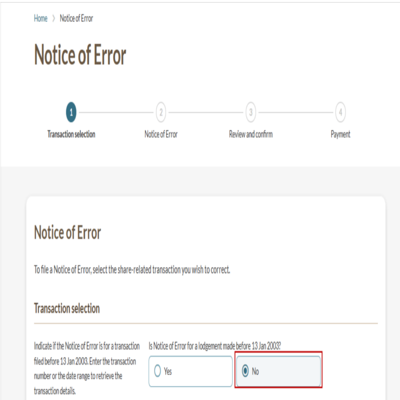

ACRA Notice of Error: Choose the Correct Correction Route

Description

Classify the wrong fact before opening Bizfile. Use the share-transaction Notice of Error route for an eligible error in a share filing, the general Notice of Error for correctable lodged information, and a revised or separate transaction where ACRAâ??s service does not permit the original record to be corrected through NOE. Do not backdate a new filing to imitate a correction. ACRA filing a Notice of Error. ACRA share-transaction Notice of Error.

Choose the branch that matches the case

Situation	Next step
Wrong detail is inside a share transaction	Start with ACRAâ??s share-error route and its specific evidence list
The transaction type supports general NOE	Prepare the correct value, explanation and contemporaneous proof
The filing reflects a real event but the event itself must change	Use the proper new corporate action, not NOE
Legal effect or stakeholder rights are disputed	Get company-law advice before changing the public register

What the official record establishes

- ACRA filing a Notice of Error: ACRA explains the general NOE purpose, limits and evidence requirements.
- ACRA share-transaction Notice of Error: ACRA provides a distinct route for qualifying errors in share transactions.

Separate a typo from a changed decision

NOE addresses information lodged in error. It is not a tool for rewriting a corporate event that happened correctly but is now inconvenient. Ask what was true on the effective date and what document proves it. ACRA filing a Notice of Error.

Board minutes created after discovery may explain the correction, but they do not replace contemporaneous evidence of what originally occurred.

Share errors need their own map

Share allotments, transfers and capital records affect ownership and rights. ACRA therefore provides a dedicated route for certain share-transaction errors. ACRA share-transaction Notice of Error.

Match the transaction number, shareholder, class, quantity, consideration and effective date against the source documents before selecting the field to correct.

Build a compact evidence packet

Prepare the UEN, lodged transaction number, correction information and relevant supporting documents that ACRA asks for. ACRA filing a Notice of Error.

Add a short chronology and name files so a reviewer can connect each document to one corrected field. Those are LBRD recordkeeping steps, not extra ACRA requirements.

Check downstream records

A public-register correction can require updates to the register of members, beneficial-ownership records, share certificates, accounts, tax workpapers, contracts or bank records.

Create a downstream list before filing so the corrected ACRA record does not become the only accurate system.

Read the outcome, not just the submission receipt

Submission does not prove that ACRA accepted every requested change. Save the acknowledgement, then retrieve the updated record and compare the corrected fields. ACRA filing a Notice of Error.

If ACRA requests clarification, answer from the evidence packet rather than inventing a new explanation.

Keep the correction explanation reproducible

Write the reason so a second reviewer can match the lodged field, replacement information and supporting document without relying on oral context.

If the evidence changes, stop and reassess the route instead of editing the explanation to fit a preferred outcome.

Check whether downstream records also depend on the field

An incorrect filing can flow into a business profile, bank review, licence application or contract. List every downstream user before correction and tell them when the authoritative readback changes.

Do not circulate a self-edited screenshot as proof. Use the accepted ACRA transaction and updated record, while preserving the original evidence for the audit trail.

Write the error as a before-and-after statement

Capture the filed value, the correct value, the filing date, transaction number, affected entity and why the record is wrong. Add the supporting document that existed at the relevant time. This distinguishes a clerical correction from a later business decision that needs a normal change transaction.

Do not describe the problem only as â??Bizfile is wrongâ?•. A reviewer needs to see which field, which filing and which evidence supports the replacement value.

Choose the route by legal effect, not convenience

Test whether the proposed correction would merely repair an error, revise financial statements, change an officer or address prospectively, or alter a fact that requires another prescribed filing. Record the reason for rejecting each wrong route.

Before submission, preview the corrected public outcome and check every related field. Keep the acknowledgement, receipt and post-filing profile together; the final readback is the evidence that the intended recordâ??not just a transactionâ??was accepted.

Work the example before the real decision

A company files an allotment with 10,000 shares instead of 1,000. The board resolution, subscription document and bank receipt all support 1,000. The officer identifies the exact share transaction, uses the dedicated route, attaches the contemporaneous proof and then reconciles Bizfile, the register of members and the share certificate after acceptance.

Checklist

1. Identify the original Bizfile transaction
2. State the correct field and value
3. Choose share-specific, general or replacement route
4. Attach contemporaneous source documents
5. Map affected internal and external records

6. Verify the accepted public readback

Mistakes to avoid

- Using NOE to change a genuine past decision
- Submitting a generic explanation
- Correcting Bizfile but not the register
- Backdating a replacement filing
- Assuming the receipt proves acceptance

Related next reads

After classify the error before submitting a Notice of Error or replacement transaction, a reader can map the annual-return deadline, or review a financial-year-end change.

Questions readers ask

Can NOE be used for every filing?

No. Availability and the correct route depend on the transaction and type of error.

Does a share error use the general path?

Eligible share-transaction errors have a dedicated ACRA route.

Should the company amend its internal registers?

Yes, where they contain the same wrong information and the correction is legally supported.

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