Director Resigned? Run the ACRA 14-Day Exit Check

Description

A resignation letter is not the whole exit. Confirm the constitution permits the resignation and the company will retain at least one ordinarily resident director, record the effective date, withdraw the position holder in Bizfile within 14 days and update the company registers and authority map.

This guide is for a company secretary or director processing a Singapore directorâ??s resignation. It resolves how to confirm a valid exit, preserve an ordinarily resident director and notify ACRA within 14 days while keeping the controlling source and the readerâ??s own evidence separate.

Choose the branch that matches your situation

Situation	Practical next step
A valid resignation leaves a local director	Accept it under the constitution and file the withdrawal within 14 days
The person is the last ordinarily resident director	Appoint a qualifying replacement before treating the exit as complete
The company does not file	The former director may notify ACRA directly using the official route
The person is disqualified	Stop management activity and handle the statutory withdrawal and replacement immediately

A valid resignation leaves a local director: Accept it under the constitution and file the withdrawal within 14 days. **The person is the last ordinarily resident director:** Appoint a qualifying replacement before treating the exit as complete.

Test whether the resignation can take effect

ACRA says the resignation must comply with the company constitution and the company must still have at least one director ordinarily resident in Singapore. Record both checks in the board or secretary file before changing access. ACRA resignation reporting guide.

Start the 14-day clock from the change

The company must withdraw the position holder through Bizfile within 14 days of resignation. Use the signed notice and accepted effective date, not the date someone noticed an old email, as the starting evidence. ACRA resignation reporting guide.

Update more than Bizfile

The company should update its registers, board records, bank mandates, Corppass permissions, signing authorities and regulated appointments where applicable. Bizfile readback proves the public register change; it does not automatically revoke every operational permission. ACRA director exit conditions.

Give the former director an evidence trail

If the company fails to notify ACRA, the former director may notify ACRA directly. The exit pack should include the resignation, delivery proof, constitution clause, company response and any direct-notification reference. ACRA resignation reporting guide.

Treat disqualification as a different risk

A disqualified director must stop acting or managing companies unless permitted. The company must remove the person, notify ACRA and find a replacement when needed. Do not describe a disqualification as an ordinary voluntary resignation. ACRA director exit conditions.

Build a role-and-access closure table

List the directorship, company registers, Bizfile, bank, Corppass, payroll, contracts, licences and data systems. For each, record the owner, revocation date and proof. This prevents a valid corporate exit from leaving live authority elsewhere. ACRA resignation reporting guide.

Read back the public record

After filing, obtain the Bizfile transaction outcome and updated profile or register view. Compare the effective date and remaining officers with the approved record. Escalate a mismatch instead of assuming submission equals acceptance. ACRA resignation reporting guide.

A worked decision example

A director resigns effective 5 August. The secretary checks the constitution and resident-director position, calendars 19 August as the 14-day outer limit, files earlier, saves the Bizfile readback and closes bank and Corppass authority. The date calculation is illustrative and assumes a valid 5 August change.

The company does not file: The former director may notify ACRA directly using the official route. **The person is disqualified:** Stop management activity and handle the statutory withdrawal and replacement immediately.

Put the decision into a working file

1. Check the constitution and resignation notice
2. Confirm one ordinarily resident director remains
3. Record the effective date
4. File the Bizfile withdrawal within 14 days
5. Update registers and operational authority
6. Save the public-record readback

Work through the list in order and attach a date, owner and proof to every completed item. If a live service, professional decision or authority response differs from this general guide, retain that response and follow the controlling requirement.

Mistakes that weaken the result

- Accepting the last local directorâ??s exit without replacement
- Counting from the discovery date
- Updating Bizfile but not bank or Corppass access
- Calling disqualification a routine resignation
- Keeping no proof of delivery or filing

These errors usually arise when a deadline, definition, payment route or live condition is assumed instead of checked. Stop before the consequential step if the evidence does not match the selected branch.

Before acting, reopen ACRA resignation reporting guide and ACRA director exit conditions, confirm that the relevant date, definition and service status still match the case, and save the outcome beside the supporting record. If the facts fall between two branches, use the authorityâ??s contact channel or an appropriately qualified adviser instead of forcing a convenient answer. The checklist earns its keep by creating an audit trail: what was checked, which source controlled, who decided, when the next deadline falls and what evidence proves completion. Recheck immediately before any payment, filing, booking or other irreversible commitment.

Continue with the adjacent task

Once this decision is recorded, map the annual-return deadline. Then review another ACRA filing decision. Each link solves a separate next-step question rather than repeating ACRA director resignation 14 days Singapore.

Questions readers ask about ACRA director resignation 14 days Singapore

What is the ACRA notification period?

Within 14 days of the resignation or disqualification. ACRA resignation reporting guide.

Can the last local director resign?

The company must still have at least one ordinarily resident director. ACRA director exit conditions.

Can a former director notify ACRA?

Yes, ACRA provides a route where the company has not filed the cessation. ACRA resignation reporting guide.

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