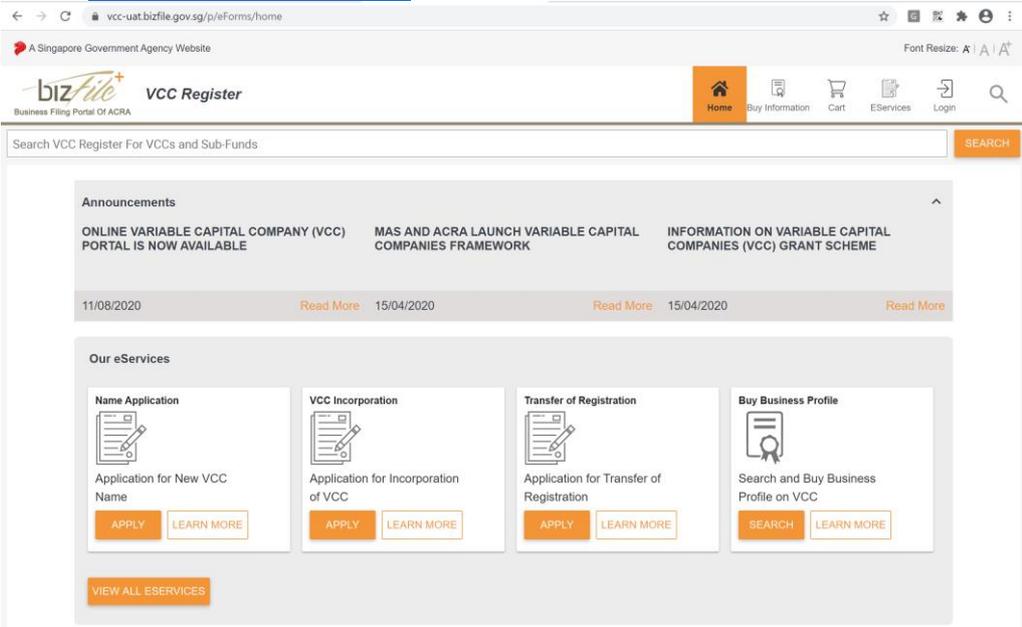
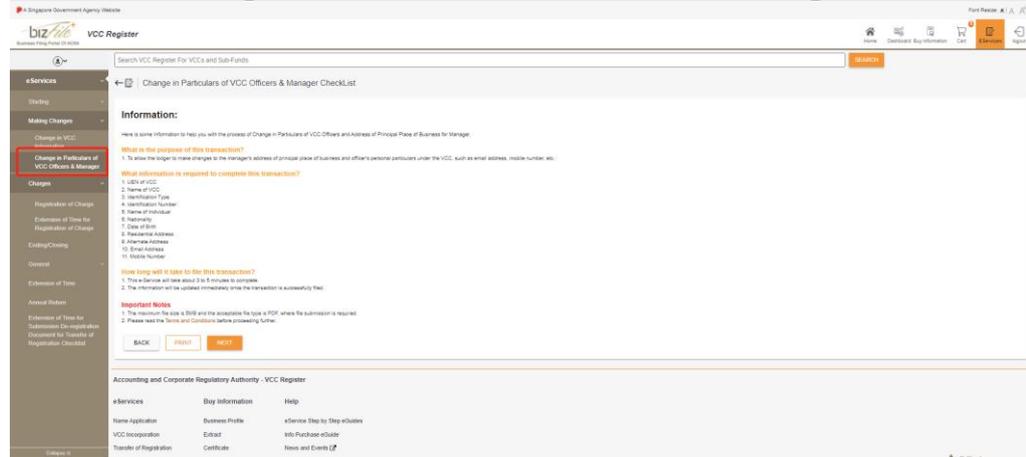


# Step by Step Guide for Change in Particulars of VCC Officers & Manager

Steps	Description
1.	<p>Go to <a href="http://www.vcc.bizfile.gov.sg">www.vcc.bizfile.gov.sg</a>.</p> 
2.	<p>Select "Login for Business Users"</p>  <p>Note: From 11 April 2021, all users will log in with their Singpass details to access VCC.</p>

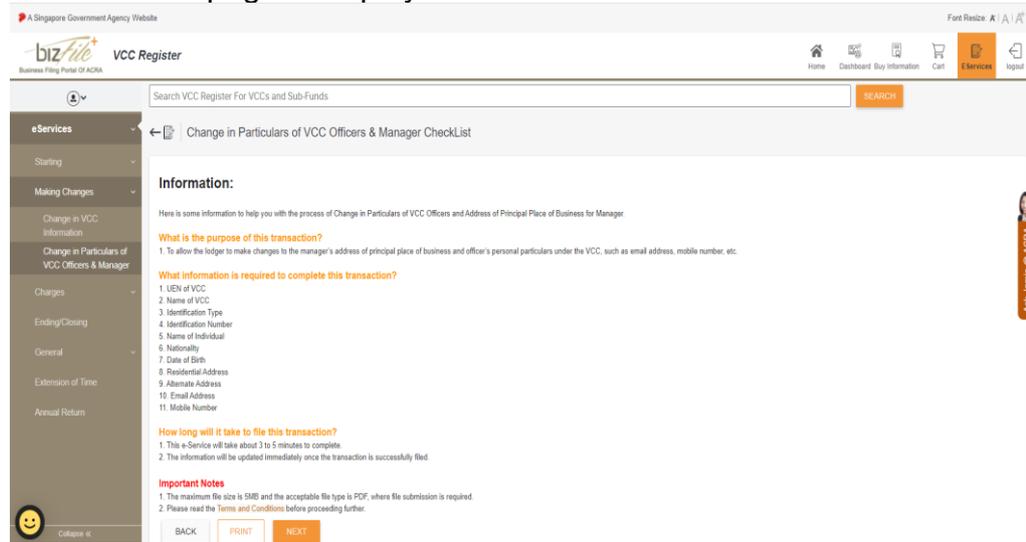
3.

- Click on “eServices” on the left menu or top right of screen
- Click on “Making Changes” on the extension menu
- Click on “Change in Particulars of VCC Officer & Manager”



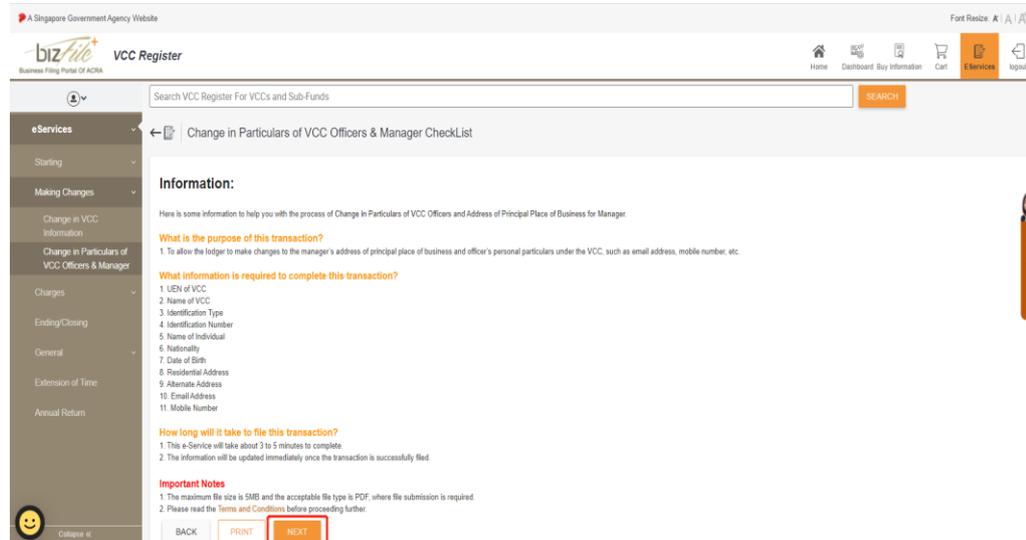
4.

The checklist page is displayed



5.

Click on “NEXT”



6.

## Form is displayed

The screenshot shows the 'bizFile+ VCC Register' interface. The main heading is 'Change in Particulars of VCC Officers & Manager'. Below this, there are navigation tabs: ENTITY INFORMATION (selected), PARTICULARS OF VCC OFFICERS, ADDRESS OF VCC'S MANAGER, DECLARATION, and PREVIEW. The 'Entity Information' section contains a form with two input fields: 'UEN of VCC' and 'Name of VCC', with a 'SEARCH' button between them. At the bottom of the form are 'PRINT', 'PREVIOUS', 'NEXT', and 'CANCEL' buttons. The footer includes 'Accounting and Corporate Regulatory Authority - VCC Register' and navigation links for 'eServices', 'Buy Information', and 'Help'.

7.

## Click on "SEARCH"

This screenshot is identical to the previous one, but the 'SEARCH' button in the 'Entity Information' section is highlighted with a red rectangular box to indicate the next step in the process.

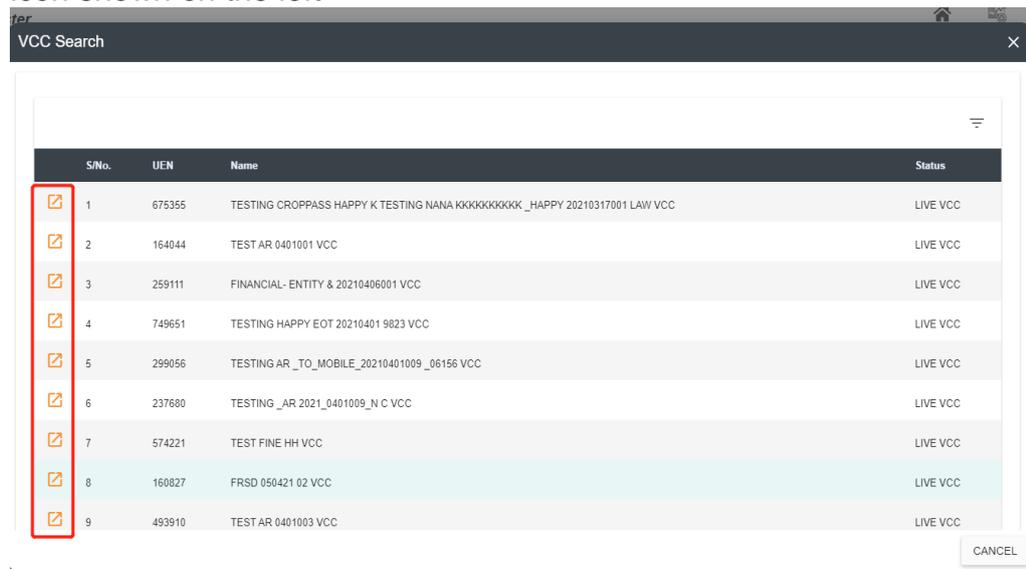
8.

## Click on the filter icon to display the list of VCCs

The screenshot shows the 'bizFile+ VCC Register' interface with a 'VCC Search' modal window open. The modal window has a search bar at the top and a table below. The table has columns for 'SNo.', 'UEN', 'Name', and 'Status'. Below the table are pagination controls: 'Page', 'Rows per page', '10', '0 of', and '<' '>' arrows. A filter icon (a funnel) is highlighted with a red box in the top right corner of the modal. The background form is dimmed.

9.

Select the VCC that you want to make changes and click on the edit icon shown on the left



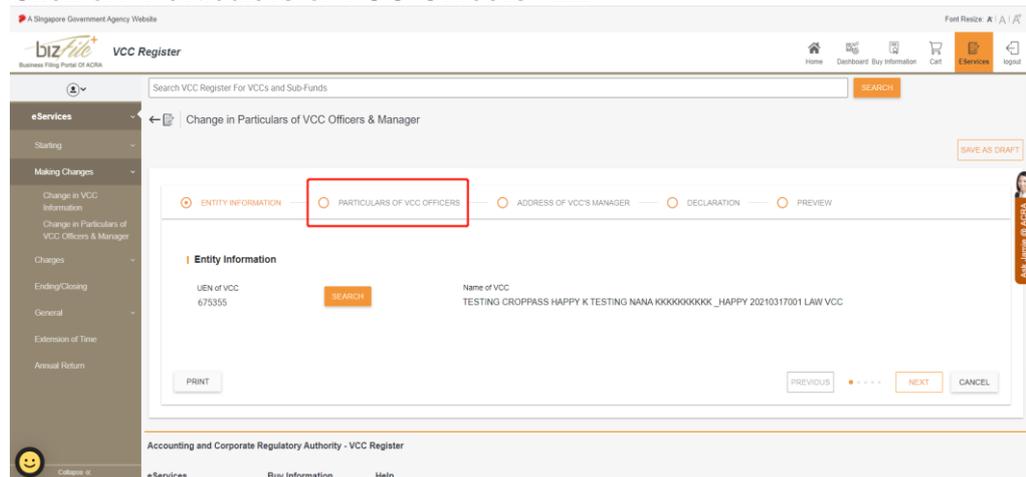
VCC Search

S/No.	UEN	Name	Status
	1	675355 TESTING CROPPASS HAPPY K TESTING NANA KKKKKKKKKK _HAPPY 20210317001 LAW VCC	LIVE VCC
	2	164044 TEST AR 0401001 VCC	LIVE VCC
	3	259111 FINANCIAL- ENTITY & 20210406001 VCC	LIVE VCC
	4	749651 TESTING HAPPY EOT 20210401 9823 VCC	LIVE VCC
	5	299056 TESTING AR_TO_MOBILE_20210401009 _06156 VCC	LIVE VCC
	6	237680 TESTING_AR_2021_0401009_N_C VCC	LIVE VCC
	7	574221 TEST FINE HH VCC	LIVE VCC
	8	160827 FRSD 050421 02 VCC	LIVE VCC
	9	493910 TESTAR 0401003 VCC	LIVE VCC

CANCEL

10.

Click on "Particulars of VCC Officers" tab



VCC Register

Change in Particulars of VCC Officers & Manager

ENTITY INFORMATION | **PARTICULARS OF VCC OFFICERS** | ADDRESS OF VCC'S MANAGER | DECLARATION | PREVIEW

Entity Information

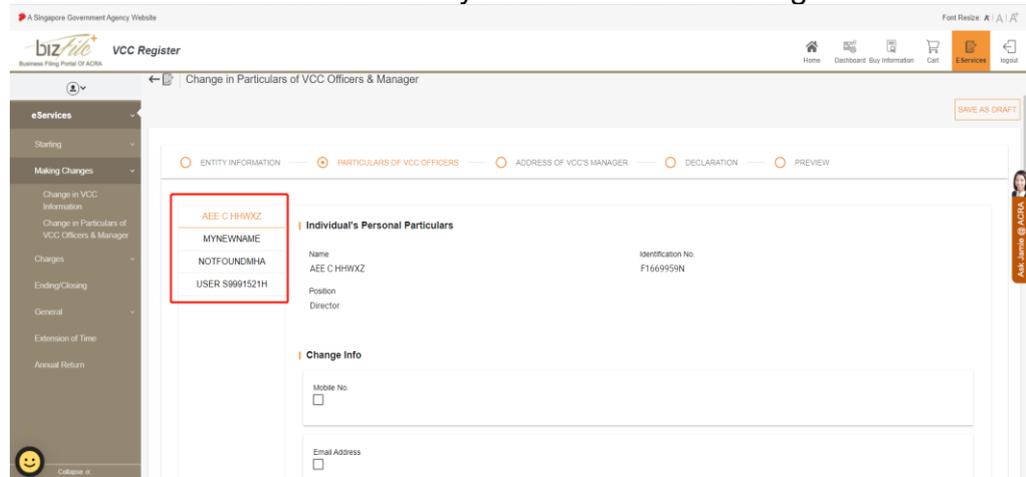
UEN of VCC: 675355

Name of VCC: TESTING CROPPASS HAPPY K TESTING NANA KKKKKKKKKK \_HAPPY 20210317001 LAW VCC

Accounting and Corporate Regulatory Authority - VCC Register

11.

Click on the officer's name that you want to make changes



VCC Register

Change in Particulars of VCC Officers & Manager

ENTITY INFORMATION | **PARTICULARS OF VCC OFFICERS** | ADDRESS OF VCC'S MANAGER | DECLARATION | PREVIEW

**AEE C HHWXZ**

Individual's Personal Particulars

MYNEWNAME

NOTFOUNDMHA

USER S9991521H

Name: AEE C HHWXZ

Identification No: F1669959N

Position: Director

Change Info

Mobile No.

Email Address

12.

For Singapore citizens and Permanent Residents, you can make the following changes:

1. Mobile Contact Number
2. Email Address
3. Alternate Address (if applicable)

The screenshot shows the 'Change in Particulars of VCC Officers & Manager' page in the BizFile VCC Register. The page is for a user named AEE C HHHXZ. The 'Individual's Personal Particulars' section is visible, showing the user's name, identification type (AEE C HHHXZ), and identification number (F166959N). A red box highlights the 'Change Info' section, which includes fields for Mobile No., Email Address, and a section for 'Would you like to change your alternate address?' with an 'Alternate Address' field containing '122 PASIR RIS STREET 11, #09-09, SINGAPORE (S11122)'. There are 'EDIT' and 'DELETE' buttons at the bottom of the 'Change Info' section.

13.

For officers with other nationalities, you can make the following changes:

1. Name
2. Identification Type
3. Identification Number
4. Nationality/Citizenship
5. Foreign Address
6. Mobile Contact Number
7. Email Address
8. Alternate Address (if applicable)

The screenshot shows the 'Change Info' page in the BizFile VCC Register for officers with other nationalities. The page includes fields for Name, Identification Type, Identification No., Nationality/Citizenship, Foreign Address, Mobile No., and Email Address. There is also a section for 'Do you want to provide an Alternate Address?' with radio buttons for 'Yes' and 'No, Thanks'.

14.

Click on the checkbox based on what you want to update. Enter the new information and its effective date of change.

The screenshot shows the 'Individual's Personal Particulars' form in the VCC Register. The 'Change info' section is highlighted with a red box. It contains the following fields:

Mobile No.	<input type="checkbox"/>
Current Mobile No.	SINGAPORE +65
Current Mobile No.	98989898
New Mobile No.	<input type="checkbox"/>
Country/Region Code	SINGAPORE +65
Mobile No.	88889898
Effective Date of Change	22/06/2021

Please note:

1. At least one type of change must be selected. An empty form cannot be submitted.
2. Please remember to select the relevant checkboxes based on the information you want to update. **If the checkbox is not selected, information that you have provided will not be updated.**
3. If any of the mandatory fields is empty or the input is invalid e.g. *no change from the previous information*, you will not be able to proceed.

15.

Click on the "NEXT" button or "ADDRESS OF VCC'S MANAGER" tab on the navigation bar

The screenshot shows the 'Change in Particulars of VCC Officers & Manager' form. The 'ADDRESS OF VCC'S MANAGER' tab is highlighted with a red box. The 'NEXT' button is also highlighted with a red box. The form contains the following information:

UEN/UP No. of Manager's Entity	201300034D
Name	INFLXIONPOINT ASIA PTE LTD
Manager's Address of Principal Place of Business	<input type="checkbox"/>

16.

Click on the checkbox to show the address of the principal place of business for the manager. Enter the new address and its effective date of change. Click on “NEXT”.

Singapore Government Agency Website  
bizfile VCC Register  
Business Registration of ACRA

Search VCC Register For VCCs and Sub-Funds

Change in Particulars of VCC Officers & Manager

ENTITY INFORMATION PARTICULARS OF VCC OFFICERS ADDRESS OF VCC'S MANAGER DECLARATION PREVIEW

UEN/UF No. of Manager's Entity: 201300634D Name: INFLEXIONPONTASIA PTE. LTD.

Manager's Address of Principal Place of Business

Current Address of Principal Place of Business

Postal Code	Block/House No.	Street Name
510110	110	PASIR RIS STREET 11
Building/Estate Name	Level	Unit No.
	09	09

New Address of Principal Place of Business

Postal Code	Block/House No.	Street Name
Building/Estate Name	Level	Unit No.

SAVE AS DRAFT

PRINT

PREVIOUS NEXT CANCEL

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17.

Click on “NEXT” to proceed to the preview page

Singapore Government Agency Website  
bizfile VCC Register  
Business Registration of ACRA

Search VCC Register For VCCs and Sub-Funds

Change in Particulars of VCC Officers & Manager

ENTITY INFORMATION PARTICULARS OF VCC OFFICERS ADDRESS OF VCC'S MANAGER DECLARATION PREVIEW

Declaration

I, USER S9901521H, declare the above information submitted is true and correct 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.

PRINT

PREVIOUS NEXT CANCEL

Accounting and Corporate Regulatory Authority - VCC Register

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VCC Incorporation	Extract	Info Purchase eGuide
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18.

Verify the information on the preview page. Click 'Submit' after verification. You may choose to save a draft by clicking on "SAVE AS DRAFT" if you do not wish to submit immediately.

**Entity Information**

UEN of VCC	Name of VCC
T21VCT472A	100621 PARTICULARS TEST VCC

**Individual's Personal Particulars**

Name	Identification No.
AEC CHHWTZ	F166959N
Position	
Director	

**Change info**

Mobile No.	Current Mobile No.	Current Country Code	Current Mobile No.
	SINGAPORE +65		9998998

**Mobile No.**

**Email Address**

**Would you like to change your alternate address?**

Alternate address  
110 PADIR RID STREET 11, #02-09, SINGAPORE (510110)

UEN of No. of Manager's Entity: 201500340      Name: REFLEXIONPOINT ASIA PTE LTD.

Manager's Address of Principal Place of Business

**Declaration**

I, USER 99991521H, declare the above information submitted is true and correct 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.

**SAVE AS DRAFT** (highlighted in red box)

19.

User will be redirected to the confirmation page.

**Change in Particulars of VCC Officers & Manager**

**Confirmation**

Your transaction has been submitted successfully.

Transaction Number	Entity/Person Name
V210034367	100621 PARTICULARS TEST VCC
UEN	Date & Time
T21VCT472A	24/05/2021 15:23:34
ARN Ref Number	
VCC202102448127	

**Notes**

Your Change in Particulars of VCC Officers & Manager application has been submitted successfully.

S/N	Transaction No.	Entity Name	Description	Default Mode (Default)	Amount (SGD)
1	V210034367	100621 PARTICULARS TEST VCC	Local/Overseas Mobile No.		0.00

**Paid Amount: SGD 0.00**

**SUBMIT** (highlighted in red box)

20.

If the transaction involves payment including penalties, click on 'Make Payment'

Search VCC Register For VCCs and Sub-Funds

← General Payment

**Transaction Details**

Entity Name: 100021 PARTICULARS TEST VCC

Business Activity: TRUSTS, FUNDS AND SIMILAR FINANCIAL ENTITIES (IE G. COLLECTIVE PORTFOLIO INVESTMENT FUNDS (EXCLUDING THOSE WITH RENTAL INCOME)) (84300)

S.No.	Transaction No.	Entity Name	Description	Amount (\$AUD)
1	101004470	100021 PARTICULARS TEST VCC	Name of Foreign VCC Officer	\$0.00
2	101004470	100021 PARTICULARS TEST VCC	Penalty for Late Lodgement of Name of Foreign VCC Officer	\$0.00
<b>Payable Amount:</b>				<b>\$00.00</b>

**Message Section:**  
 You can continue with 'Make Payment' for the Change in Particulars of VCC Officers & Manager, please see note of the 'Transaction Number' issued after payment is completed. The transaction number is required during registration. For 'New' transactions paid via phone payment modes, no action is required from you as the refund will be automatically credited back to your original payment mode.

**Make Payment** CANCEL

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ACRA

21.

Acknowledgement page is displayed after payment is made. You can Click on PRINT button to print the page or click "VIEW RECEIPT"

Search VCC Register For VCCs and Sub-Funds

← General Payment Notification

**Change in Particulars of VCC Officers & Manager**

**Confirmation**  
 Your payment is successfully completed.

Transaction Number: 101004470 Entity/Person Name: PARTICULAR FIN TEST VCC

EP Reference No.: 28171036 Record Number: AVCC119027000019

Payment Via: Credit/Debit Card Payment Date & Time: 27/08/2021 15:48:49

ARN Ref Number: VCC0219027005934

**Notes**  
 Your Change in Particulars of VCC Officers & Manager application has been submitted successfully.

S.No.	Transaction No.	Entity Name	Description	Delivery Mode (Status)	Amount (\$AUD)
1	101004470	PARTICULAR FIN TEST VCC	Name of Foreign VCC Officer		\$0.00
2	101004470	PARTICULAR FIN TEST VCC	Penalty for Late Lodgement of Name of Foreign VCC Officer		\$0.00
<b>Paid Amount:</b>					<b>\$00.00</b>

**PRINT** **VIEW RECEIPT**

Accounting and Corporate Regulatory Authority - VCC Register

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