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Dear Sir/Madam

**INCORPORATION OF FOREIGN COMPANY (SINGAPORE BRANCH) IN SINGAPORE****(a) Procedures & Requirements**Definition

A foreign company is one that is incorporated outside Singapore. It has to register a branch in Singapore (Singapore Branch) under the Companies Act before it can commence business here.

Requirements

- The Singapore Companies Act requires a Singapore Branch to appoint 2 local agents in Singapore to act on behalf of the Singapore Branch.
- The agents must be ordinarily resident in Singapore i.e. Singapore Citizen, Singapore Permanent Resident, a person who has been issued an Employment Pass/Approval-In-Principle letter/Dependant's Pass.
- A foreigner who wishes to act as a local agent of the Singapore Branch can apply for an Employment Pass or Approval-In-Principle letter from the Work Pass Division of the Ministry of Manpower (MOM).
- Any person above the age of 21 years may be appointed as an agent. However, some individuals e.g. bankrupt, with criminal records within or outside of Singapore, are disqualified from being agent.

Procedures

- The Companies Act requires that the name of the Singapore Branch must be approved before the Singapore Branch can be registered.
- A proposed name of the Singapore Branch will not be approved if it is identical to the name of another local company, branch of a foreign company or business firm. Undesirable names, including offensive or vulgar names will also not be approved.
- An approved name will be reserved for 60 days from the date of application. After the name of the Singapore Branch is approved, a registration fee is payable.
- The processing time of name application is on a case-by-case basis. The minimum processing time is 2 hours while some require 14 days or more. Generally, the whole process of incorporation will be done within 1 working day.

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**(b) Information Required for Incorporation**

Please email / fax / post us the following information:

1. Proposed Singapore Branch name. The name must be the same as the Head Office (Foreign Company incorporated outside of Singapore). *For example: XXX (Singapore Branch).*
2. Principal activities of the proposed Singapore Branch (Maximum 2). The principal activities should mirror those of the Head Office (Foreign Company incorporated outside of Singapore). Please refer to <http://www.acra.gov.sg/general/search.html>
3. Copies of the Singapore Identity Card / Singapore Passport / Singapore Employment Pass / Singapore Dependent Pass / Singapore Approval in Principle Letter of 2 local agents.
4. The nationality of local agents.
5. Email address of local agents.
6. Contact number of local agents
7. Please confirm that all agents are 21 years old or above (see confirmation by agents)
8. Please confirm that all agents have no criminal records worldwide (see confirmation by agents)
9. Please confirm that all agents are not undischarged bankrupts (see confirmation by agents)
10. Please provide the Memorandum & Articles of Association (M&A) of the Head Office (Foreign Company incorporated outside of Singapore). The M&A must be CERTIFIED TRUE by a Registrar of Companies in the country of incorporation. Please ensure that the date of CERTIFICATION by the Registrar of Companies in the country of incorporation to be not more than 3 months. If the M&A is not in English Language, please provide translation. The M&A must be translated by Notary Public or Translator who is duly admitted/sworn under foreign law e.g. official translation appointed by court; or Singapore Consular Officer in country of incorporation.
11. Please provide the Certificate of Incorporation of the Head Office (Foreign Company incorporated outside of Singapore). The Certificate of Incorporation of the Head Office (Foreign Company incorporated outside of Singapore) must be CERTIFIED TRUE by a Registrar of Companies in the country of incorporation. Please ensure that the date of CERTIFICATION by the Registrar of Companies in the country of incorporation to be not more than 3 months. If the Certificate of Incorporation is not in English Language, please provide translation. The Certificate of Incorporation must be translated by Notary Public or Translator who is duly admitted/sworn under foreign law e.g. official translation appointed by court; or Singapore Consular Officer in country of incorporation.
12. The M&A and Certificate of Incorporation must be certified by director of the Head Office by affidavit This affidavit must be notarized by Notary Public (see 52-920 for a

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specimen affidavit)

13. If the name of Head Office has changed since incorporation, please provide a certified true copy of the Certificate of Name Change. The Certificate of Name Change must be CERTIFIED TRUE by a Registrar of Companies in the country of incorporation. If the Certificate of Name Change is not in English Language, please provide translation. The Certificate of Name Change must be translated by Notary Public or Translator who is duly admitted/sworn under foreign law e.g. official translation appointed by court; or Singapore Consular Officer in country of incorporation.
14. Please provide a list of directors of the Head Office. Please provide their passport, Identity card, nationality, email address, residential address, and date of appointment as director of Head Office.
15. Where the list of directors of the Head Office includes directors resident in Singapore, please provide a Memorandum Stating the Powers of Local Directors duly executed by the Head Office (to be prepared by Head Office)
16. A memorandum of appointment or power of attorney of two or more natural persons resident in Singapore (local agents) authorised to accept of process and any notices required to be served on the branch on its behalf. The memorandum of appointment or power of attorney must be executed under the seal of Head Office. (Form 52-960 for a specimen memorandum of appointment)
17. An affidavit verifying the due execution of the memorandum of appointment, sworn by a director or secretary of the Head Office (see 52-980 for specimen affidavit and 53-000 for a specimen statutory declaration)
18. What is the authorized share capital of the Head Office (Foreign Company incorporated outside of Singapore)?
19. What is the paid up share capital of the Head Office (Foreign Company incorporated outside of Singapore)?
20. What is the registered address of Head Office (Foreign Company incorporated outside of Singapore)?
21. What is the registered address of the proposed Singapore Branch?
22. What is the financial / fiscal / accounting year end of the Head Office (Foreign Company incorporated outside of Singapore)? *E.g. 31 December, 31 March, 30 June or 30 September*

**GLOBAL**

corporate advisory pte. ltd.  
Co. Reg. No. : 200506662Z

32 Maxwell Rd #03-12  
White House Singapore 069115  
+65 6323 2261 +65 9649 5068  
+65 6725 8028 (fax)

[LCC@LCCGLOBAL.COM](mailto:LCC@LCCGLOBAL.COM) [WWW.LCCGLOBAL.COM](http://WWW.LCCGLOBAL.COM)  
SKYPE: LCCGLOBAL

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**(c) Our fees**

To be provided upon request. Please email to [LCC@LCCGLOBAL.com](mailto:LCC@LCCGLOBAL.com) or call us at +65 96495068.

**(d) Mode of Payment****• Cash Payment**

Singapore Dollar, United States Dollar and Euro Accepted.

**• Cheque Payment**

Cheque favourable to **GLOBAL CORPORATE ADVISORY PTE. LTD.**

**• Internet Banking**

GCA accepts Internet Bank Transfer via its account - 066-900822-8 of DBS Bank.  
For Internet Banking, please visit <https://internet-banking.dbs.com.sg>

**• Telegraphic / Wire Transfer**

Bank Name: DBS Bank, 6 Shenton Way, DBS Building, Singapore  
068809  
Swift Address: DBSSSGSG  
Telex Number: RS 24455  
CHIPS UID Number: 034675  
Beneficiary's Name: GLOBAL CORPORATE ADVISORY PTE. LTD.  
Beneficiary's Account No.: 066-900822-8  
Special Instructions: Deposit into account

**• PayPal**

For all payment via PayPal, there is a 10% surcharge. Kindly send all payment to  
[LCC@LCCGLOBAL.COM](mailto:LCC@LCCGLOBAL.COM)

**• Credit Card via NETS (Visa & MasterCard)**

For all payment via NETS ecommerce platform, there is a 5% surcharge. Please click  
the link <http://www.lccglobal.com/singapore/payment/index.php>

**(e) Other Professional Services**

- Statutory Audit / Certification
- Accounting
- Taxation
- Corporate Secretarial
- Internal Audit
- Consultancy

Should you have further queries, please do not hesitate to contact us. We are looking forward to providing excellent and reliable services to your organization.

Yours faithfully  
Low, Chee Chen  
*Certified Public Accountant*