



Appointing a Director? Use ACRA's Updated Form 45

Description

ACRA amended Form 45 with effect from 6 May 2026. It adds a statement covering money-laundering conviction disqualification and an undertaking that the proposed director understands statutory obligations and will use the company only for legitimate business purposes.

This guide is for a company officer or corporate service provider appointing a Singapore company director. Its purpose is to use the updated consent and non-disqualification declaration and retain a complete appointment file. The answer comes first because the costliest mistake is usually taking the next irreversible step before the controlling condition is known.

Which operating path applies?

The appointment consent was signed before 6 May 2026

Check with the company secretary whether a fresh current form is needed for a new appointment.

The appointment is new

Download the live Form 45 from ACRA and do not reuse a saved blank.

A declaration answer is uncertain

Pause the appointment and obtain legal advice.

The form is complete

Retain it in statutory records and reconcile the Bizfile appointment.

The table is a triage tool, not a substitute for the underlying authority. It separates the reader's situation from the action, so a general rule is not applied to the wrong person, property, business, journey or account.

Discard old templates

A familiar filename can conceal obsolete declarations. The controlling position was checked against [ACRA Form 45 amendment notice](#).

Do this: Download from ACRA for each appointment cycle. This turns the rule into a dated record that another person can review, instead of leaving the outcome to memory or an informal message.

Verify the individual

The consent should match identity and appointment particulars.

Do this: Reconcile name, ID, address and company. This turns the rule into a dated record that another person can review, instead of leaving the outcome to memory or an informal message.

Read the new disqualification statement

A signature is not a substitute for understanding.

Do this: Escalate any conviction or status question. This turns the rule into a dated record that another person can review, instead of leaving the outcome to memory or an informal message.

Explain director duties

The new undertaking emphasises legitimate business use.

Do this: Provide a dated duties briefing and acknowledgement. This turns the rule into a dated record that another person can review, instead of leaving the outcome to memory or an informal message.

File and retain separately

Bizfile submission and internal Form 45 retention are both required controls. The related operating detail was also checked against [ACRA Form 45 document page](#).

Do this: Keep acknowledgement, resolution and form together. This turns the rule into a dated record that another person can review, instead of leaving the outcome to memory or an informal message.

Control access

Director identity records contain sensitive data.

Do this: Limit the statutory-record repository and log access. This turns the rule into a dated record that another person can review, instead of leaving the outcome to memory or an informal message.

Audit recent appointments

Files created after the change may still use an old form.

Do this: Run a version-and-date exception review. This turns the rule into a dated record that another person can review, instead of leaving the outcome to memory or an informal message.

Two original tools for this decision

a form-version control tying download date, appointment date and ACRA change date

This LBRD analysis applies each branch above to the reader's actual role, timing and evidence. Write the facts in separate columns, mark unknowns, and do not convert an estimate into a confirmed eligibility result.

a director appointment file index covering consent, declaration, resolution, Bizfile readback and duties briefing

Keep the source, date checked, decision owner, deadline and supporting document in the same record. The value of this tool is not the template itself; it is the visible connection between the official condition and the action taken.

Stress-test the plan

A corporate service provider using a blank Form 45 saved in April 2026 for a July appointment risks missing the new declarations. The safer control is to retrieve the live form and record its version at the point of appointment.

The example is an analysis, not a promise that an authority, operator, provider or professional will reach the same result. Change one material fact at a time and re-run the decision. If the route depends on a date, amount, pass type, legal form, age, location or approved drawing, verify that field at the point of action.

Before acting

1. Check with the company secretary whether a fresh current form is needed for a new appointment.
2. Download the live Form 45 from ACRA and do not reuse a saved blank.
3. Pause the appointment and obtain legal advice.
4. Retain it in statutory records and reconcile the Bizfile appointment.
5. Limit the statutory-record repository and log access.

6. Run a version-and-date exception review.

Save the two official pages with the date checked. If an online form, price, timetable, clinic network or approval condition changes, the current official service must take priority over this explainer.

Recheck the evidence before the final step

Read the official material in the order the decision occurs. First confirm who or what is covered. Next confirm the effective date, threshold, location or document requirement. Then record any exception and the evidence for using it. Finally, verify the live submission, booking, payment or approval channel. This sequence prevents a valid rule from being attached to the wrong case.

A second reviewer should be able to reproduce the conclusion from the saved facts. If they cannot, the file is not ready: identify the missing field, return to the primary source and label any remaining uncertainty plainly.

Do not combine separate controls into one yes-or-no answer. Eligibility, cost, timing, approval, suitability and service availability can each have a different source and owner. A favourable answer on one field does not cure a failed condition on another. Keep the branches separate until every consequential field is confirmed.

Also distinguish the date a rule was announced, the date it takes effect and the date the reader must act. Where a future change is involved, write both the present process and the transition point. That makes it clear which instruction applies today and what must be checked again later.

Limits and escalation

ACRA's current form and the Companies Act control. Obtain legal advice on disqualification or defective historical appointments.

Where the facts are disputed or the consequence is material, pause and ask the controlling authority or an appropriately qualified professional. Keep the answer with the documents used to make the decision.

Related LBRD guides

For the next adjacent task, read [Best Flight Deals From Singapore Right Now â?? April May 2026 Round-Up](#). You may also need [Singapore Branch Annual Filing: A Foreign Company Checklist](#).

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