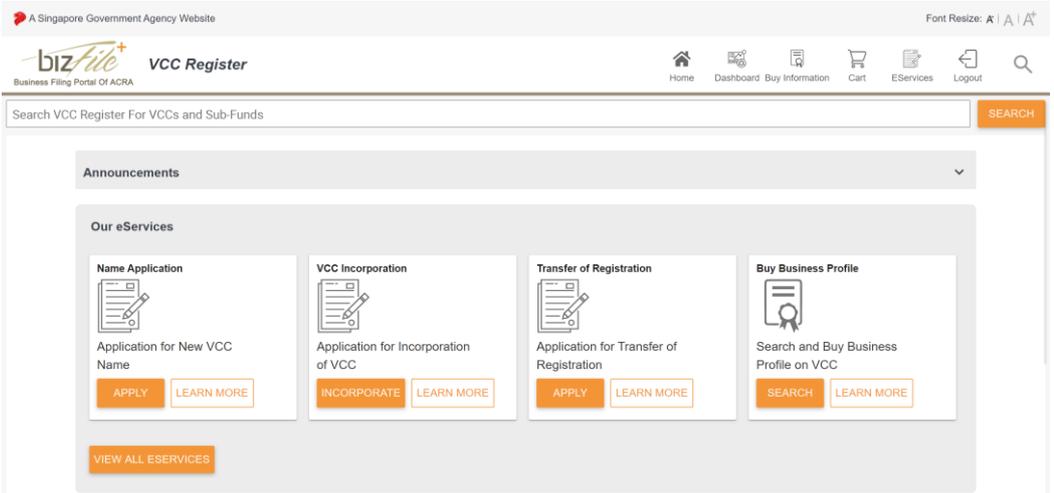
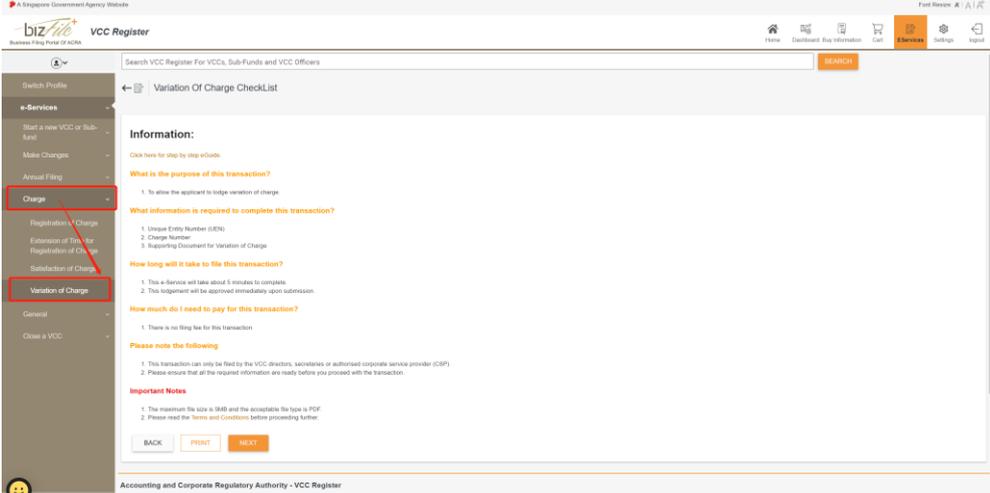


Step by Step Guide for Variation of Charge

Steps	Description
1.	<p>Go to www.vcc.bizfile.gov.sg.</p>  <p>The screenshot shows the VCC Register homepage. At the top, there is a navigation bar with the 'bizfile+' logo and 'VCC Register' text. Below the navigation bar is a search bar and a 'SEARCH' button. The main content area features an 'Announcements' section and a 'Our eServices' section. The 'Our eServices' section contains four cards: 'Name Application', 'VCC Incorporation', 'Transfer of Registration', and 'Buy Business Profile'. Each card has an 'APPLY' or 'SEARCH' button and a 'LEARN MORE' button. A 'VIEW ALL ESERVICES' button is located at the bottom of the 'Our eServices' section.</p>
2.	<p>Login for Business Users</p>  <p>The screenshot shows two login options. The first option is for 'Business Users' (With UEN, or government CorpPass account) and is highlighted with a red border. It has a 'Log in with Singpass' button. The second option is for 'Individual Users' and also has a 'Log in with Singpass' button. Below the login options, there is a note: 'Note: From 11 April 2021, all users will log in with their Singpass details to access VCC.'</p>
3.	<p>Under the left menu, click on Charge > Variation of charge</p>  <p>The screenshot shows the 'Variation Of Charge CheckList' page. The left sidebar menu is visible, with 'Charge' and 'Variation of Charge' highlighted. The main content area contains information about the transaction, including the purpose, required information, and important notes. The 'Variation of Charge' option in the left menu is highlighted with a red box.</p>

4.

Click on "NEXT"

The screenshot shows the 'Variation Of Charge CheckList' page in the VCC Register. The page includes a search bar at the top, a sidebar menu on the left, and a main content area with 'Information' and 'Important Notes' sections. The 'NEXT' button is circled in red.

5.

Click on the "SEARCH" button to select the VCC/Sub-fund

The screenshot shows the 'Variation Of Charge' form. The 'SEARCH' button is highlighted with a red box. The form includes fields for 'UENID no. of Charger/Borrower', 'Name of Charger/Borrower', 'List of registered Charge(s)', 'Date of Registration of Charge', 'Date of Instrument of Variation', 'Description of Instrument of Variation', and 'Type of Changes'.

Select the VCC/Sub-fund by clicking on the relevant icon

The screenshot shows the 'VCC/Subfund Search' dialog box. It contains a table with columns for SNo., UENID no. of VCC/Sub-fund, Name of VCC/Sub-fund, and Status. The first column, which contains checkboxes, is highlighted with a red box.

SNo.	UENID no. of VCC/Sub-fund	Name of VCC/Sub-fund	Status
1	574221-SF006	[REDACTED]	LIVE SUB-FUND
2	292972-SF001	[REDACTED]	LIVE SUB-FUND
3	T22VC0129A-SF002	[REDACTED]	LIVE SUB-FUND
4	T22VC0090D-SF001	[REDACTED]	LIVE SUB-FUND
5	T22VC0125F-SF001	[REDACTED]	LIVE SUB-FUND
6	T22VC0129A-SF001	[REDACTED]	LIVE SUB-FUND
7	T21VC2580A-SF003	[REDACTED]	LIVE SUB-FUND
8	T22VC0125F-SF004	[REDACTED]	LIVE SUB-FUND
9	T21VC0278E-SF003	[REDACTED]	LIVE SUB-FUND
10	588002-SF003	[REDACTED]	LIVE SUB-FUND

6.

After selecting the VCC/Sub-fund, go to the “List of registered Charge(s)” > select the charge to be filed.

The screenshot shows the 'Variation Of Charge' form. At the top, there are tabs for 'ENTITY INFORMATION', 'DECLARATION', and 'PREVIEW'. The 'ENTITY INFORMATION' tab is active. The form contains the following fields:

- UENID no. of Charge/Borrower: T2ZVC0085A
- Name of Charge/Borrower: HT SATISFACTION OF CHARGE UAT VCC
- List of registered Charge(s): A dropdown menu with options V202201134, V202201128, V202201115, and V202201112. This dropdown is highlighted with a red box.
- Date of Registration of Charge: (empty)
- Type of Changes: (empty)

Buttons for 'PRINT' and 'SAVE AS DRAFT' are visible in the top right corner.

Fill in the fields such as “Date of Instrument of Variation” and “Description of Instrument of Variation”.

This screenshot shows the same 'Variation Of Charge' form, but with the 'Date of Instrument of Variation' and 'Description of Instrument of Variation' fields highlighted with red boxes. The 'List of registered Charge(s)' dropdown now shows 'V202201134' selected. The 'Date of Registration of Charge' is now '26/04/2022'.

The highlighted fields are:

- Date of Instrument of Variation: 03/06/2022
- Description of Instrument of Variation: Variation of Mortgage

7.

Click on the “Type of Changes”. Two options will be provided.

This screenshot shows the 'Variation Of Charge' form with the 'Type of Changes' dropdown menu highlighted with a red box. The form is now filled with the following data:

- UENID no. of Charge/Borrower: T2ZVC0085A
- Name of Charge/Borrower: HT SATISFACTION OF CHARGE UAT VCC
- List of registered Charge(s): V202201134
- Date of Registration of Charge: 26/04/2022
- Date of Instrument of Variation: 03/06/2022
- Description of Instrument of Variation: Variation of Mortgage
- Type of Changes: (dropdown menu highlighted with a red box)

Buttons for 'PREVIOUS', 'NEXT', and 'CANCEL' are visible at the bottom right.

← Variation Of Charge PRINT SAVE AS DRAFT

○ ENTITY INFORMATION ○ DECLARATION ○ PREVIEW

UEN/ID no. of Charger/Borrower: T22VC0085A SEARCH Name of Charger/Borrower: HT SATISFACTION OF CHARGE UAT VCC

List of registered Charge(s): V202201134 Date of Registration of Charge: 26/04/2022

Date of Instrument of Variation*: 03/06/2022
Please enter a valid date of instrument of variation.

Description of Instrument of Variation*: Variation of Mortgage
Please select one of the options.

Variation Description

Chargee Details and Amount Secured

PREVIOUS ● ● ● NEXT CANCEL

Option 1: If lodger choose “Variation Description”, lodger will need to update the field “Description of Variation”. Lodger can choose to upload a document if the space is insufficient.

← Variation Of Charge PRINT

Date of Instrument of Variation*: 03/06/2022
Please enter a valid date of instrument of variation.

Description of Instrument of Variation*: Variation of Mortgage
Please select one of the options.

Type of Changes*: Variation Description
Please select one of the options.

Description of Variation*

Please enter the description of the variation.

Attachment (if space is insufficient, please attach the detailed document.)

UPLOAD

PREVIOUS ● ● ●

Option 2: If lodger choose “Chargee Details and Amount Secured”, a new tab showing “CHARGE DETAILS AND AMOUNT SECURED” will appear on the horizontal navigation bar.

← Variation Of Charge PRINT SAVE AS DRAFT

○ ENTITY INFORMATION ○ CHARGE DETAILS AND AMOUNT SECURED ○ DECLARATION ○ PREVIEW

UEN/ID no. of Charger/Borrower: T22VC0085A SEARCH Name of Charger/Borrower: HT SATISFACTION OF CHARGE UAT VCC

List of registered Charge(s): V202201134 Date of Registration of Charge: 26/04/2022

Date of Instrument of Variation*: 03/06/2022
Please enter a valid date of instrument of variation.

Description of Instrument of Variation*: Variation of Mortgage
Please select one of the options.

Type of Changes*

Chargee Details and Amount Secured

Click on “Chargee Details and Amount Secured”. You will be redirected to a table for lodger to update the chargee details.

← Variation Of Charge PRINT SAVE AS PDF

○ ENTITY INFORMATION ○ **CHARGE DETAILS AND AMOUNT SECURED** ○ DECLARATION ○ PREVIEW

Charge Details

S/No.	Identification No./UEN	Chargee Name	Amount Secured
✕ ✎ 1	S9991524B	@PROF. TREVION FRITSCHE MD	100,000.00 (SINGAPORE DOLLAR), 50,000.00 (FIJI DOLLAR)
✕ ✎ 2	S3000299G	USER S3000299G	ALL MONIES (-)
✕ ✎ 3	S3000663A	USER S3000663A	50,000.00 (US DOLLAR)
✕ ✎ 4	TCV1324635	GOOD PLACE	100,000.00 (AFGHANI), 100,000.00 (LEK)

ADD CHARGE

PREVIOUS ... NEXT CANCEL

By clicking on the pencil icon, lodger can edit the details. The cross icon is to delete the row of record.

← Variation Of Charge

○ ENTITY INFORMATION ○ **CHARGE DETAILS AND AMOUNT SECURED** ○ DECLARATION ○ PREVIEW

Charge Details

S/No.	Identification No./UEN	Chargee Name	Amount Secured
✕ ✎ 1	S9991524B	@PROF. TREVION FRITSCHE MD	100,000.00 (SINGAPORE DOLLAR), 50,000.00 (FIJI DOLLAR)
✕ ✎ 2	S3000299G	USER S3000299G	ALL MONIES (-)
✕ ✎ 3	S3000663A	USER S3000663A	50,000.00 (US DOLLAR)
✕ ✎ 4	TCV1324635	GOOD PLACE	100,000.00 (AFGHANI), 100,000.00 (LEK)

ADD CHARGE

PREVIOUS ...

Lodger can edit the information that was filed during “Registration of charge” application. It includes “Chargee Type”, “Identification Type” “Chargee Identification No.” “Did the charge secure all monies owing?”. The cross button on the left of amount secure table is to delete the row of record.

By clicking “ADD AMOUNT SECURED BY CHARGE”, the lodger can add a new record.

Edit Chargee Details

Charge Type*
 Individual
 Corporate

Identification Type*
 NRIC(Permanent Resident)

Chargee Identification No.*
 S9991524B

Chargee Name*
 @PROF. TREVION FRITSCH MD

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
X	1	100,000.00	SGD - SINGAPORE DOLLAR	TEST 123
X	2	50,000.00	FJD - FIJI DOLLAR	ASD

ADD AMOUNT SECURED BY CHARGE

SUBMIT CANCEL

In “ADD AMOUNT SECURED BY CHARGE” pop-up window, enter “Amount Secured by the Charge” “Currency” “Description of Amount Secured”.

Add Amount Secured

Amount Secured by the Charge*
Please enter the amount secured by the charge.

Currency*
Please select the appropriate country and currency type.

Description of Amount Secured*
Please enter the description of the amount secured. 0 / 78

SUBMIT CANCEL

8. Click on “NEXT” button to proceed.

Variation Of Charge

PRINT SAVE AS DRAFT

ENTITY INFORMATION CHARGE DETAILS AND AMOUNT SECURED DECLARATION PREVIEW

Chargee Details

S/No.	Identification No./UEN	Chargee Name	Amount Secured
X 1	S9991524B	@PROF. TREVION FRITSCH MD	100,000.00 (SINGAPORE DOLLAR), 50,000.00 (FIJI DOLLAR)
X 2	S3002299G	USER S3002299G	ALL MONIES (-)
X 3	S3000603A	USER S3000603A	50,000.00 (US DOLLAR)
X 4	TCV1324635	GOOD PLACE	100,000.00 (AFGHANI), 100,000.00 (LEK)

ADD CHARGE

PREVIOUS NEXT CANCEL

Click on “NEXT”

Variation Of Charge

PRINT SAVE AS DRAFT

ENTITY INFORMATION CHARGE DETAILS AND AMOUNT SECURED DECLARATION PREVIEW

I confirm that:
 1) The instrument of variation to be produced to the Registrar for his inspection (if required) is the instrument that was duly executed by the VCC in favour of the chargee on the date stated.
 2) The copy of the instrument of variation produced to the Registrar for his inspection (if required) was compared by me with the original instrument and it is a true and correct copy of that instrument that was duly executed by the VCC in favour of the chargee(s) on the date stated.

PREVIOUS NEXT CANCEL

9.

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

← Variation Of Charge PRINT SAVE AS DRAFT

ENTITY INFORMATION CHARGES DETAILS AND AMOUNT SECURED DECLARATION **PREVIEW**

LENDING No. of Charge/Borrower: TZ2VC085A Name of Charge/Borrower: HT SATISFACTION OF CHARGE UAT VCC

List of registered Charge(s): V202201134 Date of Registration of Charge: 28/04/2022

Date of instrument of Variation: 03/04/2022
Placeholder used only if instrument of variation

Description of instrument of Variation: Variation of Mortgage
Placeholder used only if variation

Type of Charge: Charges Details and Amount Secured
Placeholder used only if variation

Charges Details

S/N	Identification No./ID #	Charge Name	Amount Secured
1	99915248	@PROF. TREVON FRITSCH MD	100,000.00 (SINGAPORE DOLLAR), 10,000.00 (FLA DOLLAR)
2	03002990	USER 03002990	ALL MONIES (-)
3	03000834	USER 03000834	50,000.00 (US DOLLAR)
4	TCV124618	GOOD PLACE	100,000.00 (SINGAPORE), 100,000.00 (S.E.K)

I confirm that:
1) The instrument of variation to be produced to the Registrar for his inspection (if required) is the instrument that was duly executed by the VCC in favour of the charges on the date stated.
2) The copy of the instrument of variation produced to the Registrar for his inspection (if required) was compared by me with the original instrument and it is a true and correct copy of that instrument that was duly executed by the VCC in favour of the charge(s) on the date stated.

PREVIOUS **FINISH** CANCEL