

# Notice Of Error (on Annual Return)

Published May 2016

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**Notice Of Error (NOE) – Clerical/Typographical Errors  
in Document Lodged for Local Company Transaction**

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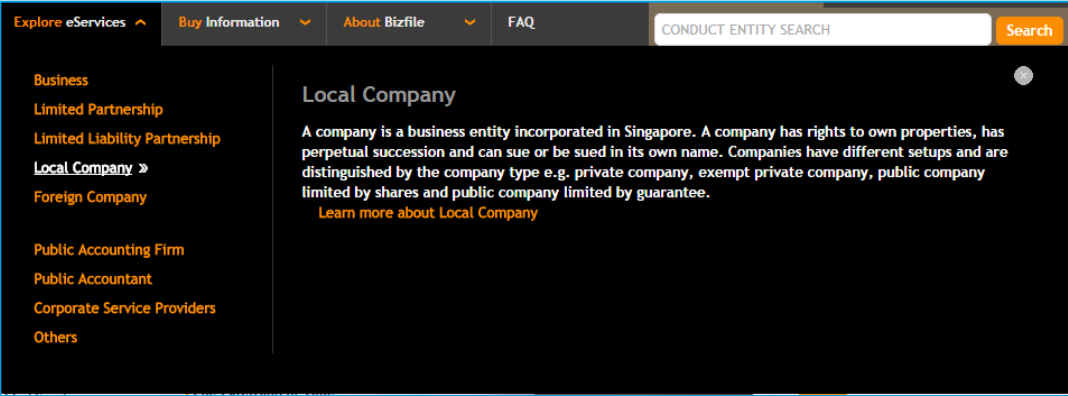
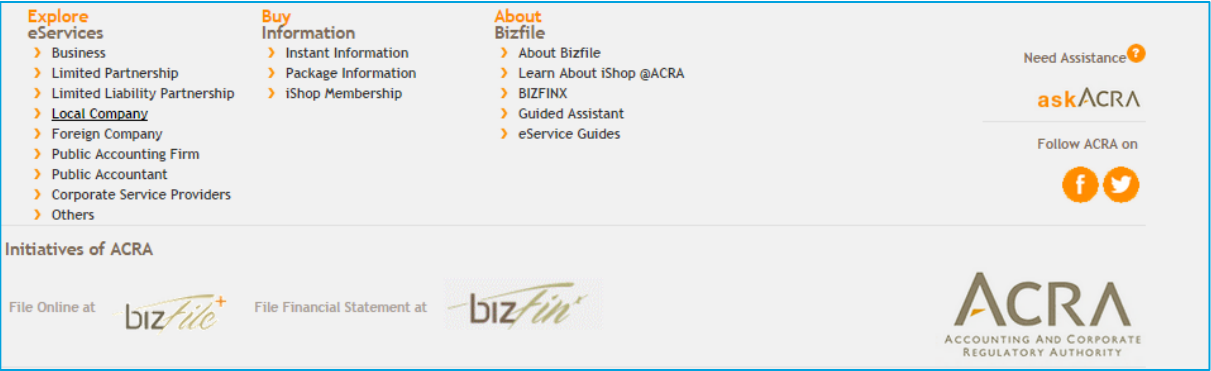
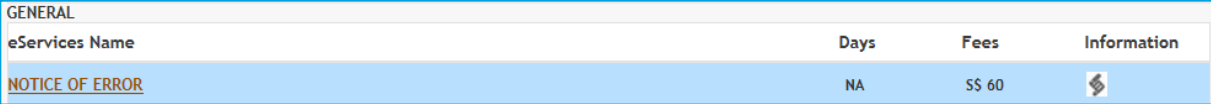
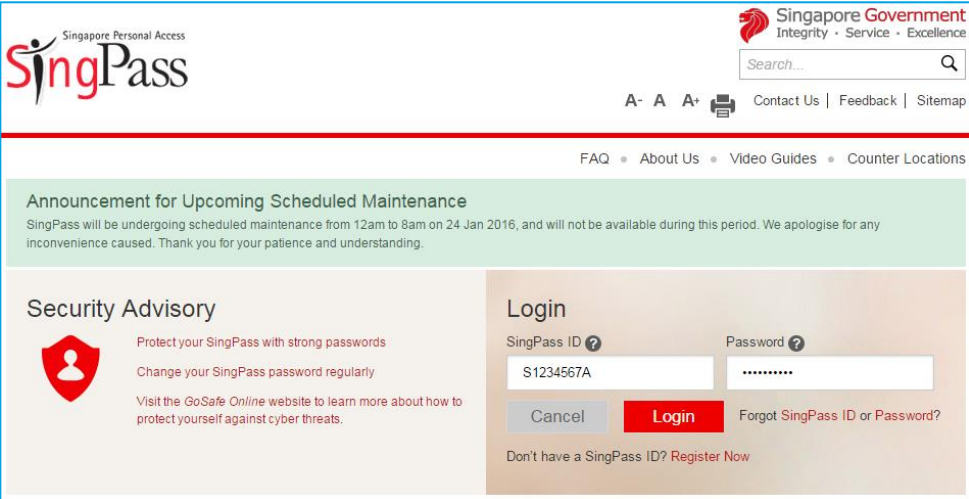
A. NOE – Pre-BizFile (*Filed Before 13 Jan 2003*) .....2

B. NOE – Post-BizFile.....6

    B1. NOE for Annual Return (AR) filed BEFORE 3 Jan 2016.....6

    B2. NOE for Annual Return (AR) filed AFTER 3 Jan 2016..... 12

## A. NOE – Pre-BizFile (Filed Before 13 Jan 2003)

Step	Description												
1	Go to BizFile+ ( <a href="https://www.bizfile.gov.sg">https://www.bizfile.gov.sg</a> )												
2	<p>Click on 'Explore eServices' &gt;&gt; Local Company</p>  <p>Alternatively, click on 'Local Company' at the bottom of the page</p> 												
3	<p>Click on 'Notice Of Error'</p>  <table border="1"> <thead> <tr> <th>GENERAL</th> <th>Days</th> <th>Fees</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>eServices Name</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>NOTICE OF ERROR</b></td> <td>NA</td> <td>S\$ 60</td> <td></td> </tr> </tbody> </table>	GENERAL	Days	Fees	Information	eServices Name				<b>NOTICE OF ERROR</b>	NA	S\$ 60	
GENERAL	Days	Fees	Information										
eServices Name													
<b>NOTICE OF ERROR</b>	NA	S\$ 60											
4	<p>Login with SingPass</p> 												

5

- a. Enter UEN
- b. Select 'Yes' for question: Is NOE for Pre-Bizfile transaction?
- c. Click 'Next' to proceed

### Notice of Error

[Exit to Dashboard](#) [Exit to eService List](#) [Next](#)

**Before You Start:**

**Information**

Here is some information to help you with the process of Notice of Error.

- This transaction allows lodger to submit a notice of error to rectify the mistakes made
- Please get ready the following before filling the transaction:
  - (1) UEN
  - (2) Transaction no where the error occurred, if any
  - (3) Correct information to be updated
- Notice of Errors application fee is non-refundable for all rectification transaction.
- This e-Service will take about 20 minutes to complete.
- This application will take 7 working day(s) to process.
- The maximum file size is 5MB and the acceptable file type is PDF, where file submission is required.
- Please read the [Terms and Conditions](#) before proceeding further.

[Print Information](#)

UEN \*

Is NOE for Pre-Bizfile transaction?  Yes  No

[Exit to Dashboard](#) [Exit to eService List](#) [Next](#)

6

- a. Enter 'Description of Correct / Incorrect Information'
- b. Click on 'Submit' to proceed

### Entity Information

**UEN**  
123456789A

**Entity Name**  
ABC Pte. Ltd.

**TIME TO AUTOSAVE** 1 mins 21 Sec

- Entity Information
- Notice of Error

### Notice of Error

**Description of Correct Information\***

Characters Left :494

**Description of Incorrect Information\***

Characters Left :494

**Remarks/Reasons for rectification**

Characters Left :494

Attachment of supporting documents, if any

No file chosen

Is the attachment confidential?

[Exit to Dashboard](#) [Exit to eService List](#) [Save Transaction](#) [Preview](#) [Submit](#)

7 Preview of the NOE will be made available for viewing.

- No error: Click on 'Confirm' to proceed
- Error: Click on 'Exit Preview' to step 6 for amendments

'Print' NOE is available.

**Entity Information**

UEN 123456789A	Entity Name ABC Pte. Ltd.
-------------------	------------------------------

**Notice of Error**

Description of Correct Information Sample	Description of Incorrect Information Sample
Remarks/Reasons for rectification Sample	
Attachment of supporting documents, if any <input type="checkbox"/> Is the attachment confidential?	

[Exit to Dashboard](#)    [Exit to eService List](#)    [Exit Preview](#)    [Print](#)    [Confirm](#)

8 Click on 'Pay Now' to proceed with payment

**Transaction Details**

UEN 123456789A	Entity Name ABC Pte. Ltd.
-------------------	------------------------------

Descriptions	Amount(SGD)
Local Company -Notice of Error (2002)	60.00

Payable Amount **SGD 60.00**

Payment Option(s) Available  
 Online Payment

**Message Section**  
 An acknowledgement message and a receipt will be provided upon payment.  
 For failed transaction paid via Visa/MasterCard/AMEX/DSA, a refund is system-triggered and no action is required from the user. For those using eNets Internet Banking, ACRA will contact the user to provide bank account details online.

[Pay Now](#)

9

'Acknowledgement' page will be displayed upon successful submission of transaction.

'View Receipt' is available.

## Acknowledgement

[View Receipt](#) [Print](#)

**Transaction Details**

UEN 123456789A	Entity Name ABC Pte. Ltd.
Transaction Number G006003561	Receipt Number ACRA151218000290
EP Reference No. 20151218192930933	Payment Date 18/12/2015 19:28:59

Descriptions	Amount(SGD)
Local Company -Notice of Error (2002)	60.00

**Paid Amount    SGD 60.00**

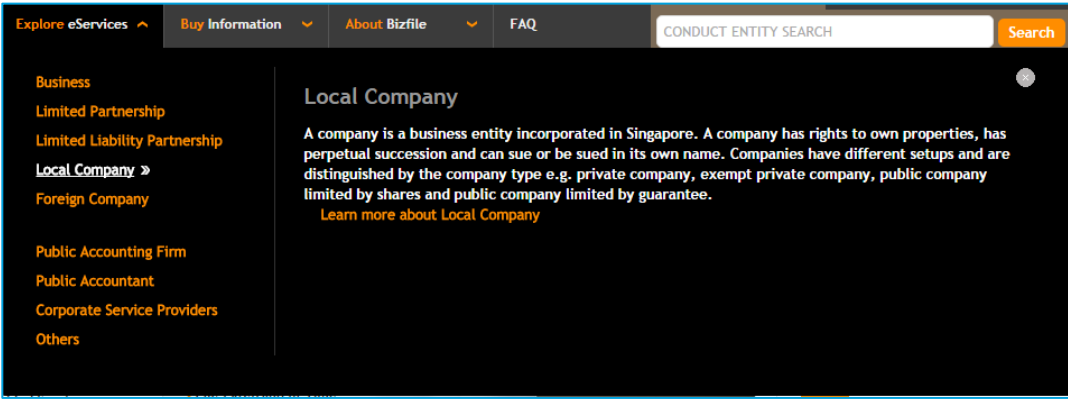
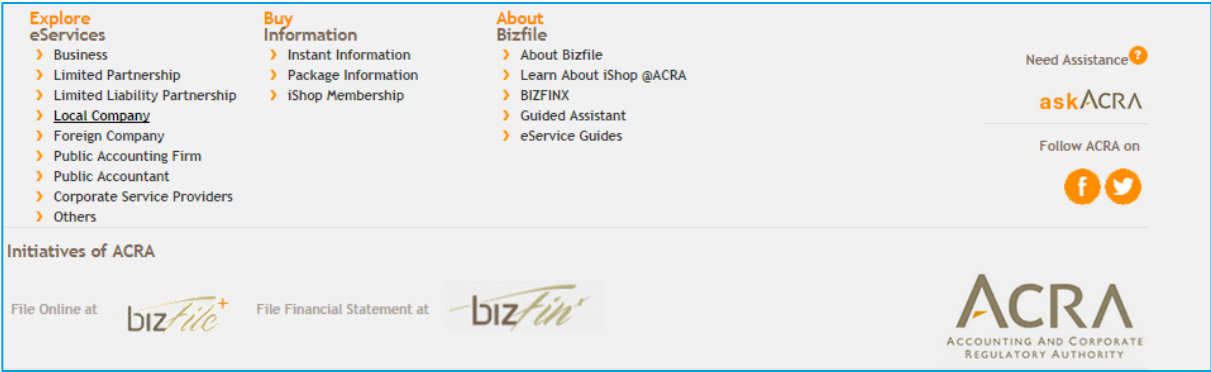
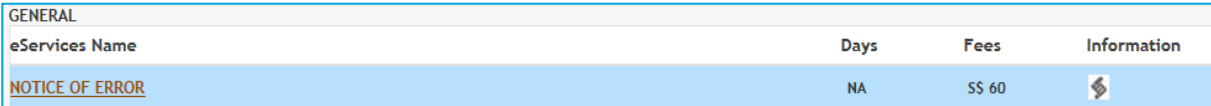
**Message Section**

Notice of Error transaction has been submitted successfully.  
Click [Here](#) for the estimated processing time

[View Receipt](#) [Print](#)

## B. NOE – Post-BizFile

### B1. NOE for Annual Return (AR) filed before 3 Jan 2016

Step	Description												
1	Go to BizFile+ ( <a href="https://www.bizfile.gov.sg">https://www.bizfile.gov.sg</a> )												
2	<p>Click on 'Explore eServices' &gt;&gt; Local Company</p>  <p>Alternatively, click on 'Local Company' at the bottom of the page</p> 												
3	<p>Click on 'Notice Of Error'</p>  <table border="1"> <thead> <tr> <th colspan="4">GENERAL</th> </tr> <tr> <th>eServices Name</th> <th>Days</th> <th>Fees</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td><a href="#">NOTICE OF ERROR</a></td> <td>NA</td> <td>\$\$ 60</td> <td>\$</td> </tr> </tbody> </table>	GENERAL				eServices Name	Days	Fees	Information	<a href="#">NOTICE OF ERROR</a>	NA	\$\$ 60	\$
GENERAL													
eServices Name	Days	Fees	Information										
<a href="#">NOTICE OF ERROR</a>	NA	\$\$ 60	\$										

4

### Login with SingPass

5

- a. Enter UEN
- b. Select 'No' for question: Is NOE for Pre-Bizfile transaction?
- c. Click 'Next' to proceed



6

- a. Enter 'Transaction No.' or 'Date Range'
- b. Click on 'Search' for list of transactions filed
- c. Select 'Transaction No.' to retrieve transaction for NOE

### Entity Information

UEN  
123456789A

Entity Name  
ABC Pte. Ltd.

### Form Page

Transaction No.

Date Range  
From  To

Transaction No.	Transaction Description	Date of Lodgement
<a href="#">G006002974</a>	Order of Court	23/10/2015
<a href="#">C155014778</a>	Filing of Annual Return by Local Company	12/10/2015
<a href="#">C155014653</a>	Filing of Annual Return by Local Company	09/10/2015
<a href="#">G006002646</a>	Notice of Error (to rectify erroneous form with transaction No: C155012903)	30/09/2015
<a href="#">C155013029</a>	Filing of Annual Return by Local Company	09/09/2015
<a href="#">C155012903</a>	Filing of Annual Return by Local Company (this erroneous form is superseded by NOE transaction No: G006002646)	07/09/2015

7

- a. Enter 'Description of Correct / Incorrect Information'
- b. Provide PDF copy of Full Set of Financial Statements as tabled at AGM under 'Attachment of Financial Statements' <sup>Note 1</sup>
- c. Rectify other errors (e.g. Date of AGM / Date of Financial Year End / Company Type during Financial Year concerned) (if any)
- d. Click on 'Submit' to proceed

**Entity Information**

UEN: 123456789A      Entity Name: ABC Pte. Ltd.

**Notice of Error**

Description of Correct Information\*  
Sample  
Characters Left :494

Description of Incorrect Information\*  
Sample  
Characters Left :494

Remarks/Reasons for rectification  
Sample  
Characters Left :494

Attachment of supporting documents, if any  
Choose File | No file chosen

Date of AGM: 01/07/2015      Date of Financial Year End: 31/12/2014

Company Type during Financial Year concerned  
PRIVATE COMPANY LIMITED BY SH-

Is the attachment confidential?

Attachment of Financial Statements\*  
1.pdf

Upload of documents other than financial statements  
Choose File | No file chosen

[Past eForms](#)

Exit to Dashboard    < Exit to eService List    Save Transaction    Preview    Submit

**Note 1:**

1) All company types are required to file their accounts unless exempted (e.g. Solvent EPC). Refer to <https://www.acra.gov.sg/components/wireframes/howToGuidesChapters.aspx?pageid=1226#1229> >> Chapter 1: Requirements for filing Annual Returns (ARs) >> Requirements for companies to file accounts with ARs.

Company Type during Financial Year concerned

- PRIVATE COMPANY LIMITED BY SHA
- EPC LIMITED BY SHARES - REQUIRED BY LAW TO FILE ACCOUNTS
- FOREIGN COMPANY REGISTERED IN SINGAPORE
- PRIVATE COMPANY LIMITED BY SHARES**
- PUBLIC COMPANY LIMITED BY GUARANTEE
- PUBLIC COMPANY LIMITED BY SHARES
- UNLIMITED EPC - REQUIRED BY LAW TO FILE ACCOUNTS
- UNLIMITED PRIVATE COMPANY
- UNLIMITED PUBLIC COMPANY
- EXEMPT PRIVATE COMPANY LIMITED BY SHARES - SOLVENT
- EXEMPT PRIVATE COMPANY LIMITED BY SHARES - INSOLVENT
- UNLIMITED EXEMPT PRIVATE COMPANY - SOLVENT
- UNLIMITED EXEMPT PRIVATE COMPANY - INSOLVENT

- 2) It is not necessary to rectify errors in XBRL FS filed before 3 Jan 2016. Previously filed AR will also not be available for any changes. A summary of all correct/incorrect information should be provided in this NOE form.
- 3) Click on 'Past eForms' to view previously filed transaction.

- 8 Preview of the NOE will be made available for viewing.
- No error: Click on 'Confirm' to proceed
  - Error: Click on 'Exit Preview' to step 7 for amendments

'Print' NOE is available.

**Entity Information**

UEN <b>123456789A</b>	Entity Name <b>ABC Pte. Ltd.</b>
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**Notice of Error**

Description of Correct Information <b>Sample</b>  Remarks/Reasons for rectification <b>Sample</b> Attachment of supporting documents, if any Date of AGM <b>01/07/2015</b> Company Type during Financial Year concerned <b>PRIVATE COMPANY LIMITED BY SHARES</b> <input type="checkbox"/> Is the attachment confidential? Attachment of Financial Statements <b>1.pdf</b> Upload of documents other than financial statements	Description of Incorrect Information <b>Sample</b>  <a href="#">Past eForms</a> Date of Financial Year End <b>31/12/2014</b>
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◀ Exit to Dashboard
◀ Exit to eService List

Exit Preview
Print
Confirm

- 9 Click on 'Pay Now' to proceed with payment

**Transaction Details**

UEN <b>123456789A</b>	Entity Name <b>ABC Pte. Ltd.</b>
--------------------------	-------------------------------------

Descriptions	Amount(SGD)
Local Company - Notice of Error (2015)	60.00

Payable Amount **SGD 60.00**

Payment Option(s) Available

Online Payment

**Message Section**

An acknowledgement message and a receipt will be provided upon payment.

For failed transaction paid via Visa/MasterCard/AMEX/DSA, a refund is system-triggered and no action is required from the user. For those using eNets Internet Banking, ACRA will contact the user to provide bank account details online.

Pay Now

10

'Acknowledgement' page will be displayed upon successful submission of transaction.

'View Receipt' is available.

**Acknowledgement**

View Receipt Print

**Transaction Details**

UEN 123456789A	Entity Name ABC Pte. Ltd.
Transaction Number G006003591	Receipt Number ACRA160122000008
EP Reference No. 20160122145018531	Payment Date 22/01/2016 14:49:56

Descriptions	Amount(SGD)
Local Company - Notice of Error (2015)	60.00

Paid Amount SGD 60.00

**Message Section**

Notice of Error transaction has been submitted successfully.  
Click [Here](#) for the estimated processing time

View Receipt Print

11

Please note that NOE for AR filed before 3 Jan 2016 is subjected to approval.

Estimate processing time is 7 working days.

## B2. NOE for Annual Return (AR) filed after 3 Jan 2016

Step	Description												
1	Go to BizFile+ ( <a href="https://www.bizfile.gov.sg">https://www.bizfile.gov.sg</a> )												
2	Click on 'Explore eServices' >> Local Company <div data-bbox="220 389 1299 784" data-label="Image"> </div> <p>Alternatively, click on 'Local Company' at the bottom of the page</p> <div data-bbox="220 887 1442 1256" data-label="Image"> </div>												
3	Click on 'Notice Of Error' <div data-bbox="220 1361 1442 1467" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="4">GENERAL</th> </tr> <tr> <th>eServices Name</th> <th>Days</th> <th>Fees</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td><a href="#">NOTICE OF ERROR</a></td> <td>NA</td> <td>S\$ 60</td> <td></td> </tr> </tbody> </table> </div>	GENERAL				eServices Name	Days	Fees	Information	<a href="#">NOTICE OF ERROR</a>	NA	S\$ 60	
GENERAL													
eServices Name	Days	Fees	Information										
<a href="#">NOTICE OF ERROR</a>	NA	S\$ 60											
4	Login with SingPass <div data-bbox="220 1570 1214 2072" data-label="Image"> </div>												

5

- a. Enter UEN
- b. Select 'No' for question: Is NOE for Pre-Bizfile transaction?
- c. Click 'Next' to proceed

### Notice of Error

[Exit to Dashboard](#) [Exit to eService List](#) [Next](#)

**Before You Start:**

**Information**

Here is some information to help you with the process of Notice of Error.

- This transaction allows lodger to submit a notice of error to rectify the mistakes made
- Please get ready the following before filling the transaction:
  - (1) UEN
  - (2) Transaction no where the error occurred, if any
  - (3) Correct information to be updated
- Notice of Errors application fee is non-refundable for all rectification transaction.
- This e-Service will take about 20 minutes to complete.
- This application will take 7 working day(s) to process.
- The maximum file size is 5MB and the acceptable file type is PDF, where file submission is required.
- Please read the [Terms and Conditions](#) before proceeding further.

[Print Information](#)

UEN \*

Is NOE for Pre-Bizfile transaction?  Yes  No

[Exit to Dashboard](#) [Exit to eService List](#) [Next](#)

6

- a. Enter 'Transaction No.' or 'Date Range'
- b. Click on 'Search' for list of transactions filed
- c. Select 'Transaction No.' to retrieve transaction for NOE

### Entity Information

UEN: 123456789A Entity Name: ABC Pte. Ltd.

### Form Page

Transaction No.

Date Range  
From  To

[Search](#)

Transaction No.	Transaction Description	Date of Lodgement
C16000010	Filing of Annual Return by Local Company	10/01/2016

7

- a. Select 'Clerical / Typographical Errors'
- b. Enter 'Description of Correct / Incorrect Information'
- c. Click on 'Submit' to proceed

**Entity Information**

UEN: 123456789A      Entity Name: ABC Pte. Ltd.

**Notice of Error**

Notice of Error type\*

- Clerical/ Typographical Errors
- Application to Registrar for other errors
- Notification of revised financial statements

Description of Correct Information\*  
Sample  
Characters Left :494

Description of Incorrect Information\*  
Sample  
Characters Left :494

Remarks/Reasons for rectification  
Sample  
Characters Left :494

Attachment of supporting documents, if any  
Choose File No file chosen

Documentary Evidence  
Choose File No file chosen  
Add More

Is the attachment confidential?

TIME TO AUTOSAVE 1 mins 53 Sec

- Entity Information
- Notice of Error

Exit to Dashboard    Exit to eService List    Save Transaction    Preview    Submit

8

Preview of the NOE will be made available for viewing.

- No error: Click on 'Confirm' to proceed
- Error: Click on 'Exit Preview' to step 7 for amendments

'Print' NOE is available.

**Entity Information**

UEN: 123456789A      Entity Name: ABC Pte. Ltd.

**Notice of Error**

Notice of Error type  
Clerical/ Typographical Errors

Description of Correct Information  
Sample

Description of Incorrect Information  
Sample

Remarks/Reasons for rectification  
Sample

Attachment of supporting documents, if any  
 Is the attachment confidential?

Documentary Evidence

Exit to Dashboard    Exit to eService List    Exit Preview    Print    Confirm

- Go to 'Annual Return Details'
- Select the rectified Financial Statements under 'Financial Information in XBRL section'<sup>Note2</sup>
- Rectify other errors on the Annual Return (if any)

## Filing of Annual Return by Local Company

[Exit to Dashboard](#)

[Exit to eService List](#)

[Preview](#)

[Submit](#)

[Company Details](#)

[Shares](#)

[Annual Return Details](#)

[Declaration](#)

### AGM and Financial Details Section

Date Financial Statements made up to  
(Financial Period End)\*

30/11/2015

Has Annual General Meeting (AGM) been held?\*

Yes  No. Have dispensed with AGM

Date of Annual General Meeting\*

01/12/2015

Date of Annual Return

22/01/2016

### Primary/Secondary Activity(ies) Section

Primary/Secondary Activity(ies) as at Annual Return: 22/01/2016

Primary Activity

WHOLESALE OF ANIMAL FEED(46691)

Primary User-Described Activity

Secondary Activity

Secondary User-Described Activity

Is the principal activity(ies) as at Financial Period End different from principal activity(ies) as at Date of Annual Return?\*

Yes  No

### Financial Information in XBRL Section

Financial Statements\*

- Full set of financial statements
- Financial Statements Highlights
- Not Filing Financial Information in XBRL

Note : For financial information in XBRL not uploaded to BizFile

- Please click on the [Go to BizFin<sup>X</sup>](#) button to load financial information in XBRL
- Click on [Refresh Page](#) to show the uploaded file

[Refresh](#)

[Go to BizFin<sup>X</sup>](#)

Note : For financial information in XBRL that have been uploaded to BizFile

- If you had successfully uploaded the file, it will be shown below
- To view the uploaded file, please click on the [Financial Period End](#) hyperlink
- To file the selected uploaded file with this AR, please click on one of the radio buttons under Select column

S/No.	Nature of Financial Information	Financial Period End	Prepared By	Date	Select
1	Full set of financial statements in XBRL	30/11/2015	ABC	13/01/2016 3:12:13 PM	<input checked="" type="radio"/>

Statement of confirmation: Review copy of Financial Information generated from full set of financial statements in XBRL\*

Click on the [Financial Period End](#) hyperlink under section: Financial Information in XBRL, to review the document titled "Financial Information", which is generated from the full set of financial statements in XBRL.

- With regard to the information presented in the section titled "Financial Statements" in XBRL,
- I confirm that the information is legible; and
  - I confirm that I have verified with director/secretary of the company; or I, director/secretary of the company, confirm that the information is identical in content to the financial statements tabled at the AGM (or sent to the shareholders, in the case of private company which has dispensed with holding an AGM).

Financial Statements in PDF

NOTE:

- Attach full set of financial statements as tabled at the AGM (or sent to shareholder, in the case of a private company which has dispensed with holding an AGM.)
- (If the document size does not exceed 5MB, please attach it in Attachment 1. If it exceeds 5 MB, the file must be split into two attachments of maximum 5MB each.)

AGM copy of Financial Statements

[Choose file](#) No file chosen

Continuation of Attachment

[Choose file](#) No file chosen



**Director's Information**

The Statement By Directors have been signed by:

(i) Director Name 1 \*

(ii) Director Name 2 \*

**Audit Status**

Is the Company exempted from audit? \*  
 Yes  No

Is the company a small company as defined in the Companies Act? (Select if applicable)

Are the financial statements audited? \*  
 Yes  No

[Exit to Dashboard](#)
[Exit to eService List](#)
[Preview](#)
[Submit](#)

**Note 2:**

If you have not prepared your financial statements, you may use the offline BizFin<sup>x</sup> preparation tool, which is provided by ACRA free of charge. Click [here](#) to download the preparation tool.

10

- Go to 'Declaration' to complete declaration
- Select the relevant dropdown list and check on the 'click to confirm the above declaration' checkbox
- Click on 'Submit' to proceed

## Filing of Annual Return by Local Company

[Exit to Dashboard](#)
[Exit to eService List](#)
[Preview](#)
[Submit](#)

[Company Details](#)
[Shares](#)
[Annual Return Details](#)
[Declaration](#)

**Declaration**

I, ABC, S1234567A, hereby declare that I have verified from  director/secretary of the company that:-

i. the particulars of the above company in this Annual Return are accurate and up to date as at  (date must not be more than 14 days prior to the date of lodgment)

ii. I have  made an inspection of the company's share register and confirmed that transfers  since the date of

iii. Please click applicable option:

- For the entire financial year concerned, the company had been an exempt private company at all relevant times as defined under section 4(1) of the Companies Act by virtue of its being a private company of which no beneficial interest in its shares is held, directly or indirectly, by any corporation and having no more than 20 members;
- The company is gazetted as or deemed to be an EPC for the purposes of the Act;

iv. as at the date that the financial statements for the financial year has been made up, the company appeared to be able to meet its liabilities as and when they fall due;

v. the financial statements (if prepared) have been prepared in accordance with Part VI of the Companies Act; and

vi. the financial information in XBRL format (if filed) is accurate.

Click to confirm the above declaration.

[Exit to Dashboard](#)
[Exit to eService List](#)
[Preview](#)
[Submit](#)

- 11 Preview of the NOE Annual Return will be made available for viewing.
- No error: Click on 'Confirm' to proceed
  - Error: Click on 'Exit Preview' to step 9 for amendments

'Print' NOE Annual Return is available.

**Filing of Annual Return by Local Company**

Exit to Dashboard    Exit to eService List    Exit Preview    Print    **Confirm**

**Details Screen**

UEN 123456789A	Entity Name ABC Pte. Ltd.
Company Type During Financial Period Concerned EXEMPT PRIVATE COMPANY LIMITED BY SHARES	Please select applicable option Active
Please select applicable option Solvent	

- 12 The AR NOE Modified Values showing the changes made on Annual Return will be displayed.
- Indicate 'Remarks' (if any)
  - Click on 'OK' to proceed

**AR NOE Modified Values**

S No.	Data Item	Original Value	Rectified To	Remarks
1	Name of Auditor who audited and signed off the financial statements	Not Applicable	ABC	OK
2	Name of Public Accounting Entity that audited the financial statements	Not Applicable	DEF Pte. Ltd.	OK
3	Are the financial statements audited?	No	Yes	OK

**OK**    **Cancel**

13 Click on 'Pay Now' to proceed with payment

**Transaction Details**

UEN 123456789A	Entity Name ABC Pte. Ltd.
-------------------	------------------------------

Descriptions	Amount(SGD)
Local Company - Notice of Error (2015)	60.00

Payable Amount **SGD 60.00**

Payment Option(s) Available  
 Online Payment

**Message Section**  
An acknowledgement message and a receipt will be provided upon payment.  
For failed transaction paid via Visa/MasterCard/AMEX/DSA, a refund is system-triggered and no action is required from the user. For those using eNets Internet Banking, ACRA will contact the user to provide bank account details online.

**Pay Now**

14 'Acknowledgement' page will be displayed upon successful submission of transaction.  
'View Receipt' is available.

**Acknowledgement**

**View Receipt** **Print**

**Transaction Details**

UEN 123456789A	Entity Name ABC Pte. Ltd.
Transaction Number G006003591	Receipt Number ACRA160122000008
EP Reference No. 20160122145018531	Payment Date 22/01/2016 14:49:56

Descriptions	Amount(SGD)
Local Company - Notice of Error (2015)	60.00

**Paid Amount SGD 60.00**

**Message Section**  
Notice of Error transaction has been submitted successfully.  
Click [Here](#) for the estimated processing time

**View Receipt** **Print**