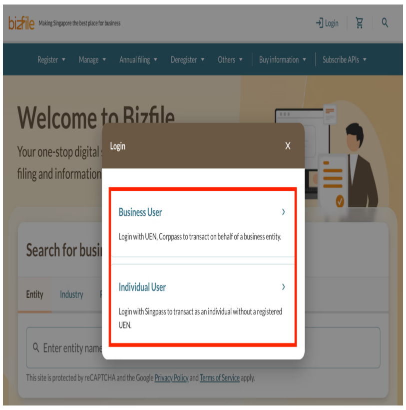

Bizfile Incorporation: Prepare Controllers and Nominators

Description

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A new local-company registration should begin with an ownership and control map, not only a list of directors and shareholders. Bizfile can require controller details and nominator information during incorporation, so unresolved indirect ownership or nominee relationships can block an otherwise complete filing.

The practical task is to prepare controller, nominee and nominator information before the incorporation transaction. A sound decision separates the controlling condition from convenience, then records the evidence before money, travel, work or a deadline makes the choice harder to reverse.

Choose the branch before acting

Situation	Practical next step
Ownership is direct and personal	Verify shareholder and controller particulars
A person holds shares for another	Prepare nominee shareholder and nominator details
A director acts for a nominator	Prepare nominee director and nominator details
Control is indirect or unclear	Resolve the ownership chain before submission

Draw the ownership chain

ACRA local company registration guide states the controlling point used here: Bizfile incorporation includes steps for position holders, shareholders, nominators, controllers and share capital. Registered shareholding and ultimate control can diverge. Map every entity and natural person to the final controller.

For draw the ownership chain, this becomes consequential when â??Ownership is direct and personalâ?• applies. The next move is to verify shareholder and controller particulars, but only after the underlying condition has been verified and dated.

Separate office from control

A director may manage the company without owning or controlling it, while a shareholder may hold for another. Code each role independently.

For separate office from control, record the result as confirmed, pending or not applicable. If it is still pending, do not let a convenient assumption close the gap; identify the person or service that can resolve it and the last safe time to ask.

Prepare consent and addresses

Position holders need valid consent and particulars, including residential address information. Collect documents before initiating endorsement.

For prepare consent and addresses, this becomes consequential when â??A director acts for a nominatorâ?• applies. The next move is to prepare nominee director and nominator details, but only after the underlying condition has been verified and dated.

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Check nominee facts

ACRA local company requirements states the controlling point used here: Founders must complete name, constitution, officers, ownership and registered-office requirements for incorporation. Nominee status follows the real arrangement, not a preferred label. Ask who gives directions and who benefits from the holding.

For check nominee facts, record the result as confirmed, pending or not applicable. If it is still pending, do not let a convenient assumption close the gap; identify the person or service that can resolve it and the last safe time to ask.

Reconcile share capital

Allotment, paid-up amount and shareholder totals must agree. Recalculate shares, currency and consideration.

For reconcile share capital, this becomes consequential when â??Ownership is direct and personalâ?• applies. The next move is to verify shareholder and controller particulars, but only after the underlying condition has been verified and dated.

Plan post-registration controls

Incorporation creates ongoing register and filing duties immediately. Schedule the first register review and annual-return calendar.

For plan post-registration controls, record the result as confirmed, pending or not applicable. If it is still pending, do not let a convenient assumption close the gap; identify the person or service that can resolve it and the last safe time to ask.

An ownership-chain worksheet that distinguishes legal ownership from control

Start with Draw the ownership chain, then test Separate office from control and Prepare consent and addresses. 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
Ownership is direct and personal	Map every entity and natural person to the final controller.	Verify shareholder and controller particulars
A person holds shares for another	Code each role independently.	Prepare nominee shareholder and nominator details
A director acts for a nominator	Collect documents before initiating endorsement.	Prepare nominee director and nominator details

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A pre-Bizfile reconciliation of officers, shareholders, nominators and share capital

Use Check nominee facts, Reconcile share capital and Plan post-registration controls 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.

Worked example

Two founders register equal shareholdings, but one holds half of her shares for a family company. The shareholder table alone does not explain the full control picture. The incorporation file should map the family company, its controllers, the nominee relationship and the nominator details before the Bizfile transaction is opened.

The example is a calculation or decision model, not a guarantee. Change one material input at a time, preserve the original inputs and recheck the live authority or operator page before relying on the result.

Reproduce the decision independently

Read the evidence in the order the real decision occurs. Confirm who or what is covered, isolate every date, amount, location and document, then have another person rebuild the conclusion from the saved material. A correct rule attached to the wrong person, product, property, journey or date is still a wrong answer.

Keep eligibility, cost, timing, approval and suitability in separate rows. Passing one control does not cure a failure in another. Where a transition or future change is involved, record both the current condition and the next change date, then schedule a fresh check.

Before you commit

1. Verify shareholder and controller particulars.
2. Prepare nominee shareholder and nominator details.
3. Prepare nominee director and nominator details.
4. Resolve the ownership chain before submission.
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.

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Limits

This is an incorporation checklist, not legal or tax advice. Complex trusts, overseas entities and disputed control require qualified assessment.

For an adjacent live guide, see Transfer Company Shares: When ACRA Makes It Effective. If the next decision shifts to a second practical issue, Allotting Shares in Singapore: File the ACRA Return Without Backdating provides the relevant progression without duplicating this primary intent.

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