

Business Names Registration Regulations 2015

Table of Contents

Enacting Formula

1 Citation and commencement

2 Definitions

3 Requirement to use electronic transaction system

4 Translations of document

5 Identification documents

6 Endorsements

7 Business name to be printed on business documents

8 Registration by nominee or trustee

9 Appeal to Minister

10 Prescribed departments or Ministries of Government, etc., under section 27(1)(b)(ii) of Act

11 Prescribed circumstances under section 27(2) of Act

12 Fees and penalties

13 Revocation

14 Transitional provision

FIRST SCHEDULE Fees

SECOND SCHEDULE Penalties for late lodgment of any document (including late application for renewal of registration)

No. S 825

**BUSINESS NAMES REGISTRATION ACT 2014
(ACT 29 OF 2014)**

BUSINESS NAMES REGISTRATION REGULATIONS 2015

In exercise of the powers conferred by section 43 of the Business Names Registration Act 2014, the Minister for Finance makes the following Regulations:

Citation and commencement

1. These Regulations may be cited as the Business Names Registration Regulations 2015 and come into operation on 3 January 2016.

Definitions

2. In these Regulations —

“electronic transaction form” means a form on the electronic transaction system provided by the Registrar for the purpose of carrying out a transaction with the Registrar;

“electronic transaction system” means the electronic transaction system established by the Authority under section 28B(1) of the Accounting and Corporate Regulatory Authority Act (Cap. 2A).

Requirement to use electronic transaction system

3.—(1) Except as provided in paragraph (2) or as the Registrar otherwise requires or permits, any transaction with the Registrar under the Act must be carried out using the electronic transaction system on the electronic transaction form provided for that purpose.

(2) If a transaction with the Registrar referred to in paragraph (1) cannot be carried out using the electronic transaction system, the person seeking to carry out the transaction must carry out the transaction with the Registrar in such other form and

manner as the Registrar may determine.

(3) The Registrar may refuse to process a transaction with the Registrar if the person seeking to carry out the transaction —

- (a) does not comply with paragraph (1) or (2);
- (b) does not comply with regulation 4, 5 or 6;
- (c) being required to complete an electronic transaction form, or other form, provided by the Registrar for that purpose, fails to properly complete the form in accordance with the instructions contained in the form;
- (d) being required to attach any document to, or provide any information required in, an electronic transaction form, or other form, provided by the Registrar for that purpose, fails to attach the document or provide the information, as the case may be; or
- (e) fails to pay the fee prescribed for the transaction.

(4) To avoid doubt, a reference to a refusal to process a transaction with the Registrar in paragraph (3) includes, where the transaction relates to the filing or lodging of a document with the Registrar, a refusal to accept the document for filing or lodgment.

Translations of document

4.—(1) Where a document required to be filed or lodged with the Registrar is not in the English language, that document must be filed or lodged together with a certified translation of the document in the English language.

(2) The Registrar may, before accepting a translation for filing or lodgment, require the person filing or lodging the translation to furnish to the Registrar such evidence as the Registrar thinks sufficient of the ability of the person by whom the translation is made to make the translation.

(3) In paragraph (1), “certified translation” means a translation that is certified to be a correct translation in the English language by a person approved by the Registrar.

Identification documents

5. The Registrar may require the production of the identity card or the passport, or such other identification documents as may be acceptable to the Registrar, for the verification of the identity of any person who carries out any transaction with the Registrar or whose particulars are to be registered under the Act.

Endorsements

6. Where an electronic transaction form is required to be endorsed by more than one person —

- (a) such endorsements must be made —
 - (i) if the endorsement is made in respect of registration, within 60 days after the date on which the Registrar informs the applicant that the electronic transaction form is required to be endorsed; or
 - (ii) if the endorsement is made in respect of any other matter, within 14 days after the date on which the electronic transaction form is first submitted; and
- (b) payment of the prescribed fee for the transaction with the Registrar to which the electronic transaction form relates must be made by the last person endorsing the electronic transaction.

Business name to be printed on business documents

7.—(1) A person who is registered under the Act must ensure that the invoices and official correspondence used for the purposes of the person's business bear the registered business name and number.

(2) Any person who contravenes paragraph (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000.

Registration by nominee or trustee

8. For the purposes of section 7(1) of the Act, a person who or which carries on a business wholly or mainly as nominee or trustee of or for another person, for the general purposes of the business in Singapore, must provide the following particulars:

- (a) if the nominee or trustee is a corporation —
 - (i) the date of appointment of the nominee or trustee;
 - (ii) the name, address and unique identity number, if any, of the nominee or trustee; and
 - (iii) whether the beneficiary is an individual, a corporation, class of children or class of other persons, the description of class (if applicable);
- (b) if the nominee or trustee is an individual —
 - (i) the date of appointment of the nominee or trustee;