SAMPLE TRADING PTE. LTD.

(Incorporated in the Republic of Singapore)
Company Registration No. 202000000X

ANNUAL RETURN CHECKLIST

File on Bizfile within 7 months after year end · S$60 fee

Have these ready

- Signed financial statements and directors' statement, already sent to shareholders
- The date you sent them (within 5 months after year end means no AGM is needed), or the date of the AGM, or the members' resolution dispensing with AGMs
- Your company's latest Business Profile, with any change of address, officers or shares already updated (changes are due within 14 days)
- Your Register of Registrable Controllers, up to date with ACRA's central register
- Singpass of a director or the company secretary

What Bizfile asks you to confirm

Bizfile asks about	Sample	Where to find it
Company details, registered address and principal activities	unchanged	Business Profile: update any change first
Directors, secretary and shareholders	unchanged	Business Profile and your register of members
Financial year end	31 Dec 2025	Business Profile. It can't be changed after the filing deadline
AGM: held, exempt (financial statements sent within 5 months) or dispensed with	exempt: sent 30 May 2026	Your records (directors' resolutions and notice to members)
Accounting standard used	SFRS for Small Entities	Financial statements, note 2
Audit: exempt as a small company?	Yes	A private company meeting 2 of 3 for the past two years: revenue up to S$10m, assets up to S$10m, up to 50 employees
Exempt private company and able to pay its debts?	Yes	Fewer than 20 shareholders, no corporate shareholder, and solvent (online solvency declaration)

Bizfile asks about	Sample	Where to find it
File financial statements?	Not required	A solvent exempt private company doesn't file them. A small company that can't pay its debts files simplified XBRL plus a PDF

Deadlines and penalties

- Non-listed company: within 7 months after year end (8 months if it has a share capital and keeps a branch register overseas).
- Late lodgement penalty: S$300 if filed within 3 months after the deadline, S$600 after that. ACRA can also offer a composition, prosecute (fines up to S$10,000 per charge) or strike off a company that keeps missing filings.
- A dormant company still files its annual return.

After filing, save the acknowledgement with the company's records.