

# User Guide

## *bizfin* Portal

Updated in November 2019

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# 1. Introduction

The Accounting and Corporate Regulatory Authority (ACRA) provides the BizFin<sup>x</sup> portal for companies to validate and upload their XBRL financial statements, for filing as part the Annual Return in accordance with the revised XBRL filing requirements and ACRA taxonomy. The portal is part of the new BizFin<sup>x</sup> filing system comprising the online portal and the BizFin<sup>x</sup> preparation tool. Companies can prepare their XBRL financial statements using the BizFin<sup>x</sup> preparation tool, and then upload their XBRL financial statements onto the BizFin<sup>x</sup> portal for submission as part of the Annual Return.

## 1.1. Document Conventions

The following table explains the document conventions used in this User Guide:

Convention	Description
Bold	User Interface text including titles of labels, buttons, menus, options, and dialog boxes.
Hypertext Blue	A link to a topic.
	Note: Additional information, for example an alternate method to perform a task.
	Tip: Suggestion, for example a preferred method to perform a task.
	Caution: Critical advice, for example a warning to indicate implication of action.

**Table 1: Document Conventions**

## 1.2. Portal Conventions

The following table explains the conventions used in the BizFin<sup>x</sup> portal:

Convention	Description
<input type="text" value="Email Address*"/>	The asterisk sign denotes a mandatory field in BizFin <sup>x</sup> . Such fields cannot remain blank and require user input for further action. For example, you must enter a valid e-mail ID in the <b>Email Address</b> field (shown in the adjacent column) to proceed with the respective process in the portal.
<input type="button" value="SUBMIT"/>	This is a button style. Clicking a button executes the required command. For example, you can click the <b>Submit</b> button to save related details onto BizFin <sup>x</sup> portal.
<input type="text"/>	This is a user-entry text field. You can enter required details in this field.
<input type="text" value="[Select Filing Type]"/> <input type="button" value="v"/>	This is a drop-down list. You can select a pre-defined item from the drop-down, as required.
<input type="text"/> <input type="button" value="Browse..."/>	This is a dialog box that allows you to select a file by clicking <b>Browse</b> and upload the required file from a source location to BizFin <sup>x</sup> .
<input type="checkbox"/>	This is a check box. You can select this check box to perform a selection or clear the check box to clear the selection.

Table 2: Portal Conventions

## 1.3. Acronyms and Abbreviations

The following table provides the expansion of various terms used in this User Guide:

Acronym/Abbreviation	Expansion
ACRA	Accounting and Corporate Regulatory Authority
AGM	Annual General Meeting
AR	Annual Return
CSP	Corporate Service Providers
FS	Financial Statements
FSH	Financial Statements Highlights
FYE	Financial Year End date
NOE	Notice of Error
PB	Professional Body
RFA	Registered Filing Agent
SSIC	Singapore Standard Industrial Classification
UEN	Unique Entity Number
XBRL	eXtensible Business Reporting Language

**Table 3: Acronyms and Abbreviations**

## 1.4. General Layout of the Portal

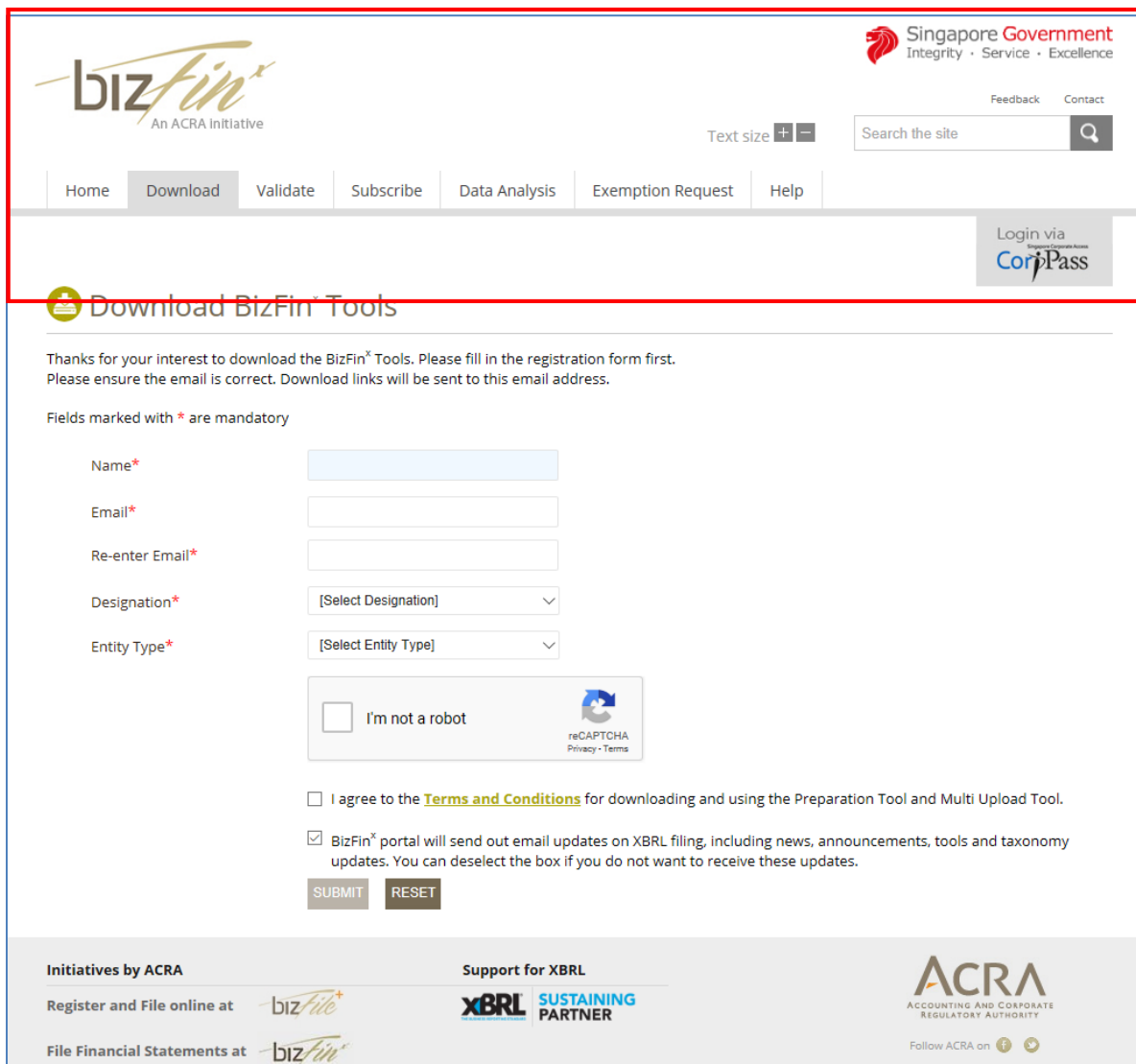
This section helps you understand the general layout of a web page in the BizFin<sup>x</sup> portal. The BizFin<sup>x</sup> portal generally has three sections:

### Top section

The BizFin<sup>x</sup> logo is displayed in the top-left part of the portal. This section consists of the Singapore Government logo on the top-right part of the page. It also contains links such as Feedback and Contact, which open as separate windows on ACRA corporate Web site.

There is a search box in which you can enter keywords to search for information within the BizFin<sup>x</sup> portal. You can also use the Text Size “+” and “-” symbols to adjust the text size.

This section also displays the **CorpPass login / logout** button, and the **Main Menu** with tabs to access key functions of the BizFin<sup>x</sup> portal. Figure 1 shows the top section boxed up in a red box.



The screenshot shows the top section of the BizFin<sup>x</sup> portal, enclosed in a red box. At the top left is the BizFin<sup>x</sup> logo with the tagline "An ACRA Initiative". At the top right is the Singapore Government logo with the tagline "Integrity · Service · Excellence". Below the logos are links for "Feedback" and "Contact". A search box with the placeholder "Search the site" and a magnifying glass icon is present. A "Text size" control with "+" and "-" buttons is also visible. A navigation menu contains tabs for "Home", "Download", "Validate", "Subscribe", "Data Analysis", "Exemption Request", and "Help". A "Login via CorpPass" button is located on the right side of the menu.

Below the navigation menu, the main content area is titled "Download BizFin<sup>x</sup> Tools". It contains a registration form with the following fields and options:

- Name\*
- Email\*
- Re-enter Email\*
- Designation\* (dropdown menu with "[Select Designation]")
- Entity Type\* (dropdown menu with "[Select Entity Type]")
- I'm not a robot (reCAPTCHA)
- I agree to the [Terms and Conditions](#) for downloading and using the Preparation Tool and Multi Upload Tool.
- BizFin<sup>x</sup> portal will send out email updates on XBRL filing, including news, announcements, tools and taxonomy updates. You can deselect the box if you do not want to receive these updates.

At the bottom of the form are "SUBMIT" and "RESET" buttons. The footer of the page includes "Initiatives by ACRA" with links to "Register and File online at bizfile" and "File Financial Statements at bizfin", "Support for XBRL" with the "XBRL SUSTAINING PARTNER" logo, and the ACRA logo with social media icons for Facebook and Twitter.

Figure 1: Top section of BizFin<sup>x</sup> Portal

## Middle Section

The middle section displays web page details when you access functions in the main menu. For example, Figure 2 shows the registration form for users without CorpPass login to download the BizFin<sup>x</sup> tools.

The screenshot shows the BizFin<sup>x</sup> portal interface. At the top left is the ACRA logo. At the top right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a search bar and a 'Text size' control. A navigation menu includes 'Home', 'Download', 'Validate', 'Subscribe', 'Data Analysis', 'Exemption Request', and 'Help'. A 'Login via CorpPass' button is visible on the right. The main content area is titled 'Download BizFin<sup>x</sup> Tools' and contains a registration form. The form includes fields for Name\*, Email\*, Re-enter Email\*, Designation\* (dropdown), and Entity Type\* (dropdown). It also features a reCAPTCHA widget, a checkbox for 'I agree to the Terms and Conditions', and a checkbox for 'BizFin<sup>x</sup> portal will send out email updates'. 'SUBMIT' and 'RESET' buttons are at the bottom of the form. The footer contains links for 'Initiatives by ACRA' (Register and File online at bizfile, File Financial Statements at bizfin), 'Support for XBRL' (XBRL SUSTAINING PARTNER), and the ACRA logo with social media icons.

Figure 2: Middle Section of BizFin<sup>x</sup> Portal

## Bottom Section

The bottom section contains links to other useful Web sites such as BizFile and ACRA, which open in new windows. There are also external links for you to follow ACRA on social networking sites. You can find the portal's copyright information and recommended browsers and models on the bottom left part of this section.

You can also find links to read the **Terms of Use** and **Privacy Statement** of the BizFin<sup>x</sup> portal. Furthermore, you can click **Rate this site** to participate in a survey for rating the usability of the BizFin<sup>x</sup> portal. Figure 3 shows the bottom section boxed up in a red box.



## Download BizFin<sup>x</sup> Tools

Thanks for your interest to download the BizFin<sup>x</sup> Tools. Please fill in the registration form first. Please ensure the email is correct. Download links will be sent to this email address.

Fields marked with \* are mandatory

Name\*

Email\*

Re-enter Email\*

Designation\*

Entity Type\*

I'm not a robot reCAPTCHA  
Privacy - Terms

I agree to the [Terms and Conditions](#) for downloading and using the Preparation Tool and Multi Upload Tool.

BizFin<sup>x</sup> portal will send out email updates on XBRL filing, including news, announcements, tools and taxonomy updates. You can deselect the box if you do not want to receive these updates.

### Initiatives by ACRA

Register and File online at

File Financial Statements at

### Support for XBRL



Follow ACRA on

Figure 3: Bottom Section of BizFin<sup>x</sup> Portal



## 1.5. Access to the BizFin<sup>x</sup> Portal

The BizFin<sup>x</sup> portal can be assessed by two user groups:

- Public Users: general public who have NOT logged onto the BizFin<sup>x</sup> portal using CorpPass.
- CorpPass Users: users who have logged onto the BizFin<sup>x</sup> portal with CorpPass ID. These users can be company directors, company secretaries, members of professional firms, and any other users with CorpPass credentials. Compared with Public Users, CorpPass users have access to additional functions of the BizFin<sup>x</sup> portal such as:
  - Viewing the XBRL filing history
  - Uploading XBRL financial statements
  - Creating your own user profile

Below are the steps to log onto BizFin<sup>x</sup> as a CorpPass user:

1. Open the URL <https://www.bizfinx.gov.sg> and click **Login via CorpPass button**. You will be navigated to the page for CorpPass login.



Figure 4 Login button

Singapore Corporate Access  
**CorpPass**  
BETA

Singapore Government  
Integrity · Service · Excellence

Contact Us | Feedback | Sitemap | FAQ

CorpPass is now the ONLY login method for corporate transactions with the Government.  
Your entity can now transact with more than 140 government digital services. Register for CorpPass now to prevent any disruption to your business transactions!

## Log in with CorpPass

UEN/ENTITY ID ⓘ

CORPPASS ID ⓘ

Password ⓘ

Remember Entity ID ⓘ

Forgot [Entity / CorpPass ID](#) or [Password](#)

Cancel Login ▶

Figure 5: CorpPass login Page

- For CorpPass: Enter the UEN (or) EntityID linked to your CorpPass ID in the “UEN/ENTITY ID” field, your CorpPassID in the “CORPPASS ID” field and the corresponding password in the “Password” field.
- You will now be redirected to the CorpPass’ Two Factor Authentication (2FA) page.  
Note: For further information regarding 2FA registration and login process please click [here](#) to refer to the FAQ given on CorpPass website). Depending on the 2FA mode registered with

CorpPass you will either be asked to enter the code generated from the OneKey Token or the code sent to your registered mobile phone via SMS.

If you want to do the 2FA verification using OneKey Token, then:

- Click on the “2-Step Login with Token OTP” tab.
- Follow the steps indicated on the page to generate the OTP using the OneKey Token.
- Enter the code displayed on the token inside the OTP box present in the page.

FAQ • About Us • Video Guides • Counter Locations

Welcome: [REDACTED] Last Login: [REDACTED] [Log Out](#)

**2-Step Login with Token OTP** 2-Step Login with SMS OTP

**Step 1**  
Press and hold '1' to generate your 8-digit One-Time Password (OTP).

**Step 2**  
Please enter the 8-digit OTP in the box below.

OneKey Token Serial Number: xxxxx [REDACTED]

OTP: [REDACTED]

**Submit**

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Last updated on 05 July 2015

**Figure 6: 2FA Login using OneKey Token**


If you want to do the 2FA verification via SMS, then:

- Click on the “2-Step Login with SMS OTP” tab (Figure 7).
- Click on “Get OTP via SMS” button and wait for the OTP SMS message to show up on your registered phone.
- Enter the code received via SMS inside the OTP box present in the page (Figure 8).

Welcome: [REDACTED] [Log Out](#)

[2-Step Login with Token OTP](#) [2-Step Login with SMS OTP](#)

**Step 1**  
Click 'Get OTP via SMS' to generate your 6-digit One-Time Password (OTP).

[Get OTP via SMS](#) 

**Step 2**  
Please enter the 6-digit OTP in the box below.

Mobile Number: xxxxx [REDACTED]

OTP:

[Submit](#)

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Last updated on 05 July 2015


Figure 7: 2FA Login using SMS OTP (Step 1)

Welcome: [REDACTED] [Log Out](#)

[2-Step Login with Token OTP](#) [2-Step Login with SMS OTP](#)

The One-Time Password (OTP) has been sent to you. Please enter the new OTP.

**Step 1**  
Click 'Get OTP via SMS' to generate your 6-digit One-Time Password (OTP).

[Get OTP via SMS](#) 

**Step 2**  
Please enter the 6-digit OTP in the box below.

Mobile Number: xxxxx [REDACTED]

OTP:

[Submit](#)

Note: Please do not click 'BACK' or 'REFRESH' on the browser as it may end your transaction.

Last updated on 05 July 2015

Figure 8: 2FA Login using SMS OTP (Step 2)

4. Click **Submit**.

5. You will see **View History** page shown by default.

The screenshot shows the BizFin+ 'View Filing History' page. At the top, there is a navigation menu with 'View History' highlighted. Below the menu, a search bar and a 'GO TO BIZFILE' button are visible. The main content area contains a search filter section with three dropdown menus: 'UEN/Company name' (with a placeholder 'Please type here'), 'Financial Period' (with a placeholder '[Select Year]'), and 'Financial Statements Type' (with a placeholder '[Select FS Type]'). A 'SEARCH' button is located below these filters. Underneath the search filters, there are four expandable sections: 'XBRL Files Submitted for Validation Only', 'XBRL Files Pending Action to be Uploaded', 'Uploaded XBRL Files', and 'Filed XBRL Files'. Each section has a plus sign on the right side. The footer of the page includes the ACRA logo, 'Support for XBRL' logo, and 'SUSTAINING PARTNER' logo. It also contains the text 'Initiatives by ACRA', 'Register and File online at bizFile', and 'File Financial Statements at bizFin+'. The footer also includes 'Terms of Use | Privacy Statement | Rate this site | Last Updated: 24/03/2017' and '© 2017 ACRA. All Rights Reserved. Best viewed using IE 11+, Firefox 27+, Chrome 22+, and Safari 7+'.

Figure 9: View History Tab



*If you log onto the BizFin<sup>x</sup> portal for the first time, you will be navigated to the My Profile page. You will be asked to fill your personal particulars such as name and email, so that you don't have to fill in this information again, e.g. for receiving validation results in your email.*



*If your Web page stays idle for a long time, BizFin<sup>x</sup> portal will display a message for timeout as shown in Figure 10. You can click **OK** to continue your session; otherwise you will be logged out of the portal.*



*The "GO TO BIZFILE" button will allow you to go to BizFile+ site without the need to re-login using your CorpPass on BizFile+ side.*

Your current session will timeout in 5 minutes.  
Please click on 'Ok' to keep the session live,  
otherwise you will be logged out automatically  
Message time - (19/11/2013 15:19) .

Ok

**Figure 10: Timeout Message**

## 2. BizFin<sup>x</sup> Portal

This section covers the different functions (web pages) of the BizFin<sup>x</sup> portal, providing step-by-step guidance and screenshots on how to use the portal.

As you read, you will find that some sections are divided into two subsections, one for public users, and the other for CorpPass users. CorpPass users, or users who have logged into BizFin<sup>x</sup> portal using CorpPass and registered their personal particulars, have access to more functions on the portal, for example, only CorpPass users are allowed to upload XBRL financial statements. In addition, wherever possible, the personal particulars provided by CorpPass users when they first log into the BizFin<sup>x</sup> portal, are pre-populated for them in various forms, e.g. validating XBRL files and requesting for exemption, so as to make it easier to use these functions.

### 2.1. Home Page

The screenshot shows the BizFin<sup>x</sup> Home Page. At the top left is the ACRA logo. To the right is the Singapore Government logo with the tagline 'Integrity · Service · Excellence'. Below the logo is a navigation menu with links: Home, Download, Validate, Subscribe, Data Analysis, Exemption Request, and Help. A search bar is located on the right side of the navigation menu. The main banner features the text 'TRAINING PROGRAMMES' and a photograph of three business professionals in a meeting. Below the banner are four small icons representing different services: 'Ensure Accurate & Complete XBRL', 'Preparing XBRL Accounts', 'Free Data Analysis', and 'Training Programmes'. A 'Login via CorpPass' button is also visible. The page is divided into three columns: 'Announcements' with a list of recent events, 'BizFin<sup>x</sup> Links' with a list of services, and 'ACRA Links' with a list of general information. The footer contains 'Initiatives by ACRA' with links to 'bizfile' and 'bizfin', 'Support for XBRL' with the 'XBRL SUSTAINING PARTNER' logo, and the ACRA logo with social media icons. The footer also includes a copyright notice and a note about the best viewing experience.

Figure 11: Home Page

The home page contains links to the following three sections:

- Announcements about the portal's latest developments
- Access to various functionalities within the portal
- Links to various ACRA-related web sites.

You can also log in and log out of the BizFin<sup>x</sup> portal from the home page.

To use the functionalities on the home page:

1. In the **Announcements** section, click the announcement links. The **Announcement Details** page is displayed in a new window, with details of that announcement.
2. In the **BizFin<sup>x</sup> Links** section, click the respective links to use various functions of the BizFin<sup>x</sup> portal. The links are the same as those in the main menu.
3. Click the links in **ACRA Links** section to navigate to useful links on the ACRA corporate website and the BizFile website.

## 2.2. Download the BizFin<sup>x</sup> Tools

The BizFin<sup>x</sup> preparation tool can be used for preparing your company's XBRL financial statements as well as preparing and submitting the XBRL financial statements directly to BizFin<sup>x</sup> portal. BizFin<sup>x</sup> multi upload tool is a desktop tool for uploading XBRL financial statement without logging in to portal. Both tools are available for download from the BizFin<sup>x</sup> portal.



## 2.2.1. Public User

You can use the following steps to download the BizFin<sup>x</sup> preparation tool as a public user:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Click **Download** tab in the main menu, or type in URL <https://www.bizfinx.gov.sg/Downloads.aspx>. The **Download BizFin<sup>x</sup> Tools** page is displayed.

The screenshot shows the 'Download BizFin<sup>x</sup> Tools' registration form on the BizFin<sup>x</sup> portal. The page header includes the ACRA logo, Singapore Government logo, and navigation tabs: Home, Download, Validate, Subscribe, Data Analysis, Exemption Request, and Help. A search bar and text size controls are also present. The form itself is titled 'Download BizFin<sup>x</sup> Tools' and includes the following fields and options:

- Name\***: Text input field.
- Email\***: Text input field.
- Re-enter Email\***: Text input field.
- Designation\***: Dropdown menu with '[Select Designation]'.
- Entity Type\***: Dropdown menu with '[Select Entity Type]'.
- reCAPTCHA**: 'I'm not a robot' checkbox and reCAPTCHA logo.
- Agreement**: A checkbox for 'I agree to the Terms and Conditions for downloading and using the Preparation Tool and Multi Upload Tool.'
- Updates**: A checked checkbox for 'BizFin<sup>x</sup> portal will send out email updates on XBRL filing, including news, announcements, tools and taxonomy updates. You can deselect the box if you do not want to receive these updates.'
- Buttons**: 'SUBMIT' and 'RESET' buttons.


The footer contains 'Initiatives by ACRA' (Register and File online at bizFile, File Financial Statements at bizFin), 'Support for XBRL' (XBRL SUSTAINING PARTNER), and the ACRA logo with social media links. Copyright information at the bottom reads: '© 2019 ACRA. All Rights Reserved. Best viewed using IE 11+, Firefox 27+, Chrome 22+, and Safari 7+'.

Figure 12: Download BizFin<sup>x</sup> Preparation Tool

3. Enter your name in the **Name** field to begin the registration process.
4. Enter a valid email address in the **Email** and **Re-enter Email** fields. Download links will be sent to this email.
5. Select your designation in the company from the **Designation** drop-down.

[Select Designation]


- Accountant or person providing accounting related services
- Director
- Others
- Secretary or person providing corporate secretarial related services

 If you select **Others** in the **Designation** drop-down, then a text field is displayed for you to enter appropriate details.


6. Select your organisation’s entity type from the **Entity Type** drop-down.

[Select Entity Type]

- Company
- Filing Agent - Accounting
- Filing Agent - Audit
- Filing Agent - Corporate Secretary
- Filing Agent - Legal Services
- Filing Agent - Others
- Others

 If you select **Filing Agent - Others** or **Others** in the **Entity Type** drop-down, then a text field is displayed for you to enter appropriate details.

7. Click on the checkbox besides “I’m not a robot” text inside the reCAPTCHA window. Perform reCAPTCHA validation based on the image displayed (as applicable).

 **Download BizFin<sup>x</sup> Tools**

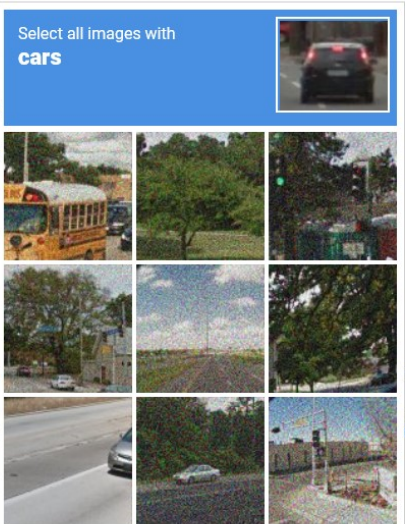
Thanks for your interest to download the BizFin<sup>x</sup> Tools. Please fill in the registration form first. Please ensure the email is correct. Download links will be sent to this email address.

Fields marked with \* are mandatory


Name*	Demo
Email*	demo@
Re-enter Email*	demo@
Designation*	Director
Entity Type*	Compa


I agree
  BizFin update


Select all images with **cars**



Initiatives by ACRA

Register and File online at 

File Financial Statements at 




Follow ACRA on 

Figure 13 reCAPTCHA validation

## Download BizFin<sup>x</sup> Tools

---

Thanks for your interest to download the BizFin<sup>x</sup> Tools. Please fill in the registration form first. Please ensure the email is correct. Download links will be sent to this email address.

Fields marked with \* are mandatory

Name*	<input type="text" value="Demo User"/>
Email*	<input type="text" value="demo@demo.com"/>
Re-enter Email*	<input type="text" value="demo@demo.com"/>
Designation*	<input type="text" value="Director"/>
Entity Type*	<input type="text" value="Company"/>

✓ I'm not a robot
 

reCAPTCHA  
Privacy - Terms

I agree to the [Terms and Conditions](#) for downloading and using the Preparation Tool and Multi Upload Tool.

BizFin<sup>x</sup> portal will send out email updates on XBRL filing, including news, announcements, tools and taxonomy updates. You can deselect the box if you do not want to receive these updates.

SUBMIT

RESET

**Figure 14: Profile Details**

8. Select the **I agree to the Terms and Conditions for downloading and using the Preparation Tool and Multi Upload Tool** check box.
9. The **BizFin<sup>x</sup> Announcement** check box is selected by default. Clear the check box if you do not wish to receive updates on XBRL related matters from ACRA.

*The Submit button is enabled only when you select **I agree to the Terms and Conditions for downloading and using the Preparation Tool and Multi Upload Tool** check box.*

10. Click **Submit** to submit the registration form. On submission, the **Installer Download** page is displayed with the download links and other useful information on the tools, as shown in Figure 15.

**BizFinx Preparation Tool**  
BizFinx Preparation Tool enables companies to prepare and upload XBRL file to BizFinx server.

Note: BizFinx Preparation Tool (For Excel 2003) does not support the feature to directly upload XBRL file. If you are using BizFinx Preparation Tool (For Excel 2003), you can upload your XBRL file via BizFinx portal or Multi Upload Tool.

Software	Version No	Release Date	Size	Download
BizFinx Preparation Tool (For Excel 2007 & above)	2.7.0	07/05/2019	50.9 MB	<a href="#">Download</a>
BizFinx Preparation Tool (For Excel 2003)	2.7.0	07/05/2019	41.3 MB	<a href="#">Download</a>

**BizFinx Multi Upload Tool**  
BizFinx Multi Upload Tool enables the upload of multiple XBRL files (prepared using BizFinx Preparation Tool or other software programs) to BizFinx server.


Software	Version No	Release Date	Size	Download
BizFinx Multi Upload Tool	2.0.0	07/05/2019	4.3 MB	<a href="#">Download</a>

**For BizFinx Preparation Tool**

- Useful Resources**
  - [User Guide for BizFinx Preparation Tool](#)
  - [Quick Guide for BizFinx Preparation Tool](#)
- Minimum Software Requirements**
  - Operating Systems and Software**  
Windows Vista, Windows 7, Windows 8,
- Minimum Hardware Requirements**
  - Processor**  
2.0 GHz and faster (Intel Core 2 Duo, i3, i5 or i7 is recommended)

Figure 15: Installer Download and System Requirements

11. Click **Download** to download the correct version of the tool based on the MS Office version installed on your machine. The installer file in the Zip format is saved on your system. The same download links will also be sent to your email address.

 You can download the preparation tool for either MS Excel 2003 version, or for MS Excel 2007 and above versions, based on which version of MS Office is installed on your machine. Furthermore, your machine needs to meet the minimum software and hardware requirements for the BizFinx tools to function properly.

## 2.2.2. CorpPass User

If logged in as a CorpPass User, you will not be asked to fill in the registration form when trying to download BizFinx tools. This is because your personal particulars are provided and maintained in your profile when you first log onto the portal using CorpPass. However, you will still need to accept the Terms and Conditions of using the tool before you can download it.

To download the BizFinx Tools as a CorpPass User:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFinx portal.

2. Log onto the portal using your CorpPass. For more information, refer [Access to the BizFin<sup>x</sup> Portal](#). The **View History** page is displayed by default.
3. Click **Download** in the main menu. The **Download BizFin<sup>x</sup> Tools** page is displayed.

Home
Download
Validate & Upload
View History
My Profile
Data Analysis
Exemption Request
Help

Welcome Demo User
GO TO BIZFILE
LOGOUT

## Download BizFin<sup>x</sup> Tools

I agree to the [Terms and Conditions](#) for downloading and using the Preparation Tool and Multi Upload Tool.

**BizFin<sup>x</sup> Preparation Tool**  
 BizFin<sup>x</sup> Preparation Tool enables companies to prepare and upload XBRL file to BizFin<sup>x</sup> server.

Note: BizFin<sup>x</sup> Preparation Tool (For Excel 2003) does not support the feature to directly upload XBRL file. If you are using BizFin<sup>x</sup> Preparation Tool (For Excel 2003), you can upload your XBRL file via BizFin<sup>x</sup> portal or Multi Upload Tool.

Software	Version No	Release Date	Size	Download
BizFinx Preparation Tool (For Excel 2007 & above)	2.7.0	07/05/2019	50.9 MB	Download
BizFinx Preparation Tool (For Excel 2003)	2.7.0	07/05/2019	41.3 MB	Download

**BizFin<sup>x</sup> Multi Upload Tool**  
 BizFin<sup>x</sup> Multi Upload Tool enables the upload of multiple XBRL files (prepared using BizFin<sup>x</sup> Preparation Tool or other software programs) to BizFin<sup>x</sup> server.

Software	Version No	Release Date	Size	Download
BizFinx Multi Upload Tool	2.0.0	07/05/2019	4.3 MB	Download

### For BizFin<sup>x</sup> Preparation Tool

<p><b>Useful Resources</b></p> <ul style="list-style-type: none"> <li>▶ <a href="#">User Guide for BizFin<sup>x</sup> Preparation Tool</a></li> <li>▶ <a href="#">Quick Guide for BizFin<sup>x</sup> Preparation Tool</a></li> <li>▶ <a href="#">Video Guide for BizFin<sup>x</sup> Preparation Tool</a></li> <li>▶ <a href="#">Technical Issue Report Form</a></li> </ul>	<p><b>Minimum Software Requirements</b></p> <ul style="list-style-type: none"> <li>▶ <b>Operating Systems and Software</b> Windows Vista, Windows 7, Windows 8, Windows 10</li> <li>▶ <b>Microsoft® Office Versions</b> Microsoft® Office 2003 Professional</li> </ul>	<p><b>Minimum Hardware Requirements</b></p> <ul style="list-style-type: none"> <li>▶ <b>Processor</b> 2.0 GHz and faster (Intel Core 2 Duo, i3, i5 or i7 is recommended)</li> <li>▶ <b>RAM</b> 2GB (4GB is recommended)</li> </ul>
--	--	--

Figure 16: CorpPass user - Download BizFin<sup>x</sup> Tools

4. Select the '**I agree to the Terms and Conditions for downloading and using the Preparation Tool and Multi Upload Tool.**' check box to continue downloading and working with the BizFin<sup>x</sup> tools.
5. Click **Download** to download the correct version of the tool (based on the MS Office version installed on your machine if you are installing the BizFin<sup>x</sup> Preparation Tool). The installer file in the Zip format is saved on your system.



*You can download the preparation tool for either MS Excel 2003 version, or for MS Excel 2007 and above versions, based on which version of MS Office is installed on your machine. Furthermore, your machine needs to meet the minimum software and hardware requirements for the BizFin<sup>x</sup> tools to function properly.*

## 2.3. Validate and upload XBRL Financial Statement

XBRL financial statements must be validated in the BizFin<sup>x</sup> portal before they can be uploaded for submission as part of the Annual Return. Public users can only validate XBRL files, but cannot upload XBRL files. Only CorpPass users can upload XBRL financial statements.

### 2.3.1. Public User

#### *Submit XBRL financial statements*

Public users can only validate XBRL files, but cannot upload XBRL files. You can select up to 5 XBRL files in Zip format for validation.

To validate your XBRL financial statements as a public user:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Click **Validate** tab in the main menu or type in the URL <https://www.bizfinx.gov.sg/ValidateXbrl.aspx>. The **Validate XBRL Financial Statement** page is displayed.

## Validate XBRL Financial Statement

### Things to note


- ▶ Enter correct email address to receive validation results
- ▶ Select up to 5 XBRL files in .ZIP format not more than 1MB per file
- ▶ For specific browsers, multiple files might be selected for drag-and-drop into the uploader. Alternatively, you may click on "Add XBRL Files"

Fields marked with \* are mandatory


Email\*

Re-enter Email\*

XBRL Files\*  
( max of 5 files )

XBRL Files	Size	Status
Drag files here.		
 Add XBRL Files	0 b	0%

Click [here](#) if you do not see the uploader ( this will then open up the basic uploader )

I'm not a robot   
reCAPTCHA  
Privacy - Terms


 Validate

Figure 17: Validate XBRL Financial Statement

3. Enter a valid email address in the **Email** and **Re-enter Email** fields. Validation results will be sent to this email address.
4. Click **Add XBRL Files** to add XBRL files in Zip format for validation.


*Alternately, you can drag-and-drop your XBRL financial statements into the **XBRL Files** dialog box (a.k.a. Normal Uploader). At one time, you can select a maximum of 5 XBRL files each not exceeding 1 MB each.*



*The drag-and-drop feature may not be available in some browsers. It is available on IE10+, Firefox 14+ and latest Chrome versions. It is not available in IE8 or IE 9.*

*If you are unable to view the **XBRL Files** dialog box (a.k.a. Normal Uploader), an alternate way is to use the Basic Uploader functionality. You can upload only one file at a time using the Basic Uploader (refer to Figure 18).*

## Validate XBRL Financial Statement

**Things to note** 


► Enter correct email address to receive validation results


Fields marked with \* are mandatory

Email\*

Re-enter Email\*

XBRL Files\*  No file selected.

I'm not a robot  reCAPTCHA  
Privacy - Terms



**Figure 18: Validate - Basic Uploader**

5. Click **Validate** to perform the validation, and the validation results page is displayed.



## Validation results

You will be taken to the validation results page once you have submitted XBRL files for validation, as shown in Figure 20. As the validation process may take a few minutes, you can navigate away from the validation page, even when the XBRL files are still being processed. This does not interrupt the validation process. An email will be sent to inform you of the validation results after the validation process is completed.

### Validate XBRL Financial Statement

**Validation may take a few minutes. You may navigate away or log out from this page as it will not interrupt the validation process. We will send you an email once the validation process is completed.**

If you are using:

- Normal uploader: The validation results will automatically be shown once the validation is completed.
- Basic uploader: Please click on to get an update on the validation results.

The validation results will only be valid for 3 calendar days.

If there is any validation error, please click on "errors" / "possible errors" under "Validation Status" to see the details.

**Validation Results**

Company Name	UEN	Filing Type	Financial Period End Date	Validation Status
STAR CELL LIMITED	000000000D	Full set of financial statements	31/12/2009	<a href="#">Errors</a>
STAR CELL LIMITED	000000000D	Full set of financial statements	31/12/2010	<a href="#">Errors</a>
STAR CELL LIMITED	000000000D	Full set of financial statements	31/12/2011	<a href="#">Errors</a>

**Figure 19: Public User - Errors Displayed for Validation Status**

The portal then displays the errors, if any, classifying them into the following two categories:


- **Genuine Errors** - These are errors highlighted that you must rectify before filing. In cases where you need an exemption from these errors, you can request for exemption (refer to Section 2.7) from ACRA from specific business rules or XBRL filing requirements.
- **Possible Errors** - These highlight areas where the XBRL data might contain error or is genuine accurate data. If the XBRL data contains errors, then rectify those errors. If the XBRL data is correct (i.e. no error), you may ignore these possible errors, without changes required. Check box or check boxes will be available to confirm that the XBRL data is correct after you log in with your CorpPass (refer to Section 2.3.2).

As shown in Figure 20, the **Validation Status** column shows the validation results. You can click **Possible errors** (when there are only Possible errors) or **Errors** (when there is at least one Genuine Error) to view detailed validation results in the **Submission Details** page as shown in Figure 21 and Figure 22.

## Validate XBRL Financial Statement

Validation may take a few minutes. You may navigate away or log out from this page as it will not interrupt the validation process. We will send you an email once the validation process is completed.

If you are using:

- Normal uploader: The validation results will automatically be shown once the validation is completed.
- Basic uploader: Please click on  to get an update on the validation results.

The validation results will only be valid for 3 calendar days.


If there is any validation error, please click on "errors" / "possible errors" under "Validation Status" to see the details.

### Validation Results

Company Name	UEN	Filing Type	Financial Period End Date	Validation Status 
STAR CELL LIMITED	000000000D	Financial statements highlights	31/08/2013	<a href="#">Errors</a>
STAR CELL LIMITED	000000000D	Financial statements highlights	26/11/2012	<a href="#">Possible errors</a>

Figure 20: Public User - Genuine & Possible Errors Displayed on Validation


### Submission Details



Validation Status:  
**Errors**

Company Name and UEN : Star Cell Limited (000000000D)  
 Filing Type : Financial statements highlights  
 Submission Date : 07/01/2014  
 Financial Period End Date : 31/08/2013  
 File Name : Star\_Cell\_Limited\_000000000N\_20130831

#### Genuine Errors

**Search**   **Filter by** OR All All


No Error Description	Section	Error ID
1 Dates provided within XBRL file should be the same as what is provided within BizFile system.		Misc_121

**Element(s) to check**

- Current period end date = 31-08-2013 Filing information

Figure 21: Submission Details – Genuine Errors Tab

**Submission Details**



**Validation Status**  
Possible Error

Company Name and UEN : **Star Cell Limited (00000000N)**  
 Filing Type : **Financial statements highlights**  
 Submission Date : **07/01/2014**  
 Financial Period End Date : **26/11/2012**  
 File Name : **STAR\_CELL\_LIMITED\_00000000N\_20121126**

**Possible Errors**

Search Filter by


Search the site   OR All  All

No Error Description	Section	Error ID
1 Question: Is the value for "share capital" correct?  Zero value is provided for share capital.		correlated_045


**Element(s) to check**


- Nature of financial statements - Company level or consolidated (fromto\_20111127\_20121126) Filing information = Consolidated
- Whether company is filing full set of financial statements in XBRL or financial statements highlights (fromto\_20111127\_20121126) = Financial statements highlights Filing information
- Share capital (asof\_20121126\_Company) = 0 Financial statements highlights - Statement of financial position

Figure 22: Submission Details – Possible Errors Tab




*There are several validation rules that involve checking against data from BizFile or prior year XBRL file. If errors are highlighted from such rules, note that the validation results will not show such checked details in the Element(s) to Check section when you are validating as a public user. If you want to view such details, log on and validate as a CorpPass user for the company. You will see such details from BizFile / prior year XBRL file, if you are authorised personnel of the company.*

If you use the Basic Uploader, click  (Refresh button) to view the latest validation status of the XBRL files. The validation status is not refreshed automatically when you use the Basic Uploader.

 **Validate XBRL Financial Statements**

**Validation may take a few minutes. You may navigate away or log out from this page as it will not interrupt the validation process. We will send you an email once the validation process is completed.**


If you are using:

- Normal uploader: The validation results will automatically be shown once the validation is completed.
- Basic uploader: Please click on  to get an update on the validation results.

The validation results will only be valid for 3 calendar days.

If there is any validation error, please click on "errors" / "possible errors" under "Validation Status" to see the details.

**Validation Results**

Company Name	UEN	Filing Type	Financial Period End Date	Validation Status 
STAR CELL LIMITED	00000000D	Full set of Financial Statements	31/12/2011	Processing




Figure 23: Refresh Button in Basic Uploader

## 2.3.2. CorpPass User

As compared to public users who can only validate XBRL files, CorpPass users can validate and upload XBRL financial statements that are in compliance with ACRA taxonomy. The Validate & Upload page allows you to validate the XBRL files before you can upload them onto the BizFin<sup>x</sup> portal.

### *Submit XBRL financial statements*

When you click the “Validate & Upload” button, XBRL files where no errors are detected, will be directly uploaded onto the BizFin<sup>x</sup> portal for selection during AR / AR-NOE filing. At one time, you can select up to 5 XBRL files in Zip format each not exceeding 1MB each file for validation and uploading.

Users can upload XBRL files onto BizFin<sup>x</sup> portal when:

- XBRL files with no errors detected; or
- XBRL files only contain possible errors that are confirmed to be not genuine errors; or
- XBRL files contain genuine errors, where exemptions have been granted by ACRA

To validate and upload your XBRL financial statement using a valid CorpPass ID:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Log onto the portal using CorpPass. For more information, refer [Access to the BizFin<sup>x</sup> Portal](#). The **View History** page is displayed by default.
3. Click **Validate & Upload** in the main menu. The **Validate & Upload XBRL Financial Statements** page is displayed.

Home
Download
Validate & Upload
View History
My Profile
Data Analysis
Exemption Request
Help

Welcome Demo User
GO TO BIZFILE
LOGOUT

## Validate & Upload XBRL Financial Statements

---

**Things to note** i

- ▶ Enter correct email address to receive validation results
- ▶ Select up to 5 XBRL files in .ZIP format not more than 1MB per file
- ▶ For specific browsers, multiple files might be selected for drag-and-drop into the uploader. Alternatively, you may click on "Add XBRL Files"

---

Fields marked with \* are mandatory

Email Address (From Profile)

**XBRL Files\***  
( max of 5 files )  
Click [here](#)  
if you do not see the  
uploader  
( this will then  
open up the basic uploader )

XBRL Files	Size	Status
Drag files here.		
<input type="button" value="Add XBRL Files"/>	0 b	0%

Validate

Validate & Upload

**Figure 24: Validate & Upload XBRL Financial Statements**

*The **Email Address** field is pre-populated with the email address provided in your profile. Upon the completion of the validation, an email on validation results will be sent to this email address. You can go to 'My Profile' page to update your email address.*

4. Click **Add XBRL Files** to add XBRL financial statements in Zip format.

*Alternately, you can drag-and-drop your XBRL financial statements into the **XBRL Files** dialog box (a.k.a. Normal Uploader). At one time, you can select a maximum of 5 XBRL files each not exceeding 1 MB each file.*

*The drag-and-drop feature may not be available in some browsers. It is available on IE10+, Firefox 14+ and latest Chrome versions. It is not available in IE8 or IE 9.*

*If you are unable to view the **XBRL Files** dialog box (a.k.a. Normal Uploader), an alternate way is to use the Basic Uploader functionality. You can upload only one file at a time using the Basic Uploader (refer to Figure 25).*

Figure 25: Validate & Upload - Basic Uploader

5. Click **Validate** if you only want to validate the XBRL financial statements. Alternatively, click **Validate & Upload** to validate and upload the XBRL files. The validation results page is displayed.

*Difference between “Validate” and “Validate & Upload” buttons:*



- *Validate button is for validation only. Even when an XBRL file contains no errors; it will not be uploaded onto the BizFin<sup>x</sup> portal if you use this button for validation. Validation results for XBRL files triggered to be validated via this button can be accessed from “XBRL Files Submitted for Validation Only” on View History page.*
- *Validate & Upload button can be used to upload XBRL files. When an XBRL file contains no errors, the file will be automatically uploaded onto the BizFin<sup>x</sup> portal if you use this button. When these XBRL files are not uploaded due to errors / possible errors, you can view them in “XBRL Files Pending Action to be Uploaded” on View History page.*

## Validation results

You will be taken to the validation results page once you have submitted XBRL files for validation, as shown in Figure 26. You can navigate away from the validation page, even when the XBRL files are still being processed. This does not interrupt the validation process. An email will be sent to inform you of the validation results after the validation process is completed.

On top of “Validation Status”, you will see two additional columns if you click the **Validate & Upload** button – “Uploaded?” and “How to Proceed?”:

- **Validation Status** – This column shows the validation status, whether the XBRL file has no error found, possible errors, or genuine errors.
- **Uploaded?** – This column shows whether the XBRL file has been uploaded
- **How to Proceed?** – This column shows the action that must be taken based on your validation results before you can upload your XBRL files. When your XBRL file is uploaded, this column will be blank.

Welcome Demo user LOGOUT

**Validate & Upload XBRL Financial Statements**

**Validation may take a few minutes. You may navigate away or log out from this page as it will not interrupt the validation process. We will send you an email once the validation process is completed.**

If you are using:

- Normal uploader: The validation results will automatically be shown once the validation is completed.
- Basic uploader: Please click on to get an update on the validation results.

The validation results will only be valid for 3 calendar days.

If there is any validation error, please click on “errors” / “possible errors” under “Validation Status” to see the details.

**Validation Results**

Company Name	UEN	Filing Type	Financial Period End Date	Validation Status	Uploaded?	How to proceed?
STAR CELL LIMITED	000000000D	Full set of financial statements	31/12/2011	<a href="#">Errors</a>	No	Rectify genuine errors and try again.


BACK

Figure 26: Validation Results – Genuine Error

The following table provides explanations on messages shown under “How to Proceed?”:

“How to Proceed?” Message	What does it mean?
Rectify genuine errors and try again	This message is displayed when you have uploaded an XBRL file with genuine errors. XBRL files containing genuine errors cannot be uploaded onto the BizFin <sup>x</sup> portal. You may rectify the genuine errors using the preparation tool, or seek specific exemptions from ACRA.
Click validation status link to confirm no genuine errors	This message is displayed when your XBRL file only has possible errors. You will need to confirm that these possible errors are not genuine errors before the XBRL file can be uploaded onto the portal.
Limit of 2 XBRL files for the same UEN and FYE reached. Get authorised person to delete one XBRL file, and then upload your file again	This message is displayed when you are not an authorised person for the company for which you are uploading the XBRL file, and there are already two XBRL files for the same company and financial year end date in the BizFin <sup>x</sup> portal.
Click here to replace existing XBRL file (You have uploaded another XBRL file for the same UEN and FYE)	This message is displayed when you have already uploaded an XBRL file for the same company and financial year end date.
Click here to replace one XBRL file. (Limit of 2 XBRL files for the same UEN and FYE reached)	This message is displayed when you are an authorised person for the company for which you are uploading the XBRL file, and there are already two XBRL files for the same company and financial year end date in the BizFin <sup>x</sup> portal. You can select one existing XBRL file to be replaced by the new XBRL file that you intend to upload.

Table 4: Explanations for “How to Proceed?” Messages



*Additional requirements for uploading of XBRL files:*

- *The portal accepts a maximum of two uploaded XBRL files for the same company and financial year end date from different users.*
- *The portal allows only one uploaded XBRL file from the same user for the same company and financial year end date.*

The portal displays the errors, if any, classifying them into the following two categories:

- **Genuine Errors** - These are errors highlighted that you must rectify before filing. In cases where you need an exemption from these errors, you can request for exemption (refer to Section 2.7) from ACRA from specific business rules or XBRL filing requirements.
- **Possible Errors** - These highlight areas where the XBRL data might contain error or is genuine accurate data. If the XBRL data contains errors, then rectify those errors. If the XBRL data is correct



(i.e. no error), you may ignore these possible errors, without changes required. Check box or check boxes will be available to confirm that the XBRL data is correct after you log in with your CorpPass.

You can click **Possible errors** (when there are only Possible errors) or **Errors** (when there is at least one Genuine Error) to view detailed validation results in a new window as shown below.

**Submission Details**

**Validation Status:**  
**Errors**

Company Name and UEN : STAR CELL LIMITED (000000000D)  
 Filing Type : Financial statements highlights  
 Submission Date : 07/01/2014  
 Financial Period End Date : 31/08/2013  
 Submitted by : Demo user  
 File Name : STAR\_CELL\_LIMITED\_000000000D\_20130831

---

**Genuine Errors**

Search   Filter by  All

No	Error Description	Section	Error ID
1	Dates provided within XBRL file should be the same as what is provided within BizFile system.		Misc_121

**Element(s) to check**

- Current period end date = 31-08-2013

Filing information

---

**Caution**

Errors in filed XBRL financial statements are required to be rectified. Companies may rectify the errors through the following:

- File a Notice of Error (NOE), if the errors are typographical or clerical in nature; or
- Court order.

Companies may face prosecution if the errors are found to be materially false or misleading.

The validation rules are set based on a specified set of criteria to assist in enhancing the quality of XBRL financial statements. However, they are not meant to be exhaustive or to serve as confirmation that the XBRL financial statements are correct. Companies should continue with their due diligence in ensuring the high quality of their filings with the Registrar.

**Genuine Errors**

The errors highlighted must be rectified before filing. If the XBRL data is correct (i.e. no error), please [click here](#) to apply for exemption from specific business rules / XBRL filing.

Where error(s) highlighted mismatch of data in XBRL file with that in BizFile, only authorised personnel (company officers and their duly appointed officers, i.e. professional firm, service bureau and their employees etc) will be able to see the corresponding BizFile data.

**Possible Errors**

These highlight areas where the XBRL data might contain error or is genuine accurate data. If the XBRL data contains error, please rectify the error. If the XBRL data is correct (i.e. no error), you may ignore these possible error without changes required. Checkbox(s) will be available to confirm that the XBRL data is correct after you log in with your SingPass and there are no genuine errors.

**Figure 27: Submission Details – Genuine Errors**

### **Upload XBRL Files with only possible errors**

When the **Validation Status** shows “Possible errors”, as shown in Figure 28, you can follow the steps in this section to upload the XBRL file after you confirm that none of the possible errors is a genuine error.

Welcome Demo user LOGOUT

## Validate & Upload XBRL Financial Statements

**Validation may take a few minutes. You may navigate away or log out from this page as it will not interrupt the validation process. We will send you an email once the validation process is completed.**

If you are using:

- Normal uploader: The validation results will automatically be shown once the validation is completed.
- Basic uploader: Please click on to get an update on the validation results.

The validation results will only be valid for 3 calendar days.

If there is any validation error, please click on "errors" / "possible errors" under "Validation Status" to see the details.

Validation Results

Company Name	UEN	Filing Type	Financial Period End Date	Validation Status	Uploaded?	How to proceed?
STAR CELL LIMITED	000000000D	Full set of financial statements	31/12/2009	<a href="#">Possible errors</a>	No	Click on validation status link to confirm no genuine errors.

BACK

**Figure 28: Validation Results – Possible errors**

1. Click **Possible errors**, and you will see the **Submission Details** page with details of the possible errors. You need to check and confirm that areas highlighted as possible errors contain no genuine errors.
2. After checking that all the possible errors are not genuine, you can select the check boxes beside the error descriptions, and click **Proceed** at the bottom of the page. This serves as your acknowledgement and confirmation that none of the possible errors are genuine errors, which is a prerequisite for the XBRL file to be uploaded onto the portal.

Possible Error Submitted by : Demo user  
File Name : STAR\_CELL\_LIMITED\_00000000D\_20121126

Possible Errors

Search  Filter by All All

No	Error Description	Section	Error ID
<input checked="" type="checkbox"/> 1	Question: Is the value for "share capital" correct? Zero value is provided for share capital.		correlated_045


Element(s) to check

- Nature of financial statements - Co (fromto\_20111127\_20121126) = 0
- Whether company is filing full set of financial statements in XBRL or financial statements highlights (fromto\_20111127\_20121126) = Financial statements highlights
- Share capital (asof\_20121126\_Company) = 0

Message from webpage: Possible Error(s) acknowledged successfully. Your XBRL file has been uploaded.

Proceed

Figure 29: Possible Error Submission Details

 The check box is displayed when there are only possible errors and you are logged in as a CorpPass user.


3. If your XBRL file is uploaded successfully, you will see the **Uploaded?** column shows **Yes**.

Welcome Demo user **LOGOUT**

## Validate & Upload XBRL Financial Statements

Validation may take a few minutes. You may navigate away or log out from this page as it will not interrupt the validation process. We will send you an email once the validation process is completed.

If you are using:

- Normal uploader: The validation results will automatically be shown once the validation is completed.
- Basic uploader: Please click on  to get an update on the validation results.

The validation results will only be valid for 3 calendar days.

If there is any validation error, please click on "errors" / "possible errors" under "Validation Status" to see the details.

**Validation Results**




Company Name	UEN	Filing Type	Financial Period End Date	Validation Status 	Uploaded? 	How to proceed?
STAR CELL LIMITED	000000000D	Full set of financial statements	31/12/2009	<a href="#">Possible errors</a>	Yes	


Figure 30: XBRL File Uploaded Successfully

If you use the Basic Uploader, click  (Refresh button) to view the latest validation status of the XBRL files. The validation status is not refreshed automatically when you use the Basic Uploader.

## Validate & Upload XBRL Financial Statements

Validation may take a few minutes. You may navigate away or log out from this page as it will not interrupt the validation process. We will send you an email once the validation process is completed.

If you are using:

- Normal uploader: The validation results will automatically be shown once the validation is completed.
- Basic uploader: Please click on  to get an update on the validation results.

The validation results will only be valid for 3 calendar days.

If there is any validation error, please click on "errors" / "possible errors" under "Validation Status" to see the details.

### Validation Results


Company Name	UEN	Filing Type	Financial Period End Date	Validation Status 
STAR CELL LIMITED	000000000D	Full set of Financial Statements	31/12/2011	Processing



Figure 31: Refresh Button in Basic Uploader

### 2.3.3. View History (for CorpPass User only)

The View History page is only available for CorpPass users, and it is the landing page displayed when you log onto the BizFin<sup>x</sup> portal with CorpPass. The view history page displays your own validation and uploading history, as well as XBRL files uploaded and filed by others for all companies that you are a director or company secretary. Below shows what is displayed on the View History page for different users:

- **Regular CorpPass users** – If you are a CorpPass user who are not an authorised user (i.e. company officer or registered filing agent), you can view your own validation and uploading history.
- **Company Officers** – If you are a company officer (i.e. company director or company secretary), you can view your own validation and uploading history, as well as XBRL files uploaded and filed by others for all companies that you are a company officer.
- **Registered Filing Agents** – If you are an employee of a filing agent with a Professional Body number, you can view your own validation and uploading history on the View History page. You can also search for the uploading and filing history of your clients by using the search function on top of the View History page. If you search for companies that are not listed in your client list in BizFile<sup>+</sup>, you will be shown the below message:

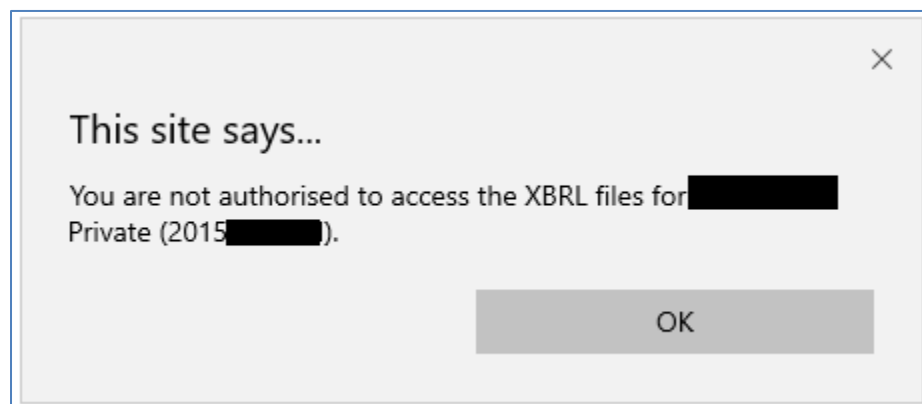


Figure 32: Error message when accessing XBRL files of company not in client list of registered filing agent

View History page is divided into the following four sections (as shown in Figure 33):

- **XBRL Files Submitted for Validation Only** – This section shows the records of XBRL files that have been selected for validation when you click on the **Validate** button.
- **XBRL Files Pending Action to be Uploaded** - This section shows the records of XBRL files that have been selected for validation and uploading when you click the **Validate & Upload** button. XBRL

files in this section are not uploaded yet, and are pending your action as indicated in the “How to Proceed?” column.

- **Uploaded XBRL Files** - This section shows the XBRL files that have been uploaded onto the BizFin<sup>x</sup> portal.
- **Filed XBRL Files** - This section shows the XBRL files that have been filed as part of the Annual Return. It is only shown to users who are logged in as company officers or filing agents.

**View Filing History**

You may only view the XBRL financial statements of your company or client with his/her authorisation. The history of all access is recorded and will be made publicly known through the access logs.

UEN/Company name:  Financial Period: [Select Year] Financial Statements Type: [Select FS Type]

**XBRL Files Submitted for Validation Only** +

**XBRL Files Pending Action to be Uploaded** -




(XBRL files below were submitted when you click on the "Validate and Upload" button, but were not uploaded. They will be kept for 3 calendar days for you to complete the uploading process. You can follow the instructions under "How to proceed?" to upload the XBRL files.)

Company Name	UEN	Filing Type	Current Financial Period	Validation Status	Time Validated	How to Proceed?
STAR CELL LIMITED	000000000	Full XBRL	Start Date : 01/02/2012 End Date : 31/12/2012	Errors	08/01/2014 10:38 AM	Rectify genuine errors and try again.

**Uploaded XBRL Files** +

**Filed XBRL Files** +

Figure 33: View History Page

 By default, only 'XBRL Files Pending Action to be Uploaded' is displayed. You can click  to expand or  to collapse all sections.

There are different column headers (as highlighted in Figure 34).

XBRL Files Pending Action to be Uploaded							
(XBRL files below were submitted when you click on the "Validate and Upload" button, but were not uploaded. They will be kept for 3 calendar days for you to complete the uploading process. You can follow the instructions under "How to proceed?" to upload the XBRL files.)							
Company Name	UEN	Filing Type	Current Financial Period	Validation Status	Time Validated	Exemption Granted	How to Proceed?
--All--	--All--	--All--		--All--			
STAR CELL LIMITED	000000000D	FSH	Start Date : 27/11/2011 End Date : 26/11/2012	<a href="#">Possible errors</a>	07/01/2014 20:21 PM	-	Click on validation status link to confirm no genuine errors.

Figure 34: Column Headers – View History Page

The table below lists all column headers that appear on the View History page and their explanations:







Column Header	Description
Company name	Name of the company in the XBRL file. You can filter based on company name.
UEN	UEN of the company in the XBRL file. You can filter based on UEN.
Filing Type	Whether the XBRL file is a full set of XBRL financial statements (Full XBRL) or Financial Statement Highlights (FSH). You can filter based on the filing type.
Current Financial Period	Current financial period start and end dates in the XBRL file.
Validation Status	Validation Status of the XBRL file. It can be “No errors found”, “Possible Errors”, or “Errors”. Detailed validation results will be shown when you click on “Possible Errors” or “Errors”.
Time Validated	Date and time when the XBRL file was submitted for validation.
How to Proceed?	The action that must be taken based on your validation results before you can upload your XBRL files. When your XBRL file is uploaded, this column will be blank. You can refer to Table 4 in Section 2.3.2 for explanations on messages in the “How to Proceed” column.
Who Uploaded	Name of the person who uploaded the XBRL file.
Time Uploaded	Date and Time when the XBRL file was uploaded.
Exemption Granted	Whether the XBRL file contains genuine errors granted with exemption.
Who Lodged	Name of the person who lodged the Annual Return using the XBRL file.
Date Lodged	Date and time when the XBRL file was lodged as part of the Annual Return.
	Button to download the XBRL file.
	Button to download the PDF review copy of the XBRL financial statements.
	Button to delete the XBRL file.
	Button to see who had downloaded the XBRL file or PDF review copy. This function allows authorised personnel to see all the people who had accessed the XBRL file or its PDF review copy as well as the time of access.
	Button to export all records under the section into an excel file.

Table 5: Explanations on Column Headers





You may only view the XBRL financial statements of your company or client with his/her authorisation. The history of all access is recorded and made known to authorised users through the access logs .

### Search on View History page

On the view history page, you can use the search function to quickly filter out desired results based on UEN and company name, current financial year end and financial statements type:

- **UEN/Company name field:** After entering the first 4 or more alphanumeric characters of either the UEN or company name, you will be prompted a list of UENs and company names that match with what you have typed in this field. You can then use the mouse or keyboard to select the UEN and company name that you want to search for.

If you are a registered filing agent, you will only be allowed to search for companies that are listed in your client list in BizFile+.

- **Current Financial Year:** This is a drop-down field, where you can select the year of the current financial period end date of the XBRL files that you intend to search for.
- **Financial Statements Type:** This is a drop-down field, where you can select whether you want to search for a full set of XBRL financial statements or financial statements highlights.

Below are the steps for using Search function on the View History page:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Log onto the portal using CorpPass. For more information, refer [Access to the BizFin<sup>x</sup> Portal](#). The **View History** page is displayed by default with the **XBRL Files Pending Action to be Uploaded** section in the expanded mode.

The screenshot shows the 'View Filing History' interface. At the top, there is a red warning message: 'You may only view the XBRL financial statements of your company or client with his/her authorisation. The history of all access is recorded and will be made publicly known through the access logs.' Below this, there is a search bar with three main sections: 'UEN/Company name' (a text input field), 'Financial Period' (a dropdown menu with '[Select Year]' selected), and 'Financial Statements Type' (a dropdown menu with '[Select FS Type]' selected). A 'SEARCH' button is located below the input fields. A refresh icon is visible to the right of the dropdowns.

Figure 35: View Filing History


3. To search within the View History Page:
  - a. Enter at least 4 characters of your company name or UEN in the **UEN/Company name**. You will be promoted a list of companies to choose from. Choose your desired company.
  - b. Select the year of the current financial period end date of the XBRL file that you intend to search for, from the **Financial Period** (optional) drop-down.



Financial Period
[Select Year]
All
2005
2006
2007
2008
2009
2010
2011
2012
2013

- c. Select whether you want to search for a full set of XBRL financial statements or financial statements highlights from the **Financial Statements Type** (optional) drop-down.

Financial Statements Type
[Select FS Type]
Both
Full set of Financial Statements
Financial Statement Highlights

- d. Click **Search**.

 *If you are a registered filing agent for a Company, it is mandatory for you to fill in the Company Name/UEN when you use the search function. If you are not authorized for that Company you will see a popup message indicating "You are not authorized person to view data of <CompanyName> (<Company UEN>).*

 You can click  button to clear information entered in the **View Filing History** search box.

## 2.4. Subscription (for Public User only)

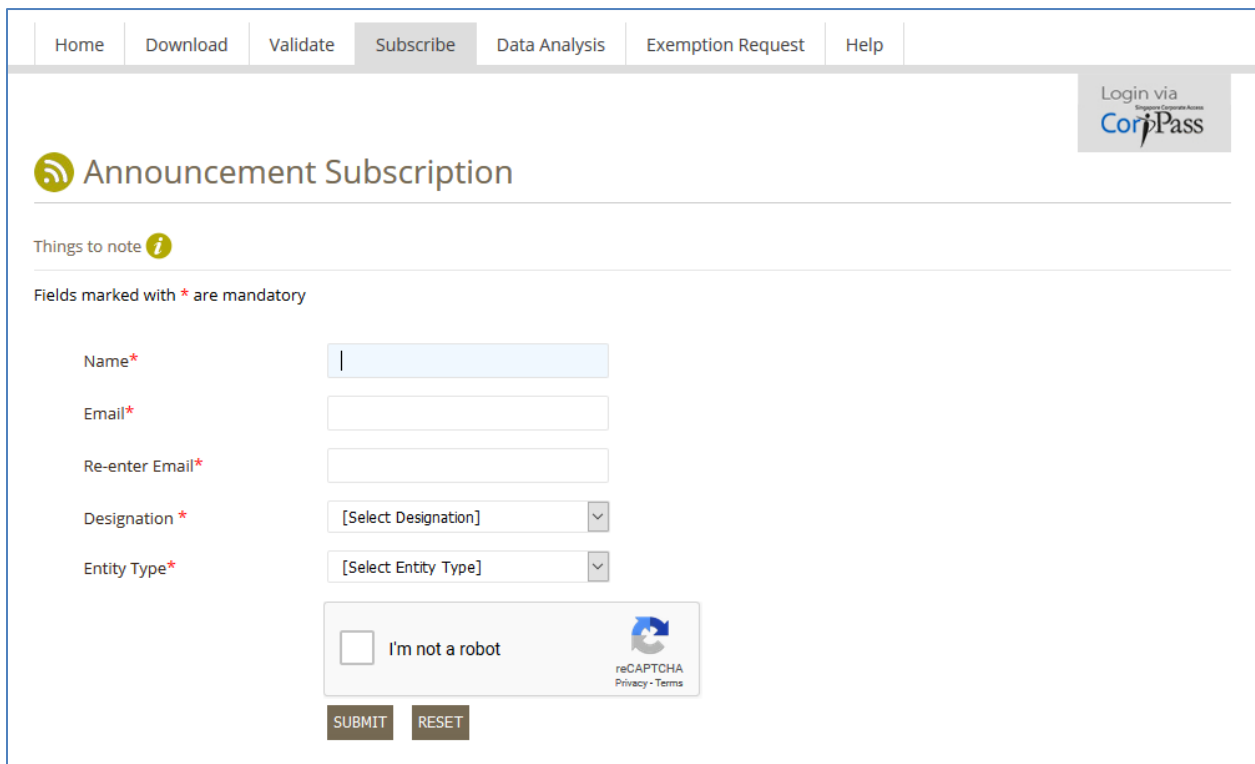
You can use a valid email address to subscribe to BizFin<sup>x</sup> portal announcements. BizFin<sup>x</sup> announcements will be sent to your registered email address. You can unsubscribe anytime by clicking the **Unsubscribe** link in your email.

The BizFin<sup>x</sup> announcements provide updates on:

- XBRL filing requirements
- BizFin<sup>x</sup> tools
- BizFin<sup>x</sup> portal
- Training and support resources
- Other BizFin<sup>x</sup> related notifications

To subscribe to BizFin<sup>x</sup> announcements on the public site of the BizFin<sup>x</sup> portal:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Click **Subscribe** tab in the main menu or type in the URL <https://www.bizfinx.gov.sg/Subscribe.aspx>. The **Announcement Subscription** page is displayed.



The screenshot shows the 'Announcement Subscription' page on the BizFin<sup>x</sup> portal. The page has a navigation menu with 'Home', 'Download', 'Validate', 'Subscribe', 'Data Analysis', 'Exemption Request', and 'Help'. The 'Subscribe' tab is active. In the top right corner, there is a 'Login via CorpPass' button. The main heading is 'Announcement Subscription' with a RSS icon. Below the heading, there is a 'Things to note' section with an information icon. A note states 'Fields marked with \* are mandatory'. The form contains the following fields: 'Name\*' (text input), 'Email\*' (text input), 'Re-enter Email\*' (text input), 'Designation\*' (dropdown menu with '[Select Designation]'), and 'Entity Type\*' (dropdown menu with '[Select Entity Type]'). At the bottom of the form, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. Below the reCAPTCHA are 'SUBMIT' and 'RESET' buttons.

**Figure 36: Announcement Subscription**

3. Enter your name in the **Name** field to begin the subscription registration.
4. Enter a correct email address in the **Email** and **Re-enter Email** fields as the announcements will be sent to this email address.
5. Select your designation in the company from the **Designation** drop-down.

[Select Designation]

Accountant or person providing accounting related services

Director

Others

Secretary or person providing corporate secretarial related services



If you select **Others** in the **Designation** drop-down, then a text field is displayed for you to enter appropriate details.

6. Select your organisation's entity type from the **Entity Type** drop-down.

[Select Entity Type]

Company

Filing Agent - Accounting

Filing Agent - Audit

Filing Agent - Corporate Secretary

Filing Agent - Legal Services

Filing Agent - Others

Others



If you select **Filing Agent - Others** or **Others** in the **Entity Type** drop-down, then a text field is displayed for you to enter appropriate details.

7. Click on the checkbox besides "I'm not a robot" text inside the reCAPTCHA window. Perform reCAPTCHA validation based on the image displayed (as applicable).
8. Click **Submit** to submit the subscription form.



You can unsubscribe from BizFin<sup>x</sup> announcements by clicking the **Unsubscribe** link displayed in the mails sent to your email address.

## 2.5. My Profile (for CorpPass User only)

When you log onto the BizFin<sup>x</sup> portal for the first time, you will be asked to enter your personal particulars and contact details, which are used to create your personal profile on the BizFin<sup>x</sup> portal. You can edit your profile under My Profile tab.

To access My Profile page:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Log onto the portal using CorpPass. For more information, refer [Access to the BizFin<sup>x</sup> Portal](#). The **View History** page is displayed by default.
3. Click **My Profile** in the main menu. The **My Profile** page is displayed as shown below.

The screenshot shows the BizFin<sup>x</sup> 'Edit Profile' page. At the top, there is a navigation menu with 'My Profile' highlighted. Below the menu, the user is identified as 'Demo user' with 'GO TO BIZFILE' and 'LOGOUT' buttons. The main heading is 'Edit Profile'. A note states 'Fields marked with \* are mandatory'. The form includes the following fields: Name\* (Demo user), Email\* (demo@demo.com), Re-enter Email\* (demo@demo.com), Phone Number, Designation\* (Director), and Entity Type\* (Company). A checkbox is checked for 'BizFin<sup>x</sup> portal will send out email updates on XBRL filing, including news, announcements, preparation tool and taxonomy updates. You can deselect the box if you do not want to receive these updates.' At the bottom, there are 'SUBMIT' and 'RESET' buttons.

Figure 37: Edit Profile



*Details shown on My Profile page is the same personal details provided when you log onto BizFin<sup>x</sup> portal for the first time.*

4. You can edit your personal particulars and contact details, and click **Submit** to save the changes in the portal.
5. To subscribe to or unsubscribe from BizFin<sup>x</sup> Announcement, you can select or unselect the **BizFin<sup>x</sup> portal will send out email updates on XBRL filing, including news, announcements, preparation tool and taxonomy updates.**

## 2.6. Free Data Analysis

Free Data Analysis is a BizFin<sup>x</sup> initiative by ACRA to allow companies to experience the value of XBRL data for business analytics. This service is available for public users as well as users logged in with their CorpPass credentials. You will be able to generate a Free Data Analysis report, or view a demo of the Free Data Analysis with a sample report.

Submitting financial statements in XBRL allows data to be extracted easily in a standardised manner for analysis. Using selected financial ratios/indicators, this report provides an analysis of a company's performance in the following aspects:

- Trend analysis of a company's past performance.
- Benchmarking a company's performance against its peer companies and within the same industry.

### 2.6.1. Public User

The public site of BizFin<sup>x</sup> portal allows you to generate a Free Data Analysis as well as the demo version of the data analysis as an introduction for this new feature.

To view the demo version of the data analysis on the public site of the BizFin<sup>x</sup> portal:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Click **Data Analysis** tab in the main menu or type in the URL <https://www.bizfinx.gov.sg/FreeDataAnalysis.aspx>.
3. The **Free Data Analysis** page is displayed with the **Start Analysis and Start Demo** button.

**EXPERIENCE THE VALUE OF XBRL-ENABLED DATA**


- Get a snapshot of your business financial health
- Compare your firm against peers and industry sector
- Improve decision making with trend analysis

**START ANALYSIS** **START DEMO**

**FREE DATA ANALYSIS**

- KEY INDICATORS**
- TREND ANALYSIS**
- BENCHMARKING**

Figure 38: Free Data Analysis Home Page – Public User

 You can click the link at the bottom of the page to view the terms and conditions for using Data Analysis.

- Click **Start Demo** to view an interactive web version of the Free Data Analysis report. The report has two sections: “Peer and Industry” and “Trend Analysis”. User can use the drop-down list to select from four financial ratios (namely Revenue Growth, Return on Assets, Total Asset Turnover

and Net Profit Margin) for comparison with the selected peer companies or the base company's own performance over the past few years.

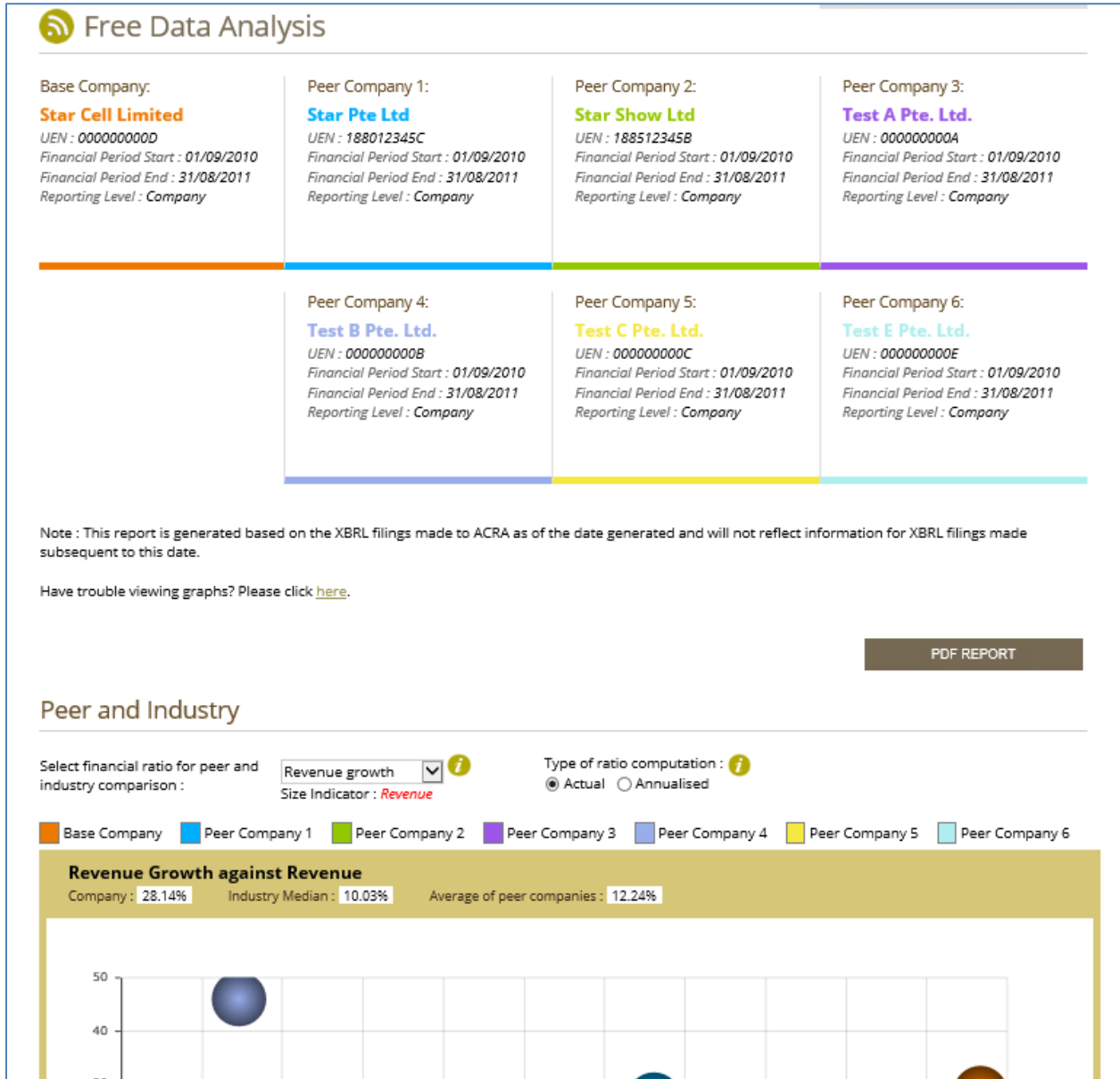


Figure 39: Free Data Analysis



## Trend Analysis for Base Company

Select financial ratio for trend analysis :

Revenue growth



Size Indicator : Revenue

Type of ratio computation :

Actual  Annualised



Zero / negative figures have been submitted for total assets / revenue. Ratios will not be shown for these period(s).

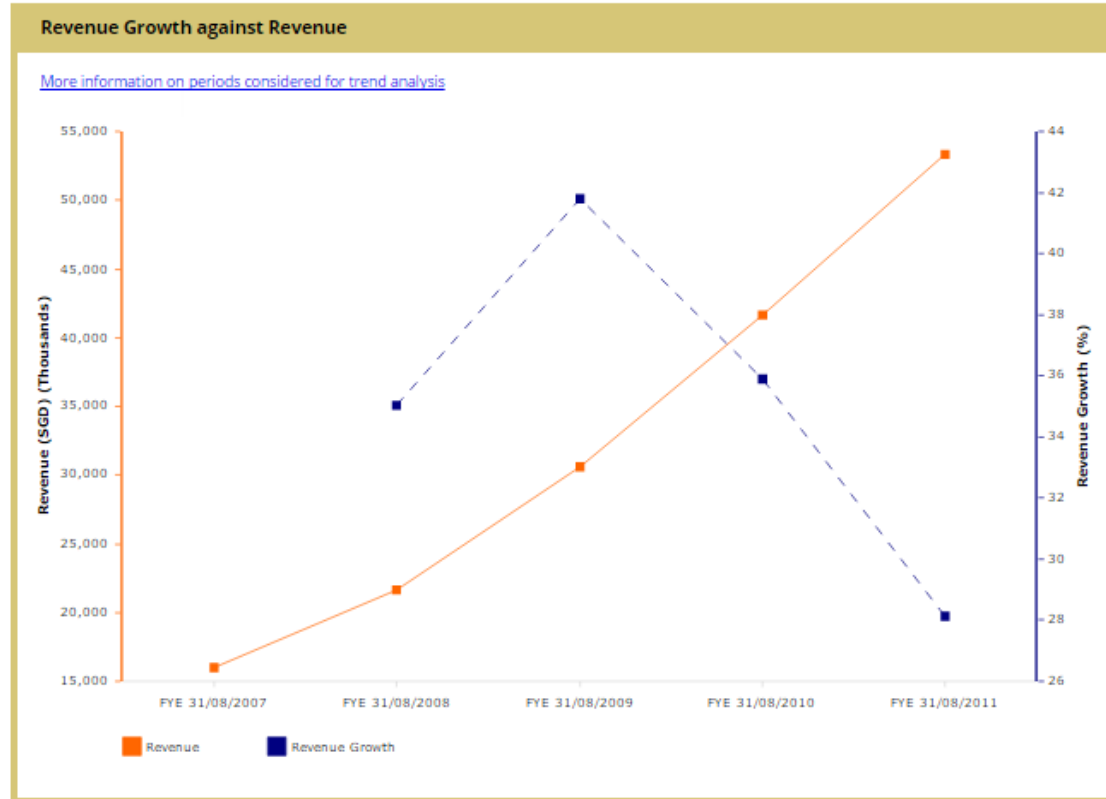



Figure 40: Comparison Details Displayed



*Fictitious financial data are used in the demo version. To generate a data analysis report based on actual company's data, you will need to click on the "Start Analysis" button.*

5. Click **Generate Report** to generate a PDF version of the data analysis report.
6. To generate your own customised Free Data Analysis report click **Start Analysis**, and you will see a page for you to select the "base company" and maximum six peer companies. Trend analysis for up to 5 years will be shown for the base company, while comparison between the base company and its peer companies are shown in the peer comparison section.
7. Select **I have read and agreed to ACRA's terms and conditions in using this Data Analysis service** check box, perform CAPTCHA validation as indicated on screen and then click on the **SUBMIT** button.


Home	Download	Validate	Subscribe	Data Analysis	Exemption Request	Help
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Login via  



## Free Data Analysis

Thanks for your interest to use the Free Data Analysis report. To proceed, you will need to agree to the terms and conditions for using the service.

I have read and agreed to ACRA's [terms and conditions](#) in using this Data Analysis service.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Figure 41: Agreeing to ACRA's Terms and Conditions**



## Free Data Analysis

Steps for generating the free data analysis report i

Select the base company :

Company Name :  
 UEN :  
 Financial Period Start :  
 Financial Period End :  
 Reporting Level :  
 Industry to be compared :

Select at least one peer company :

<p>Peer Company 1</p> <input style="width: 90%; height: 20px;" type="text" value="[Enter Company Name/UEN]"/>	<p>Peer Company 2</p> <input style="width: 90%; height: 20px;" type="text" value="[Enter Company Name/UEN]"/>	<p>Peer Company 3</p> <input style="width: 90%; height: 20px;" type="text" value="[Enter Company Name/UEN]"/>
<p>Peer Company 4</p> <input style="width: 90%; height: 20px;" type="text" value="[Enter Company Name/UEN]"/>	<p>Peer Company 5</p> <input style="width: 90%; height: 20px;" type="text" value="[Enter Company Name/UEN]"/>	<p>Peer Company 6</p> <input style="width: 90%; height: 20px;" type="text" value="[Enter Company Name/UEN]"/>

GENERATE

Only companies that have filed XBRL financial statements are available for selection for peer comparison. You may [click here](#) for a list of companies in your industry that have filed XBRL financial statements.

Where presentation currency of peer companies is different from yours, information will be translated based on the exchange rates as of your company's financial period end date.

The industry median will be generated based on the financial data of companies within the industry that have filed XBRL financial statements with periods ending between and (one year preceding that of your company's financial period end date). Insolvent exempt private companies (EPCs) are excluded from computation of the industry median.

Companies will not be available for selection as a peer company due to one of the following reasons:

- ▶ Company is not a valid company in ACRA's database.
- ▶ Company is a solvent exempt private company, which is not required to file its financial statements with ACRA.
- ▶ Company does not file a full set of financial statements in XBRL or Financial Statements Highlights.

**Figure 42: Start Data Analysis**

8. Enter at least 4 characters of your desired company's UEN or name in the **Base Company** field. You will see a list of companies prompted for you to choose from. Choose your desired company.

Do the same for Peer Company 1, 2, 3, 4, 5 and 6. You are allowed to choose a maximum of six companies for peer comparison.

Select the base company :


Company Name : STARHUB LTD.  
 UEN : 199802208C  
 Financial Period Start : 01/01/2014  
 Financial Period End : 31/12/2014  
 Reporting Level : Group  
 Industry to be compared : FIXED-LINE SERVICES (INCLUDING LOCAL/INTERNATIONAL PSTN AND LEASED CIRCUITS) (61)

---

Select at least one peer company :

<p>Peer Company 1</p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>SINGAPORE TELECOMMUNICATIONS LIMITED (199201624D)</p>	<p>Peer Company 2</p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>[Enter Company Name/UEN]</p>	<p>Peer Company 3</p> <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>[Enter Company Name/UEN]</p>
---	--	--

**Figure 43: Peer Companies Drop-down Lists**



*You can select a maximum of six peer companies for Free Data Analysis. However, you cannot select the same company twice.*

9. Click **Generate** to perform the analysis. The comparison graph is generated and displayed for analysis as shown in Figure 39.
10. Click **Generate Report** button to generate a PDF version of the Free Data Analysis report, and download it to your local computer.

## 2.6.2. CorpPass user

All users logged in with their CorpPass can generate the Free Data Analysis report on companies which have filed their financial statements in XBRL (i.e. a full set of financial statements in XBRL or Financial Statements Highlights under the revised XBRL filing requirements).

To access the Free Data Analysis page:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Log onto the portal using CorpPass. For more information, refer [Access to the BizFin<sup>x</sup> Portal](#). The **View History** page is displayed by default.
3. Click **Data Analysis** in the main menu. The **Free Data Analysis** page is displayed with **Start Analysis** and **Start Demo** buttons.

EXPERIENCE THE VALUE OF  
XBRL-ENABLED DATA

- Get a snapshot of your business financial health
- Compare your firm against peers and industry sector
- Improve decision making with trend analysis

START ANALYSIS    START DEMO


FREE DATA ANALYSIS

KEY INDICATORS    TREND ANALYSIS    BENCHMARKING

Figure 44: Free Data Analysis Home Page – CorpPass User

4. To generate your own customised Free Data Analysis report:
  - a. Click **Start Analysis**, and you will see a page for you to select the “base company” and maximum six peer companies. Trend analysis for up to 5 years will be shown for the base company, while comparison between the base company and its peer companies are shown in the peer comparison section.

## Free Data Analysis

Steps for generating the free data analysis report 

Select the base company :

Company Name :  
UEN :  
Financial Period Start :  
Financial Period End :  
Reporting Level :  
Industry to be compared :

Select at least one peer company :

Peer Company 1 <input type="text" value="[Enter Company Name/UEN]"/>	Peer Company 2 <input type="text" value="[Enter Company Name/UEN]"/>	Peer Company 3 <input type="text" value="[Enter Company Name/UEN]"/>
Peer Company 4 <input type="text" value="[Enter Company Name/UEN]"/>	Peer Company 5 <input type="text" value="[Enter Company Name/UEN]"/>	Peer Company 6 <input type="text" value="[Enter Company Name/UEN]"/>

I have read and agreed to ACRA's [terms and conditions](#) in using this Data Analysis service.

Figure 45: Start Data Analysis

- b. Enter at least 4 characters of your desired company's UEN or name in the **Base Company** field. You will see a list of companies prompted for you to choose from. Choose your desired company. Do the same for Peer Company 1, 2, 3, 4, 5 and 6. You are allowed to choose a maximum of six companies for peer comparison.

Select the base company :

❌

Company Name : STARHUB LTD.  
 UEN : 199802208C  
 Financial Period Start : 01/01/2014  
 Financial Period End : 31/12/2014  
 Reporting Level : Group  
 Industry to be compared : FIXED-LINE SERVICES (INCLUDING LOCAL/INTERNATIONAL PSTN AND LEASED CIRCUITS) (61)

Select at least one peer company :

Peer Company 1	Peer Company 2	Peer Company 3
<input type="text" value="Singapore telecommuni"/> SINGAPORE TELECOMMUNICATIONS LIMITED (199201624D)	<input type="text" value="[Enter Company Name/UEN]"/>	<input type="text" value="[Enter Company Name/UEN]"/>

Figure 46: Peer Companies Drop-down Lists



You can select a maximum of six peer companies for Free Data Analysis. However, you cannot select the same company twice.

5. Select **I have read and agreed to ACRA's terms and conditions in using this Data Analysis service** check box to enable the **Generate** button.

Companies will not be available for selection as a peer company due to one of the following reasons:

- ▶ Company is not a valid company in ACRA's database.
- ▶ Company is a solvent exempt private company, which is not required to file its financial statements with ACRA.
- ▶ Company does not file a full set of financial statements in XBRL or Financial Statements Highlights.

**Industry Comparison**

The industry median will be generated based on the financial data of companies within the **BUILDING CONSTRUCTION NEC (41009)** industry that have filed XBRL financial statements with periods ending between **01/01/2011** and **31/12/2011** (one year preceding that of your company's financial period end date). Insolvent exempt private companies (EPCs) are excluded from computation of the industry median.

I have read and agreed to ACRA's [terms and conditions](#) in using this Data Analysis service.

PREVIOUS GENERATE

Figure 47: Agreeing to ACRA's Terms and Conditions

6. Click **Generate** to perform the analysis. The comparison graph is generated and displayed for analysis.
7. Click **Generate Report** button to generate a PDF version of the Free Data Analysis report, and download it to your local computer.

## 2.7. Exemption Request

XBRL files containing genuine errors cannot be uploaded onto the BizFin<sup>x</sup> portal for filing as a part of the Annual Return. However, companies can request for exemption from XBRL filing if there are valid reasons. Exemption allows companies to upload their XBRL financial statements which contain genuine errors that are granted with exemption.

Companies may apply for exemption from XBRL filing requirements with ACRA, for the following scenarios:

- Specific exemption for identified disclosures in the financial statements as tabled at or used for purposes of AGM (Annual General Meeting), such as comparative figures not provided for a non-first year incorporated companies;
- Exemption from filing 'full set of financial statements' and to file 'financial statements highlights' in XBRL instead. Such exemption is granted only upon companies establishing that the full set of financial statements in XBRL cannot be prepared.


### 2.7.1. Public User

You can request for exemption from XBRL filing on the public site of the BizFin<sup>x</sup> portal:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Click **Exemption Request** tab in the main menu or type in the URL <https://www.bizfinx.gov.sg/ExempReq.aspx>. The **Exemption Request** page is displayed.
3. In the **Applicant Details** section, enter your name in the **Applicant Name** field.
4. Enter a valid email address in the **Email Address** and **Re-enter Email** fields.
5. Enter a valid contact number in the **Phone Number**.
6. In the **Company Details** section, enter at least 4 characters of your company's UEN or name. You will be promoted a list of companies to choose from.
7. Fill in the **Financial Period Start Date**.
8. Fill in the **Financial Period End Date**.



## Exemption Request

Instructions for Requesting an Exemption 

Fields marked with \* are mandatory

**Applicant Details**

Name of Applicant\*

Email Address\*

Re-enter Email\*

Phone Number

**Company Details**

UEN/Company Name\*

Financial Period Start Date\*

Financial Period End Date\*

Filing Type\*

Application Date 08/01/2014

**Application Letter for Exemption from XBRL Filing Requirements\***

Application Letter for Exemption must be in (PDF/JPEG/PNG) format

The application letter must include the following details:

- ▶ Company Name and Company Registration Number.
- ▶ Financial Period End Date of the Company.
- ▶ Section(s) of the ACRA taxonomy that the Company is unable to comply with.
- ▶ Reason(s) why the Company is unable to comply with the section(s) of the ACRA Taxonomy.
- ▶ This letter is to be signed off by a **Director, Corporate Secretary, Accountant** or any **Person preparing the accounts on behalf of the Company.**
- ▶ The letter is to be typed in with the company's letterhead. For corporate secretary, if they are applying on behalf of their clients, it should be typed in the corporate secretary firm's letterhead.

**AGM Financial Statements\***

Signed AGM Financial Statements must be in (PDF/ZIP) format

- ▶ Companies must attach a **full set of signed** AGM financial statements of which they are seeking exemption for.

**Other Supporting Document (Optional)**

No file selected. Other Supporting Document must be in (PDF/Zip/XML/XBRL) format


I'm not a robot 

Figure 48: Exemption Request

9. Select the type of filing from the **Filing Type** drop-down menu.

[Select Filing Type]  
Full set of Financial Statements  
Financial Statements Highlights

10. In the **Application Letter for Exemption from XBRL Filing Requirements** section, click **Browse** to select and upload the Application Letter.



*For the Application Letter, BizFin<sup>x</sup> portal accepts files in PDF, JPEG, PNG format.*

11. In the **AGM Financial Statements** section, click **Browse** to select and upload your company's financial statements as tabled in the Annual General Meeting.



*For AGM Financial Statements, BizFin<sup>x</sup> portal accepts files in PDF or Zip format.*

12. In the **Other Supporting Document (Optional)** section, click **Browse** to select and upload documents that can provide additional information to support your request for exemption.



*For other supporting document, BizFin<sup>x</sup> portal accepts files in PDF, Zip or XBRL format.*



*The uploaded files for Application Letter, AGM Financial Statements, and other supporting document, in combination should not exceed 2MB.*

13. Enter the characters shown in the reCAPTCHA image.

14. Click **Submit** to send the exemption request. You will see the Acknowledgement page after submitting the application as shown in Figure 49.



*You can also click **Reset** to clear the information entered in the Exemption Request page.*

Welcome Demo user LOGOUT

**Acknowledgement**  
 Exemption Request has been submitted successfully.  
 Application result will be sent to email address provided under "Applicant Details".

**Applicant Details**

Name of Applicant	: Demo user
Email Address	: test@test.com
Phone Number	:

**Company Details**

UEN	: 000000000D
Company Name	: STAR CELL LIMITED
Financial Period Start Date	: 27/11/2011
Financial Period End Date	: 26/11/2012
Filing Type	: Financial Statements Highlights
Application Date	: 08/01/2014

**Attached Documents**

Application Letter for Exemption from XBRL Filing Requirements	: <a href="#">pdf doc.pdf</a>
AGM Financial Statements	: <a href="#">pdf doc.pdf</a>

PRINT

**Figure 49: Exemption Request Acknowledgement**

## 2.7.2. CorpPass User

The Exemption Request page for CorpPass users is the same as the Exemption Request page for public users. However, when you access this page as a CorpPass user, Applicant Details are pre-populated based on your profile. You need to enter information in the remaining fields (refer to Section 2.7.1).

## Exemption Request

Instructions for Requesting an Exemption ?

Fields marked with \* are mandatory

**Applicant Details**

Name of Applicant\*

Email Address\*

Re-enter Email\*

Phone Number

**Company Details**

UEN/Company Name\*

Financial Period Start Date\*

Financial Period End Date\*

Filing Type\*

Application Date 07/01/2014

**Application Letter for Exemption from XBRL Filing Requirements\***

Application Letter for Exemption must be in (PDF/JPEG/PNG) format

The application letter must include the following details:

- ▶ Company Name and Company Registration Number.
- ▶ Financial Period End Date of the Company.
- ▶ Section(s) of the ACRA taxonomy that the Company is unable to comply with.
- ▶ Reason(s) why the Company is unable to comply with the section(s) of the ACRA Taxonomy.
- ▶ This letter is to be signed off by a **Director, Corporate Secretary, Accountant** or any **Person preparing the accounts on behalf of the Company**.
- ▶ The letter is to be typed in with the company's letterhead. For corporate secretary, if they are applying on behalf of their clients, it should be typed in the corporate secretary firm's letterhead.

**AGM Financial Statements\***

Signed AGM Financial Statements must be in (PDF/ZIP) format

- ▶ Companies must attach a **full set of signed** AGM financial statements of which they are seeking exemption for.

**Other Supporting Document (Optional)**

Other Supporting Document must be in (PDF/ZIP/XML/XBRL) format

Figure 50: CorpPass user - Exemption Request

### Upload XBRL Files with genuine errors granted exemption

If your exemption request is granted, you will need to validate and upload the XBRL file again in order to lodge the XBRL financial statements as part of the Annual Return. The process of uploading such a file is the same as uploading any other XBRL file exemption (refer to Section 2.3.2 for steps to validate and

upload the XBRL file), only that the XBRL file will be uploaded successfully this time despite the genuine errors, if exemption had been granted for these genuine errors.

Figure 51 shows how the **Validation Results** page will look like after you have uploaded an XBRL file with exemption(s) granted. The **Validation Status** shows **Errors**, the **Exemption Granted** column shows **Yes**.

Company Name	UEN	Filing Type	Current Financial Period	Validation Status	Who Uploaded	Time Uploaded	Exemption Granted
--All-- <input type="button" value="v"/>	--All-- <input type="button" value="v"/>	--All-- <input type="button" value="v"/>	Start Date : 01/09/2011 End Date : 31/08/2012	--All-- <input type="button" value="v"/>	Demo user	08/01/2014 15:08 PM	Yes

**Figure 51: Validation Results for XBRL files with Exemption**

Click **Errors** under Validation Status. The **Submission Details** page shows the exempted error in the **Genuine errors granted exemption** section.

**Submission Details**

Company Name and UEN : STAR CELL LIMITED (000000000D)  
 Filing Type : Financial statements highlights  
 Submission Date : 08/01/2014  
 Financial Period End Date : 31/08/2012  
 Submitted by : Demo user  
 File Name : STAR\_CELL\_LIMITED\_000000000D\_20120831

Validation Status: **Errors**

**Genuine errors granted exemption**

Search: Search the site  Filter by: All  All

No	Error Description	Section	Error ID
1	Dates provided within XBRL file should be the same as what is provided within BizFile system.		Misc_121
<b>Element(s) to check</b>			
	Current period start date = 01-01-2012	Filing Information	
	Current period end date = 31-08-2012	Filing Information	
	Prior period start date = 01-01-2011	Filing Information	
	Prior period end date = 31-12-2011	Filing information	
	Current period start date = --	BizFile Information	
	Current period end date = 26-11-2011	BizFile Information	
	Prior period start date = --	BizFile Information	
	Prior period end date = --	BizFile Information	

**Caution**  
 Errors in filed XBRL financial statements are required to be rectified. Companies may rectify the errors through the following:  
 - File a Notice of Error (NOE), if the errors are typographical or clerical in nature; or  
 - Court order.  
 Companies may face prosecution if the errors are found to be materially false or misleading.  
 The validation rules are set based on a specified set of criteria to assist in enhancing the quality of XBRL financial statements. However, they are not meant to be exhaustive or to serve as confirmation that the XBRL financial statements are correct. Companies should continue with their due diligence in ensuring the high quality of their filings with the Registrar.

**Genuine Errors**  
 The errors highlighted must be rectified before filing. If the XBRL data is correct (i.e. no error), please [click here](#) to apply for exemption from specific business rules / XBRL filing.  
 Where error(s) highlighted mismatch of data in XBRL file with that in BizFile, only authorised personnel (company officers and their duly appointed officers, i.e. professional firm, service bureau and their employees etc) will be able to see the corresponding BizFile data.

**Possible Errors**  
 These highlight areas where the XBRL data might contain error or is genuine accurate data. If the XBRL data contains error, please rectify the error. If the XBRL data is correct (i.e. no error), you may ignore these possible error without changes required. Checkbox(s) will be available to confirm that the XBRL data is correct after you log in with your SingPass and there are no genuine errors.

Figure 52: Genuine Errors Granted Exemption

## 2.8. Help

The Help section of the BizFin<sup>x</sup> portal contains help documents and video clips on the revised XBRL filing requirements, the BizFin<sup>x</sup> filing system, and ACRA Taxonomy.

### 2.8.1. Public User

To access the BizFin<sup>x</sup> Help without logging onto the portal:

1. Open the URL <https://www.bizfinx.gov.sg> to view the BizFin<sup>x</sup> portal.
2. Click **Help** tab in the main menu or type in the URL <https://www.bizfinx.gov.sg/Documentation.aspx>. The **Help** page is displayed.

Home | Download | Validate | Subscribe | Data Analysis | Exemption Request | **Help**

Login via CorpPass

## Help

**Documentation** | How to Videos

### User Manuals and FAQ

- PDF FAQs (updated in May 2019)
- PDF Quick Guide for BizFin<sup>x</sup> Preparation Tool (updated in May 2019)
- PDF User Guide for BizFin<sup>x</sup> Portal (updated in March 2017)
- PDF User Guide for BizFin<sup>x</sup> Multi Upload Tool (new in May 2019)
- PDF User Guide for BizFin<sup>x</sup> Preparation Tool (updated in May 2019)

### Filing Requirements

- PDF Guide for Preparers (updated in May 2019)
- Appendix C - List of Synonyms
- Appendix A - ACRA Taxonomy 2016 v4.1 (updated in May 2019)
- Appendix A to Financial Statements Highlights Guide (updated in May 2019)
- Appendix B - List of Business Rules (updated in May 2019)
- PDF Guide to Financial Statements Highlights (updated in May 2019)

### Taxonomy and Business Rules

- Taxonomy files for ACRA Taxonomy 2016 v4.1 (new in May 2019)
- Sample XBRL Instance (new in May 2019)
- ACRA Taxonomy 2013 v2.0 Archive
- ACRA Taxonomy 2016 v4.1 in Excel format (new in May 2019)
- ACRA Taxonomy 2016 v4.0 Archive
- Taxonomy and Business Rules changes in Taxonomy 2016 v4.1
- PDF Taxonomy Architecture Guide (updated in May 2019)
- ACRA Taxonomy 2013 v3.0 Archive

### Others

- Word Technical Issue Report Form (updated in May 2019)
- Technical Issues
- Sample files for data subscribers

### Guidance Notes

- Technical Issues Taxonomy Guidance Notes

Click [here](#) for more help resources.

Figure 53: Help - Documentation

- Documentation** tab (displayed by default) shows links to various support documents, e.g. User manuals and FAQ, for you to download.
- How to Videos** tab contains links to video clips on how to use the preparation tool.

Home Download Validate Subscribe Data Analysis Exemption Request Help

Login via CorpPass

## i Help

Documentation How to Videos

- Fill in Scoping Questions
- Drag-and-drop
- Revised Filing Requirements & The BizFinX System
- Import Source Document
- Validate and Save XBRL Financial Statements
- Quick Guide To BizFinX Preparation Tool
- Auto-tag
- Mapping Assistant
- Live Demonstration Of Key Functions And Features Of BizFinX Preparation Tool

Figure 54: Help - Demo Videos

## 2.8.2. CorpPass User

The Help page for CorpPass users is the same as the Help page for public users, refer to Section 2.8.1.