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Singapore Office

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Singapore Incorporation Package #SGLLC01 for Singaporeans, Permanent Residents and Employment Pass Holders

Singapore Company Incorporation

1. Pre- & Post- Incorporation - USD880

- Name check and reservation
- Preparation of memorandum & articles of the company and other incorporation documents
- Preparation of registration forms
- Professional & Filing Fees
- E-Certificate of incorporation
- Preparation of compliance corporate kit, including corporate seal, share certificates, register and minutes book
- Minutes of first board meeting
- Resolution to open a bank account

2. Corporate Secretarial Service - USD360.00 / Per Annum

Singapore Companies Act requires all Singapore Companies to appoint a Company Secretary to handle on-going statutory compliance matters. Kaizen can act as the named Company Secretary for your

- ACRA Compliance Alert & Reminders
- Named Company Secretary registered with ACRA for 12 months
- Maintaining the statutory books, preparation of all relevant minutes for Directors' and Shareholders' meetings.
- Company to comply with ACRA requirements.

Total Package Price 1 + 2 = USD1,240

Price includes

- Incorporation on the Same Day, upon Company name reservation approval from ACRA. All evaluation & follow-ups are performed by Senior Corporate Consultants
- All services are performed under one roof

The Package Fees cover the Pre- & Post-Incorporation process including One Year Corporate Secretarial service to take care of on going statutory requirements.

Singapore Company Incorporation Procedure

Set-up procedure

- Fill up our order form providing information on the choice of company name, nature of business, and details of the shareholders / directors.
- Submit the form back to Kaizen for check of name availability and preparation of pre-incorporation documents for signing
- Upon payment, company is incorporated immediately.

Set-up Requirements for Formation of Private Limited Company

- Minimum 1 Shareholder + 1 Director + 1 Company Secretary
- Shareholders may be corporations or individuals
- At least one Director must be a resident of Singapore. i.e. Singapore Citizen/ Singapore Permanent Resident (PR)/ Singapore Employment Pass Holder (We can act as your company's local nominee Director, if required, for a fee)
- The Shareholder can also act as Director
- The Company Secretary has to be Singapore resident
- Sole shareholder and director cannot act as Company Secretary
- Minimum initial paid-up share capital is S\$ 1.00
- A Singapore Private Limited Company must have a Registered Address in Singapore

For further information or assistance, please call us:

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