XBRL SINGAPORE · FREE RESOURCE

XBRL Filing Readiness Checklist

A practical, print-friendly checklist for confirming your company is ready to prepare and file XBRL financial statements with ACRA — before you open BizFinx. Independent educational resource, not affiliated with ACRA.

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1. Confirm what you're filing

[ ] Identify whether you're filing an Annual Return with financial statements, or checking for an exemption.

[ ] Confirm your financial year end (FYE) — your XBRL deadline is calculated from it, not the calendar year.

[ ] Confirm whether your company is listed (5 months from FYE) or non-listed (7 months from FYE).

2. Confirm Full vs Simplified eligibility

[ ] Check whether your company's revenue AND total assets are both S$500,000 or less for the current financial year.

[ ] Note this S$500,000 test is specific to Simplified XBRL — it is not the same as the S$10 million small company audit exemption threshold.

[ ] If in doubt, prepare on the assumption you need Full XBRL, the default route.

3. Check for exemptions before you prepare

[ ] Check whether your company qualifies as a dormant relevant company under Section 201A of the Companies Act.

[ ] Check whether your company qualifies as a solvent exempt private company (EPC).

[ ] Confirm your company's audit exemption status separately — it uses a different test than the Simplified XBRL threshold.

4. Prepare your environment

[ ] Download the current version of the BizFinx Preparation Tool directly from ACRA's website.

[ ] Confirm your financial statements are approved by directors and consistent with SFRS or SFRS for Small Entities.

[ ] Choose the correct template: Full XBRL, Simplified XBRL, or the FSH template for banks/insurers.

5. Prepare and tag your data

[ ] Map each line item of your financial statements to the correct ACRA Taxonomy tag.

[ ] Tag mandatory note disclosures (related party transactions, segment information) — these are easy to overlook.

[ ] Run BizFinx's built-in validation before submission; fix out-of-balance or misclassified items first.

6. Before you submit through BizFile+

[ ] Remember uploaded XBRL files stay on the BizFinx server for only 14 days before you must re-upload.

[ ] File your Annual Return within that window, with the XBRL financial statements linked.

[ ] Keep a copy of the submitted file and confirmation for your records.

This checklist is an educational aid, not legal, accounting, or filing advice. Deadlines, fees, taxonomy versions, and thresholds are set and changed by ACRA — always confirm current requirements at acra.gov.sg or with a qualified company secretary before filing. XBRL Singapore is an independent resource and is not affiliated with, endorsed by, or connected to ACRA or any Singapore government agency.