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Singapore Company Incorporation Package #SGLLC06

Company Incorporation plus Company Secretary plus Registered Office plus Bank Account plus Entepass Application

Singapore Company Incorporation Package which comes with the application for Entepass (Employment Pass/Working Visa) and registration of a company in Singapore, designed for Foreign Entrepreneurs who wish to stay and grow his own business in Singapore.

1. Scope of Services and Fees of Package #SGLLC06

(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) Corporate Bank Account Opening

We will assist you to set up a corporate bank account for your Singapore company in Singapore or Hong Kong with a leading International bank. Please note we can also assist your company to set up accounts with other banks in Hong Kong or Singapore. Please contact us for details.

(5) Entrepass Application

Kaizen will assist in drafting the business plan, file the application and act as a local sponsor for the applicant. **More on Entrepass application procedures and requirements.**

Total Package Price (1) + (2) + (3) + (4) + (5) = USD3,200
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If you do not need the corporate account or will open the bank account for your Singapore company by yourself, please consider our **Singapore Company Incorporation Package #SGLLC04**.

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 Entrepass including drafting Business Plan for filing 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 Entrepass..

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.](#)