

## Participating Registrars

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### For more information

Please visit [sme.sgnic.sg](http://sme.sgnic.sg) to find out more about the SME Domain Name Reservation Project. You can also contact us at our hotline: (65) 6774 0479 or email: [sme@sgnic.sg](mailto:sme@sgnic.sg)



## About Infocomm@SME

Infocomm@SME is an IDA programme aimed at helping SMEs see the value of infocomm and adopt it in their businesses. Infocomm technology provides SMEs with the opportunity to expand and grow their businesses, and promote their products and services anywhere without having a physical store. Please visit [www.ida.gov.sg](http://www.ida.gov.sg) to find out more about this programme.

Joint initiative by:



## SME DOMAIN NAME RESERVATION

# REACH OUT TO MORE CUSTOMERS



## Why do I need a domain name?

There are more than 1 billion Internet users\* in the world today, and this figure is steadily rising by the day.

The Internet is no longer just a communication tool but a way of life in today's world. It is fast becoming the preferred medium among more and more consumers. To capitalise on this growing trend, you need your own domain name.

- 👉 Allow potential customers to locate you more easily
- 👉 Present a professional image
- 👉 Reach out to an infinite local or global audience
- 👉 Expand your business and sell 24/7, even to customers who have no access to your physical store

## Pay less for your 1st domain name

Starting end 2007 to 2010, all ACRA-registered businesses without a domain name will save up to S\$30 on their first domain name registration.

## It's easy to reserve a domain name

You can now easily reserve a domain name (ending with ".com.sg" or ".sg") at the same time when you register a business, company or limited liability partnership in Singapore electronically via the BizFile system, with the Accounting and Corporate Regulatory Authority (ACRA).

The domain name you have selected will be reserved for 3 months, during which you may approach any of the participating registrars to "activate" your domain name.

## Reserve your domain name in minutes

### Step 1: Select the "Domain Name Reservation" option

Once you have successfully paid for the registration of your business, you will see this "Payment Acknowledgement" page:

Option	Description
<input checked="" type="checkbox"/> Domain Name Reservation	Choose this option to reserve a ".sg" domain name with SGNIC. You may need this domain name if you are setting up your corporate email or website.
<input checked="" type="checkbox"/> GST Registration	Choose this option if you want your company to be GST Registered. By choosing this option, you are required to pay S\$13.00 for your 3 businesses in order for IRAS to process the GST application. The business profiles will be transferred to IRAS for processing.
<input checked="" type="checkbox"/> EnterpriseOne Newsletter	Choose this option to subscribe to EnterpriseOne Newsletter.

- 👉 Select the "Domain Name Reservation" option.
- 👉 Click "Proceed".

### Step 2: Confirm your selected option

You have indicated to register the following.

- To continue with the registration, please confirm the registration options selected and click on "Continue" button.
- To print a copy of the receipt before continuing with the registration, please click on "View Receipt" button. You will still be able to change the registration options at the "View Receipt" page.

<input checked="" type="checkbox"/> Domain Name Reservation
<input checked="" type="checkbox"/> EnterpriseOne Newsletter
<input checked="" type="checkbox"/> GST Registration

- 👉 Click "Continue".

### Step 3: Read and accept the disclaimer

Domain Name Reservation | GST Registration | EnterpriseOne Newsletter

Step 1: Read and Accept Disclaimer >> Step 2: Check Availability of Domain Name >> Step 3: Reserve Domain Name

### ACRA - SGNIC Interface Disclaimer

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- 👉 Click "Accept".

### Step 4: Check availability of your preferred domain name

Domain Name	Suffix (Please select one)
dn1	<input type="radio"/> .com.sg <input type="radio"/> .sg
dn2	<input type="radio"/> .com.sg <input type="radio"/> .sg
dn3	<input type="radio"/> .com.sg <input type="radio"/> .sg
dn4	<input type="radio"/> .com.sg <input type="radio"/> .sg
dn5	<input type="radio"/> .com.sg <input type="radio"/> .sg

- 👉 Enter your preferred domain name(s), up to a maximum of 5.
- 👉 Select either ".com.sg" or ".sg" suffix for your domain name.
- 👉 Click "Check Availability".

### Step 5: Reserve an available domain name

You will now see the results of your query:

Select	Domain Name	Availability
<input type="checkbox"/>	dn1.com.sg	Available
<input type="checkbox"/>	dn2.com.sg	Available
<input type="checkbox"/>	dn3.com.sg	Available
<input type="checkbox"/>	dn4.com.sg	Available
<input type="checkbox"/>	dn5.com.sg	Available

Please provide the following information.

Name: \* [ELIAN]  
Contact Number: \* 99999999  
Email: \* juan@acra.gov.sg

I have read and agree to SGNIC's Terms & Conditions.

- 👉 Select your preferred domain name.
- 👉 Enter your name, contact number and email address.
- 👉 Tick the checkbox to indicate that you have read and agree to SGNIC's Terms & Conditions for reserving a domain name.
- 👉 Click "Reserve".

### Your domain name reservation is successful

Congratulations! Your domain name is now successfully reserved for 3 months.

To complete your registration process, please prepare the following documents/information and approach any of the listed participating registrars:

- 👉 ACRA registration number of your business entity.
- 👉 The domain name that was reserved.
- 👉 For business : NRIC number of any business owner.
- 👉 For company : NRIC number of any company shareholders or directors.
- 👉 For LLP : NRIC number of the owner or ACRA registration number of your parent company.