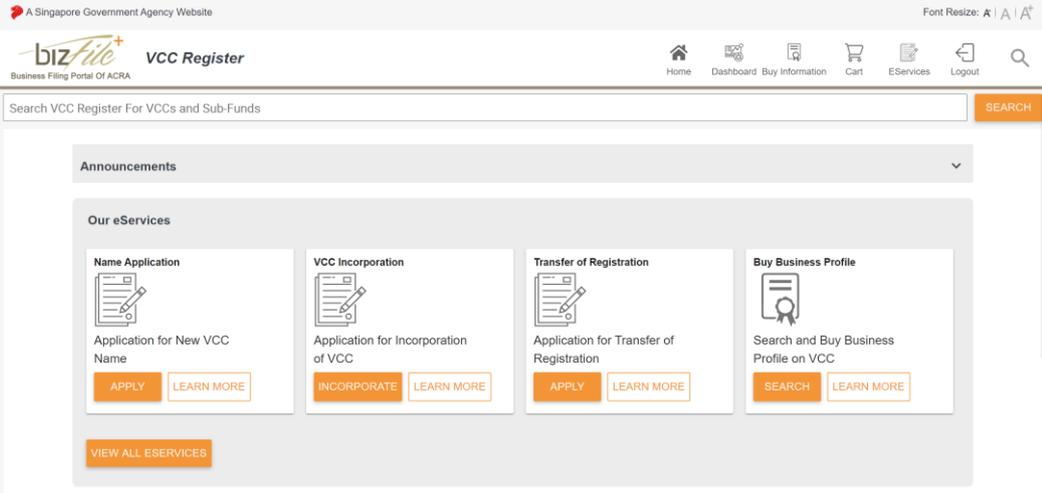
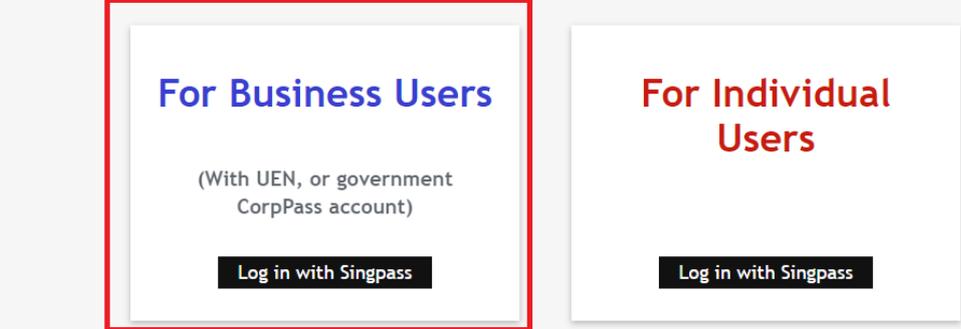


Step by Step Guide for Appointment/Cessation of VCC Officers, Manager and Auditors

Steps	Description
1.	<p>Go to www.vcc.bizfile.gov.sg</p> 
2.	<p>Click “Log in with Singpass” under Business Users</p>  <p>Note: From 11 April 2021, all users will log in with their Singpass details to access VCC.</p>

3.

Click on 'eServices' > 'Make Changes' > 'Appointment/Cessation of VCC Officers, Manager and Auditors'

The screenshot shows the bizFile VCC Register dashboard. The 'eServices' menu is expanded to show 'Make Changes', which is further expanded to show 'Appointment/Cessation of VCC Officers, Manager and Auditors' highlighted with a red box. The dashboard also displays various transaction cards with '6 Days Left' and a 'Submitted' section.

4.

The checklist page is displayed.

The screenshot shows the 'Appointment/Cessation of VCC Officers, Manager and Auditors Checklist' page. The page contains sections for 'Information', 'What is the purpose of this transaction?', 'What information is required to complete this transaction?', 'How long will it take to file this transaction?', and 'Important Notes'. Navigation buttons 'BACK', 'PRINT', and 'NEXT' are visible at the bottom.

5. Click 'NEXT'.

17 Name of manager
 18 Address of principal place of business
 19 Country of incorporation of manager (if applicable)
 20 UEN of auditor
 21 Name of auditor

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 may take up to 3 working day(s) to process. However, it may take between 14 days to 60 days if the application needs to be referred to another agency for approval or review.

Important Notes

1. A proposed new VCC director must be at least 18 years of age, of full legal capacity, a Singapore Citizen, Singapore Permanent Resident or EntrePass holder, and cannot be disqualified from acting as a director of a company e.g. an undischarged bankrupt
 2. A VCC director may also be an Employment Pass (EP) holder. However, EP holders are advised to seek consent from the relevant pass issuing authority (e.g. MOM/ICA) before registering or taking on an appointment (e.g. director, secretary) in an entity
 3. Endorsement is required by newly appointed director/agent/secretary, if filed by existing director/secretary or agent on behalf of company.
 4. If the newly appointed officer is a passport holder or a foreigner, please engage a corporate service provider (CSP) to file for changes.
 5. You can upload a file of up to 5MB (Only PDF file is accepted)
 6. Please read the [Terms and Conditions](#) before proceeding further.

BACK PRINT **NEXT**

6. Form is displayed.

Click 'SEARCH' to search for the VCC

7. Click  to select the VCC

S/No.	UEN	Name	Status
<input type="checkbox"/>	1	675355 TESTING CROPPASS HAPPY K TESTING NANA KKKKKKKKKK_HAPPY 20210317001 LAW VCC	LIVE VCC
<input type="checkbox"/>	2	164044 TEST AR 0401001 VCC	LIVE VCC
<input type="checkbox"/>	3	259111 FINANCIAL- ENTITY & 20210406001 VCC	LIVE VCC
<input type="checkbox"/>	4	749651 TESTING HAPPY EOT 20210401 9823 LIMITED VCC	LIVE VCC
<input type="checkbox"/>	5	299056 TESTING AR _TO_MOBILE_20210401009_06156 TET VCC	LIVE VCC

8.

To add VCC Officer,
- Click 'ADD VCC OFFICERS'
- Click 'ADD'

← Appointment/Cessation of VCC Officers, Manager and Auditors PRINT SAVE AS DRAFT

< ○ ENTITY INFORMATION **○ ADD VCC OFFICERS** ○ WITHDRAWAL/EDIT OF VCC OFFICERS ○ WITHDRAWAL AND APPOINT NEW VCC'S MAN >

ADD

PREVIOUS ● ● ● ● ● ● ● ● NEXT CANCEL

Accounting and Corporate Regulatory Authority - VCC Register

- Select 'Identification Type'
- Enter 'Identification No.'
- Enter 'Name/As per NRIC/Identification Document' if the field is not auto populated.
- Select 'Nationality/Citizenship'
- Enter 'Email Address'
- Select 'Country/Region Code'
- Enter ' Mobile No.'
- Select 'Position Held in Entity'
- Select 'Alternate Director of Director' whom the Director that the VCC Officer is alternate to if the position held is Alternate Director.
- Select 'Is this individual a director or a qualified representative of the manager of the VCC? (Applicable to Director position only).
- Enter 'Date of Appointment' for Director or Secretary
- Enter 'Date of Appointment of Managing Director' for Managing Director
- Enter 'Effective Start Date' for Alternate Director
- Click 'NEXT'

New VCC Officer
ADD

*Identification Type**

*Identification No.**

*Name(As per NRIC/Identification Document)**

*Nationality/Citizenship**

The following information is required for ACRA's administrative purposes.

*Email Address**

*Country/Region Code**

*Mobile No.**

*Position Held in Entity**
 Director, Managing Director, Alternate Director

*Alternate Director of Director**

Is this individual a director or a qualified representative of the manager of the VCC? (Applicable to Director position only)
 Yes
 No

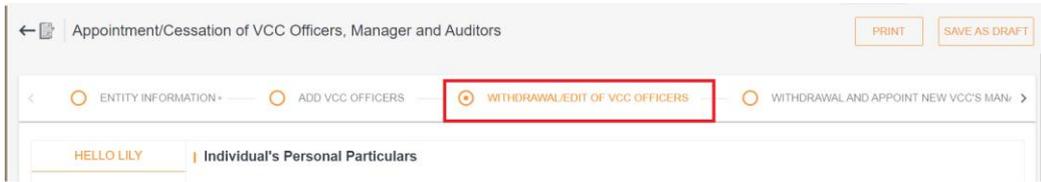
*Date of Appointment**

*Date of Appointment of Managing Director**

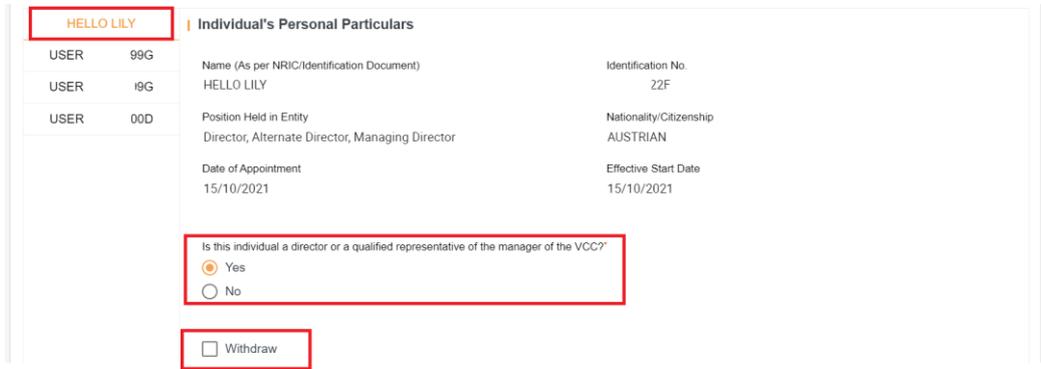
*Effective Start Date**

PREVIOUS
•••••
NEXT
CANCEL

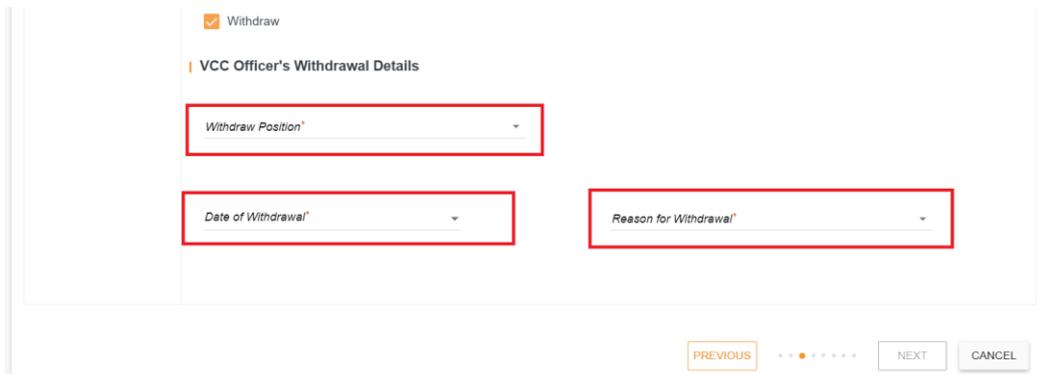
To withdraw or edit particulars of current VCC Officers,
 - Click 'WITHDRAWAL/EDIT VCC OFFICERS'



- Click on the VCC Officer's Name that you want to withdraw or edit
 - Select 'Is this individual a director or a qualified representative of the manager of the VCC?'
 - Check 'Withdraw' if you want to withdraw the officer from the VCC Officer

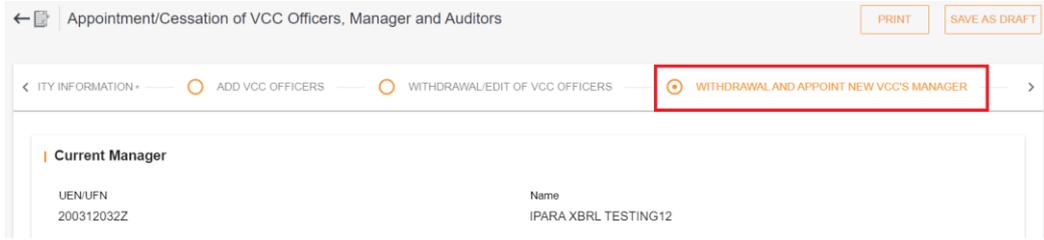


- Select 'Withdraw Position'
 - Select 'Reason to Withdraw'
 - Enter 'Date of Withdrawal'
 - Click 'NEXT'



To appoint and withdraw VCC Manager,

- Click 'WITHDRAWAL AND APPOINT NEW VCC MANAGER'



- Click 'Yes' on 'Do you want to withdraw the current manager and appoint a new manager?'
- Enter 'Date of Withdrawal of Current Manager'
- Enter 'UEN/Name of Manager'
- Enter 'Postal Code'
- Enter 'Level' if any
- Enter 'Unit' if any
- Check the tick box to acknowledge the below message. After checking the tick box, you will be automatically redirected to the Withdrawal/Edit of VCC Officers page.

'I acknowledge that the VCC must have at least one individual director who is also either a director or a qualified representative of the manager of the VCC. As I am lodging a change in the manager of the VCC, I will need to update and confirm the particulars of the directors/ qualified representatives under the section, "Withdrawal/Edit of VCC Officers". Please select tickbox to proceed to confirm and update particulars of VCC officers. * .

- Click 'NEXT'

Current Manager

UEN/UFN: 200312032Z Name: IPARA XBRL TESTING12

Do you want to withdraw the current manager and appoint a new manager?
 Yes No

Date of Withdrawal of Current Manager: [Dropdown]

New Manager

Date of Appointment of New Manager: [Blank]

UEN/Name Of Manager: IPARA XBRL TESTING10
Please indicate the surname of the VCC's Manager 20 / 100

Manager which is a Registered Local Entity with an Issued UEN

UEN of Entity: 190800004G Entity Name: IPARA XBRL TESTING10

Address of Principal Place of Business

Please ensure the address of principal place of business of the manager is the same as the address in MAS Financial Institutions Directory.

Postal Code* 0 / 6

Block/House No*

Street Name

Building/Estate Name

Level 0 / 3

Unit 0 / 5

* Please provide address for the Principal Place of Business.

I acknowledge that the VCC must have at least one individual director who is also either a director or a qualified representative of the manager of the VCC. As I am lodging a change in the manager of the VCC, I will need to update and confirm the particulars of the directors/ qualified representatives under the section, "Withdrawal/Edit of VCC Officers". Please select tickbox to proceed to confirm and update particulars of VCC officers.*

PREVIOUS ● NEXT CANCEL

To appoint new Auditor,

- Click 'APPOINT NEW AUDITOR'
- Click 'ADD'

← Appointment/Cessation of VCC Officers, Manager and Auditors PRINT SAVE AS DRAFT

< WAL AND APPOINT NEW VCC'S MANAGER **APPOINT NEW AUDITOR** WITHDRAWAL OF AUDITOR DECLARATION PREVIEW >

ADD

PREVIOUS ● NEXT CANCEL

- Enter 'Name of Auditor (i.e. corporate entity only)'
- Enter 'Date of Appointment'
- Click 'NEXT'

New VCC Auditor

ADD

Name of Auditor (corporate entity)*

UEN of Auditor (corporate entity)*

Postal Code Block/House No.

Street Name Building/Estate Name

Level Unit

Date Of Appointment*

PREVIOUS ● NEXT CANCEL

To withdraw Auditor,

- Click 'WITHDRAWAL OF AUDITOR
- Click on the name of Auditor
- Check 'Withdraw'
- Enter 'Date of Withdrawal of Auditor
- 'Click 'NEXT'

The screenshot shows the 'WITHDRAWAL OF AUDITOR' step in a web application. The breadcrumb trail includes 'WITHDRAWAL AND APPOINT NEW VCC'S MANAGER', 'APPOINT NEW AUDITOR', 'WITHDRAWAL OF AUDITOR', and 'DECLARATION'. The 'WITHDRAWAL OF AUDITOR' step is highlighted with a red box. Below the breadcrumb, there is a section for 'Auditor's Information' with the following details: UEN of Auditor: T15LL0352, Name of Auditor: SSURANCE PARTNERS LLP. A 'Withdraw' checkbox is checked and highlighted with a red box. Below it, there is a 'Date of Withdrawal of Auditor' dropdown menu, also highlighted with a red box. At the bottom right, there are 'PREVIOUS', 'NEXT', and 'CANCEL' buttons.

Review the declaration and click 'NEXT'

The screenshot shows the 'DECLARATION' step in the web application. The breadcrumb trail includes 'WITHDRAWAL AND APPOINT NEW VCC'S MANAGER', 'APPOINT NEW AUDITOR', 'WITHDRAWAL OF AUDITOR', and 'DECLARATION'. The 'DECLARATION' step is highlighted with a red box. Below the breadcrumb, there is a section for 'Declaration (CSP)'. The text reads: 'I, USER S9991521H of test declare that: a. Each proposed director, if any, has given his/her consent to act as a director, is not disqualified to act as a director under the VCC Act, and is not debarred from acting as a director of the VCC. b. Each proposed secretary, if any, has given his/her consent to act as a secretary, and if required by law, is a qualified person under the VCC Act, and is not debarred from acting as a secretary of the VCC. c. The above information submitted is true and correct and to the best of my knowledge. I am aware I may be liable to prosecution if I submit any false or misleading information in this form.' At the bottom right, there are 'PREVIOUS', 'NEXT', and 'CANCEL' buttons.

9.

Verify and confirm the information on the preview page and click 'FINISH'

< WAL AND APPOINT NEW VCC'S MANAGER — ○ APPOINT NEW AUDITOR — ○ WITHDRAWAL OF AUDITOR — ○ DECLARATION — ○ **PREVIEW** >

Entity Information

UEN of VCC T21VC0275F	Name of VCC PENALTY UAT TIER TEST 2 VCC
--------------------------	--

Individual's Personal Particulars

Name (As per NRIC/Identification Document) BENNY KEN	Identification No. UIOPK67
Position Held in Entity Director, Alternate Director	Nationality/Citizenship AMERICAN
Date of Appointment 01/11/2021	Effective Start Date 21/11/2021

Declaration (CSP)

I, USER S9991521H of test declare that:

- Each proposed director, if any, has given his/her consent to act as a director, is not disqualified to act as a director under the VCC Act, and is not debarred from acting as a director of the VCC.
- Each proposed secretary, if any, has given his/her consent to act as a secretary, and if required by law, is a qualified person under the VCC Act, and is not debarred from acting as a secretary of the VCC.
- The above information submitted is true and correct and to the best of my knowledge. I am aware I may be liable to prosecution if I submit any false or misleading information in this form.

PREVIOUS **FINISH** CANCEL

11.

- Acknowledgement page is displayed.
- Click PRINT button to print the page.

Appointment/Cessation of VCC Officers, Manager and Auditors

Confirmation

Your transaction has been submitted successfully.

Transaction Number	Entity/Person Name
V210037945	APPT CESS ADD OFFICER CSP TEST 3 VCC
UEN	Date & Time
T21VC0202E	30/11/2021 14:05:55
ARN Ref Number	
VCC20211130008652	

Notes
Your Appointment/Cessation of VCC Officers/Auditors/Manager transaction has been submitted successfully.

S/No.	Transaction No.	Entity Name	Description	Delivery Mode (Status)	Amount (SGD)
1	V210037945	APPT CESS ADD OFFICER CSP TEST 3 VCC	Withdrawal of directors/secretaries		0.00

Paid Amount: SGD 0.00

CLOSE
PRINT

12.

The record will be created on the dashboard with the status 'Completed'.

← Dashboard Submitted More

Submitted

Form Name	VCC Name	Status
Appointment/Cessation of VCC Officers, Manager and Auditors	TEST ALT DIRECTOR 20211124004 VCC	Completed
General Payment	TEST ALT DIRECTOR 20211124004 VCC	Completed