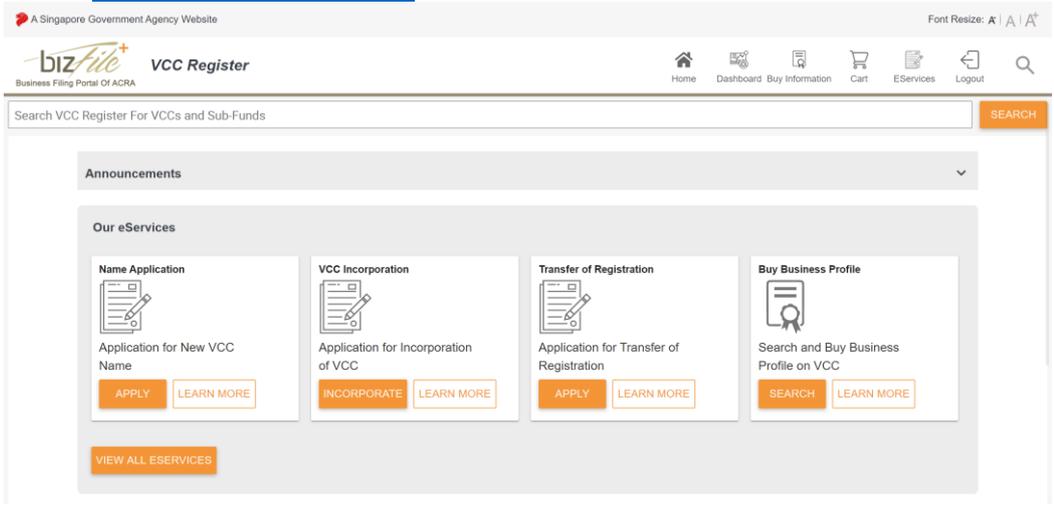
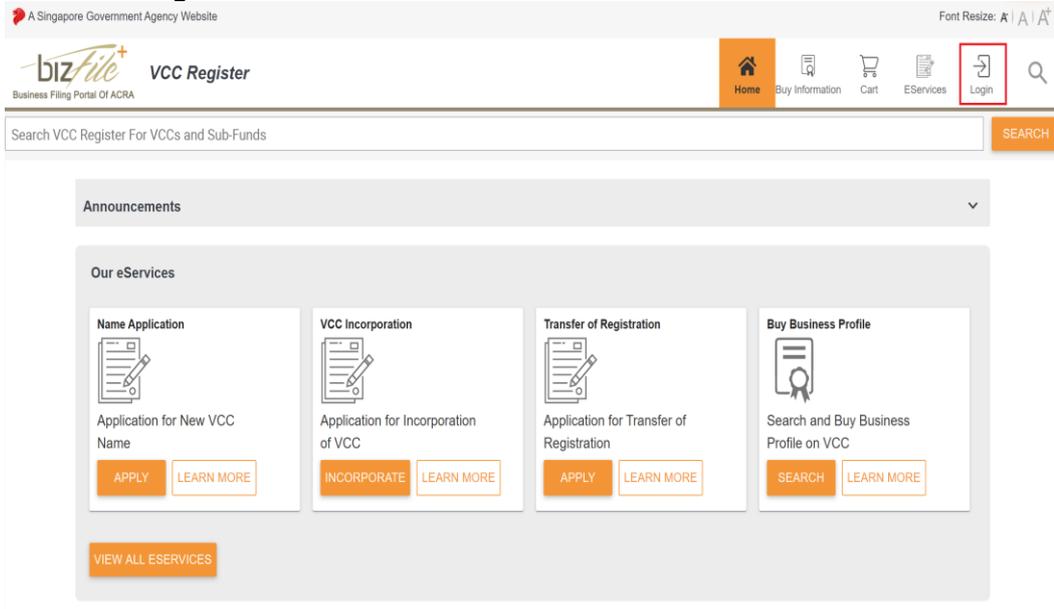
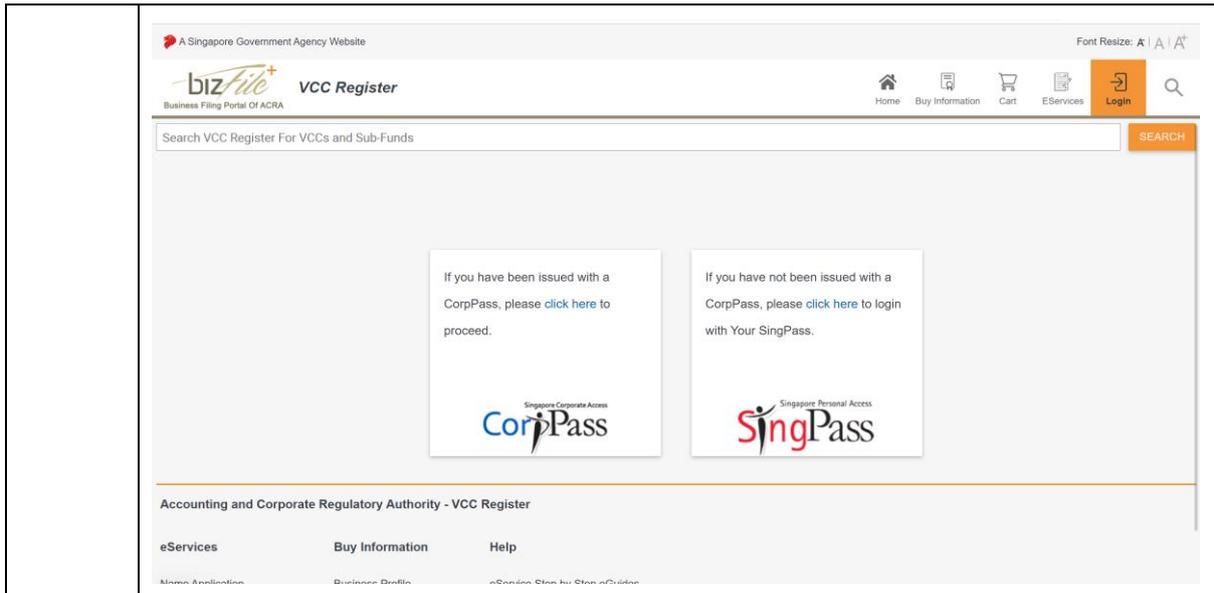
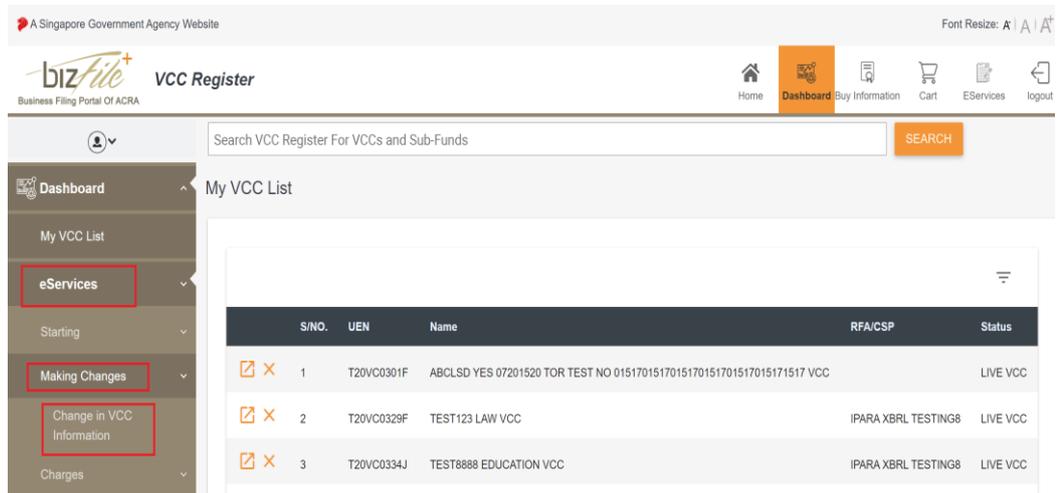


Step by Step Guide for Change in VCC Information

Steps	Description
1.	<p>Go to www.vcc.bizfile.gov.sg.</p> 
2.	<p>Click on 'Login'.</p> 
3.	<p>Login via CorpPass or SingPass.</p>



4. Click on 'eServices' -> 'Make Changes' -> 'Change in VCC Information'.



5. To select your VCC, click on '🗑️'.

bizFile+ VCC Register
Business Filing Portal Of ACRA

Home Dashboard My Information

Search VCC Register For VCCs and Sub-Funds **SEARCH**

Dashboard

My VCC List

eServices

My VCC List

S.NO.	UEN	Name	RFA/ICSP
<input type="checkbox"/> <input type="checkbox"/>	1	T20VC0291E	PCHENG 050620 01 VCC
<input type="checkbox"/> <input type="checkbox"/>	2		YN BLUE SKY VCC
<input type="checkbox"/> <input type="checkbox"/>	3	T20VC0292A	TESTMAGIC_UAT_CP_05JUNE2020 VCC
<input checked="" type="checkbox"/> <input type="checkbox"/>	4	T20VC0294D	SGTESTGFD VCC
<input type="checkbox"/> <input type="checkbox"/>	5	T20VC0295L	WAIFEN 15 JUN 2020 VCC LAW CHANGE 2 ACADEMY VCC
<input type="checkbox"/> <input type="checkbox"/>	6	T20VC0296G	TESTING NANA RAIN 060501 VCC
<input type="checkbox"/> <input type="checkbox"/>	7	T20VC0297C	TESTING ABC LAW ASEAN ACADEMY 0721 CHANGE IN VCC
<input type="checkbox"/> <input type="checkbox"/>	8	T20VC0298K	TESTING ABC LAW COLLEGE 0721001 VCC
<input type="checkbox"/> <input type="checkbox"/>	9	T20VC0300K	MICROFOT DU DU DU VCC
<input type="checkbox"/> <input type="checkbox"/>	10	T20VC0303J	SGTESTGTY VCC

Page: 1 Rows per page:

6.

The checklist page is displayed.

← Change In VCC Information CheckList

Information:

What is the purpose of this transaction?

To allow the lodger to update changes in the VCC's particulars. e.g. Change in VCC Name, Change in VCC type, Change in name of sub-fund.

What information is required to complete this transaction?

Depending on the type of change(s), please refer to the list below on some of the key information that is required.

- To change VCC name:**
 - Proposed new name
- To change VCC type:**
 - New VCC type
 - Copy of amended constitution
 - Date of change
- To change registered office address:**
 - New registered office address
 - Date of change
- To change address where Register of Members and Index is Kept:**
 - New address where Register of Members and Index is Kept
 - Date of change
- To change working hours:**
 - New working hours
 - Date of change
- To change user-described activity description:**
 - New user-described activity description
 - Date of change
- For alteration of constitution under Section 20(5) of VCC Act**
 - Copy of altered constitution
 - Supporting documentary evidence
 - Date of change
- To change name of sub-fund:**
 - New name of sub-fund
 - Date of change

How long will it take to file this transaction?

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

How much do I need to pay for this transaction?

The Change of VCC/ Sub-fund name fee is \$15 and is non-refundable. There is no filing fee for other changes in this transaction. However, a late lodgement fee may be imposed for late filing.

Important Notes

- The maximum file size is 5MB and the acceptable file type is PDF, where file submission is required.
- Please read the [Terms and Conditions](#) before proceeding.

BACK PRINT NEXT

8.

At the bottom of the page, click 'Next'.

A Singapore Government Agency Website

bizFile+ VCC Register
Business Filing Portal Of ACRA

Home Dashboard Buy Information Cart

eServices

by creation/change

5. To change working hours:
a) New working hours
b) Date of change

6. To change user-described activity description:
a) New user-described activity description
b) Date of change

7. For alteration of constitution under Section 20(5) of VCC Act
a) Copy of altered constitution
b) Supporting documentary evidence
c) Date of change

8. To change name of sub-fund:
a) New name of sub-fund
b) Date of change

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. The maximum file size is 5MB and the acceptable file type is PDF, where file submission is required.
2. Please read the [Terms and Conditions](#) before proceeding further.

BACK PRINT **NEXT**

Accounting and Corporate Regulatory Authority - VCC Register

eServices	Buy Information	Help
Name Application	Business Profile	eService Step by Step eGuides
VCC Incorporation	Extract	News and Events
Transfer of Registration	Certificate	

9.

Change in VCC Information Form is displayed.

A Singapore Government Agency Website

bizFile+ VCC Register
Business Filing Portal Of ACRA

Home Dashboard Buy Information Cart

Search VCC Register For VCCs and Sub-Funds SEARCH

eServices

Change In VCC Information

Change in VCC Information

ENTITY INFORMATION DECLARATION

1. Entity Information
UEN
T20VC0294D
Name of VCC
SGTESTGFD VCC

2. Required Changes in VCC Information
 Change in VCC Name
 Change in VCC Type
 Change in Registered Office Address
 Change in Address where Register of Members and Index is Kept
 Change in Working Hours
 Change in User-Described Activity Description
 Alteration of Constitution under Section 20(5) of VCC Act

10.

- Tick the type of changes you want to file under 'Required Changes in VCC information'.

- Click 'Next'.

Agency Website

VCC Register

Home Dashboard Buy Information Cart E Services Search Register Logout

Font Resize A A A

Change in VCC Information

ENTITY INFORMATION DECLARATION

1. Entity Information

UEN
T20VC0294D

Name of VCC
SGTTESTGFD VCC

2. Required Changes in VCC Information

- Change in VCC Name
- Change in VCC Type
- Change in Registered Office Address
- Change in Address where Register of Members and Index is Kept
- Change in Working Hours
- Change in User-Described Activity Description
- Alteration of Constitution under Section 20(5) of VCC Act
- Change in Name of Sub-fund

*Please select at least one type of change in VCC information.

PREVIOUS NEXT CANCEL

11.

Skip step 11 if you are not filing a 'Change in Name'

- Otherwise, enter 'Proposed New Name of VCC'.
- Select 'In-Principle Approval from Referral Authorities'.
- Tick 'Notice of Special Resolution for Change of VCC Name'.
- Click 'Next'.

3.Change in VCC Information – Change in VCC Name ^

Current Name of VCC
ABCLSD YES 07201520 TOR TEST NO
0151701517015170151701517015171517 VCC

Proposed New Name of VCC
Proposed name is required. 0 / 100

Overall Name of VCC

Important Notes:
Your submitted name will be reserved for 120 days.

In-Principle Approval from Referral Authorities ^

In-Principle Approval from Referral Authorities?
 Yes
 No

Notice of Special Resolution for Change of VCC Name ^

Please tick the checkbox if you wish to file the Notice of Special Resolution for Change of VCC Name *

Copy of Minute by Representative of Holding Company? (only applicable if VCC has a corporate shareholder)

PREVIOUS ••• NEXT CANCEL

12.

Skip step 12 if you are not filing a 'Change in VCC Type'

-Otherwise, select 'New type of VCC'.

-Click 'Upload' to attach a copy of the amended constitution (pdf format).

-Select 'Effective Date of Change'.

-Click 'Next'.

DC Register

Change in VCC Information

ENTITY INFORMATION CHANGE IN VCC NAME CHANGE IN VCC TYPE CHANGE IN REGISTERED OFFICE ADDRESS CHANGE IN ADDRESS WHERE REGISTERED

4. Change in VCC Information – Change in VCC Type

Current type of VCC
NON-UMBRELLA VCC

New type of VCC
 NON-UMBRELLA VCC
 UMBRELLA VCC

Please note that you would need to register the sub-funds separately via the 'Registration of Sub-fund' transaction/iform.

Please attach a soft copy of the amended constitution

UPLOAD

File Name	Type	Size	Speed	Percent
-----------	------	------	-------	---------

Effective Date of Change

PREVIOUS NEXT CANCEL

13.

Skip step 13 if you are not filing a 'Change in Registered Office Address'

- Otherwise, enter the 'Postal Code'.
- Enter 'Level' and 'Unit No'.
- Select 'Effective Date of Change'.
- Click 'Next'.

The screenshot shows a web application interface for 'Register'. The breadcrumb trail at the top indicates the current step is 'CHANGE IN REGISTERED OFFICE ADDRESS'. The main heading is '5. Change in VCC Information - Change in Registered Office Address'. The form is divided into two sections: 'Current Registered Office Address' and 'New Registered Office Address'. The 'New Registered Office Address' section contains several input fields: 'Postal Code' (0/5), 'Block/House No.', 'Street Name', 'Building/Estate Name', 'Level' (0/3), 'Unit No' (0/5), and 'Effective Date of Change' (a dropdown menu with a note 'Please enter the effective date of change'). At the bottom right, there are three buttons: 'PREVIOUS', 'NEXT', and 'CANCEL'. The 'NEXT' button is highlighted with a red box.

14.

Skip step 14 if you are not filing a 'Change in Address where Register of Members and Index is Kept'

-Otherwise, enter 'Postal Code'.

-Enter 'Level' and 'Unit No'.

-Select 'Effective Date of Change'.

-Click 'Next'.

Change in VCC Information

Font Resize: A | A | A

Register

Home Dashboard Buy Information Cart EServices Search Register Logout

Change in VCC Information

CHANGE IN VCC NAME CHANGE IN VCC TYPE CHANGE IN REGISTERED OFFICE ADDRESS CHANGE IN ADDRESS WHERE REGISTER OF MEMBERS AND INDEX IS KEPT

6. Change in VCC Information – Change in Address where Register of Members and Index is Kept

Current Address where Register of Members and Index is Kept

New Address where Register of Members and Index is Kept

Postal Code 0/5

Block/House No.

Street Name

Building/Estate Name

Level 0/3

Unit No 0/5

Effective Date of Change

Please enter the effective date of change

PREVIOUS NEXT CANCEL

15.

Skip step 15 if you are not filing a 'Change in Working Hours'

-Otherwise, select 'New Working Hours'.

-Select 'Effective Date of Change'.

-Click 'Next'.

The screenshot shows the 'Change In VCC Information' page in the VCC Register system. The page title is 'Change In VCC Information' and it includes a search bar at the top. The main content area is titled '7. Change in VCC Information – Change in Working Hours'. It displays the current working hours and options for new working hours. The 'New Working Hours' section has two radio button options: 'At least 5 hours during ordinary business hours on each business day' (selected) and 'At least 3 hours but less than 5 hours during ordinary business hours on each business day'. Below this is a dropdown menu for 'Effective Date of Change'. At the bottom right, there are 'PREVIOUS', 'NEXT', and 'CANCEL' buttons. The 'NEXT' button is highlighted with a red box.

16.

Skip step 16 if you are not filing a 'Change in User-Described Activity Description'

-Otherwise, enter 'New User-Described Activity Description'.

-Select 'Effective Date of Change'.

-Click 'Next'.

The screenshot shows the 'Change In VCC Information' page in the VCC Register system. The page title is 'Change In VCC Information' and it includes a search bar at the top. The main content area is titled '8. Change in VCC Information – Change in User-Described Activity Description'. It displays the current user-described activity description and a text input field for the 'New User-Described Activity Description'. Below this is a dropdown menu for 'Effective Date of Change'. At the bottom right, there are 'PREVIOUS', 'NEXT', and 'CANCEL' buttons. The 'NEXT' button is highlighted with a red box.

17.

Skip step 17 if you are not filing an 'Alteration of Constitution under Section 20(5) of VCC Act'

-Otherwise, click 'Upload' to attach the files (pdf format).

-Select 'Effective Date of Change'.

-Click 'Next'.

Change in VCC Information

< ID INDEX IS KEPT - CHANGE IN OFFICE HOURS - CHANGE IN USER-DESCRIBED ACTIVITY DESCRIPTION - ALTERATION OF CONSTITUTION UNDER SECTION 20(5) OF VCC ACT - >

9 Change in VCC Information – Alteration of Constitution under Section 20(5) of VCC Act

Please attach a soft-copy of the altered constitution:

UPLOAD

File Name	Type	Size	Speed	Percent
-----------	------	------	-------	---------

Please attach the supporting documentary evidence:

UPLOAD

File Name	Type	Size	Speed	Percent
-----------	------	------	-------	---------

Effective Date of Change

PREVIOUS NEXT CANCEL

18.

Read the declaration and click 'Finish'.

CC Register

Search VCC Register For VCCs and Sub-Funds SEARCH

Registration Of Charge Form

SAVE AS DRAFT

VCC/SUB-FUND DETAILS - DETAILS OF CHARGE - CHARGE DETAILS - DECLARATION

Declaration

I, User S3000297J, 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.

PREVIOUS FINISH CANCEL

Accounting and Corporate Regulatory Authority - VCC Register

eServices Buy Information Help

Name Application Business Profile eService Step by Step eGuides

VCC Incorporation Extract News and Events

Transfer of Registration Certificate

Contact Us Feedback

ACRA

Report Vulnerability Privacy Statement Terms and Conditions Rate This Website Sitemap

© 2019 Government of Singapore. Last updated on 23 Oct 20

19.

Verify all information on the confirmation page and click 'Submit' at the bottom of the page. Otherwise, click 'Back' and make the relevant changes.

ng Website

Font Resize: A | A | A

VCC Register

Home Dashboard Buy Information Cart EServices Search Register

Search VCC Register For VCCs and Sub-Funds

SEARCH

← Change In VCC Information Read

PRINT

Entity Information

UEN: T20VC0294D Name of VCC: SGTESTGFD VCC

Required Changes in VCC Information

Alteration of Constitution under Section 20(5) of VCC Act
Change in Address where Register of Members and Index is Kept
Change in Registered Office Address
Change in User-Described Activity Description
Change in VCC Name
Change in VCC Type
Change in Working Hours

Change in VCC Name

Current Name of VCC: SGTESTGFD VCC Proposed New Name of VCC: TEST_CHANGENAME
Overall Name of VCC: TEST_CHANGENAME VCC

In-Principle Approval from Referral Authorities

In-Principle Approval from Referral Authorities? N/A

Website

Font Resize: A | A | A

C Register

Home Dashboard Buy Information Cart EServices Search Register

Alteration of Constitution under Section 20(5) of VCC Act

Soft-copy of the Altered Constitution

test.pdf (PDF)

Supporting Documentary Evidence

test.pdf (PDF)

Effective Date of Change: 24/07/2020

Declaration

I, User: S3000297J, 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.

SUBMIT BACK

Accounting and Corporate Regulatory Authority - VCC Register

eServices Buy Information Help

Name Application Business Profile eService Step by Step eGuides
VCC Incorporation Extract News and Events
Transfer of Registration Certificate

Contact Us Feedback

ACRA
Accounting and Corporate Regulatory Authority

Report Vulnerability Privacy Statement Terms and Conditions Rate This Website Sitemap

© 2019 Government of Singapore. Last updated on 23 Oct 2019

20.

Click 'Make Payment'. If you need help, please refer to eGuide on Payment Integration in www.bizfile.gov.sg.

Transaction Details
Entity Name: SGTESTGFD VCC

S.No.	Transaction No.	Entity Name	Description	Amount (SGD)
1	V200021011	SGTESTGFD VCC	Change in VCC type	0.00
2	V200021011	SGTESTGFD VCC	Alteration of constitution under Section 20(5) of VCC Act	0.00
3	V200021011	SGTESTGFD VCC	Change in registered office address	0.00
4	V200021011	SGTESTGFD VCC	Change in where register of members and index is kept	0.00
5	V200021011	SGTESTGFD VCC	Change in user-described activity description	0.00
6	V200021011	SGTESTGFD VCC	Change in VCC name	15.00
7	V200021011	SGTESTGFD VCC	Change in office hours	0.00
				Payable Amount: SGD 15.00

Message Section
You can continue with 'Make Payment' for the change in vcc information. If you choose the latter, please take note of the 'Transaction Number' issued after payment is completed. The transaction number is required during registration. For failed transactions paid via online payment modes, no action is required from you as the refund will be automatically credited back to your original payment mode.

19.

Acknowledgement page is displayed.

Acknowledgement Confirmation
Your payment is successfully completed.

Transaction Details

Transaction Number	V200021011	Entity/Person Name	TEST_CHANGENAME VCC
Receipt Number	AVCC200724000020	Payment Date	24/07/2020 12:06:11
EP Reference No.	R9X55RRP	Payment Via	Credit/Debit Card
ARN Ref Number	VCC20200724005776		

Notes
Your transaction to file "Change in VCC Information" has been submitted successfully.
Your transaction to file a "Change in VCC name" to TEST_CHANGENAME has been approved. The name will be reserved for 120 days until 21/11/2020. Please file the Notice of Resolution to effect the change of name before the expiry date.

S.No.	Transaction No.	Entity Name/URN	Description	Delivery Mode (Status)	Amount (SGD)
1	V200021011	TEST_CHANGENAME VCC	Change in VCC type		0.00
2	V200021011	TEST_CHANGENAME VCC	Alteration of constitution under Section 20(5) of VCC Act		0.00
3	V200021011	TEST_CHANGENAME VCC	Change in registered office address		0.00

Processing request...

20.

The record will be shown on the dashboard as 'Pending' if the application of change in VCC name is routed for approval. Otherwise, the status will be reflected as "Completed".

The screenshot displays the VCC Register dashboard with a search bar at the top. The main content is divided into three sections: Pending, Drafts, and Submitted. The 'Pending' section contains three items: 'Change in VCC Information' (120 days left), 'Change in VCC Information' (6 days left), and 'VCC Name Application' (6 days left). The 'Drafts' section contains two items: 'VCC Name Application' and 'Transfer of Registration VCC'. The 'Submitted' section contains three items: 'Change in VCC Information' (Pending), 'Change in VCC Information' (Completed), and 'Change in VCC Information' (Completed). A red box highlights the first item in the 'Submitted' section, which is in a 'Pending' status.

Section	Item	Status	Days Left
Pending	Change in VCC Information	Pending	120
	Change in VCC Information	Pending	6
	VCC Name Application	Pending	6
Drafts	VCC Name Application	Draft	-
	Transfer of Registration VCC	Draft	-
Submitted	Change in VCC Information	Pending	-
	Change in VCC Information	Completed	-
	Change in VCC Information	Completed	-