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Singapore Company - Procedures and Fees for Change of Name

1. Fees for Change of Name of a Singapore Company

Our fees for handling the change of name of a Singapore registered private company are SGD520. The fees quoted here cover both our service fees, fees charged by the Singapore Accounting and Corporate Regulatory Authority (ACRA).

In particular, our fees cover the following items of services:

- (1) Performing a name availability search and reservation of name;
- (2) Preparation of shareholders minutes/written resolution for change of company name;
- (3) Filing of name change documents with **ACRA** and payment of appropriate official filing fee;
- (4) Collecting **Certificate of Change of Name** from ACRA (or E-Certificate)
- (5) Ordering a company chop with the new company name
- (6) Delivery of new Certificate and chop

Please note delivery fee is not included in the fees stated above. Delivery fee will be charged separately.

2. Payment Term and Payment Methods

We require full payment in advance before commencement of services. Payment methods will be provided upon confirmation of order.

3. Materials Required for Change of Name of a Hong Kong Company

The following documents and materials are required for the application for change of company:

- (1) Proposed new company name (in English only);
- (2) A copy of Memorandum and Articles of Association.

If Kaizen acts as Company Secretary of your Singapore company, then you are only required to provide us the proposed new name of the company.

4. Procedures for Change of Name

The procedures for change of name of a Singapore company are as follows:

- (1) Check availability/registrability of the proposed new company name;
- (2) Make a reservation of the proposed name;
- (3) Hold an extraordinary General Meeting (EGM) to change the name or prepare a shareholders' written resolution to effect the change;
- (4) Submission of application of change of name to ACRA;
- (5) Issue of Certificate of Change of Name;
- (6) Arrange a new company stamp in the new company name.

5. Time Frame

It normally takes 1 week to get the Certificate of Change of Name after submission of relevant application documents to ACRA.

6. Effective Date of Change of Name

Please note that the change of a company name takes effect from the date of issue of Certificate of Change of Name, instead of the passing of the resolution changing the name.

7. Materials Returned to Client after Change of Name

After we complete the whole process, the following materials will be returned to you:

- (1) Certificate of Change of Name
- (2) Shareholders' minutes/written resolutions authorising change of name
- (3) Company chop with the new name

Please note reprinting of Articles of Association (AA) to incorporate the new name is not required by the Company Act and therefore we will not reprint the AA unless otherwise requested. Extra fees will be charged for reprinting of AA.