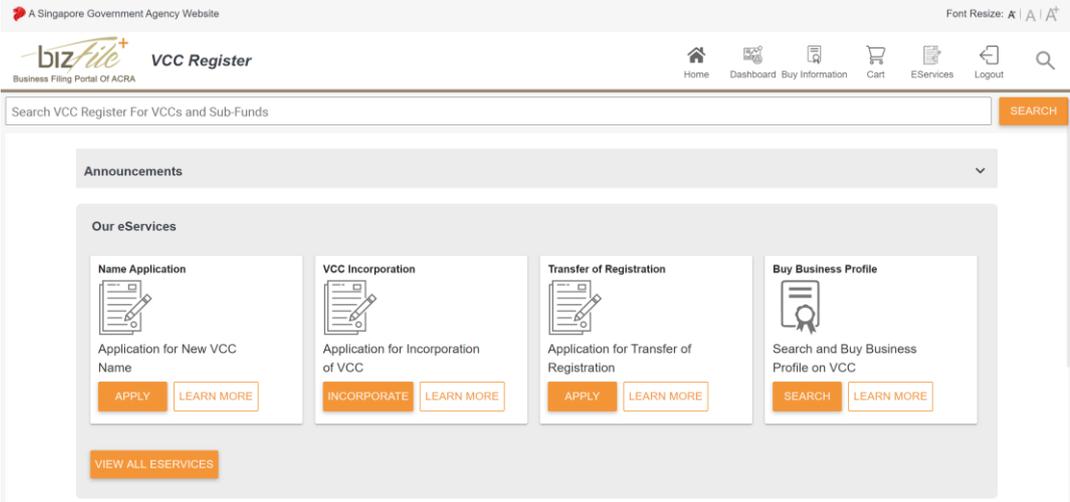
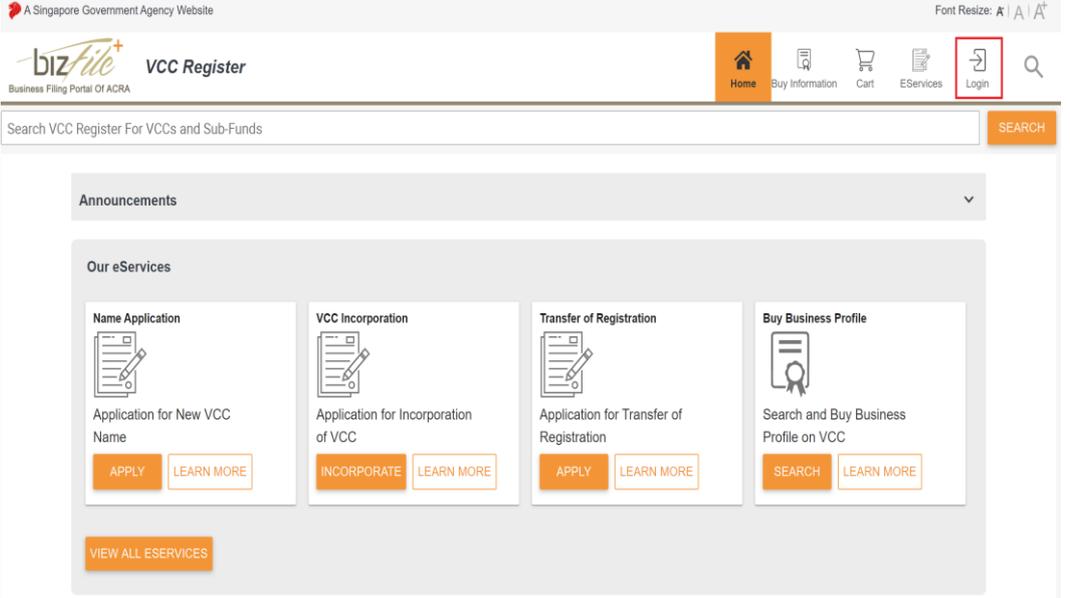


# Step by Step Guide for Registration of Charge

Steps	Description
1.	<p>Go to <a href="http://www.vcc.bizfile.gov.sg">www.vcc.bizfile.gov.sg</a>.</p> 
2.	<p>Click 'Login'.</p> 

3.

### Login via CorpPass or SingPass.

Accounting and Corporate Regulatory Authority - BizFile+

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Name Application      Business Profile      eService Step by Step eGuides

VCC Incorporation      Extract

Transfer of Registration      Certificate

Contact Us      Feedback      ACCOUNT

4.

### Click 'My VCC List' to display a list of VCC.

Accounting and Corporate Regulatory Authority - VCC Register

**eServices**      **Buy Information**      **Help**

Name Application      Business Profile      eService Step by Step eGuides

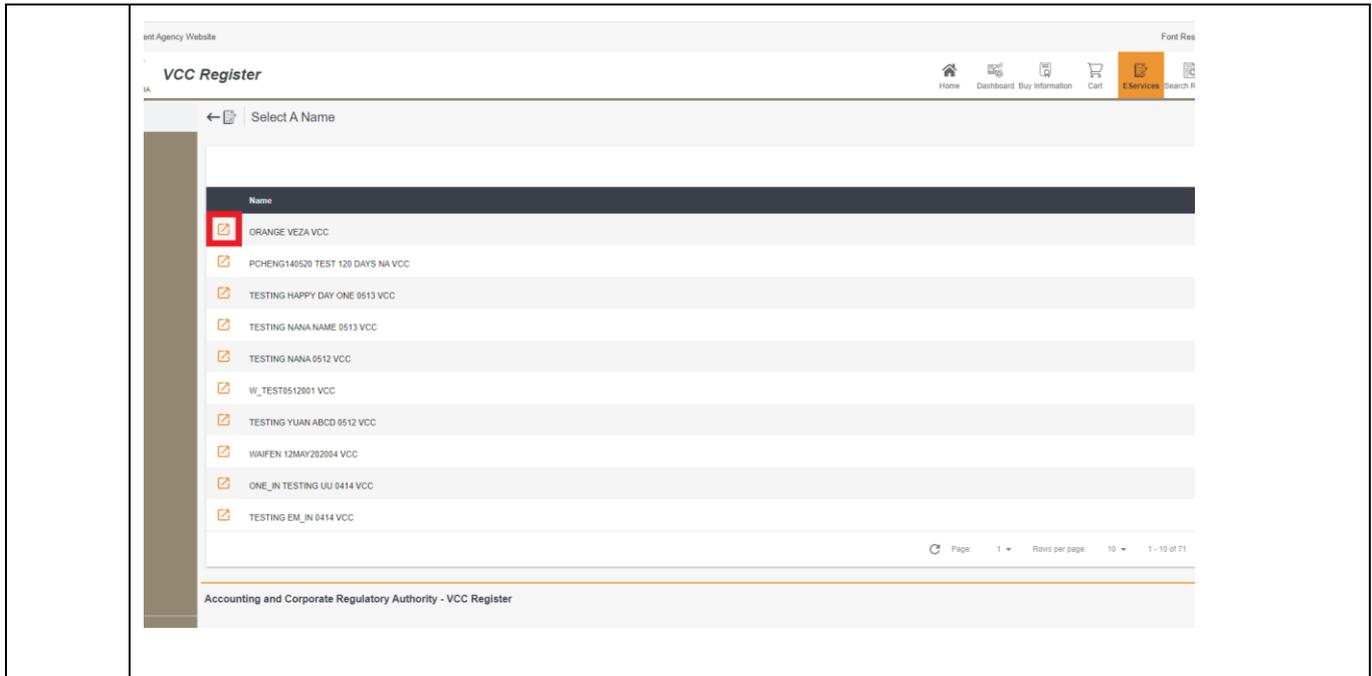
VCC Incorporation      Extract      News and Events

Transfer of Registration      Certificate

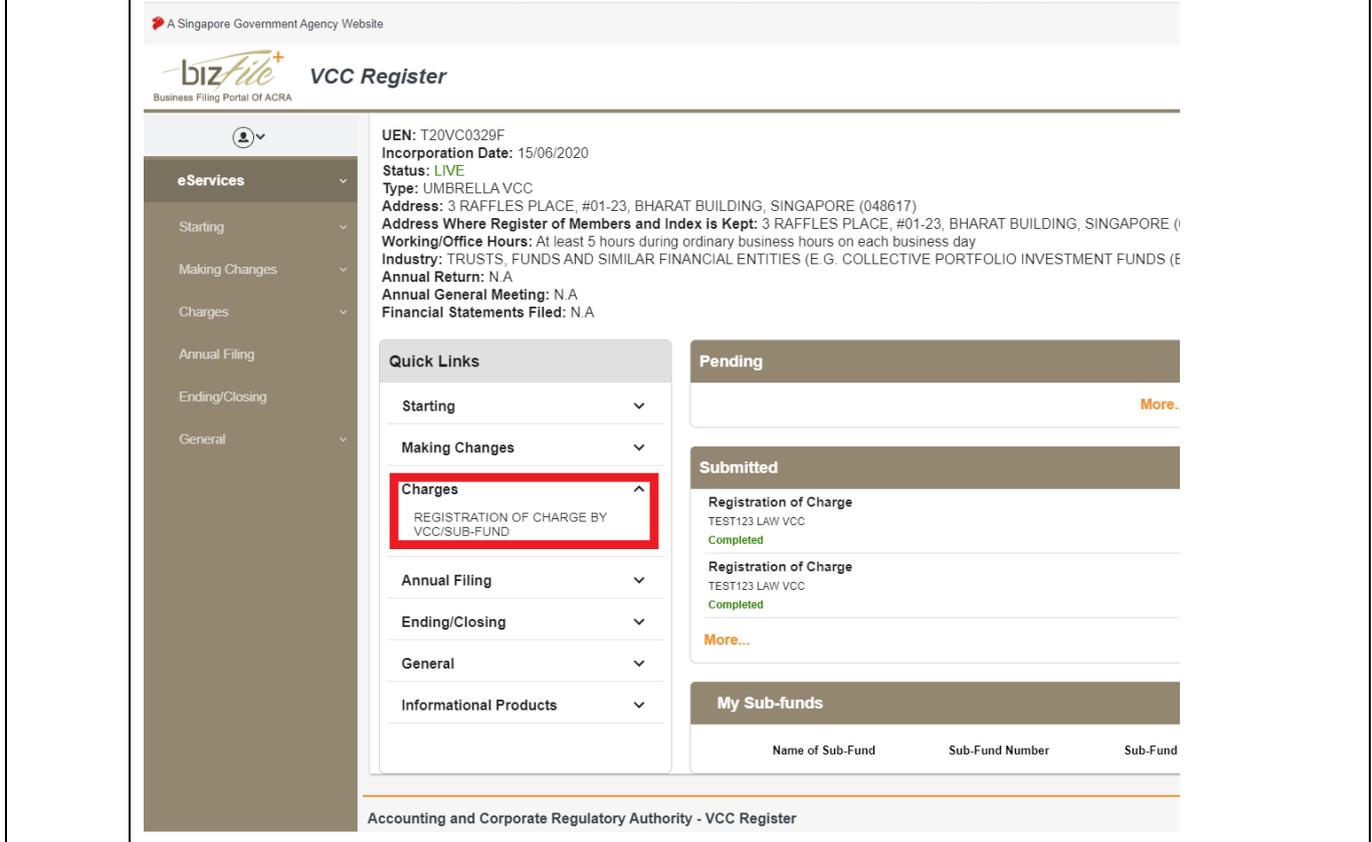
Report Vulnerability      Privacy Statement      Terms and Conditions      Rate This Website      Sitemap

5.

To select your VCC, click on .



6. Under Quick Links > Charges > Click “Registration of Charge by VCC / Sub Fund”.



7.

The checklist page is displayed.

← Registration of Charge Checklist

**Information:**

**What is the purpose of this transaction?**

1. To file a new charge.
2. This transaction can be filed by the VCC Officers or a CSP.

**What information is required to complete this transaction?**

1. Unique Entity Number (UEN)
2. Date of creation of charge
3. Instrument evidencing the charge
4. Chargee Details
5. Amount Secured by the charge

**How long will it take to file/process this transaction?**

1. This e-Service will take about 5 minutes to complete.
2. This application will be approved immediately upon submission.

**Please note the following:**

1. Please ensure that all the required information are ready before you proceed with the transaction.
2. The maximum file size is 5MB and the acceptable file type is PDF, where file submission is required.

**How much do I need to pay for this transaction?**

The VCC Registration of Charge fee is \$60 and is non-refundable.

**Important Notes**

Please read the [Terms and Conditions](#) before proceeding.

BACK PRINT NEXT

8.

Click 'Next'.

5. Amount Secured by the charge

**How long will it take to file/process this transaction?**

1. This e-Service will take about 5 minutes to complete.
2. This application will be approved immediately upon submission.

**Please note the following:**

1. Please ensure that all the required information are ready before you proceed with the transaction.
2. The maximum file size is 5MB and the acceptable file type is PDF, where file submission is required.

**How much do I need to pay for this transaction?**

The VCC Registration of Charge fee is \$60 and is non-refundable.

**Important Notes**

Please read the [Terms and Conditions](#) before proceeding.

BACK PRINT NEXT

9.

## Registration of Charge Form is displayed.

The screenshot shows the 'Registration of Charge Form' page on the VCC Register. The page is titled 'Registration Of Charge Form' and includes a search bar for 'VCCs and Sub-Funds'. The main content area is divided into sections: 'VCC Sub-fund Details' and 'Type of Lodgement'. The 'VCC Sub-fund Details' section contains the following information:

UEN/ID no. of VCC/sub-fund	Name of VCC/Sub-fund
T20VCC0329F	TEST123 LAW VCC

The 'Type of Lodgement' section is currently empty and marked as required. The page also features a navigation menu on the left with options like 'Starting', 'Making Changes', 'Charges', 'Annual Filing', 'Ending/Closing', and 'General'. At the bottom, there are navigation buttons for 'PREVIOUS', 'NEXT', and 'CANCEL', along with a 'SAVE AS DRAFT' button. The footer includes the Accounting and Corporate Regulatory Authority (ACRA) logo and a navigation menu with 'eServices', 'Buy Information', and 'Help' sections.

10.

## Select 'Type of Lodgement'.

Website Font Resize: A | A | A

**C Register** Home Dashboard Buy Information Cart EServices Search Register Logout

Search VCC Register For VCCs and Sub-Funds

← Registration Of Charge Form

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

**VCC Sub-fund Details**

UEN/ID no. of VCC/sub-fund: T20VC0328F      Name of VCC/Sub-fund: TEST123 LAW VCC

**Type of Lodgement\***  ▼

This is required

Accounting and Corporate Regulatory Authority - VCC Register

<b>eServices</b>	<b>Buy Information</b>	<b>Help</b>
Name Application	Business Profile	eService Step by Step eGuides
VCC Incorporation	Extract	News and Events

Website Font Resize: A | A | A

**C Register** Home Dashboard Buy Information Cart EServices Logout

Search VCC Register For VCCs and Sub-Funds

← Registration Of Charge Form

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

**VCC Sub-fund Details**

UEN/ID no. of VCC/sub-fund: T20VC0290J      Name of VCC/Sub-fund: WAIFEN 15 JUN 2020 VCC CHANGE 223 VCC

**Statement Containing Particulars of Charge**

Statement Containing Particulars of a Series of Debentures

Statement Containing particulars when More Than One Issue is Made of Debentures in Series

Statement in Respect of Property Acquired by VCC While Property is Subject to a Charge

11.

-Select 'Statement Containing Particulars of Charge'

-Click 'Next'

VCC Register

Search VCC Register For VCCs and Sub-Funds

Registration Of Charge Form

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

VCC Sub-fund Details

UENID no. of VCC/sub-fund: T20VCC0329F

Name of VCC/Sub-fund: TEST123 LAW VCC

Type of Lodgement: Statement Containing Particulars of Charge

PREVIOUS NEXT 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

12.

Enter the 'Instrument And Its Execution' details, as indicated in the highlighted section below.

-Click 'Next'.

VCC Register

Search VCC Register For VCCs and Sub-Funds

Registration Of Charge Form

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

Instrument And Its Execution - Statement Containing Particulars of Charge

Charge Instrument Executed

In Singapore

Outside Singapore

Date of Creation: 21/07/2020

Instrument Option

There is no instrument by which the charge is created or evidenced.

There is instrument by which the charge is created or evidenced.

PREVIOUS NEXT CANCEL

Accounting and Corporate Regulatory Authority - VCC Register

13.

### Click 'Add Charge'.

The screenshot shows the 'Registration Of Charge Form' in the VCC Register. The 'ADD CHARGE' button is highlighted with a red box. The form includes a sidebar with 'eServices' and a main content area with tabs for 'VCC/SUB-FUND DETAILS', 'DETAILS OF CHARGE', 'CHARGE DETAILS', and 'DECLARATION'. The 'CHARGE DETAILS' tab is active, showing a table with columns for 'S/N', 'Charge Type', 'Charge Identification No./IF No.', 'Charge Name', and 'Amount Secured'. Below the table, there are sections for 'Statement Lodged' and 'Declaration'.

14a.

-Select 'Charge Type' and 'Identification Type'.

-Enter 'Charge Identification No and select 'Amount Secured by The Charge'.

-Click 'Submit' if the option is 'No' in 'Amount Secured by The Charge' and skip 'Step 14b'.

The screenshot shows the 'Add Charge Details' modal form. The 'Charge Type' is set to 'Individual'. The 'Identification Type' dropdown is highlighted. The 'Charge Identification No.' field is highlighted. The 'Amount Secured by This Charge' section has 'No' selected. The 'SUBMIT' button is highlighted with a red box. The background shows the 'Registration Of Charge Form' with the 'CHARGE DETAILS' tab active.

14b.

Click 'Amount Secured by Charge'.

Charge Type  
 Individual  
 Corporate

Identification Type \* Charge Identification No.

Charge Name

**Amount Secured by This Charge**

Did the charge secure all monies owing?  
 Yes  No

Operation	S/No.	Amount Secured by the Charge	Currency	Description of Amount Secured
<b>ADD AMOUNT SECURED BY CHARGE</b>				

SUBMIT CANCEL

I confirm that the charge to be registered herein comes within s131(3) of the Companies Act as applied by s42 of the VCC Act as being \*  
 A charge to secure any issue of debentures

-Enter 'Amount Secured by Charge' and Select 'Currency'.

-Enter 'Description of Amount Secured'

-Click 'Submit'.

Amount Secured by the Charge: 5000

Currency: AFN - AFGHANI

Description of Amount Secured: FOR PROJECT

ADD AMOUNT SECURED BY CHARGE

SUBMIT CANCEL

SUBMIT CANCEL

I confirm that the charge to be registered herein comes within s131(3) of the Companies Act as applied by s42 of the VCC Act as being \*  
 A charge to secure any issue of debentures

15.

Select the 'Declaration' and click 'Next'.

**VCC Register**

The statement has been lodged on behalf of the:

- Chargee(Lender)
- Chargor(Borrower)
- Person interested in the document

Declaration

I confirm that the charge to be registered herein comes within s131(3) of the Companies Act as applied by s42 of the VCC Act as being (list of charges).

I confirm that the charge to be registered herein comes within s131(3) of the Companies Act as applied by s42 of the VCC Act as being:

- A charge to secure any issue of debentures
- A charge on uncalled share capital of a VCC or an umbrella VCC in respect of its sub-fund
- A charge on shares of a subsidiary of a VCC which are owned by the VCC, or by the VCC (being an umbrella VCC) for the purpose of its sub-fund
- A charge or an assignment created or evidenced by an instrument which if executed by an individual, would require registration as a bill of sale
- A charge on land wherever situate or any interest therein but not including any charge for any rent or other periodical sum issuing out of land
- A charge on book debts of the VCC, or on book debts that are incurred by the umbrella VCC for the purpose of or that is attributable to its sub-fund
- A floating charge on the undertaking or property of a VCC, or on the undertaking or property that is held by an umbrella VCC for the purpose of or that is attributable to its sub-fund
- A charge on calls made but not paid
- A charge on a ship or any share in a ship, or an aircraft or any share in an aircraft being one which does not come within the International Interests in Aircraft Equipment of 2009
- A charge on goodwill, on a patent or a licence under a patent, on a trade mark or a licence to use a trademark, or on a copyright or a licence under a copyright or on a registered design or a licence to use a registered design

PREVIOUS ... NEXT CANCEL

16.

Read the declaration and-click 'Finish'.

**VCC Register**

Search VCC Register For VCCs and Sub-Funds

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	

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17.

Verify the details in the confirmation page and click 'Submit'. Otherwise, click 'Back' to make the necessary changes.

Accounting and Corporate Regulatory Authority - VCC Register

18.

Click 'Make Payment'. If you need help, please refer to eGuide on Payment Integration in [www.bizfile.gov.sg](http://www.bizfile.gov.sg).

SNNo.	Transaction No.	Entity Name	Description	Amount (SGD)
1	V200020997	SGTSTGFD VCC	Registration of Charge by VCC	60.00

Payable Amount: SGD 60.00

Accounting and Corporate Regulatory Authority - VCC Register

19.

Acknowledgement page is displayed.  
Click on 'PRINT' to print the page.  
Click on 'VIEW RECEIPT' to view the receipt.

Government Agency Website Font Resize

**VCC Register** Home Dashboard Buy Information Cart E Services Search Page

← Registration of Charge Acknowledgement

**Acknowledgement Confirmation**  
Your payment is successfully completed.

**Transaction Details**

<b>Transaction Number</b>	<b>Entity/Person Name</b>
V200020997	SGTESTGFD VCC
<b>EP Reference No.</b>	<b>Receipt Number</b>
7DCGSJ9W	AVCC200724000005
<b>Payment Via</b>	<b>Payment Date</b>
Credit/Debit Card	24/07/2020 10:06:49

**ARN Ref Number**  
VCC20200724005760

**Notes**  
Your Registration of Charge transaction has been submitted successfully.

S.No.	Transaction No.	Entity Name/UEN	Description	Delivery Mode (Status)	Amount (SGD)
1	V200020997	SGTESTGFD VCC	Registration of Charge by VCC		60.00

Paid Amount: **SGD 60.00**

[PRINT](#) [VIEW RECEIPT](#)

20.

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

**Submitted**

**Registration of Charge**  
TESTING\_UAT\_CP2\_25JUNE2020 VCC  
**Completed**