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

Singapore Company Incorporation Package which comes with the application for Employment Pass 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 #SGLLC05 - 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) Nominee Director

Kaizen will provide a Singapore local resident to act as the Nominee Director for your Singaporean company to satisfy the Companies Act requirement. It is noted that the nominee director service is provided to meet the registration and maintenance requirements and the nominee director so provided will not be in any way involved in the daily operation and management of your Singaporean company.

Immediately after the Employment Pass application is approved, Kaizen will resign its Nominee Director (and appoint the client to act as director if he has not yet been appointed as director before). It is estimated that the application for Employment Pass will take around 1 weeks to 4 weeks, so Kaizen provide nominee director for a period of two months only while the Employment Pass application is being processed.

(5) Employment Pass Application

Kaizen will handle the application for Employment Pass after the Singaporean company is duly registered.

(6) 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) + (6) = USD2,950

Our fees quoted above cover our service fees and official filing fees for company registration and application for Employment Pass, 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) 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. At the same time, Kaizen arranges clients to come to Singapore to open the bank account for the new Singapore company.
- (8) Client remits the registered company to the bank account of the company.
- (9) Kaizen proceeds to submit the application for Employment Pass.
- (10) In 2-4 weeks' time, if the MoM approves the application, Kaizen will arrange to collect the Employment Pass.
- (11) After the Employment Pass is issued, Kaizen will then arrange to appoint the client to be the director and resign itself as director of the company.

4. Time Frame to Incorporate

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

Step	Description	Time
1	Kaizen receives the duly signed original incorporation documents from client	Day 1
2	Kaizen delivers the duly signed Articles of Association to ACRA to apply for Certificate of Incorporation	Day 2
3	ACRA issues the Certificate of Incorporation	Day 2
4	Kaizen arranges carving of common seal and company chop and printing of Memorandum and Articles of Association	Day 5
5	Registration completed and company kit delivered to client.	Day 6
6	Kaizen arranges client to come to Singapore to open bank account	Day 7
7	Kaizen submits the application for Employment Pass	Day 8
8	MoM approves the Employment Pass application (MoM normally takes 1 - 4 weeks to process an application)	Day 30

5. Materials Required for Incorporation of Singapore Company and Employment Pass 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. As the company will be applying for Employment Pass, we suggest a registered capital of more than SGD50,000.
- (5) 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.
- (6) Business proof such as service contract, sales and purchase contract or brochure or any other documents of similar nature.
- (7) A budget estimating the first year turnover, costs, number of employees etc.
- (8) Academic certificates and professional qualification certificates of the applicant.

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

The MoM will take into consideration many factors when considering whether to approve an Employment Pass 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