

## COMPANY REGISTRATION

Over the years, we have assisted several local and overseas individuals and corporations to incorporate their companies in Singapore. We have itemised a Top 10 things to prepare prior to registering and setting up a Company in Singapore.



**PROPOSED COMPANY NAME** - Provide us 3 most preferred Company Names. We will assist to check the availability of these names. In some circumstances, proposed names can be conflicted with other existing companies and business. An appeal may be necessary before the desired name can be approved and registered.



**SHAREHOLDING COMPOSITION** - Provide us the list of shareholders. Shareholders can be individuals and/or even corporate entities. With effect from 31 March 2017, companies are required to maintain beneficial ownership information in the form of a register of registrable controllers; hence, it is essential for us to identify the beneficial owner(s) of the Company



**BOARD OF DIRECTORS OR SOLE DIRECTOR** - Provide us the list of the director(s) forming the Board of Directors of the Company. Under the Singapore Companies Act, one of the directors must be a Singaporean or Singapore Permanent Residence, residing in Singapore



**PRINCIPAL ACTIVITIES** - Provide us the principal activities that the newly set up Company intends to engage in. These principal activities (maximum two) can be made reference to Singapore Standard Industrial Classification (SSIC) code.



**SHARE CAPITAL STRUCTURE** - Provide us the percentage holding of each shareholder(s) identified in Point 2. This structure spells out the price per share and the number of shares the Company plans to issue.



**REGISTERED ADDRESS** - Provide us an address where letters and correspondences can be sent to. Refer to our registered office address section for more details.



**KYC** - "Know Your Client" procedures are required by us internally to perform the necessary due diligence exercise. A customer due diligence form from us is required to be signed by the appointing director(s) and shareholder(s).



**VERIFICATION OF DOCUMENTS** - Documentary requirements are as follows:

Local individual(s)	Singapore NRIC
Foreign individual(s)	Foreign Passport (Notarised) Proof of residential address (Notarised)
Corporation(s)	Company business profile (Notarised and Legalised) Corporate Structure (Notarised) Constitution or Memorandum & Article (Notarised and Legalised)



**COMPANY SECRETARY** - We have our experienced corporate secretarial team to act as the Company's company secretary. Refer to our nominee services section for more details.



**FEES** - This is a final point to prepare. There is an incorporation cost payable to ACRA and our service fee for this Company registration process. All fees pertaining to the set up shall be settled in full prior to the registration.

# INCORPORATION PACKAGE

Preparation of documents for application takes up to 3 working days  
Application with Accounting and Corporate Regulatory Authority (ACRA) takes 1 day  
but can be subject to queries for conflicts during the incorporation process

## INCORPORATION

Company name search | Application of Company name | Name reservation  
ACRA registration fee | Purchase of Company business profile  
Create Company statutory records and registers | Company's Constitution

Preparation of resolution of first directors  
Statutory declaration | Share certificates

**FROM \$800.00 TO \$1,000.000**



## CUSTOMER DUE DILIGENCE

Conduct CDD checks to detect and/or prevent money  
laundering

and the financing of terrorism

**\$80.00/PAX**



## REGISTER OF CONTROLLERS

Prepare register of controllers and nominee  
directors | Regulatory compliance requirement

**\$80.00/PAX**

