

**Shenzhen Office, China**  
Rooms 1210-11, Diwang Comm.  
Centre, 5002 Shennan Road  
East, Luohu District, Shenzhen  
Tel: +86 755 8268 4480  
Fax: +86 755 8268 4481

**Shanghai Office, China**  
Room 603, Tower B, Guangqi  
Culture Plaza, 2899A Xietu Road,  
Xuhui District, Shanghai  
Tel: +86 21 6439 4114  
Fax: +86 21 6439 4414

**Beijing Office, China**  
Room 408A, Interchina Commercial  
Building, No.33 Dengshikou Street,  
Dongcheng District, Beijing  
Tel: +86 10 6210 1890  
Fax: +86 10 6210 1861

**Singapore Office**  
36B, Boat Quay  
Singapore 049825  
Tel: +65 6438 0116  
Fax: +65 6438 0189

## **Singapore Company Incorporation Package #SGLLC06 Incorporation plus Company Secretary plus Registered Office plus Singapore Entrepass**

Singapore Company Incorporation Package which comes with the application for Entrepass (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. Singapore Company Registration Package #SGLLC06 - 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.

(5) Singapore Bank Account

Kaizen will provide assistance to open corporate bank account with a leading international bank in Singapore, including preparation of certified incorporation documents as required by the bank, visiting the bank with client, forwarding Internet banking password and security device to client. Please note the bank requires at least a director or shareholder visit their branch personally for the purpose of due diligence.

**Total Package Price (1) + (2) + (3) + (4) + (5) = USD3,300**

The fees quoted above cover official filing fees but do not cover delivery fees.

## 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 accept cash, SGD check, 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) Clients place 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.

Clients are advised to provide at least two proposed names in priority of preference in case that the most preferred one is gone and it could be replaced by the second preference.

(3) After the name is reserved, Kaizen then prepares incorporation documents and then arranges to have the documents signed by the directors and shareholders.

(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 now 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 to deliver to you the Company Kit. The whole registration process is then completed.

- (8) Finally, Kaizen arranges the client to come to Singapore to open the corporate account.
- (9) Immediately after the company is duly registered, Kaizen will proceed to submit the application for Entrepass.

Please note Entrepass application could be submit before the company is incorporated. Unless otherwise advised, we will first apply for the Entrepass and upon the approval of application for Entrepass, Kaizen will then handle the company registration with the appointment of the Entrepass Holder as the local director of the Singapore company.

#### **4. Time Frame to Incorporate**

The whole process for application for Entrepass and registration of a company in Singapore takes anywhere from 20 to 30 working days. The table below gives a detailed schedule of the time frame:

<b>Step</b>	<b>Description</b>	<b>Time</b>
1	Kaizen receives the duly signed original incorporation documents together with other materials required for the purpose of company registration and Entrepass application from client	Day 1
2	Kaizen drafts the Business Plan with the help from the client, deliver the draft Business Plan to the client for review and approval	Day 6
3	Kaizen submits the application for Entrepass	Day 7
4	MoM approves the Entrepass application (MoM normally takes 2 - 4 weeks to process an application)	Day 30
5	Kaizen delivers the duly signed Memorandum and Articles of Association to Companies Registry to apply for Certificate of Incorporation	Day 31
6	Companies Registry issues the Certificate of Incorporation	Day 32
7	Kaizen arranges carving of common seal and company chop and printing of Memorandum and Articles of Association	Day 33
8	Registration completed and company kit delivered to client (client can collect the company kit from our Singapore office)	Day 34
9	Kaizen arranges client to come to Singapore to open the bank account	Day 34

## 5. Materials Required for Incorporation of Singapore Company and Entrepass Application

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; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
- (3) 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 director;
- (4) Amount of share capital, percentage of shareholdings if more than one shareholder. Unless otherwise advised, the amount of issued capital will be SGD1.00 (one share) if there is only one shareholder;
- (5) Business proof such as service contract, sales and purchase contract or brochure or any other documents of similar nature.
- (6) Basic background information of the new company, such as the principal business activities, the products to be traded or services to be provided, the location of suppliers and customers, the expected turnover of the first year etc.
- (7) A detailed budget for each of the first three years of operation after the incorporation of the company. The budget shall include:
  - (a) the amount of turnover
  - (b) the gross margin and net profit margin
  - (c) the space of the office to be rented or rental expense per annum
  - (d) the number of employees and amounts of salaries per annum
  - (e) other items of income or expense that would have a major impact on the financial position of the company.

## 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

- (1) All fees noted are exclusive of delivery fees. Delivery fees will be advised upon confirmation of delivery address.
- (2) 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.
- (3) The MoM will take into consideration many factors when considering whether to approve an Entrepss application. Kaizen cannot guarantee the application will be successful and does not assume any responsibility should such an application being rejected by MoM.

### **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