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Singapore Company Incorporation Package #SGLLC05
Company Incorporation plus Company Secretary plus Registered Office plus
Employment Pass Application

Singapore Company Incorporation Package with Employment/Working Visa for Foreign Entrepreneurs - who wish to stay and work in Singapore

1. Scope of Services and Fees of Package #SGLLC05

(1) Singapore Company Incorporation - Pre- & Post-Incorporation

- 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

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 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

Provision of Singapore local address as registered office for your Singapore company for one year.

(4) Nominee Director

- 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.
 - Kaizen will be acting as local nominee director for your Singapore company for 2 months while we are processing the Employment
 - Pass application for you. Once the Employment Pass application is approved, Kaizen will resign and appoint you to be the director.

(5) Employment Pass Application

Application documents preparation and filing the application and follow up with MoM, including provision of nominee director service for two months.

Total Package Price (1) + (2) + (3) + (4) + (5) = USD2,400.00

Note: Package inclusive of provision for acting as Nominee Director fee and provision of registered office for 2 months. This is being arranged in way assuming that after you obtain your Employment Pass, you will be moving to Singapore to set up your own business and then you can act as the director and also have your own office as registered office.

While we are acting as your Nominee Director, we require a refundable security deposit of USD1,500. This deposit will be fully refunded to you upon termination of our acting as nominee director.

If you also need a corporate account in Singapore or Hong Kong for your Singapore company, we can assist you to set up such a corporate bank account at a fee of USD425.

Price includes

- Incorporation on the Same Day (please allow 3 days for the ACRA to issue the Certificate of Incorporation and 3 days to make the Company Kit and delivery), upon Company name reservation approval from ACRA.
- All evaluation & follow-ups are performed by Senior Corporate Consultants
- Application for Employment Pass with MoM
- 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 and handling the application for Employment Pass.

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. Employment Pass application normally takes 2 to 4 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.](#)