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Singapore Company Incorporation Package #SGLLC04 Incorporation plus Company Secretary plus Registered Office plus Entrepass

Singapore Company Incorporation Package which comes with the registration of a company in Singapore and opening of one corporate bank account, designed for Foreign Entrepreneurs who can provide his own local director.

1. Singapore Company Registration Package #SGLLC04 - Services and Fees

- (1) Singapore Company Incorporation - Pre- & Post-Incorporation
 - (a) Name check and reservation
 - (b) Preparation of memorandum & articles of the company and other incorporation documents
 - (c) Preparation of registration forms
 - (d) Professional & Filing Fees
 - (e) E-Certificate of incorporation
 - (f) Preparation of compliance corporate kit, including corporate seal, share certificates, register and minutes book
 - (g) Minutes of first board meeting
 - (h) 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.

- (a) ACRA Compliance Alert & Reminders
- (b) Named Company Secretary registered with ACRA for 12 months
- (c) Preparation of board minutes or written resolutions

(3) Registered Office

Kaizen will provide a Singapore local street address to be used as the registered office for your Singaporean company for one year.

Whenever mails arrive, Kaizen provides notification via email and information of sender of the mails will be provided. For every batch of mails forwarded, Kaizen will charge a handling fee of SGD10 plus postage.

(4) Entrepass Application

Kaizen will assist in drafting the business plan, file the application and act as a local sponsor for the applicant.

Application for Entrepass could be submit before the company or after the company is incorporated. If Entrepass is to be applied first, then Kaizen will handle the company registration after Entrepass application is approved. If Entrepass application is handled after the company is registered, the application should in all cases be submitted within 6 months after the company is registered.

Total Package Price (1) + (2) + (3) + (4) = USD2,800

Our fees quoted above cover our service fees and official filing fees for company registration s, but do not cover delivery costs.

2. Time of Billing and Payment Methods

Upon receipt of your order, we will issue and send an invoice together with the transfer instructions to you for your settlement. We require full payment in advance.

We currently only accept Singapore and Hong Kong Dollar check, cash or TT and credit card through Paypal. Please click [here](#) for payment methods. An extra handling fee of 5% will be charged if paid by Paypal.

3 Singapore Company Incorporation Procedure

When you engage Kaizen to incorporate a Singapore company, please follow the procedures described below.

- (1) Client places an order for incorporation with Kaizen and provide the documents and information listed in Section 6 to Kaizen by email or fax or post.
- (2) Kaizen performs a name availability search with ACRA and reserve the name if it is available. If the proposed name is not available for registration. Kaizen will go back to client with more names and perform name availability search again.
- (3) After the name is reserved, Kaizen then prepares incorporation documents and then arranges to have the documents signed by the directors and shareholders. Client could come to our offices to sign the incorporation documents. In the case that client could not come to our offices, Kaizen could arrange to deliver the incorporation documents to you for your signing. The original duly signed incorporation documents must then be returned to Kaizen for filing.
- (4) Kaizen then files duly signed incorporation documents with ACRA for registration.
- (5) Within the same date of filing or the second day, Kaizen collects the Certificate of Incorporation from ACRA.
- (6) Kaizen then proceeds to place an order for manufacturing of company seal and chop and printing of Memorandum and Articles of Association (the whole set of documents together is known as company kit).
- (7) Kaizen arranges with client to come to Singapore to open the bank account. Whole process completed.

4 Time Frame to Incorporate

The whole process for application for the registration of a company in Singapore and open bank account can take around 10 working days. The table below gives a detailed schedule of the time frame:

Step	Description	Time
1	Client sends the materials required for registration of company to Kaizen	Day 1
2	Kaizen prepares the company registration documents and sends them to client for signing.	Day 2
3	Client returns the duly signed documents to Kaizen	Day 7
4	Kaizen delivers the duly signed Articles of Association to ACRA to apply for Certificate of Incorporation	Day 7
5	ACRA issues the Certificate of Incorporation	Day 8
6	Kaizen arranges carving of common seal and company chop and printing of Memorandum and Articles of Association	Day 8
7	Kaizen arranges client to come to Singapore to open bank account	Day 13
8	Registration completed and company kit delivered to client	Day 13

5 Materials Required for Incorporation of Singapore Company

Client needs to provide the following documents and information to Kaizen by email or fax or post for purpose of incorporation:

- (1) Proposed company name in English only;
- (2) One photocopy of passport (or identity card or Entrepass or EP for Singapore resident) and residential addresses proof (such as utility bill or telephone bill) in respect of each shareholder and director; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
- (3) Amount of share capital, percentage of shareholdings if more than one shareholder. Unless otherwise instructed, Kaizen will registered the company with a capital of SGD1.
- (4) Business proof such as service contract, sales and purchase contract or brochure or any other documents of similar nature.

6 Registration Documents Returned to Client after Registration

- (1) Original copy of Certificate of Incorporation;
- (2) 3 printed copy of Memorandum and Articles of Association (sample Memorandum and Articles of Association);
- (3) 10 copies of blank share certificate;
- (4) One statutory book (members register, directors register and share register);
- (5) One company chop and one Common Seal;
- (6) Duplicate copy of documents filed with ACRA in relation to the appointment of directors, secretary, location of registered office and one duly completed share certificate for each of the shareholders.

7 Important Notes

Our bank account opening service is limited to providing assistance, including preparation of documents required by the banks. It is the sole discretion of the banks to decide whether to accept an application. Kaizen cannot guarantee the application will be successful and does not assume any responsibility should such an application being rejected by the banks.

Kaizen's Services:

- ❖ Hong Kong company registration, book-keeping, auditing and tax filings
- ❖ China company registration, book-keeping and tax filings
- ❖ Singapore company registration, book-keeping and tax filings
- ❖ Corporate and individual income tax planning
- ❖ Offshore company registration and maintenance
- ❖ Trademark registration