

# **Companies (Filing of Documents) Regulations 2003**

## **Table of Contents**

### **Enacting Formula**

#### **Part I PRELIMINARY**

##### **1 Citation and commencement**

##### **2 Definitions**

#### **Part II GENERAL MATTERS**

##### **3 Forms**

##### **4 Directions in forms**

##### **5 Fees**

##### **6 Prescribed person**

#### **Part III GENERAL PROVISIONS RELATING TO DOCUMENTS ATTACHED TO FORMS**

##### **7 General requirements for documents lodged with Registrar**

##### **8 Verification and certification of documents**

##### **9 Agent's authority to be lodged**

##### **10 Signed copies of statutory report and auditor's report thereon required for lodgment**

##### **11 Certified copies of statements of affairs**

##### **12 Certified translations of documents**

**13 Time for lodging documents**

**14 Affidavit and statutory declaration**

**15 Service of documents on Official Receiver**

## **Part IV INCORPORATION OF COMPANIES AND RELATED MATTERS**

**16 Documents for incorporation**

**17 Fee for incorporation of company**

**18 Confirmation of consents to be lodged electronically**

**19 Notice of incorporation**

**20 Notice of commencement of business**

## **Part V FOREIGN COMPANIES**

**21 Certification or verification of documents required for registration of foreign companies**

**22 Manner of verification of memorandum of appointment, etc.**

**23 Manner of verification by statutory declaration**

**24 Notice of registration of foreign company**

**25 Documents to be lodged where change or alteration is made**

## **Part VI JUDICIAL MANAGEMENT**

**26 Notice of special resolution**

**27 Copy of proposals, revised proposals and report of result of meeting of creditors**

**28 Lodgment of notice of petition and petition for judicial management**

**29 Lodgment of judicial management order**

**30 Copy of resolution to be lodged**

**31 Cessation of office of judicial manager**

## **Part VII PROVISIONS ON USE OF CERTAIN FORMS**

**32 Notice of errors in document lodged**

**33 Application to Registrar for leave to lodge notice of error**

**34 Notice of allotment**

**35 Order of court**

## **Part VIII ANNUAL RETURN**

**36 Annual return**

**37 Verification of summary of return**

**38 Main return by company limited by shares**

**39 Return by company not limited by shares**

## **Part IX CHARGES**

**40 Variation of charges**

**41 Time prescribed for endorsement of satisfaction of charges**

## **Part X TRANSITIONAL PROVISION**

**42 Transitional provision**

## THE SCHEDULE

No. S 17

### COMPANIES ACT (CHAPTER 50)

#### COMPANIES (FILING OF DOCUMENTS) REGULATIONS 2003

In exercise of the powers conferred by sections 12A (1A) and (1B) and 411 of the Companies Act, the Minister for Finance hereby makes the following Regulations:

#### PART I

##### PRELIMINARY

##### **Citation and commencement**

1. These Regulations may be cited as the Companies (Filing of Documents) Regulations 2003 and shall come into operation on 13th January 2003.

##### **Definitions**

2. In these Regulations, unless the context otherwise requires —

“agent” means —

- (a) any person named in a memorandum of appointment or power of attorney lodged under section 368(1)(e) of the Act; or
- (b) an agent appointed under section 370(5) of the Act;

“electronic filing system” means the electronic filing system provided by the Registry of Companies for the purposes of lodging documents with the Registrar under the Act;

“form” means an electronic form provided on the electronic filing system;

“lodge” means to lodge, file or submit a form or other document electronically.

#### PART II

## GENERAL MATTERS

### Forms

3.—(1) The forms prescribed for the purposes of lodgment with the Registrar under the Act shall be those provided on the electronic filing system at <http://www.bizfile.gov.sg>.

(2) The Registrar may issue such other forms as he thinks fit for the purposes of the Act.

(3) The Registrar may make any modification or amendment necessary to any form for the purpose of facilitating the lodgment of that form.

(4) Where strict compliance with a form is not possible, the Registrar may allow that form to be complied with in such other manner as he thinks fit.

(5) Any form and any relevant accompanying document to be lodged with the Registrar under the Act shall be lodged using the electronic filing system.

(6) Where lodgment of any form or document using the electronic filing system is not possible, the Registrar may allow that form or document to be lodged in such other manner as he thinks fit.

### Directions in forms

4.—(1) A form shall be completed in accordance with such directions as are specified in that form or by the Registrar.

(2) Unless otherwise required, all particulars to be inserted in a form shall be in the English language.

(3) The Registrar may refuse to accept any form that is not completed in accordance with this regulation.

### Fees

5.—(1) The fee payable to the Registrar in respect of the lodgment of a form with the Registrar shall be paid at the time that the form is lodged, unless otherwise directed by the Registrar.

(2) Payment of fees shall be made in such manner as the Registrar may direct.

(3) Where a form requires endorsements by more than one person, such endorsements shall be made within 3 calendar days from the date of the lodgment, and payment of the prescribed fee shall be made by the last person endorsing the form.