CEO or Managing Director? Record the Appointment and ACRA Filing Correctly

Description

Answer first: A CEO and a managing director are not interchangeable filing labels. ACRA says a company may appoint a CEO and must file that personâ??s details, while a managing director is appointed from the board and the managing-director designation itself need not be filed.

This guide is for a singapore company board deciding whether to appoint a ceo, managing director or both. Its one job is to help that reader separate board authority from the acra filing rule, document the appointment and complete any required position-holder update within the correct time, using evidence that can be checked later. An eligibility signal, headline, displayed price or preliminary response is not presented as a secured outcome.

Before acting, write down the exact date, amount, person, place or account that makes this reader's case different from the general rule. That context check prevents a broadly correct source from being applied to the wrong transaction, household, journey or service.

What the official sources establish

Classify the intended office

ACRA lists the CEO and managing director as different key-officer roles. This point is grounded in the primary official source.

Practical control: Write the intended authority and title before approving the appointment. Record the source date, the case-specific input and the final readback. An unanswered field remains open; it does not become a working fact.

A CEO appointment is filed

ACRA says that if a company appoints a CEO, the CEO details must be filed with ACRA. This point is grounded in the primary official source.

Practical control: Put the filing requirement and effective date in the board paper. Put the evidence beside the decision it supports, name its owner and set a stop condition for any missing or conflicting detail.

A managing director comes from the board

ACRA says a managing director can be appointed from the board and that this designation need not be filed with ACRA. This point is grounded in the primary official source.

Practical control: Confirm the person is already a director and record the board authority separately. Preserve the current authority page and the readerâ??s own record separately, so a general rule is not mistaken for case approval.

Position-holder changes have a clock

ACRAâ??s update guide states that local entity position-holder updates are generally due within 14 days of change. This point is grounded in the supporting official source.

Practical control: Calendar the deadline from the effective change date. Date the check and state whether the result is confirmed, conditional or illustrative. Recheck it if the underlying event changes.

Bizfile confirmation closes the filing

ACRAâ??s guide explains the position-holder update route and confirmation through the Bizfile inbox. This point is grounded in the supporting official source.

Practical control: Save the acknowledgement and read back the company record. Keep a short audit trail: question asked, source opened, answer found, limitation noted and action authorised.

Decision table

Control point	Action	Authority
Classify the intended office	Write the intended authority and title before approving the appointment.	primary official source
A CEO appointment is filed	Put the filing requirement and effective date in the board paper.	primary official source
A managing director comes from the board	Confirm the person is already a director and record the board authority separately.	primary official source
Position-holder changes have a clock	Calendar the deadline from the effective change date.	supporting official source
Bizfile confirmation closes the filing	Save the acknowledgement and read back the company record.	supporting official source

A blank table cell is an unresolved input, not permission to guess. Assign every open item to the person who can obtain the authoritative readback.

Two original value tools

A CEO-versus-managing-director role and filing decision table

This first tool organises the decision evidence. Build it row by row, showing the input, its authority, status, owner and stop condition. This is original analysis for the article, not an official form; current rules still need a fresh read.

A board-resolution-to-Bizfile evidence chain with the 14-day update clock

This second tool supplies an independent cross-check. Use it to compare evidence that would otherwise sit in separate emails or portals. Label estimates and unresolved items plainly, and do not let a total conceal an unsupported component.

Worked example

A board wants one executive to be both CEO and managing director. It records the personâ??s existing director status, approves both functions, files the CEO appointment within the applicable position-holder deadline and keeps the managing-director board record even though that designation is not separately filed.

The figures or circumstances are illustrative and must be replaced with the readerâ??s current evidence.

Five failure modes to avoid

- Using a convenient proxy instead of resolving â??classify the intended officeâ?•.
- Using a convenient proxy instead of resolving â??a ceo appointment is filedâ?•.
- Using a convenient proxy instead of resolving â??a managing director comes from the boardâ?•.
- Using a convenient proxy instead of resolving â??position-holder changes have a clockâ?•.
- Using a convenient proxy instead of resolving â??bizfile confirmation closes the filingâ?•.

The common risk is moving from incomplete evidence to action without a stop condition. Resolving the correct record early is safer than reconstructing it after a submission, payment, booking, medical change or dispute.

Action checklist

1. Write the intended authority and title before approving the appointment. Keep the evidence that supports: ACRA lists the CEO and managing director as different key-officer roles.
2. Put the filing requirement and effective date in the board paper. Keep the evidence that supports: ACRA says that if a company appoints a CEO, the CEO details must be filed with ACRA.
3. Confirm the person is already a director and record the board authority separately. Keep the evidence that supports: ACRA says a managing director can be appointed from the board and

that this designation need not be filed with ACRA.
4. Calendar the deadline from the effective change date. Keep the evidence that supports: ACRAâ??s update guide states that local entity position-holder updates are generally due within 14 days of change.
5. Save the acknowledgement and read back the company record. Keep the evidence that supports: ACRAâ??s guide explains the position-holder update route and confirmation through the Bizfile inbox.

Save the final confirmation and reopen the file if a material input changes. A named owner and a dated follow-up prevent an unresolved point from disappearing between people.

Limits and live verification

The company constitution, contracts, board powers, regulated-sector rules and ACRA requirements all matter. This is a filing-and-record framework, not legal advice on executive authority or employment terms.

At the point of action, reopen the primary official source and supporting official source. Together they supply the central rule and a separate legal, operational or verification layer. Consequential details should not be inherited from a commercial summary.

Related LBRD guides

- continue with the separate director appointment controls
- reconcile ACRA registers before the annual return

Date Created
01/09/2026
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