Step by Step Guide for VCC iShop Purchases
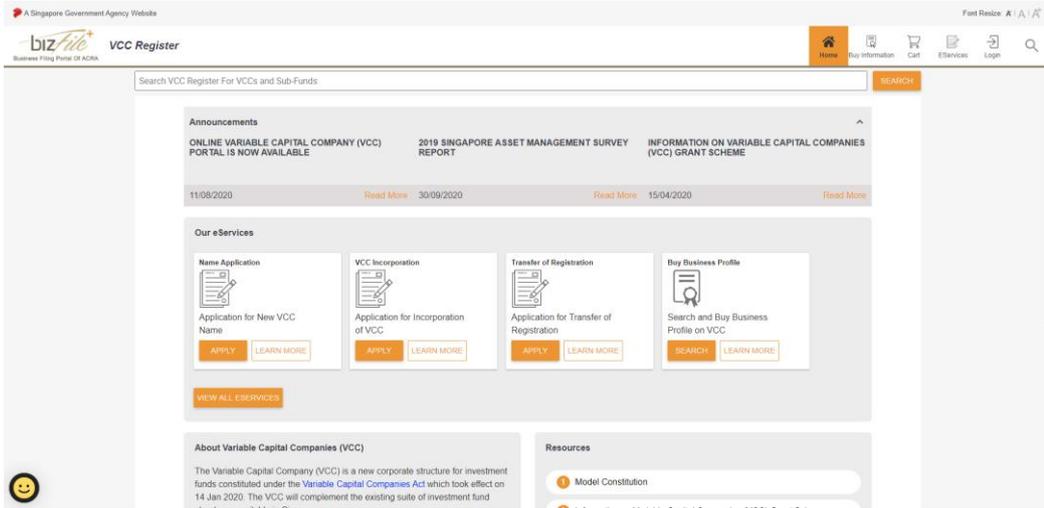
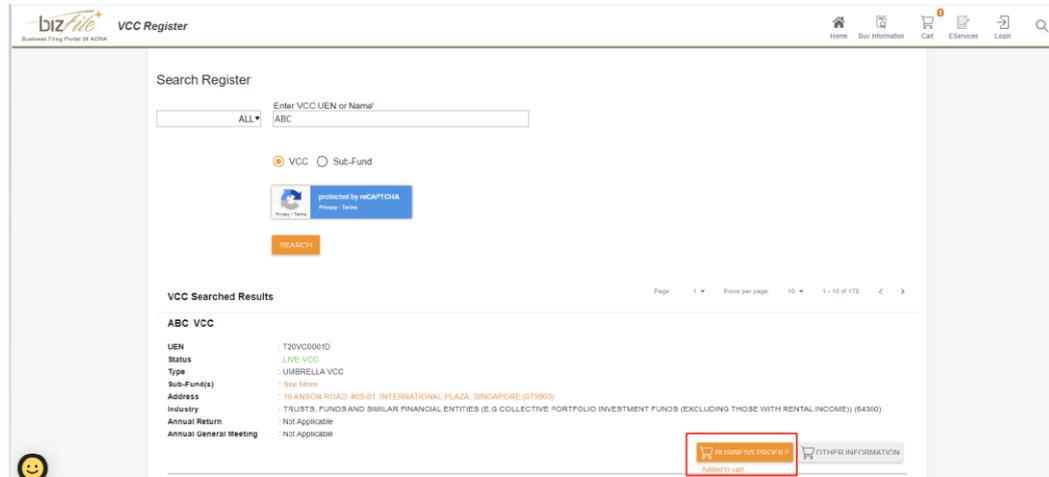| Steps	Description
1.	Go to www.vcc.bizfile.gov.sg.
2.	Navigate to Search Register to do a VCC or Sub-Fund search. Enter either UEN or VCC/Sub-Fund name and click on 'Search'.
3.	System will be redirected to Search Register page with UEN/VCC/Sub-Fund search input in the search field. Click on "Search", to perform VCC/Sub-Fund search.
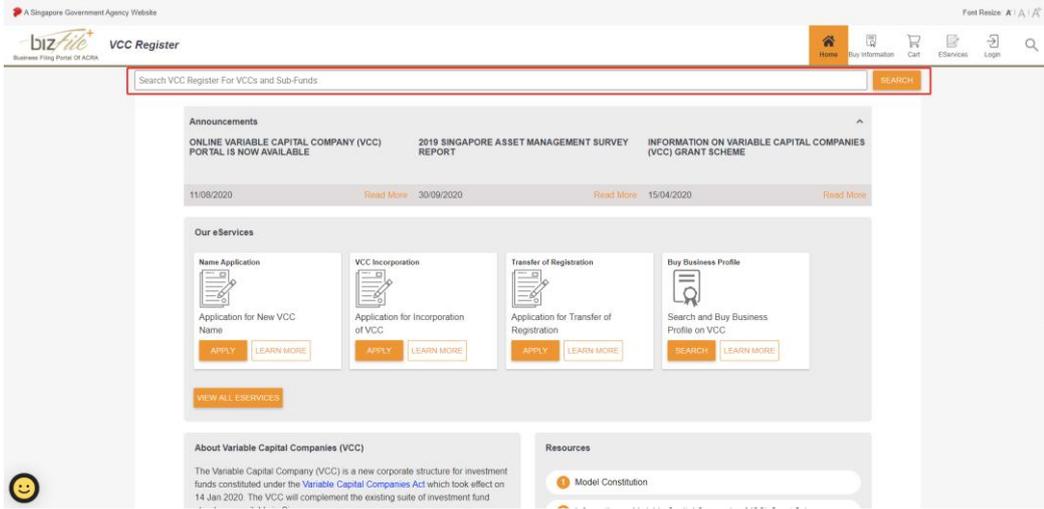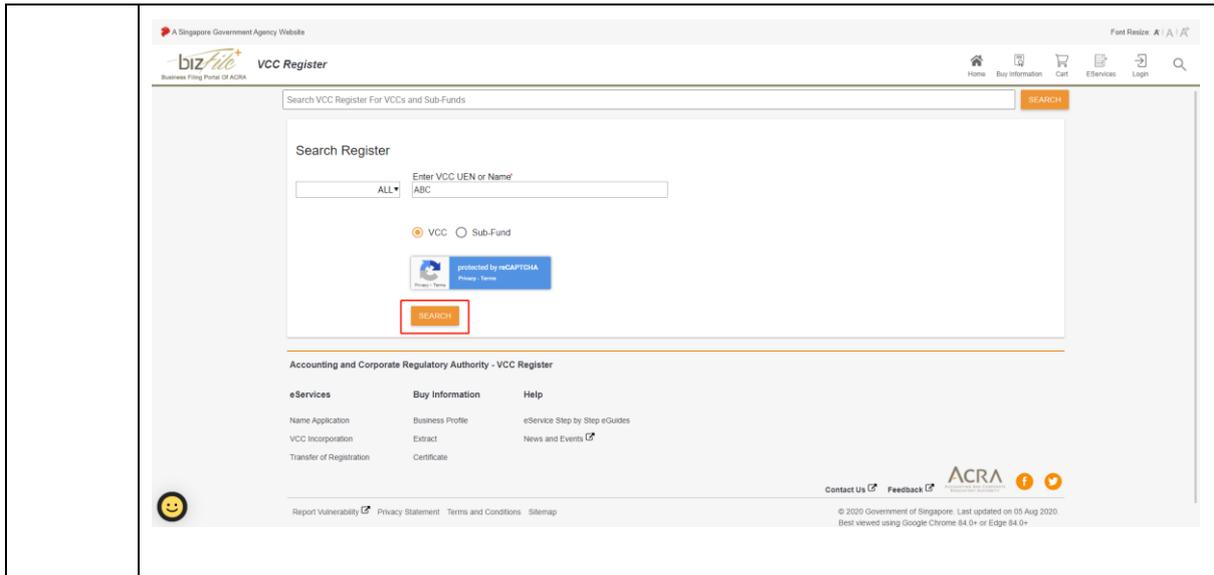
4.	System will display the matching search results based on the entered keyword.
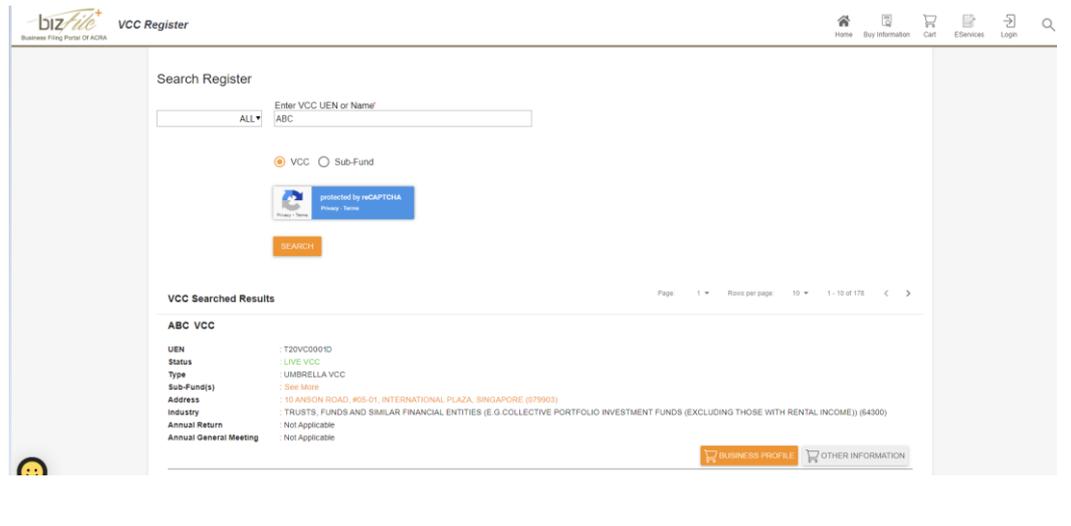
5.	**Buy Business Profile**
	Click on 'Business Profile' to add Business Profile to cart. A message will be displayed to show the selected item has been added to cart.
	Refer to Step 12-20 to complete the rest of the purchase flow.
6.	Refer to the respective iShop Product section in the table below for more information.

Product	Who can buy?	Conditions	Refer to section
Buy Business Profile	Everyone		Refer to step 5.
Buy Extracts	Everyone		Refer to step 7.
Buy Certified Extracts	Everyone		
Certificate Confirming Incorporation of Variable Capital Company	Only Authorized Officers/CSP upon login	For incorporated VCC	Refer to step 11.
Certificate Confirming Registration By Transfer of Variable Capital Company	Only Authorized Officers/CSP upon login	For re-domiciled VCC	

7.	**Buy Extract**
	Click on 'Other Information' to expand search first and locate the extract search module.

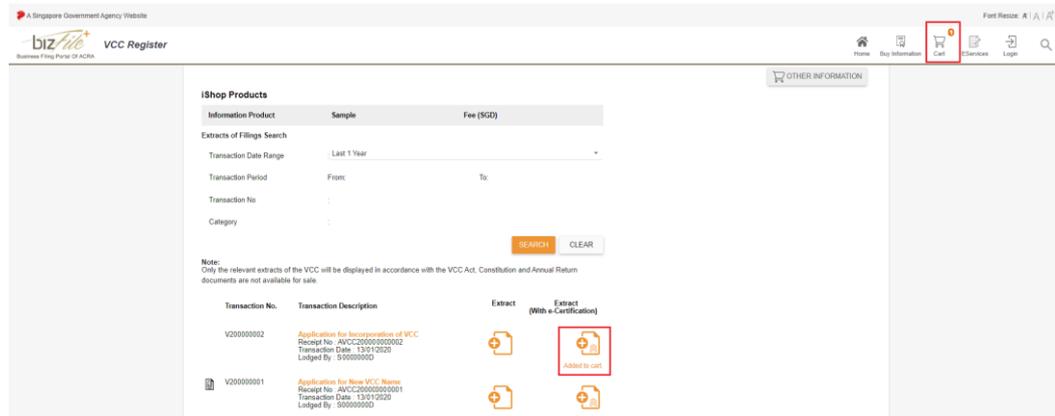|	
8.	Input one of the following search criteria's and click 'Search' - Transaction Date Range - Transaction Period - Transaction No - Category **iShop Products** 	Information Product	Sample	Fee (SGD)
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Extracts of Filings Search		| Transaction Date Range : Last 1 Year Transaction Period From: To: Transaction No : Category : [SEARCH] [CLEAR] **Note:** Only the relevant extracts of the VCC will be displayed in accordance with the VCC Act, Constitution and Annual Return documents are not available for sale. | Transaction No.	Transaction Description	Extract	Extract (With e-Certification)
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V200000002	**Application for Incorporation of VCC** Receipt No : AVCC200000000002 Transaction Date : 13/01/2020 Lodged By : S0000000D	(icon)	(icon)
V200000001	**Application for New VCC Name** Receipt No : AVCC200000000001 Transaction Date : 13/01/2020 Lodged By : S0000000D	(icon)	(icon)	 The clip icon next to the 'Transaction No.' represents Extract with attachment(s). To purchase Extract without eCertification, click on icon (highlighted in blue) under "**Extract**" column. To purchase Extract with eCertification, click on icon (highlighted in red) under **"Extract (With eCertification)"** column. Note: If there is a need to do another extract search with criteria, remember to clear the current criteria by clicking "Clear" button.

9.	Click on 'Icon' to add an Extract to cart.
10.	After clicking on 'Add to Cart', a message will be displayed to show the selected item has been added to cart. Refer Step 12-20 for the rest of the purchase flow.

| 11.	**Buy Certificate**
	You may view the availability of VCC Certificates under iShop Products section. To view and buy statutory certificate, you need to do a profile login first and click on "Add To Cart" button of the certificate.
	Refer to the **Step 6 – Certificate** section for more details.
12.	Click on 'Cart' to view the cart items.
13.	System redirects to 'Payment Cart' screen.

14.	Click on 'Check Out'. If You have already logged in, please skip step 15 and proceed to step 16.
15.	A prompt will appear for Login Selection. You may opt to Login via CorpPass/SingPass. If You do not have a CorpPass or SingPass, You may select 'Customer without Corpass/SingPass', Click Here' option.
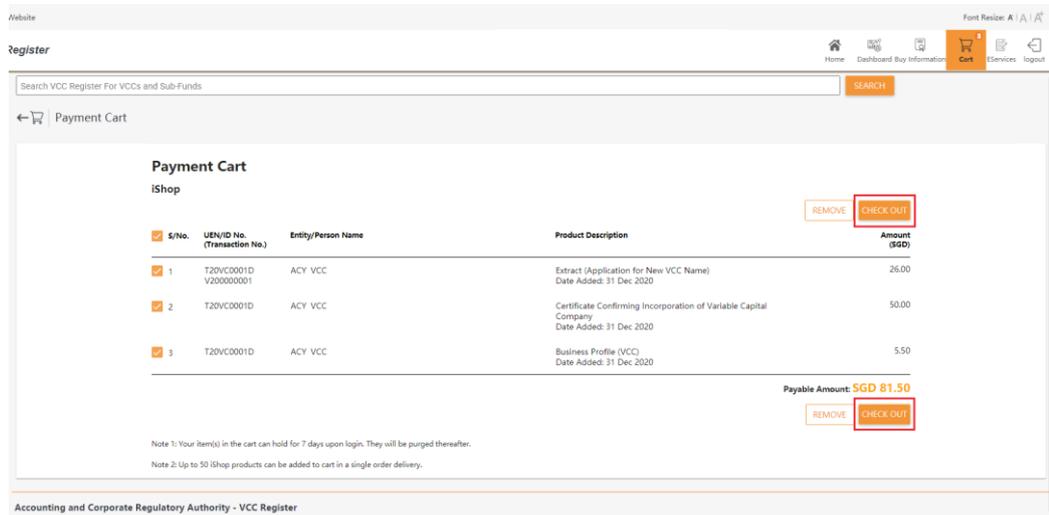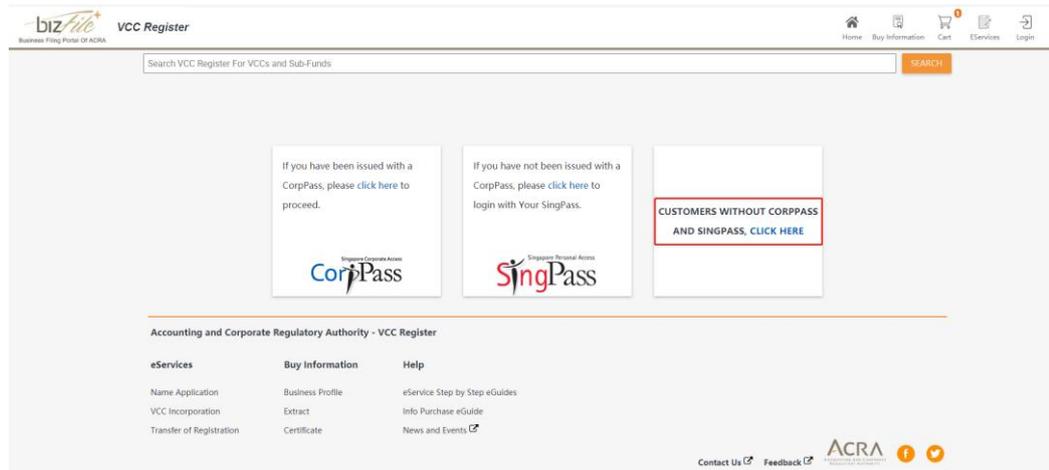
16.	System redirects to 'Requestor Information' screen.
	Note: - Please ensure that your delivery email address is valid and correct for Product Delivery. No refund will be granted for wrong email address entered.
17.	Enter the requestor's information and click 'Confirm' to proceed.

| 18. | Review the items and click on 'Make Payment'.

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19.	System will redirect to payment page. Please select choice of payment mode and input your details accordingly.

20.	Upon successful payment made, system will display the acknowledgment page. When this screen turns from grey to white in colour, You will be able to download the purchases in a zipped file by clicking the 'download' link.

21.	The customer will also receive the below email with instructions to download the product.
	Note: The download link is valid for 7 days from the date of purchase.

Subject - iShop@VCC Register - Instant Information (Receipt No: AVCC200115000001)

Dear Sir/Mdm,

YOUR ORDER IS READY FOR DOWNLOAD.

Thank you for your purchase(s).

Please download your product(s) by **15/01/2020 21:20:11** by clicking **here**.

Your order summary is as follows:

Entity Name UEN/ID	Product Description	Amount Paid (SGD)	Order Status / Transaction No.
ABC VCC T20VC0001A	Extract (Application for New VCC Name) (V200000001-28/10/2020)	11.00	Email Delivered VE20000001
ABC VCC T20VC0001A	Certification for Extract (V200000001-15/01/2020)	2.00	Email Delivered VE20000002
ABC VCC T20VC0001A	Extract (Application for Incorporation of VCC) (V200000002-15/01/2020)	11.00	Email Delivered VE20000003
ABC VCC T20VC0001A	Business Profile (VCC)	5.50	Email Delivered VI20000004

Action Required:

	• Please download your purchase(s) within 7 days from the date of purchase. There will be no replacement or refund after the link expiry date. **Useful Information**: 1. Visit iShop Homepage for other product information. Requestor's Name : ABC LIM Date of Request : 15/01/2020 Yours sincerely Accounting and Corporate Regulatory Authority (ACRA) *** This is a system-generated email. Please do not reply to this email.