



ACRA CSP Registration: Clear the Four Requirements in Order

Description

ACRA sets four registration requirements for corporate service providers: an eligible registered business, an RQI connection, fit-and-proper status and completion of the prescribed AML/CPF/CFT training and proficiency test.

This guide is for a Singapore business preparing to register as a corporate service provider. Its job is to assemble the entity, RQI, fit-and-proper and training evidence in the correct order, using a six-service scope matrix that separates regulated client services from own-entity and group exemptions and a backward training calendar that prevents the six-month evidence window from expiring rather than a headline or remembered rule.

Put the steps in order

1. **Business provides a listed service to others:** Treat registration scope as engaged.
2. **Only own-entity or qualifying group filings are done:** Document the exemption basis.
3. **No RQI is connected to the applicant:** Resolve that requirement before training expires.
4. **Training completion will be more than six months old:** Retake or reschedule before applying.

Test scope first

[ACRA CSP registration requirements](#) states the controlling point used here: ACRA identifies four requirements and states that the prescribed course and test must be completed within six months before application. Registration effort is wasted if the activity classification is wrong. Map each service to ACRA categories

If business provides a listed service to others, treat registration scope as engaged. Use ••••• Map each service to ACRA categories•• as the recorded proof step, with the decision date and the version of the document or live page relied on.

Confirm entity form

The applicant must be an eligible registered business structure. Match the legal entity

For this article's confirm entity form check, the working file should show whether 'Match the legal entity' is complete. If it is unresolved, name the responsible person or official service and set the last safe time to close that specific gap.

Document the RQI

The relationship to a registered qualified individual must be real and current. Save appointment evidence

If no RQI is connected to the applicant, resolve that requirement before training expires. Use 'Save appointment evidence' as the recorded proof step, with the decision date and the version of the document or live page relied on.

Assess fit and proper

[ACRA CSP registration scope](#) states the controlling point used here. ACRA describes six categories of corporate service and the exemptions for own-entity and qualifying group filings. Directors, partners and management persons are in scope. Complete each declaration

For this article's assess fit and proper check, the working file should show whether 'Complete each declaration' is complete. If it is unresolved, name the responsible person or official service and set the last safe time to close that specific gap.

Sequence training

The course precedes the test and both sit within the time window. Work back from application date

If business provides a listed service to others, treat registration scope as engaged. Use 'Work back from application date' as the recorded proof step, with the decision date and the version of the document or live page relied on.

Retain proof

Course, test, RQI and declarations should reconcile to the applicant. Build one indexed file

For this article's retain proof check, the working file should show whether 'Build one indexed file' is complete. If it is unresolved, name the responsible person or official service and set the last safe time to close that specific gap.

A six-service scope matrix that separates regulated client services from own-entity and group exemptions

Start with Test scope first, then test Confirm entity form and Document the RQI. Show the input, the condition applied and the resulting action in separate columns. If a number is calculated, retain the arithmetic; if a route is selected, retain the branch that ruled out the alternative.

Input or condition	Evidence to keep	Decision it changes
Business provides a listed service to others	Map each service to ACRA categories	Treat registration scope as engaged
Only own-entity or qualifying group filings are done	Match the legal entity	Document the exemption basis
No RQI is connected to the applicant	Save appointment evidence	Resolve that requirement before training expires

A backward training calendar that prevents the six-month evidence window from expiring

Use Assess fit and proper, Sequence training and Retain proof as the verification pass. Check the live condition, note the time checked and keep the response or document that supports the conclusion. Unknowns remain visible until resolved; they should not be replaced by a guessed price, deadline, eligibility result, service level or operating detail.

Evidence map for ACRA corporate service provider registration requirements

Check	Record before acting
Test scope first	Map each service to ACRA categories
Confirm entity form	Match the legal entity
Document the RQI	Save appointment evidence
Assess fit and proper	Complete each declaration
Sequence training	Work back from application date
Retain proof	Build one indexed file

Use this map to assemble the entity, RQI, fit-and-proper and training evidence in the correct order. Date each item, distinguish a live response from an older copy, and keep any unsupported row visibly open.

Worked example

A virtual-office provider also files annual returns for clients. The business maps both address and filing services, confirms its RQI connection, completes the course and test close enough to the planned

application, and retains the certificates with fit-and-proper declarations.

This example demonstrates a six-service scope matrix that separates regulated client services from own-entity and group exemptions. It is not a guarantee: change one material input at a time and recheck the current ACRA CSP registration requirements page before relying on the result.

Before you commit

1. Treat registration scope as engaged.
2. Document the exemption basis.
3. Resolve that requirement before training expires.
4. Retake or reschedule before applying.
5. Save the date and evidence used for every material condition.
6. Stop and ask the controlling authority, operator or qualified professional if a disputed fact changes the outcome.

Build the compliance record around the legal entity, triggering event, effective date, responsible officer, filing channel and acknowledgement. That sequence exposes a missing approval or access role before it becomes a late or incorrect submission.

Limits

Registration scope depends on the actual services and relationships. Obtain professional advice for ambiguous arrangements.

For an adjacent live guide, see [GST Reverse Charge: Test Imported Services in Four Steps](#). If the next decision shifts to a second practical issue, [Strike Off a Singapore Company: A Director's Timeline](#) provides the relevant progression without duplicating this primary intent.

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