

## NOMNEE SERVICES

All companies incorporated in Singapore must appoint a Company Secretary within 6 months from its incorporation.

As the Company's nominee company secretary, our roles and responsibilities to the Company and the Company's Board of Directors are as follows:

- Ensure and remind the Board on all relevant statutory deadlines are met.
- Maintain the Company's statutory registers and records
- Perform lodgement and file in time all necessary documents with ACRA
- Communicate with shareholders

## CORPORATE SECRETARIAL SERVICES

We assist companies in statutory compliance in accordance with the Companies Act. Our corporate secretarial package is all you need to stay compliance.

We also assist companies in preparation and lodgement of the following:

- Members' resolution for special motions to pass
- Share transfer between new/existing shareholders (including E-stamping with IRAS)
- Share allotment
- Share reduction
- Amendments to Company's constitution

## REGISTERED ADDRESS

A registered office address refers to the place where all communications and notices to the Company may be addressed, and the place where the Company's register and records are kept.

A registered office must be operational and accessible to the public during normal office hours but need not be where the Company conducts its business activities

## XBRL SERVICES

Since 1 November 2007, companies are required to file financial statements with ACRA are required to file financial statements in XBRL format.

All companies (limited or unlimited by shares), including dormant companies, are required to file XBRL FS in accordance with the filing requirements. Click link to ACRA website to check who needs to file financial statements in XBRL format.

Contact us for our quotes for XBRL format financial statements for Full XBRL and Simplified XBRL.

# OUR PACKAGES

## PACKAGE COMPONENTS

BASIC

STANDARD

PREMIUM

### NOMINEE SERVICE

Company Secretary

- Provision of a named person qualified as Company Secretary
- Secretary in accordance with Companies Act



### SECRETARIAL SERVICES

• Preparation of Annual General Meeting papers



• Filing of annual return with ACRA



• Maintenance (in electronic copies) of Company's

- Statutory registers
- Minute books
- Other statutory documents



• Due date reminder(s) by way of electronic mail



### REGISTERED ADDRESS & MAILROOM SERVICES

• Provision of a registered address



• Mail management:

- Open and scan to email registered with us;
- Safe keep mails to a maximum of 3 months;
- Courier service of mails <sup>^</sup>



\* Exclude \$60.00 annual return fee payable to ACRA upon filing.

\* Courier service of mails is only applicable upon request and additional charges apply.