Step by Step Guide for Special Unique Entity Number (SUN)

Special UEN (SUN) service provides entity owners an option to choose, at a fee, a preferred Unique Entity Number (UEN) from a list of reserved UENs during entity incorporation/registration and entity conversion process. The option to select a SUN is available at the payment stage for applicable transactions in BizFile⁺ after a lodger has submitted the incorporation/registration or conversion details.
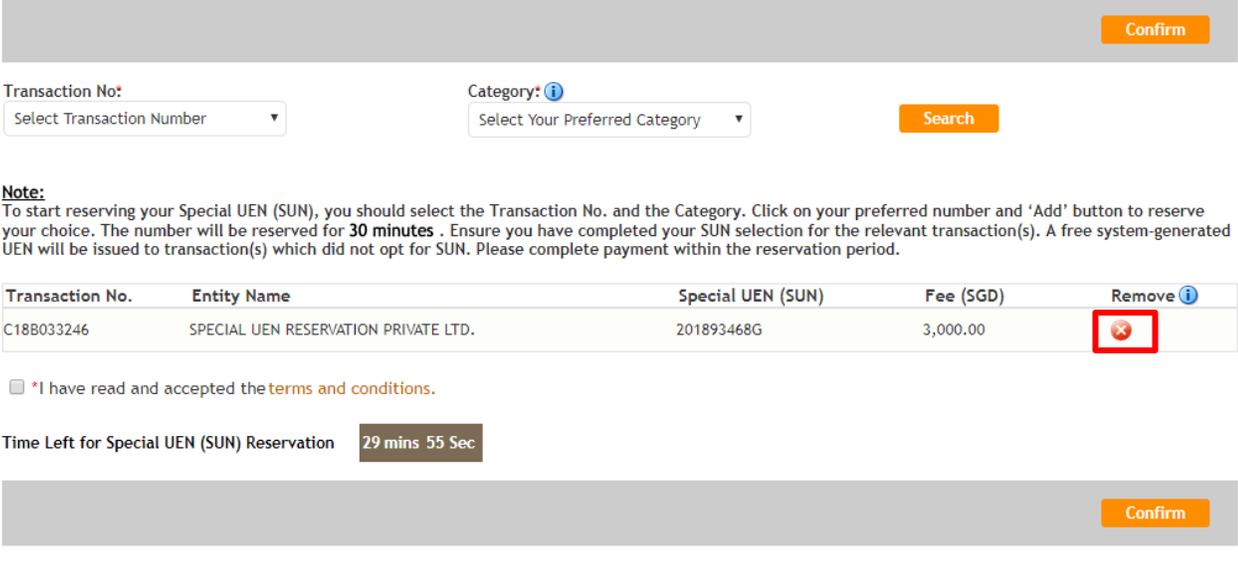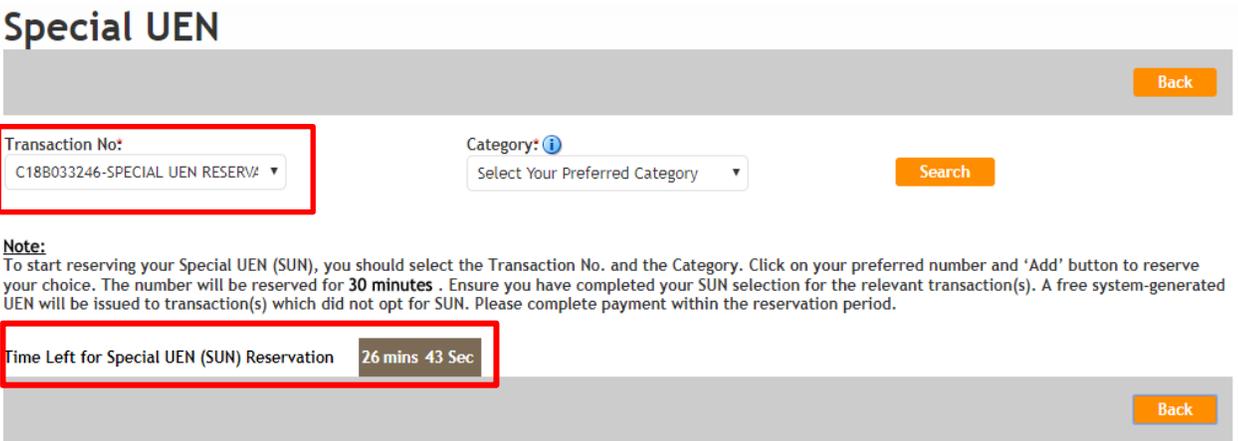
Reserve Special UEN (SUN)

Steps	Descriptions
1.	You will need to submit the incorporation/registration or conversion details before you will be directed to the payment stage where you can find the Special UEN (SUN) service.

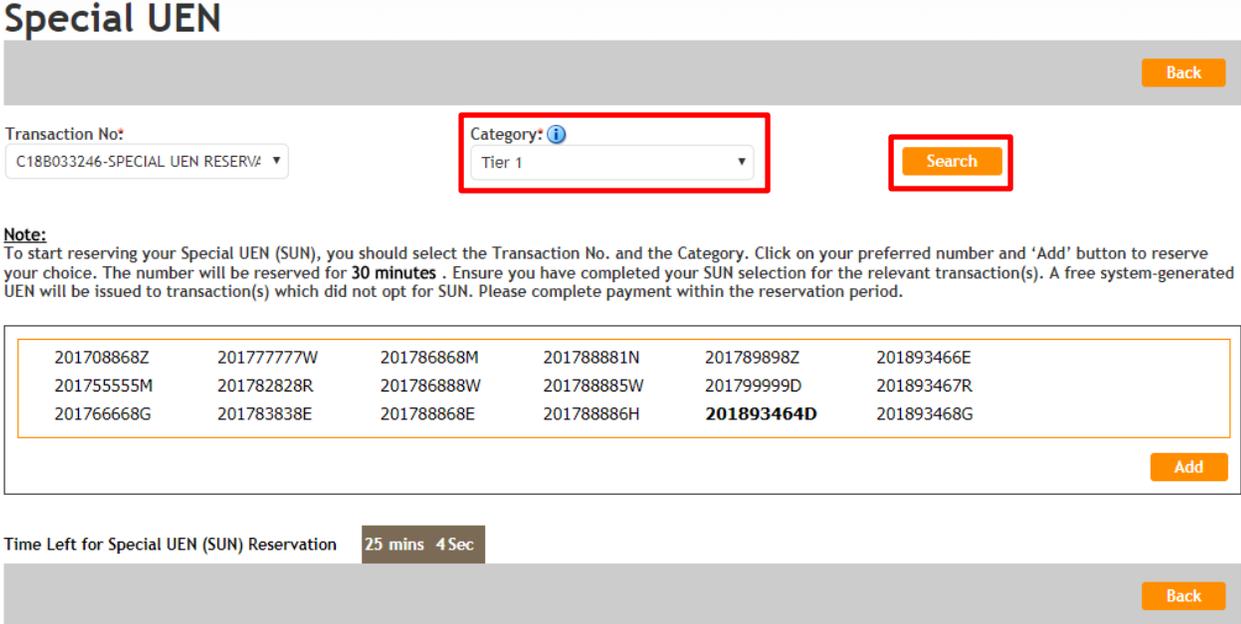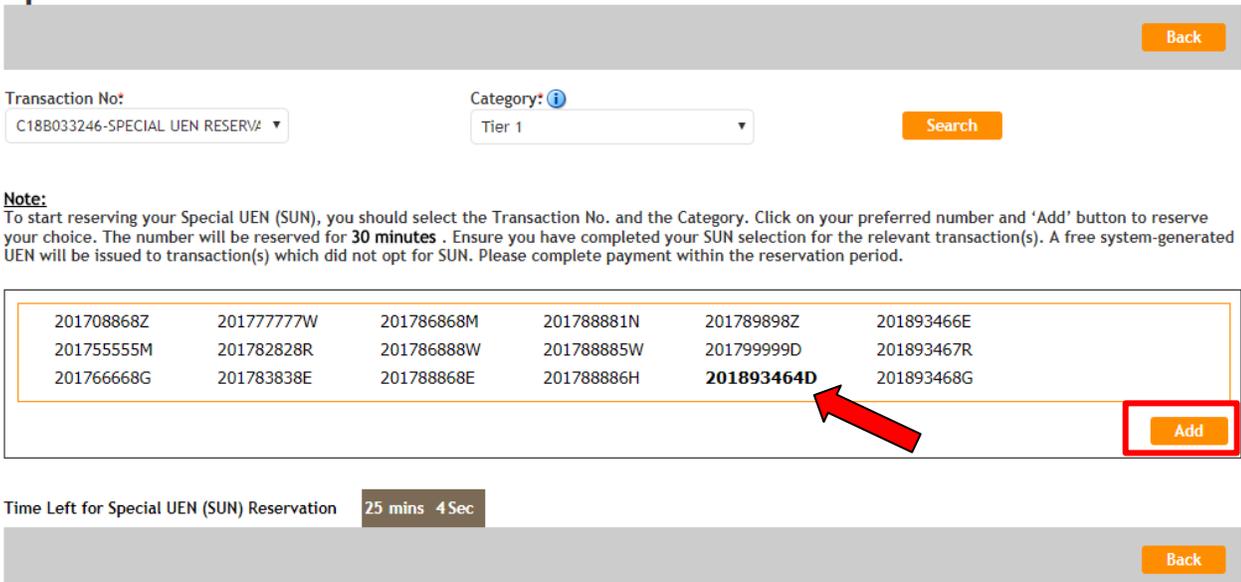| Steps	Descriptions
2.	Click 'Yes' to select a Special Unique Entity Number (SUN) and click on 'Next' Button. **Note -** Click on the hyperlink for more information on SUN. ### Company Name Application & Incorporation Next **Unique Entity Number (UEN)** Do you wish to select a Special Unique Entity Number (SUN)? ⓘ ⦿Yes ◯No (For more information on SUN, please click Here .) **Transaction Details** UEN Entity Name --- SPECIAL UEN RESERVATION PRIVATE LTD. Descriptions Amount(SGD) Incorporation of a Private Company 300.00 Application for New Company Name 15.00 Payable Amount SGD 315.00 **Message Section** An acknowledgement message and a receipt will be provided upon payment. For failed transaction paid via Visa/MasterCard/AMEX/DSA, a refund is system-triggered and no action is required from the user. For those using eNets Internet Banking, ACRA will contact the user to provide bank account details online. Next

Steps	Descriptions
3.	Special UEN (SUN) page will be displayed as below. Click on 'Back' button to navigate back to payment page if you do not wish to proceed with SUN service.

Special UEN

Back

Transaction No:*
C18B033246-SPECIAL UEN RESERVA ▼

Category:* ⓘ
Select Your Preferred Category ▼

Search

Note:
To start reserving your Special UEN (SUN), you should select the Transaction No. and the Category. Click on your preferred number and 'Add' button to reserve your choice. The number will be reserved for **30 minutes** . Ensure you have completed your SUN selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which did not opt for SUN. Please complete payment within the reservation period.

Back |
| 4. | To proceed with the Special UEN (SUN) service, select the 'Transaction No.' and the 'Category' and click on the 'Search' button.

(If there is only one Incorporation/Registration or conversion transaction, system will auto-select the Transaction No.)

Special UEN

Back

Transaction No:*
C18B033246-SPECIAL UEN RESERVA ▼

Category:* ⓘ
Tier 1 ▼

Search

Note:
To start reserving your Special UEN (SUN), you should select the Transaction No. and the Category. Click on your preferred number and 'Add' button to reserve your choice. The number will be reserved for **30 minutes** . Ensure you have completed your SUN selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which did not opt for SUN. Please complete payment within the reservation period.

Back |

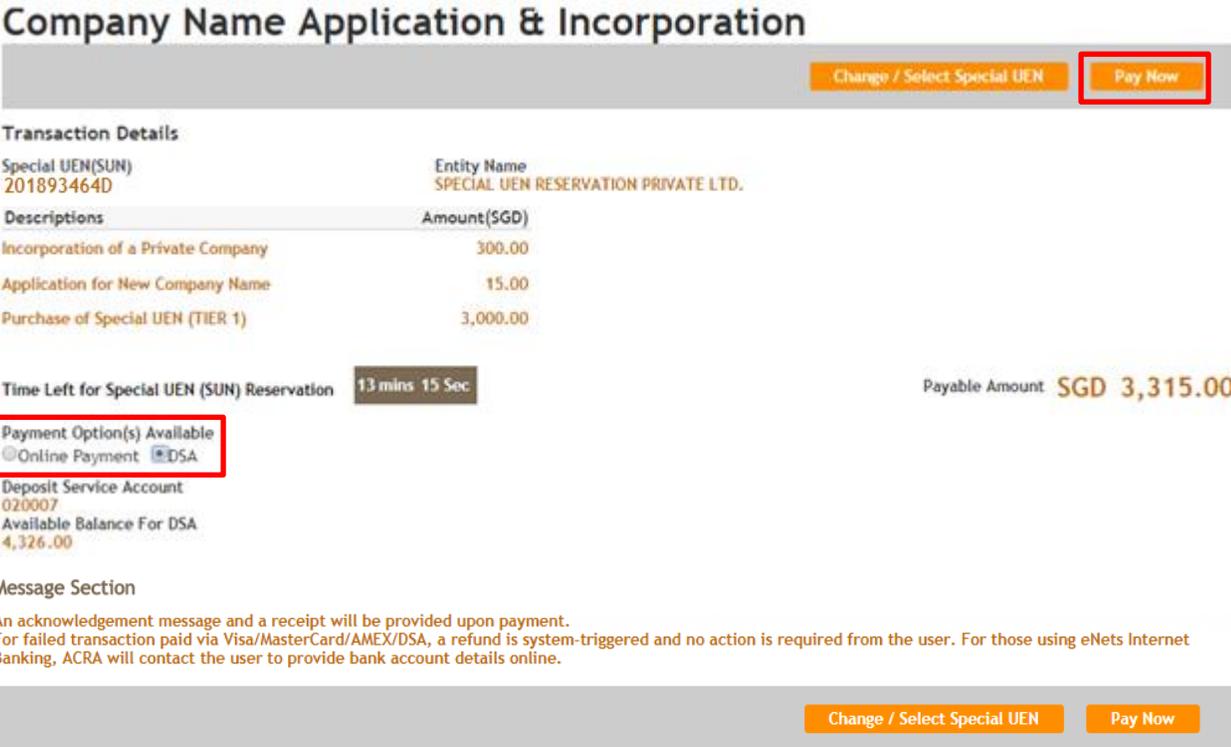| Steps	Descriptions
5.	Based on the selected Category - 'Tier 1' or 'Tier 2', a list of available Special UEN (SUN) will be displayed. **Special UEN** Back Transaction No:* Category:*ⓘ C18B033246-SPECIAL UEN RESERV▾ Tier 1 ▾ Search **Note:** To start reserving your Special UEN (SUN), you should select the Transaction No. and the Category. Click on your preferred number and 'Add' button to reserve your choice. The number will be reserved for **30 minutes** . Ensure you have completed your SUN selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which did not opt for SUN. Please complete payment within the reservation period. 201708868Z 201777777W 201786868M 201788881N 201789898Z 201893466E 201755555M 201782828R 201786888W 201788885W 201799999D 201893467R 201766668G 201783838E 201788868E 201788886H 201893464D 201893468G Add Back
6.	Click on your preferred Special UEN (SUN) and 'Add' button to reserve your choice. **Special UEN** Back Transaction No:* Category:*ⓘ C18B033246-SPECIAL UEN RESERV▾ Tier 1 ▾ Search **Note:** To start reserving your Special UEN (SUN), you should select the Transaction No. and the Category. Click on your preferred number and 'Add' button to reserve your choice. The number will be reserved for **30 minutes** . Ensure you have completed your SUN selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which did not opt for SUN. Please complete payment within the reservation period. 201708868Z 201777777W 201786868M 201788881N 201789898Z 201893466E 201755555M 201782828R 201786888W 201788885W 201799999D 201893467R 201766668G 201783838E 201788868E 201788886H 201893464D **201893468G** Add Back

Steps	Descriptions
7.	The selected Special UEN (SUN) will be displayed in the table.
	Note – SUN will be reserved for <u>30 minutes</u>. The 'Time Left for Special UEN (SUN) Reservation' will be displayed as shown below and you will need to complete payment within the reservation period. If payment is not completed within the reservation period, your selected SUN will be withdrawn and made available to others.

Special UEN

Confirm

Transaction No:
Select Transaction Number ▼

Category: ⓘ
Select Your Preferred Category ▼

Search

Note:
To start reserving your Special UEN (SUN), you should select the Transaction No. and the Category. Click on your preferred number and 'Add' button to reserve your choice. The number will be reserved for **30 minutes** . Ensure you have completed your SUN selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which did not opt for SUN. Please complete payment within the reservation period.

Transaction No.	Entity Name	Special UEN (SUN)	Fee (SGD)	Remove ⓘ
C18B033246	SPECIAL UEN RESERVATION PRIVATE LTD.	201893468G	3,000.00	❌

☐ *I have read and accepted the terms and conditions.

Time Left for Special UEN (SUN) Reservation   29 mins 55 Sec

Confirm

Steps	Descriptions
8.	To proceed to reserve the selected Special UEN (SUN), refer to Step 13. To remove/change SUN, click on the cross icon 'X' to remove the selected Special UEN (SUN).
9.	The Transaction No. will be listed back in the drop-down list for selection. **Note** – 'Time left for Special UEN (SUN) Reservation' will continue to be displayed. Choose another SUN and complete payment within the reservation period.

Steps	Descriptions
10.	Select the 'Category' and click on the 'Search' button. Based on the selected Category, system will display a list of available Special UEN (SUN).
11.	Click on your preferred Special UEN (SUN) and 'Add' button to reserve your choice.

Steps	Descriptions
12.	The new Special UEN (SUN) will be displayed in the table. **Special UEN** Confirm Transaction No: Select Transaction Number ▼ Category: ⓘ Select Your Preferred Category ▼ Search Note: To start reserving your Special UEN (SUN), you should select the Transaction No. and the Category. Click on your preferred number and 'Add' button to reserve your choice. The number will be reserved for **30 minutes** . Ensure you have completed your SUN selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which did not opt for SUN. Please complete payment within the reservation period. | Transaction No.	Entity Name	Special UEN (SUN)	Fee (SGD)	Remove ⓘ
C18B033246	SPECIAL UEN RESERVATION PRIVATE LTD.	201893464D	3,000.00	✖	 ☐ *I have read and accepted the terms and conditions. Time Left for Special UEN (SUN) Reservation 23 mins 2 Sec Confirm
13.	Read and tick the 'Terms and Conditions' checkbox before you click on 'Confirm' button to proceed with the reservation of the selected Special UEN (SUN). **Special UEN** Confirm Transaction No: Select Transaction Number ▼ Category: ⓘ Select Your Preferred Category ▼ Search Note: To start reserving your Special UEN (SUN), you should select the Transaction No. and the Category. Click on your preferred number and 'Add' button to reserve your choice. The number will be reserved for **30 minutes** . Ensure you have completed your SUN selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which did not opt for SUN. Please complete payment within the reservation period. | Transaction No.	Entity Name	Special UEN (SUN)	Fee (SGD)	Remove ⓘ
C18B033246	SPECIAL UEN RESERVATION PRIVATE LTD.	201893464D	3,000.00	✖	 ☑ *I have read and accepted the terms and conditions. Time Left for Special UEN (SUN) Reservation 21 mins 55 Sec Confirm

Steps	Descriptions
14.	You will be directed to the Payment Page. The selected Special UEN (SUN) will be displayed along with the amount and time left to complete the payment within reservation period.

Company Name Application & Incorporation

Change / Select Special UEN   Pay Now

Transaction Details

Special UEN(SUN)	Entity Name
201893464D	SPECIAL UEN RESERVATION PRIVATE LTD.

Descriptions	Amount(SGD)
Incorporation of a Private Company	300.00
Application for New Company Name	15.00
Purchase of Special UEN (TIER 1)	3,000.00

Time Left for Special UEN (SUN) Reservation   20 mins 0 Sec

Payable Amount   SGD 3,315.00

Payment Option(s) Available
◉ Online Payment   ○ DSA

Message Section

An acknowledgement message and a receipt will be provided upon payment.
For failed transaction paid via Visa/MasterCard/AMEX/DSA, a refund is system-triggered and no action is required from the user. For those using eNets Internet Banking, ACRA will contact the user to provide bank account details online.

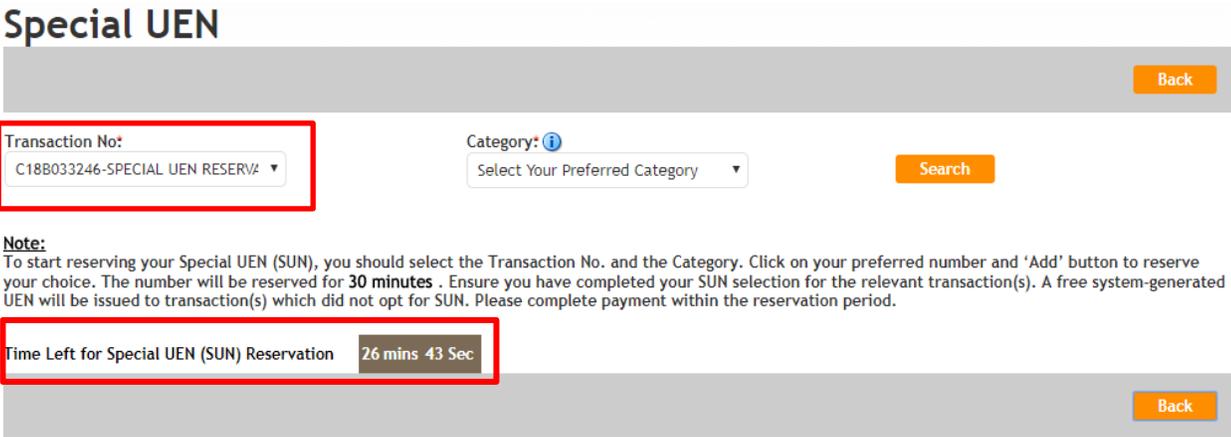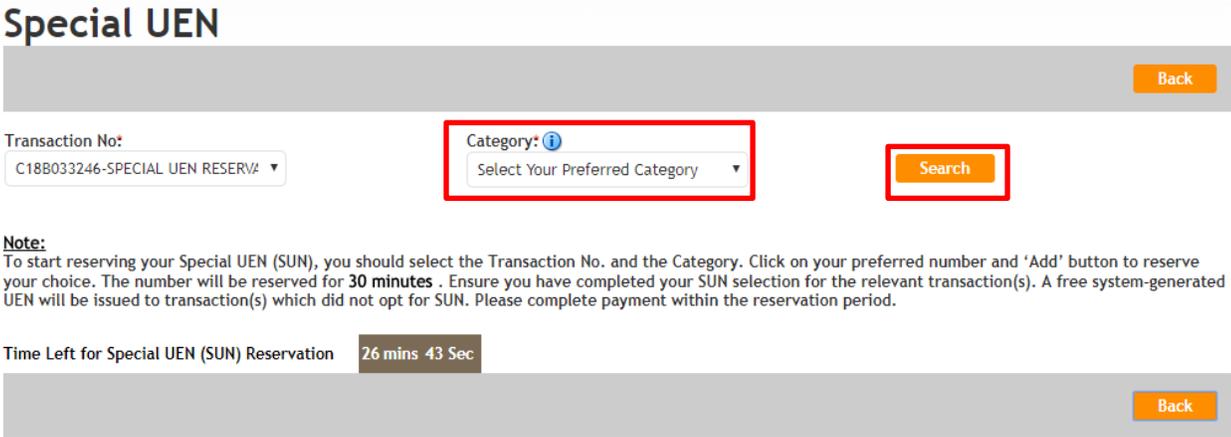Change / Select Special UEN   Pay Now

Steps	Descriptions
15.	Ensure you have completed your Special UEN (SUN) selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which does not opt for SUN.
	To complete the transaction, choose one of the Payment Option(s) available, click on 'Pay Now' button and proceed to make payment. If you need assistance with payment, please refer to the step by step guide on e-payment.
	To change the selected Special UEN (SUN), refer to **'Change Special UEN (SUN)'** section.
	To remove the selected Special UEN (SUN), refer to **'Remove Special UEN (SUN)'** section.
	Company Name Application & Incorporation
	Change / Select Special UEN Pay Now
	Transaction Details
	Special UEN(SUN) Entity Name
	201893464D SPECIAL UEN RESERVATION PRIVATE LTD.
	Descriptions Amount(SGD)
	Incorporation of a Private Company 300.00
	Application for New Company Name 15.00
	Purchase of Special UEN (TIER 1) 3,000.00
	Time Left for Special UEN (SUN) Reservation 13 mins 15 Sec Payable Amount SGD 3,315.00
	Payment Option(s) Available
	○ Online Payment ◉ DSA
	Deposit Service Account
	020007
	Available Balance For DSA
	4,326.00
	Message Section
	An acknowledgement message and a receipt will be provided upon payment.
	For failed transaction paid via Visa/MasterCard/AMEX/DSA, a refund is system-triggered and no action is required from the user. For those using eNets Internet Banking, ACRA will contact the user to provide bank account details online.
	Change / Select Special UEN Pay Now

Steps	Descriptions
16.	Acknowledgement page will be displayed along with the reserved Special UEN (SUN) and the fees.

Acknowledgement

Transaction Details

Special UEN(SUN)
201893464D

Transaction Number
C185042643

Paid Via
Deposit Service Account
(020007)

Entity Name
SPECIAL UEN RESERVATION PRIVATE LTD.

Receipt Number
ACRA180206043146

Payment Date
06/02/2018 21:01:53

Descriptions	Amount(SGD)
Purchase of Special UEN (TIER 1)	3,000.00
Incorporation of a Private Company	300.00
Application for New Company Name	15.00

Paid Amount   SGD 3,315.00

Message Section

The company has been incorporated successfully.

You will receive a free Business Profile of this entity via email shortly.

Click Here for the estimated processing time

Change Special UEN (SUN)

Steps	Descriptions
1.	To change the selected Special UEN (SUN), click on 'Change / Select Special UEN'. **Company Name Application & Incorporation** Change / Select Special UEN Pay Now **Transaction Details** Special UEN(SUN) Entity Name 201893464D SPECIAL UEN RESERVATION PRIVATE LTD. **Descriptions** Amount(SGD) Incorporation of a Private Company 300.00 Application for New Company Name 15.00 Purchase of Special UEN (TIER 1) 3,000.00 Time Left for Special UEN (SUN) Reservation 20 mins 0 Sec Payable Amount SGD 3,315.00 Payment Option(s) Available ⦿ Online Payment ◯ DSA **Message Section** An acknowledgement message and a receipt will be provided upon payment. For failed transaction paid via Visa/MasterCard/AMEX/DSA, a refund is system-triggered and no action is required from the user. For those using eNets Internet Banking, ACRA will contact the user to provide bank account details online. Change / Select Special UEN Pay Now

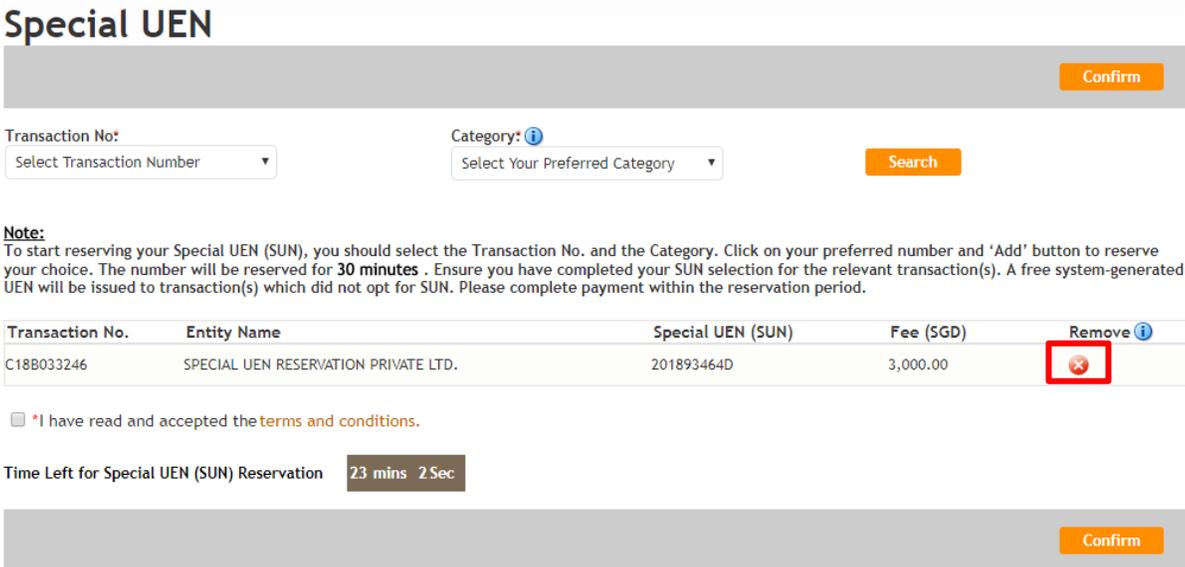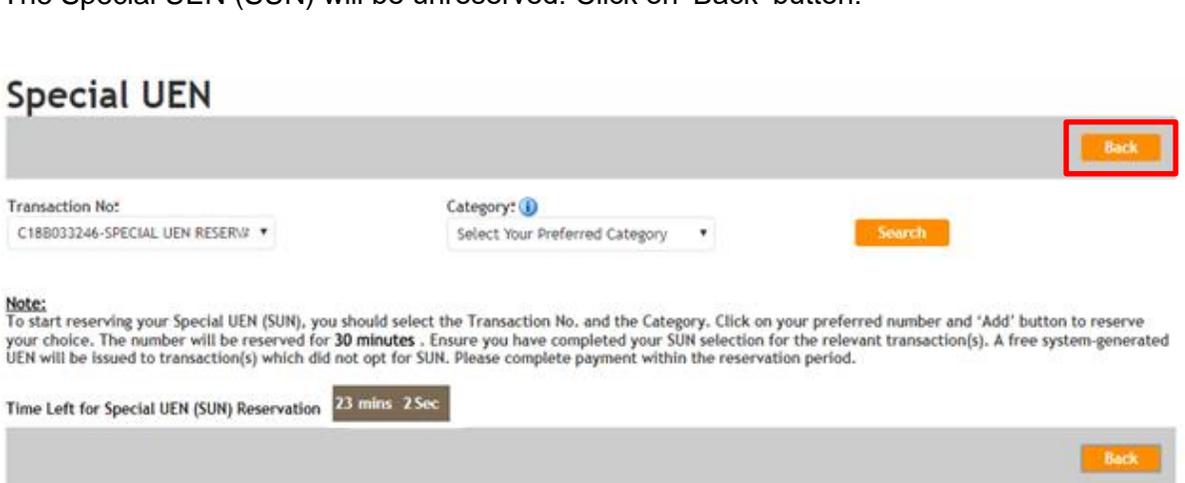| Steps	Descriptions
2.	You will be redirected to Special UEN page. Details of the existing Special UEN (SUN) will be displayed along with the time left to reserve the selected SUN.
3.	Click on the cross icon 'X' to remove the selected Special UEN (SUN).

Steps	Descriptions
4.	The Transaction No. will be listed back in the drop-down list for selection. **Note** – 'Time left for Special UEN (SUN) Reservation' will continue to be displayed. Choose another SUN and complete payment within the reservation period. If payment is not completed within the reservation period, your selected SUN will be withdrawn and made available to others.
5.	To proceed with the Special UEN (SUN) selection, select the 'Category' and click on the 'Search' button.

Steps	Descriptions
6.	Based on the selected Category, system will display a list of available Special UEN (SUN). Click on your preferred Special UEN (SUN) and 'Add' button to reserve your choice.
7.	The new Special UEN (SUN) will be displayed in the table.

Steps	Descriptions
8.	Read and tick the 'Terms and Conditions' checkbox before you click on 'Confirm' button to proceed with the reservation of selected Special UEN (SUN). Refer to '**Reserve** Special UEN (SUN)' section (Step 14 -16) to complete payment. **Special UEN** Confirm Transaction No: Select Transaction Number ▼ Category: ⓘ Select Your Preferred Category ▼ Search **Note:** To start reserving your Special UEN (SUN), you should select the Transaction No. and the Category. Click on your preferred number and 'Add' button to reserve your choice. The number will be reserved for **30 minutes** . Ensure you have completed your SUN selection for the relevant transaction(s). A free system-generated UEN will be issued to transaction(s) which did not opt for SUN. Please complete payment within the reservation period. | Transaction No.	Entity Name	Special UEN (SUN)	Fee (SGD)	Remove ⓘ
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C18B033246	SPECIAL UEN RESERVATION PRIVATE LTD.	201893464D	3,000.00	❌	 ☑ *I have read and accepted the terms and conditions. Time Left for Special UEN (SUN) Reservation 21 mins 55 Sec Confirm

Remove Special UEN (SUN)

Steps	Descriptions
1.	To remove the selected Special UEN (SUN), click on 'Change / Select Special UEN'.

Steps	Descriptions
2.	You will be redirected to Special UEN page. Details of the existing Special UEN (SUN) will be displayed along with the time left to reserve the selected SUN. Click on the cross icon 'X' to remove the selected SUN.
3.	The Special UEN (SUN) will be unreserved. Click on 'Back' button.

Steps	Descriptions
4.	The system will navigate back to the Payment page with Special UEN (SUN) option defaulted back to 'No'. **Company Name Application & Incorporation** Pay Now **Unique Entity Number (UEN)** Do you wish to select a Special Unique Entity Number (SUN)? ⓘ ◯Yes ◉No (For more information on SUN, please click Here .) **Transaction Details** UEN **Entity Name** --- SPECIAL UEN RESERVATION PRIVATE LTD. | Descriptions	Amount(SGD)
Incorporation of a Private Company	300.00
Application for New Company Name	15.00 | Payable Amount **SGD 315.00** **Payment Option(s) Available** ◉Online Payment ◯DSA **Message Section** An acknowledgement message and a receipt will be provided upon payment. For failed transaction paid via Visa/MasterCard/AMEX/DSA, a refund is system-triggered and no action is required from the user. For those using eNets Internet Banking, ACRA will contact the user to provide bank account details online. Pay Now