

**iBizFile**

Redefining Business Landscape with  
Technology



 **ncs**  
making IT happen

# iBizFile



## Web-based Electronic Registration and Filing System

iBizFile is a secured, flexible, and cost-effective system that is scalable to handle simple to extremely complex transactions. This paperless system makes it fast, easy and convenient to retrieve accurate information. As all electronic records are archived, business continuity is attained. Conversion to a paperless system also provides savings on storage costs as physical warehouses are not required.

iBizfile manages the end-to-end life-cycle of a company, Business, Limited Liability Partnership (LLP), Public Accountant (PA) & Public Accountant Firm (PAF) from name reservation, to incorporation, to filing and finally to cessation or striking off. What previously took days has now been reduced to just minutes as a result of streamlined and automated processes. In addition, these activities can be performed 24 hours a day, 7 days a week. No matter where you are, as long as there is an Internet connection, a company can be registered within minutes, hence reducing the long queues at the service counters.

iBizfile comprises a comprehensive list of features, including:

- **Name Application and Incorporation of Company**
- **Changes to Company**
- **Annual Returns**
- **Ending of Company**
- **Company Document Error Rectification**
- **Court Orders**
- **Company Charges**
- **Striking-Off Company**



**Transactions**

**Local Company Transactions**

- Apply for a New Company Name
- Incorporate a Private Company
- Change of Local Company Name
- Change of Officer and Auditor
- Amendments of Memorandum and / Or Articles of Association
- Notice of Resolution
- Lodgment of New Charges
- Annual Return With AGM
- Dissolution of Company - Winding-up by Court Order
- Apply for Striking Off

## Name Application and Incorporation of Company

To successfully incorporate a company, a unique name for the entity must be registered. iBizfile system is designed to perform the following name check online accurately and efficiently within few seconds:

- Duplicate names
- Identical names
- Undesirable names (configurable)
- Restricted names
- Name similar to those in the strike-off list

Certain names that contain sensitive/special words will have to seek approval from the prescribed referral authority.

Upon payment, system routes the application to the referral authority if required and inform the applicant about the status of the application via email / sms. If the application does not require any external approval, then system can automatically approve name within few seconds and name will be reserved for the applicant for the next 60 days (configurable). A unique name application number is issued to applicant for the company incorporation. Within this period applicant can use his/her reserved name to incorporate company. If he/she fails to do so, then the name will be released and made available for other people to use.

At the incorporation stage, system can capture other details like company directors, secretary, shareholders, capital information etc.

System again validates the new data and check whether it requires any referral authorities' approval. If not then the company will be incorporated immediately after the payment. eCertificate will be issued to the filer. Business Profile will be available immediately for public to buy.



## Changes to Company

Changes such as "Change of Company Name", "Change of Particulars, Appointment or Cessation of Company Officers" to the existing "Live" companies can be filed through these transactions. Applicant needs to file respective transaction and system will automatically calculate the fee (filing fee + late fee) for the filing. Upon payment system updates changes immediately in the company records. Some application of change requires registry officer's approval. In that case system will route the application to the respective officer for their action. System also informs applicant about the routing of application and expected turnaround time for the approval/ejection. System keeps track of the application routed to officer and sends email reminders to the approving officer if no action is taken within specified timeline.



The screenshot shows the iBizFile website interface for a 'Company Name Application'. The page has a navigation menu with links for Home, Info & Guidelines, My Transactions, News, and Policy / Announcements. The main heading is 'Company Name Application' with a 'Review Application' button. Below this, there is a section titled 'Proposed Name for the Company' with several input fields: 'Proposed Name', 'Suffix', 'Company Type', 'Foreign Character Name', 'Foreign Character Language', and 'Translation of Foreign Character Name'. There are also two 'Attach affidavit' sections, each with a 'Browse...' button. A note at the top of the form states: 'Please fill in the following information. Fields marked \* must be completed.'

## Annual Returns

Every company is required to hold its Annual General Meeting (AGM) within the stipulated period to present its audited accounts to its shareholders. These audited accounts must be made-up to a date not more than 5/6 months before the date of the AGM for company. The number of months depends on the type of company and system will allow maintaining the number of months.

After that, an AGM must be held once every calendar year but not later than 15 months from the date of the last meeting.

The company's Annual Return (AR) together with the audited accounts must be filed with the Registrar within the stipulated period from the date of the Annual General Meeting.

Filing fee is required and a penalty is imposed if the AR is filed late, i.e. AR is filed more than the stipulated period after AGM. The system will retrieve capital and shares information to display in AR from.

System will ensure that the account date is not more than 5/6 months before the date of the AGM.

## Ending of Company

Whenever company is unable to carry on their business they need to file transactions under "Ending of Company" to dissolve their company. There are various applications under this module. Applicant can choose the appropriate application for filing. Upon submitting the application the status of the company will be changed accordingly.

## Company Document Error Rectification

Before submitting the transaction, the public needs to declare that all information provided is true to the best of their knowledge. Though the information is accurate, it is quite common that certain typographical errors or other types of errors are made in the online transaction.

This function facilitates the public to rectify errors in the transactions lodged previously. Public can specify the nature of the error and the details of the errors. Proof of the errors can also be scanned and attached in the transaction. All information provided in the previously lodged transaction will then be retrieved for the user to rectify.

Upon successful submission and receipt of prescribed payment, if the rectified transaction does not require officer's approval, system automatically updates the business entity particulars based on the rectified transaction. However, if approval from the officer is required, system will route the case to the workflow for the designated officer's approval. At the same time, email notifications are sent to the public stating the time period for the officer to process the case.

Based on the information provided by the public, officer may choose to approve or reject the transaction. Officer also can request more information from the public through the system. All actions taken on the case will be maintained in the system in a traceable manner. If the case is not processed, email reminders will be sent to the officer periodically. If the case is still outstanding after a certain time frame, officer's supervisor will be notified of the delay.

Once officer make the decision, system will send email notifications to inform the public the outcome of the transaction and close the case in the workflow.

System also generates service target reports. Supervisors will review the report regularly to decide how the services can be improved.



## Court Orders

Business entities may be directed by the court to take corrective actions. Generally, public needs to notify the Authority of such court orders.

Specially designed forms are used for different sections to cater for different needs. Nature of the court order must be provided in the transaction. Public can scan the court order document and attach it in the transaction. Validation rules are built in the system to ensure that all information required by officer to process the transaction will be provided in the form. However, for court orders that are not specified to any section of the Act, the public can submit the cour

email reminders will be sent to the officer periodically. If the case is still outstanding after a certain time frame, officer's supervisor will be notified of the delay.

Once the transaction is approved or rejected, system will send email notifications to inform the public the outcome of the transaction and close the case in the workflow.

System also generates service target reports. Supervisors will review the report regularly to decide how the services can be improved.

## Company Charges

Generally companies must notify the Authority the creation, variation and satisfaction of the company's charge within the stipulated time frame.

Based on the nature of the charge, system will load different forms for public to file. Online validations on the data entry by the public are performed to ensure that all required information is provided. If the public fails to notify the Authority within the stipulated time frame, system decides whether not to accept the submission or to impose penalties depending on the delay. However, the public may apply for special permission from the Authority for an extension of time. This extension of time is subject to officer's approval.

Upon payment, system will route the case to the designated officers' workflow for approval. Officer may choose to approve or reject the transaction. If the case is not processed, email reminders will be sent to the officer periodically. If the case is still outstanding after a certain time frame, officer's supervisor will be notified of the delay.

Once the transaction is approved or rejected, system will send email notifications to inform the public the outcome of the transaction and close the case in the workflow.

System also generates service target reports. Supervisors will review the report regularly to decide how the services can be improved.

## Striking-Off of Company

Authorised personnel of a company may submit an online application for striking-off. System conducts some preliminary checks, such as validating that the company does not have any "live" charges against them or that there are no active summons and so on, before application is routed for processing to registry officer.

Once the application has been accepted by the registry for striking-off, there is always a stipulated period of time before company can be struck-off from the register. System keeps track of such companies till it is struck-off. System provides facility for public to file objection against the striking-off of company at any time before it is effected completely. System withholds companies' striking-off process, till all objections are cleared. System sends notification to company directors upon receiving any objection.

**Change of Officer and Auditor**

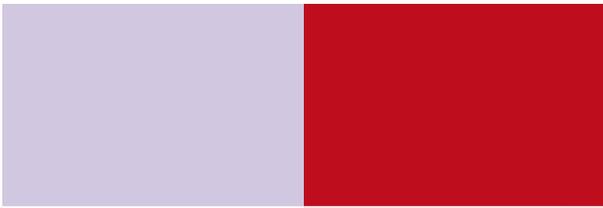
1 Company Registration No.    2 Application    3 Review Application    4 Make Payment

Please fill in the following information. Fields marked \* must be completed.

Please enter the Registration No.

RegistrationNo \*

Reset    Submit



## iBizFile

Accounting and Corporate Regulatory Authority (ACRA)  
Redefining business landscape with technology



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### Overview

The Accounting and Corporate Regulatory Authority (ACRA) is a statutory board responsible for the monitoring of registered companies' corporate compliance with disclosure requirements and the regulation of public accountants performing statutory audit in Singapore. In 2002, ACRA adopted a web-based electronics registration and filing system specially designed and built to enable the registry authority to best serve its business partners and end-customers.

### BizFile

NCS provided ACRA with a suite of end-to-end services, ranging from consultancy to design to implementation and maintenance. BizFile, a secured, flexible, and scalable system, is integrated seamlessly with payment, financial, document management, workflow, business intelligence, reporting systems, amongst others through web services.



## Main Features

- Online registration, maintenance and cessation of Company, Business, LLP and Public Accountant transactions
- Online check with other referral authority for approval
- Online check with Provident Funds Board for owners / partners Medical savings Account Scheme status
- Email / SMS Notification of successful transaction
- Online enquiry for transaction status
- Online search & Information selling
- Various payment modes
- User-friendly graphical user interface
- Bulk data service provided to other government agencies and service providers
- Interface with other systems like Online Application System for Integrated Services (OASIS), Inland Revenue Authority System (IRAS), and Singapore Network Information Centre (SGNIC) etc.
- Interface with Unique Entity Number (UEN) central system using Web-Services



## Continuous Adoption of Technologies

ACRA takes a proactive role in driving its operational efficiencies through exploring and adopting new technologies. It has since been recognised internationally for its progressive approaches through technologies to provide quality services to enterprises in the Singapore business landscape.

### 1. Challenges

- Long and paper-based processes
- Time consuming and inconvenience to businesses
- High operational costs
- Incremental storage costs
- Inaccuracy of data

### 2. Solutions

- Web-based electronic registration and filing system

### 3. Key Benefits

- High operational efficiencies
- Increased convenience to businesses
- Increased ease of compliance to regulatory requirements
- Increased data accuracy
- Increased cost efficiencies for businesses



## iBizFile

VIRRGIN

Virtual Integrated Registry Regulatory General Information Network

## Financial Services Commission (FSC) British Virgin Islands

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### Overview

The Financial Services Commission (FSC) is the regulatory authority for all financial services business operating in and from within the British Virgin Islands (BVI). FSC regulates all financial services activities conducted in and from within the BVI pursuant to relevant BVI laws to ensure compliance with the relevant international standards and best conduct of business practices. FSC has identified a few initiatives in the IT Master Plan in order to deliver a strong and viable computing infrastructure and knowledge repository. One of the initiatives of the IT Master Plan is to replace the OIS by implementing a new registry system to assist the Financial Services Commission in serving their Agents, Regulators, FSC Divisions and their Clients in a more timely and efficient manner.

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### VIRRGIN

VIRRGIN is a secured, flexible, and cost-effective system that is scalable to handle simple to extremely complex transactions. This paperless system makes it fast, easy and convenient to retrieve accurate information. As all electronic records are archived, business continuity is attained. Conversion to a paperless system also provides savings on storage costs as physical warehouses are not required. VIRRGIN is provided with the J2EE platform, thus ensuring a robust development based on Open Standards, with the potential for expansion in the future as needed.

The objective of implementing VIRRGIN is to bring about quantum-leap improvements in services, beyond customers' expectations, both internal and external, thus providing the most sophisticated, state-of-the-art e-services to both internal and external customers.



VIRRGIN manages the end-to-end life-cycle of a Company & LP from name reservation, to incorporation, to filing any post-incorporation transactions and finally to dissolution or discontinuation. What previously took days has now been reduced to just minutes as a result of streamlined and automated processes. In addition, these activities can be performed 24 hours a day, 7 days a week, hence reducing the long queues at the service counters.

## Main Features

- Online name reservation, incorporation, maintenance and closure of Company and LP transactions
- Online verification of data & documents by Registrars
- Email Notification on the outcome transaction
- Electronic Stamping of documents
- Online enquiry for transaction status
- Automatic generation & printing of certificates
- Various payment modes
- Online Search
- User-friendly graphical user interface
- Interface with other systems like Great Plains, Docuware, etc.
- Interface with eConnect using Web-Services

FSC was provided with end-to-end services, ranging from consultancy to design to implementation and maintenance. VIRRGIN also integrates seamlessly with payment gateway, financial, document management, workflow, business intelligence, reporting systems, amongst others through web services.



## Continuous Adoption of Technologies

FSC takes a proactive role in driving its operational efficiencies through exploring and adopting new technologies. It has since been recognised internationally for its progressive approaches through technologies to provide quality services to enterprises in the 'Offshore Incorporations' arena.

### 1. Challenges

- Long and paper-based processes
- Time consuming and inconvenience to businesses
- High operational costs
- Incremental storage costs
- Inaccuracy of data
- Handling of peak-period transactions

### 2. Solutions

- Web-based electronic registration and filing system

### 3. Key Benefits

- High operational efficiencies
- Increased convenience to businesses
- Increased ease of compliance to regulatory requirements
- Increased data accuracy
- Increased cost efficiencies for businesses
- Paperless operations
- 24X7 Online Services
- Effective and efficient handling of peak-period transactions
- Increased efficiency in many processes
- Quicker turnaround time



# iBizFile Features

iBizFile Transaction List and Version				
	Enterprise	Professional	Lite	Super Lite
<b>Overall Features</b>				
Intranet Access	Y	Y	Y	Y
Internet Access (By Agent/Public)	Y	Y	Y	
Workflow	Y	Y	Y	
Document Management System	Y	Y	Y	Y
Payment Gateway	Y	Y	Y	
Interfaces	Y	Y	Y	Y
Public Search	Y	Y	Y	Y
Email/SMS Notification	Y	Y	Y	Y
Deposit Account	Y	Y	Y	
Report	Y	Y	Y	Y
<b>Company Name Application and Incorporation</b>				
	Topic	Topic	Topic	Topic
Name Reservation	Y	Y	Y	Y
Incorporation	Y	Y	Y	Y
Status Enquiry	Y	Y	Y	Y
Incorporation - Endorsement by Officer	Y			
Registration of Consolidation	Y	Y	Y	
Registration of Merger	Y	Y	Y	
<b>Changes to Company</b>				
	Topic	Topic	Topic	Topic
Change of Name	Y	Y	Y	Y
Change of Address and Office Hour	Y	Y	Y	Y
Change of Officer and Auditor	Y	Y	Y	Y
Change of Company Type (Conversion)	Y	Y	Y	
Endorsement by Officer	Y			
Amendments of MAA	Y	Y	Y	
Return of Allotment of Share	Y	Y	Y	
Notice of Transfer of Share or List of Shareholder	Y	Y	Y	Y
Notice of Share Capital Alteration	Y	Y	Y	Y
Notice of Purchase or Acquisition of Ordinary Share/Stock	Y	Y		
Notice of Purchase or Acquisition of Preference Share	Y	Y		
Special Resolution for Reduction of Capital	Y	Y		
Application for Extension of Time	Y	Y		
Notice of Resolution	Y	Y	Y	
Request for Certificate	Y	Y	Y	Y
Common Payment	Y	Y		
<b>Court Orders</b>				
	Topic	Topic	Topic	Topic
Order of Court (Others)	Y	Y		
General Lodgment Form	Y	Y	Y	Y
Order of Court to Expunge Documents	Y			
Variation of Charges	Y	Y		



# iBizFile Features

iBizFile Transaction List and Version	Enterprise	Professional	Lite	Super Lite
Satisfaction of Charges	Y	Y	Y	
Endorsement by Chargee for Satisfaction	Y			
Payment for Satisfaction of Charge	Y			
<b>Striking Off of Company</b>	Topic	Topic	Topic	Topic
Strike Off	Y	Y	Y	Y
Strike Off - Lodgment of Objection	Y			
Strike Off - Lodgment of Objection - Status Enquiry	Y			
Strike Off - Lodgment of Objection - Clearance	Y			
Strike Off - Notification of Intention of Future Striking Off	Y			
<b>Annual Returns</b>	Topic	Topic	Topic	Topic
Annual Return - With AGM	Y	Y	Y	Y
Annual Return - Without AGM	Y			
Extension for Private Limited & Unlisted Public Companies (AGM	Y			
Extension for Private Limited & Unlisted Public Companies (Acc	Y			
Change of Financial Year	Y	Y	Y	
Relief From Requirements as to Form and Contents of Accounts	Y			
<b>Ending of Local Company</b>	Topic	Topic	Topic	Topic
Notice of Appointment of Receiver or Receiver and Manager	Y	Y	Y	
Account of Receipt and Payments by Receiver or Receiver and	Y	Y	Y	
Notice of Receiver or Receiver and Manager of Cessation of	Y	Y	Y	
Notice of Winding-up Order and Particulars of Liquidator	Y	Y	Y	Y
Notice of Appointment and Situation of Office of Provisional Liquidator/Liquidator - Member's Voluntary Winding Up	Y	Y	Y	
Notice by Provisional Liquidator/Liquidator of Cessation	Y	Y	Y	
Notice of Change in Situation of Office of Provisional Liquidator/	Y	Y	Y	
Liquidator's Account of Receipts and Payments and Statement of the Position in the Winding Up	Y			
Notice by Directors of Company's inability to Continue Business by reason of its Liabilities	Y			
Declaration of Solvency	Y	Y	Y	Y
Dissolution of Company - Winding-up by Court Order	Y	Y		
Notice of Lodgement of Judicial Management Order	Y	Y		
Court Order to Discharge Judicial Management Order	Y			
Statement of Affairs Lodged by Receiver or Receiver Manager, Liquidator(s), Judicial Manager	Y			
Notification Of Restoration of Company that has been Struck Off/	Y			
<b>Company Document Error Rectification</b>	Topic	Topic	Topic	Topic
Filing of Notice of Error	Y	Y		
Notice of Error in Document Lodged	Y			
Order of Court to Rectify Register	Y	Y	Y	Y

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