

Dear Sir/Madam

INCORPORATION OF PRIVATE LIMITED (PTE. LTD.) COMPANY IN SINGAPORE

(a) Procedures & Requirements

Definition

- A private limited company is a business entity registered under the Companies Act, Chapter 50. It has a legal personality i.e. it has rights to own properties, can sue or be sued. It usually has the words 'Pte Ltd' as part of its name.
- This is a locally incorporated company where the number of shareholders is limited to 50.

Requirements

- A company can have at least one director who must be "ordinarily resident in Singapore" i.e. a Singapore Citizen, a Singapore Permanent Resident, a person who has been issued an Employment Pass/Approval-In-Principle letter/Dependant's Pass.
- Any person above the age of 21 years may be appointed as a director. However, some individuals e.g. bankrupts, are disqualified from being directors.

Procedures

- Obtain approval for the company name before you can incorporate a company. An application fee is payable for each approved company name. An approved company name will be reserved for 60 days. If more time needed, you can apply for an extension of another 60 days at an additional fee.
- After the company name is approved, a registration fee is payable regardless of the amount of its authorised share capital.
- 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.

(b) Information Required for Incorporation

Please email / fax / post us the following information:

1. Proposed company name. Please provide 3 names.
For information, all private limited companies in Singapore end with 'PTE. LTD.' or 'PRIVATE LIMITED'. For example: XXX PTE. LTD.
2. Principal activities of the proposed company (Maximum 2). Please refer to <http://www.acra.gov.sg/general/search.html>
3. Copies of the Identity Card / Passport / Employment Pass / Dependent Pass / Approval-In-Principle letter of Directors. Foreign Identity card and Passport must be translated into English and notarized by Notary Public.
4. If you are holding identity card issued by your home country, please provide us a copy of your identity card that is translated into English and notarized by Notary Public. We shall provide a form for your completion.
5. The occupation of Directors.
6. Email address of Directors (if any).
7. The nationality of Directors.
8. The residential address of Directors.
9. Name of Managing Directors.
10. Please confirm that all Directors have no criminal records worldwide (Form 45 to be provided).
11. Please confirm that all Directors are not undischarged bankrupts (Form 45 to be provided).
12. Please confirm that all Directors are 21 years old and above (Form 45 to be provided).
13. Copies of the Identity Card / Passport / Employment Pass / Dependent Pass / Approval-In-Principle letter of Shareholders. These documents must be translated into English and notarized by Notary Public.
14. Copies of Certificate of Incorporation and Memorandum & Articles of Association of Shareholder if the Shareholder is a corporation. These documents must be translated into English and notarized by Notary Public.
15. The occupation of Shareholders.
16. Email address of Shareholders (if any).
17. The nationality of Shareholders.
18. The residential address / registered address of Shareholders.

19. What is the paid up share capital of this proposed company?

For your information, the liability of shareholders is only limited to the amount invested or paid up share capital. The minimum paid up share capital is S\$1.00.

20. What is the percentage of shareholding of each Shareholder?

21. What is the registered address of the proposed company?

22. What is the proposed financial year end / fiscal year / accounting year end? E.g. 31 December, 31 March, 30 June, 30 September?

23. Directors to sign "Form 45 – Consent to Act as Director" individually. (Form 45 is to be provided by us).

24. Directors to sign "Letter on Confirmation on Subscription Monies" collectively (letter to be provided by us)

25. Shareholders to sign "Share Application Form" individually (form to be provided by us)

26. Directors to sign "Agreement for Nominee Local Directors" (agreement to be provided by us if you do not have a local resident director)

27. If the shareholder is a company (corporate shareholder), please provide the Board Resolution of the corporate shareholder stating the intention to set up a Private Limited company in Singapore. This resolution must be signed by the Board of Directors of the corporate shareholder. For your information, the Board Resolution is normally drafted by company secretary and signed by Board of Directors of the corporate shareholder.

(c) Our fees

- To be provided upon request. Please email to LCC@LCCGLOBAL.COM or call us at +65 96495068.

(d) **Term of Payment** – Upfront prior to incorporation.

(e) **Mode of Payment**

- **Cash Payment:** Singapore Dollar, United States Dollar and Euro Accepted.
- **Cheque Payment:**
Singapore Dollar 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
- **Credit Card via PayPal**
For all payment via PayPal, there is a 10% surcharge. Kindly send all payment to 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>

(f) **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