

Shenzhen Office, China
Room 2508, Shenhua Comm.
Bldg., 2018 Jiabin Road,
Luohu District, Shenzhen
Tel: +86 755 8268 4480
Fax: +86 755 8268 4481

Shanghai Office, China
Room 1022, YunSun Tower
2025 Zhongshan Road West
Xuhui District, Shanghai
Tel: +86 21 6439 4114
Fax: +86 21 6439 4414

Beijing Office, China
Room 402, Beijing Aerospace
Building, 30 Haidian South Road,
Haidian District, Beijing
Tel: +86 10 6874 8420
Fax: +86 10 6874 8421

Singapore Office
9 Penang Road
#07-15 Park Mall
Singapore 238459
Tel: +65 6883 1061
Fax: +65 68831024

Singapore Company Incorporation Package #SGLLC01 Company Incorporation plus Company Secretary

For Singaporeans, Permanent Residents and Employment Pass Holders. That is, clients will need to provide the shareholder, director and a Singapore street address as registered office of the company.

1. Singapore Company Incorporation

(1) Pre- & Post- Incorporation - USD780.00

- 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 - USD320.00 / 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 Singaporean company.

- 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 = USD1,100.00

*The package price is only valid if you take our annual corporate secretarial service

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.

2. 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. Our package fee already cover the provision of one local Nominee Director for one year
- The Shareholder can also act as Director
- The Company Secretary has to be Singapore resident. Our package fee already cover the provision of the Company Secretary for one year
- Sole shareholder and director cannot act as Company Secretary

- Minimum initial paid-up share capital is SGD1.00
- A Singapore Private Limited Company must have a Registered Address in Singapore. Our package fee already cover the provision of the Registered Office for one year

3. Time Frame for the Singapore Company Registration

The company registration in a typical case takes anywhere from 2 days to 2 weeks.

4. Payment Term and Methods

We require full payment in advance. As to payment method, [please click here to browse the payment methods currently available.](#)