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Singapore Company Incorporation Package #SGLLC03
Company Registration plus Company Secretary plus Registered Office plus
Nominee Director plus Bank Account Opening

Singapore Company Incorporation Package for Foreign Entrepreneurs - who do not need to reside in Singapore and also need a bank account in Singapore or Hong Kong.

1. Singapore Company Incorporation Package - Services and Fees

(1) Pre- & Post-Incorporation - USD750.00

- 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 - USD350.00 / Per Annum

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

- 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.

(3) Registered Office - USD200.00 / Per Annum

- A Private Limited Company requires a minimum of one individual Director who has to be ordinarily resident in Singapore. Kaizen can
- act as your nominee Director** to satisfy the Companies Act requirement.

(4) Nominee Director - USD1,500.00 / Per Annum

Provision of one local Singapore resident to act as Nominee Director of your Singapore company so as to meet the statutory requirements of registration.

(5) Corporate Account with a leading international bank - USD425

We will assist you to set up a corporate bank account for your Singapore company in Singapore or Hong Kong. Please contact us for details.

Total Package Price = (1) + (2) + (3) + (4) + (5) = USD3,225.00

Important Note: In addition to the fee for acting as Nominee Director as stated in (4) above, we will also collect a refundable security deposit of USD1,500.00. The deposit will be full refunded at the time when we cease to provide the nominee service. Your company also provides a suitable indemnity, to protect our nominee Director(s).

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.](#)