SAMPLE TRADING PTE. LTD.

(Incorporated in the Republic of Singapore)

Company Registration No. 202000000X

REGISTER OF REGISTRABLE CONTROLLERS (RORC)

Every company must keep a register of the people who own or control it (its "registrable controllers"), even when it is dormant, and file the same details with ACRA's Central RORC.

Who is a registrable controller

- Anyone holding more than 25% of the shares, or more than 25% of the voting power;
- anyone who can appoint or remove directors holding a majority of the votes at directors' meetings; or
- anyone who has, or actually exercises, significant influence or control.

For most small companies, that is the main shareholders. If nobody qualifies, the register lists the director with executive control instead.

Sample register

Controller	Why a controller	Date became controller	Date ceased	Confirmed by controller
ALEX TAN	Holds 60% of the shares and votes (more than 25%)	2 March 2020	–	15 January 2026
BEN LIM	Holds 40% of the shares and votes (more than 25%)	2 March 2020	–	15 January 2026

For each individual controller the register also records: full name and any aliases, residential address, email, contact number, nationality, NRIC or passport number and date of birth. Write those into your own register only. The register is private: it is kept at the registered office (or your corporate service provider's office) and filed with ACRA's Central RORC, which is not public. Never send ID numbers to us; we don't need them.

What to do and when

Task	When	Details
Send each controller a notice to confirm their details	January each year	At least once a year (template below)
Update your own register after a change	Within 7 days	Starts when the controller tells you of the change
File the change with ACRA's Central RORC	Within 2 business days	Bizfile "Update Register of Registrable Controller", free. No extensions; fines up to S$25,000

Task	When	Details
Controllers who have left	Keep and file them too	Enter the date they ceased

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ANNUAL NOTICE TO A REGISTRABLE CONTROLLER

Yearly confirmation of particulars

To: ALEX TAN

Date: 15 January 2026

SAMPLE TRADING PTE. LTD. keeps a Register of Registrable Controllers. Our records show you as a registrable controller, with the particulars on the enclosed extract.

Please, within 30 days of this notice:

1. confirm that you are still a registrable controller of the Company;
2. confirm that the particulars on the extract are correct, or tell us what has changed; and
3. tell us if you know of anyone else who is a registrable controller of the Company, with their contact details.

Please sign and return this notice. If you do not reply within 30 days, the Company must still update its register and mark your particulars as not confirmed.

For and on behalf of the Company	Confirmed by ALEX TAN
Director	Date: