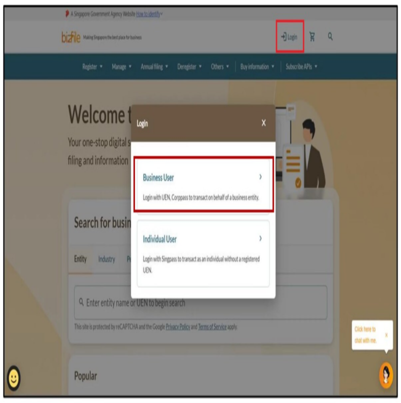

Foreign Company Changes: Build ACRAâ??s 30-Day Filing File

Description

ACRA requires foreign companies to update specified company information, authorised representatives and directors within 30 days. The file should connect the overseas event date to certified supporting documents, translation where needed, the correct Bizfile transaction and the Singapore register update.

This article is written for an authorised representative or company secretary maintaining a foreign company registered in Singapore and resolves one task: identify reportable head-office and Singapore changes and submit a complete filing within the foreign-company deadline. It is deliberately narrow. The decision should be made from the controlling condition and current evidence, not from a similar case or a convenient search snippet.

Classify the company before opening the form

Head office changes name or constitution

Prepare approval and certified constitutional evidence.

A directorâ??s particulars change

Update the foreign-company director information.

An authorised representative changes

Complete cessation and appointment records without leaving a local gap.

Only business activity or address changes

Use the entity-information route with the right SSIC or address evidence.

Corporate compliance works best as a control file: legal entity, triggering event, effective date, responsible officer, source document, filing channel and proof of submission. That sequence makes a missed field visible before it becomes a late filing.

Start the clock from the change

The operational trigger is the actual change date, not the date the Singapore team notices it. The controlling rule is set out by ACRA foreign company update guide.

Action: Require overseas teams to notify Singapore immediately. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Classify the filing

Name, constitutional document, registered address, business activity, director and representative changes use different data and attachments.

Action: Select the event code before collecting files. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Certify overseas documents

ACRA may require notarised or certified true copies and translation for foreign-language material.

Action: Check certification before upload. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Protect local representation

A foreign company must maintain the required authorised representation in Singapore. The companion procedure was checked against ACRA entity information guide.

Action: Sequence cessation and appointment to avoid an administrative gap. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Reconcile registers and public profile

A successful Bizfile transaction should match internal registers, letterhead and stakeholder records.

Action: Download the updated profile and compare fields. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Record who filed

Authorised officers and corporate service providers have defined filing roles.

Action: Keep Corppass authority and submission receipt. Add the date and the document or screen used, so the conclusion can be checked without reconstructing it from messages later.

Two LBRD tools to use

a 30-day deadline calculator that starts from the overseas legal event date

Build this from the facts above. Give every row one owner and one status: confirmed, pending or not applicable. Where a number is involved, show the input and arithmetic. Where a route or eligibility test is involved, show the condition that selected the branch. This is LBRD analysis, not an authority decision.

a document-certification matrix for name, constitution, director and representative changes

Use this as the second-pass check. Link the conclusion to its source, record the date checked and attach the evidence that supports the next action. Unknowns stay visible; they are not filled with assumptions merely to complete the sheet.

Worked example

A foreign parent changes its name on 1 August but the Singapore branch learns of it on 20 August. The team should not restart the 30-day clock on 20 August. It should confirm the legal effective date, prepare certified evidence, obtain name approval where required and complete the Singapore update using the remaining time.

The example changes one consequential fact at a time. That matters because the same headline question can produce a different route when the party, date, amount, document, location or service level changes. Treat the result as a worked analysis and confirm the live facts for the real case.

What the working file should contain

Field	What to record
Subject	an authorised representative or company secretary maintaining a foreign company registered in Singapore
Decision	identify reportable head-office and Singapore changes and submit a complete filing within the foreign-company deadline
Evidence date	The date each official page, record or notice was checked
Owner	The person responsible for the next action
Fallback	The safe alternative if a condition is not met

Final check

1. Prepare approval and certified constitutional evidence.
2. Update the foreign-company director information.
3. Complete cessation and appointment records without leaving a local gap.
4. Use the entity-information route with the right SSIC or address evidence.
5. Download the updated profile and compare fields.
6. Keep Corppass authority and submission receipt.

Have a second person reproduce the deadline and filing path from the primary record. Access roles, overseas documents and board approval often take longer than the online transaction itself.

Reproduce the decision before acting

Read the official material in the order the decision occurs. Confirm who or what is covered, identify the effective date, and isolate every amount, threshold, document or location. Then have another person rebuild the conclusion from the saved file. A valid rule attached to the wrong person 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 future change is involved, record both the current process and the transition date, then schedule a fresh check.

Limits and escalation

The correct filing and certification depend on the foreign jurisdiction, change type and documents. ACRAâ??s live eService and professional advice should control the final submission.

If a material fact is disputed, stop before the irreversible step. Ask the controlling authority, operator or an appropriately qualified professional, and keep the reply with the working file. Do not turn an estimate, example or inference into a confirmed entitlement, deadline, price or outcome.

Continue with these LBRD guides

For the next adjacent task, read Singapore Branch Annual Filing: A Foreign Company Checklist. A second useful route is Allotting Company Shares? Build the ACRA Filing Pack. Both links point to live pages with a different primary intent.

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