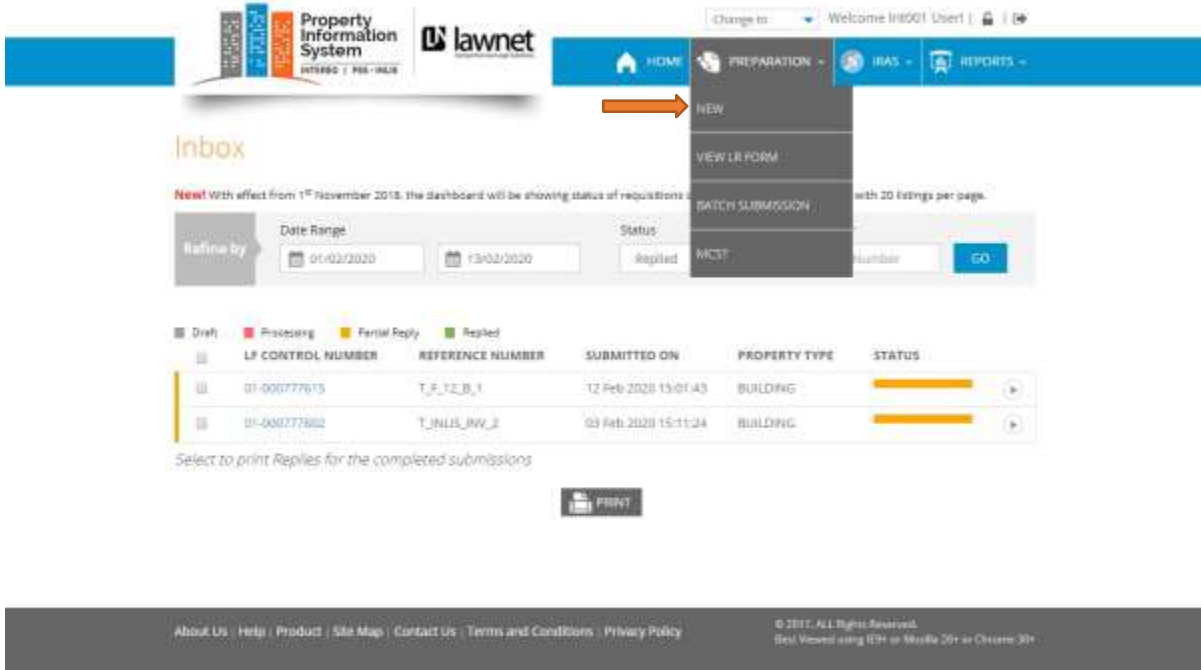


## HOW TO PURCHASE ACRA REPORTS VIA INTEREQ

**Step 1:** Log In with your Username and Password.



**Step 2:** To create a new legal requisition for ACRA reports, Click “Preparation” >> “New”.



Change to: Welcome In8001 User! | [Home](#) | [Preparation](#) | [IRAS](#) | [Reports](#)

**NEW**

VIEW LR FORM

BATCH SUBMISSION

RCST

**Inbox**

**New!** With effect from 1<sup>st</sup> November 2018, the dashboard will be showing status of requisitions.

Refine by: Date Range: 01/02/2020 to 13/02/2020 | Status: Replied

LF CONTROL NUMBER	REFERENCE NUMBER	SUBMITTED ON	PROPERTY TYPE	STATUS
01-000777615	T_F_12_B_1	12 Feb 2020 15:01:43	BUILDING	<span style="background-color: yellow;"> </span>
01-000777602	T_INLIS_INV_2	03 Feb 2020 15:11:24	BUILDING	<span style="background-color: yellow;"> </span>

Select to print Replies for the completed submissions

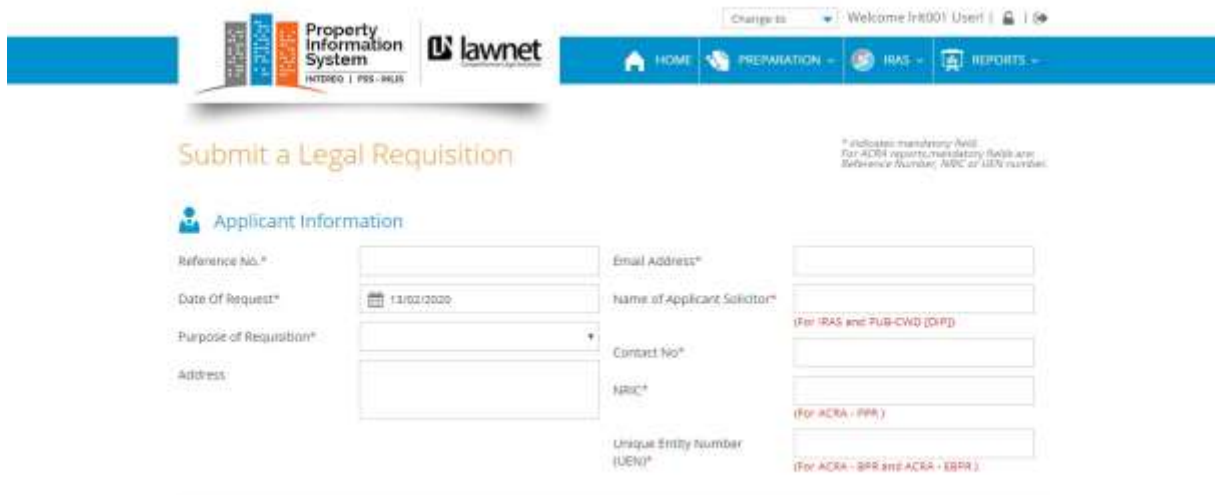
[PRINT](#)

© 2017. All Rights Reserved. Best Viewed using IE9 or Mozilla 20+ or Chrome 30+

**Step 3:**

The following screen will be displayed.

Enter Reference number, NRIC number for PPR, UEN number for BPR or EBPR.



**Submit a Legal Requisition**

\* Indicates mandatory field. For ACRA reports, mandatory fields are Reference Number, NRIC or UEN number.

**Applicant Information**

Reference No.\*

Date Of Request\*

Purpose of Requisition\*

Address

Email Address\*

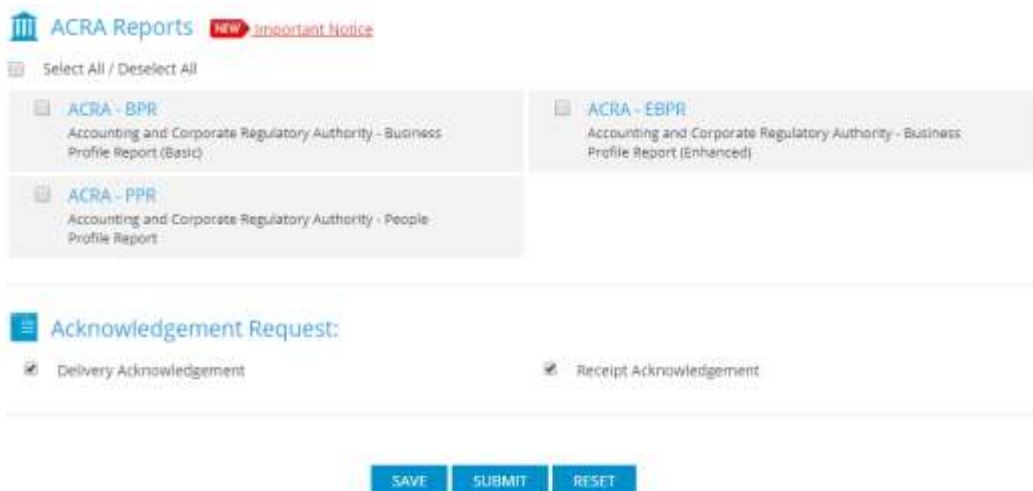
Name of Applicant Solicitor\*   
(For IRAS and PUB-CWD (DPP))

Contact No.\*

NRIC\*   
(For ACRA - PPR)

Unique Entity Number (UEN)\*   
(For ACRA - BPR and ACRA - EBPR)

**Step 4:** Select reports. Click “Save” or “Submit”. You may choose to select all the reports by clicking on “Select All/Deselect All” button.



**ACRA Reports** NEW Important Notice

Select All / Deselect All

**ACRA - BPR**  
Accounting and Corporate Regulatory Authority - Business Profile Report (Basic)

**ACRA - PPR**  
Accounting and Corporate Regulatory Authority - People Profile Report

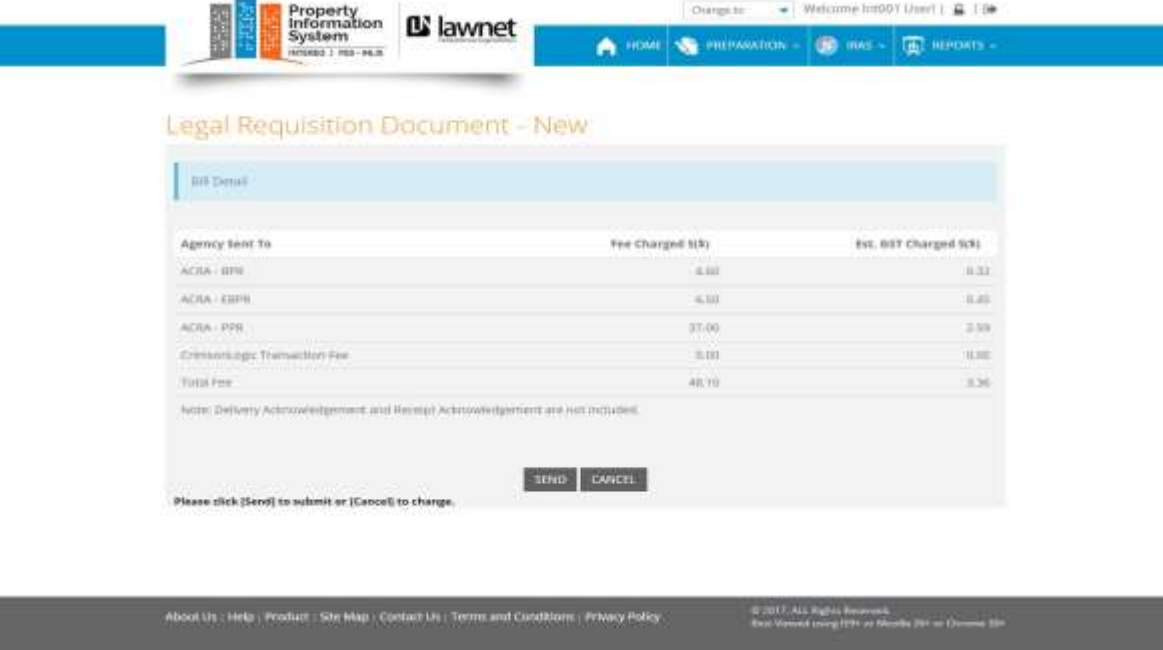
**ACRA - EBPR**  
Accounting and Corporate Regulatory Authority - Business Profile Report (Enhanced)

**Acknowledgement Request:**

Delivery Acknowledgement  Receipt Acknowledgement

**SAVE SUBMIT RESET**

**Step 5:** After clicking “Submit”, view selected reports and bill details. Click “Send” upon confirmation. Click “Cancel” to return to “New Legal Requisition” page.



**Legal Requisition Document - New**

Bill Detail

Agency Sent To	Fee Charged (\$)	Est. GST Charged (\$)
ACRA - BPS	4.00	0.32
ACRA - EBPB	4.00	0.32
ACRA - PPR	37.00	3.39
CrimsonLogic Transaction Fee	3.00	0.80
<b>Total Fee</b>	<b>48.00</b>	<b>4.83</b>

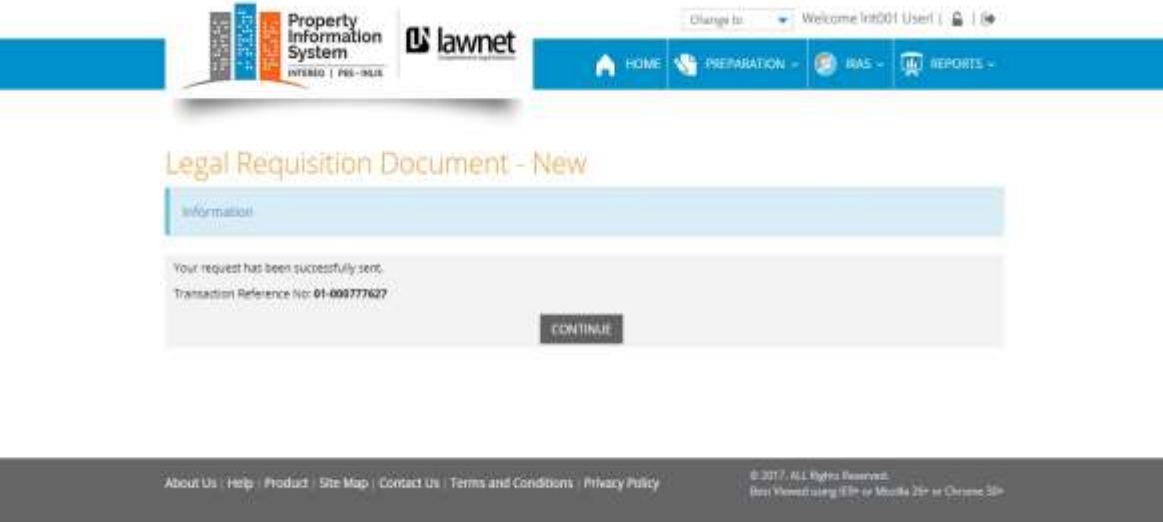
Note: Delivery Acknowledgement and Receipt Acknowledgement are not included.

Please click [Send] to submit or [Cancel] to charge.

SEND CANCEL

© 2017, All Rights Reserved.  
Best Viewed using IE9+ or Mozilla 28+ or Chrome 30+

**Step 6:** Confirmation page containing transaction reference number will be displayed. Click “Continue” to be directed to the “New Legal Requisition” page.



**Legal Requisition Document - New**

Information

Your request has been successfully sent.  
Transaction Reference No: 01-009777627

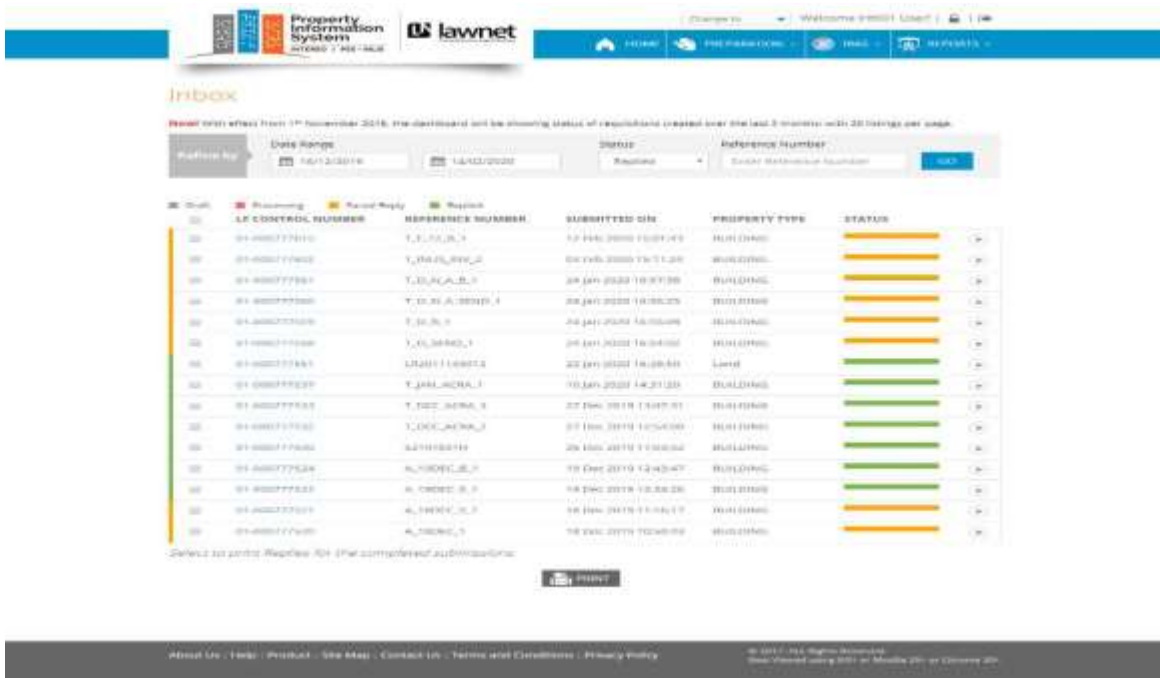
CONTINUE

© 2017, All Rights Reserved.  
Best Viewed using IE9+ or Mozilla 28+ or Chrome 30+

### Step 7: Download ACRA Reports

Once status changes to “replied” denoted by the green bar, you may download ACRA reports.


Click on “**LF Control Number**” to view the reports.

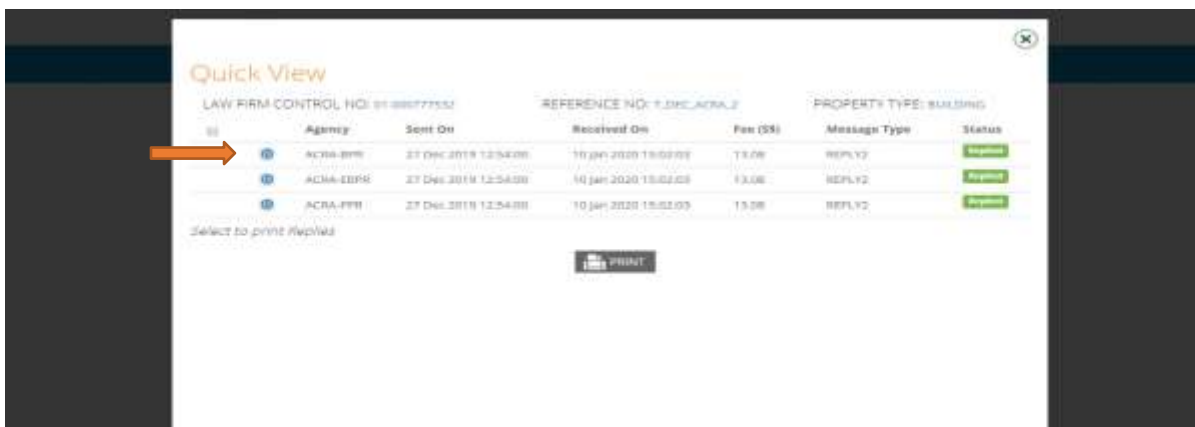


The screenshot shows the 'Inbox' section of the Property Information System. It displays a table of ACRA reports with columns for 'LF CONTROL NUMBER', 'REFERENCE NUMBER', 'SUBMITTED ON', 'PROPERTY TYPE', and 'STATUS'. The status column shows colored bars: yellow for 'Pending' and green for 'Replied'. A 'PRINT' button is visible at the bottom of the table.

LF CONTROL NUMBER	REFERENCE NUMBER	SUBMITTED ON	PROPERTY TYPE	STATUS
01-000777610	T, D, C, A, 1	12 Jan 2020 10:07:45	BUILDING	Pending
01-000777602	T, D, C, A, 2	06 Feb 2020 16:11:28	BUILDING	Pending
01-000777597	T, D, C, A, 3	08 Jan 2020 10:30:58	BUILDING	Pending
01-000777590	T, D, C, A, 2019, 1	08 Jan 2020 10:30:25	BUILDING	Pending
01-000777595	T, D, C, 2	08 Jan 2020 10:30:09	BUILDING	Pending
01-000777598	T, D, C, 3	08 Jan 2020 10:30:00	BUILDING	Pending
01-000777585	LD001100073	22 Jan 2020 10:30:48	Land	Replied
01-000777527	T, D, C, A, 1	09 Jan 2020 14:21:20	BUILDING	Replied
01-000777533	T, D, C, A, 2	27 Dec 2019 13:07:51	BUILDING	Replied
01-000777582	T, D, C, A, 2	27 Dec 2019 10:54:00	BUILDING	Replied
01-000777580	LD001000119	26 Dec 2019 11:00:00	BUILDING	Replied
01-000777524	A, D, C, 2	19 Dec 2019 12:45:47	BUILDING	Replied
01-000777523	A, D, C, 3	18 Dec 2019 10:38:28	BUILDING	Replied
01-000777519	A, D, C, 2	18 Dec 2019 11:36:17	BUILDING	Pending
01-000777520	A, D, C, 3	18 Dec 2019 10:38:59	BUILDING	Pending


### Step 8:

The following screen will be displayed. To save reports, click on download icon 

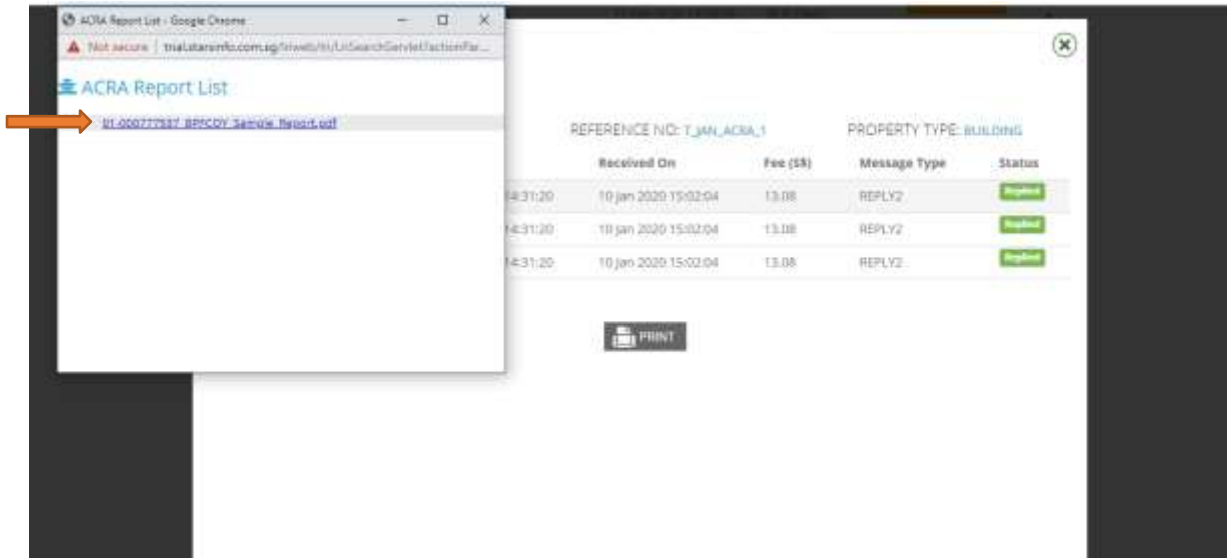


The screenshot shows the 'Quick View' screen for an ACRA report. It displays details for the report, including the 'Agency', 'Sent On', 'Received On', 'Fee (\$)', 'Message Type', and 'Status'. A red arrow points to the 'Download' icon in the 'Message Type' column.

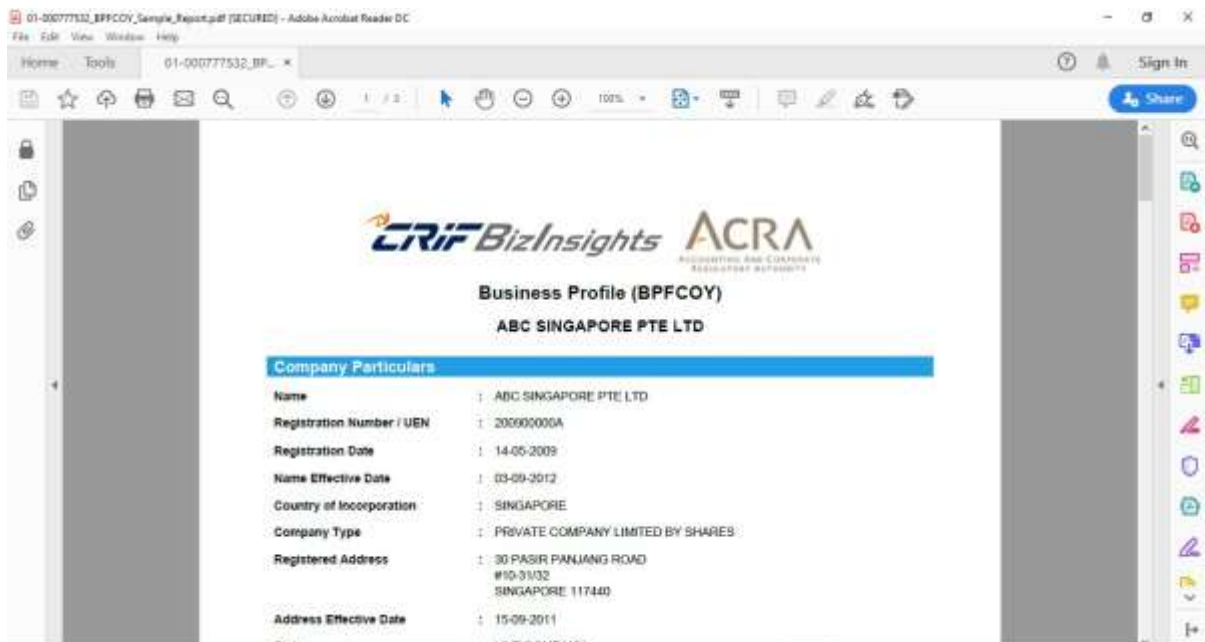
Agency	Sent On	Received On	Fee (\$)	Message Type	Status
ACRA-EPH	27 Dec 2019 12:54:00	10 Jan 2020 15:02:02	13.00	REPLY2	Replied
ACMA-EPSE	27 Dec 2019 12:54:00	10 Jan 2020 15:02:02	13.00	REPLY2	Replied
ACRA-PPH	27 Dec 2019 12:54:00	10 Jan 2020 15:02:02	13.00	REPLY2	Replied

**Step 9:** The following pop-up window will be displayed once download  icon is clicked.

Click on the link to view report. (**Note:** Download link will expire within **7 days** of purchase)



**Step 10:** View PDF report





**To view sample reports, please visit the links below:**

[Sample Business Profile Report \(BPR\)](#)

[Sample Enhanced Business Profile Report \(EBPR\)](#)

[Sample People Profile Report \(PPR\)](#)