

CHECKLIST FOR NOTIFICATION DUE TO CHANGE IN REGISTERED ADDRESS

CHANGE OF REGISTERED ADDRESS

- What should I do when there is a change in registered address of my business?
- Whom should I notify due to change in registered address?
- Is it necessary to update the authorities and private parties with my new registered address?

Overview

When businesses in Singapore change their address, they have to notify a couple of Agencies and Authorities. We have compiled a list of parties you need to notify when you change your registered address of the business, why, and how you can tell them about it.

In addition to this, you can determine what are the other Agencies you should update by checking what are the licences and approvals your entity is having. Then, you can summarise the list to notify them accordingly.

Government Authorities	Private Parties
<ul style="list-style-type: none">• ACRA• BCA• CPF• IRAS• MOM• Other applicable Authorities	<ul style="list-style-type: none">• Bank• Customers• Employees• Investors• Social Media & Followers• Suppliers

GOVERNMENT AUTHORITIES

ACRA

Accounting and Corporate Regulatory Authority (ACRA) is an arm of the Ministry of Finance of the Singapore government. ACRA is tasked as the national regulatory authority of corporate service providers, business entities, and public accountants in Singapore. Anything that is related to businesses and their operations usually falls under the jurisdiction of ACRA. As such, they keep a database of all the businesses in Singapore.

BCA

If you are a Building Construction Authority's (BCA) registered contractor then you are required to notify BCA with the change in your registered address.

CPF Board

If you are a CPF account holder as an employer, you also need to inform and update the CPF board about the change in registered address.

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IRAS

Inland Revenue Authority of Singapore (IRAS) is another arm of the Ministry of Finance that focus mostly on tax collection.

A change in the ACRA Bizfile database will reflect on the IRAS file on a weekly basis. For example, any changes made during 02-Aug-2021 08-Aug-2021 will be updated by 15-Aug-2021.

However, if you need to do a change of address in IRAS for any urgent matters such as receiving a grant or correspondence, you can send over an email via the myTax Mail that contains the following information like:

- Tax reference number of the company:
- Name of the company:
- New Address as updated with ACRA:

No other supporting documents will be needed to be sent to IRAS.

MOM

Ministry of Manpower (MOM) of Singapore, handles labour policies and everything labour/workforce related in Singapore.

If there is a change in the company's registered address, you should also update your Employment Pass, S Pass and Work Permit holders as well. To do this, you need to go to EP Online and update your address.

Other Government Agencies (including any licence issuing authority)

Once you have updated your registered address with ACRA records, If you would like the mailing address to be changed to your new registered address, you may wish to liaise with the respective Government Agencies for the changes such as Customs, HPB, NEA, SFA, SPF, Etc.

PRIVATE PARTIES

Bank

Once you have updated your registered address on ACRA, If you would like the mailing address to be changed to your new registered address, you may wish to contact your respective bank(s) to have that updated for you.

Customers

It's important to notify your customers with the new registered address.

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Employees

Even though the working employees will be aware of moving to the new address, some employees who are on longer leave such as maternity leave may not be aware of new address. Hence, it will be appropriate to send an internal circular officially to notify all the employees about the new address.

Investors

While they might be one of the first people to know of a potential move, sending out a document informing when and where you are moving is always a good move. Be reminded that not all your investors check on your business on a daily basis. Majority of bigger investors get updates every now and then while there are others who get a monthly report.

This not only shows the respect you have for your investors but also reassures them of their importance in your business.

Social Media & Followers

First, change your address on your website. Next, change your address and announce your transfer on your social media accounts. Lastly, you might want to check for any listings you have on online directories and update accordingly. Make sure that all the places where your company appears, has the correct and updated address.

Suppliers

If you have had a change in address, it's best to let your suppliers know as soon as possible. This is to make sure they can easily adjust their schedule in delivering what they are supposed to do for you on time without having to disrupt their routine.

Notes:

- This is not the complete list hence it may vary depending on your nature of business and transactions with various parties involved.
 - For some Agencies, you may need to write under your letterhead or some specific format to notify the change and for others you may need to login into the agencies portals to update the change electronically.
 - We hope this list will be useful to your business when is a change in your registered address of the business.
 - Thank You.
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