

Dear Sir/Madam

INCORPORATION OF SOLE-PROPRIETORSHIP IN SINGAPORE

(a) Procedures & Requirements

Definition and requirements

A sole-proprietorship is a business firm owned by one person or one company. There are no partners. The sole-proprietor has absolute say in the running of the business firm.

Any person above the age of 21 years can be the sole-proprietor. However, some individuals e.g. bankrupts, are disqualified from setting up sole-proprietorship.

Processing time

The processing time of name application is on a case-by-case basis. The minimum processing time within 1 day while some require 14 days or more (ie 2 months). 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:

- (i) Proposed business name. Please provide 3 names.
- (ii) Principal activities of the proposed sole-proprietorship (Maximum 2).
- (iii) Copies of the Identity Card / Passport / Employment Pass / Dependent Pass / Approval-In-Principle letter of sole-proprietor.
- (iv) The nationality of sole-proprietor.
- (v) Email address of sole-proprietor.
- (vi) Please provide the residential address of sole-proprietor.
- (vii) What is the registered address of the proposed sole-proprietorship?
- (viii) Please confirm that the sole-proprietor is 21 years old or above.
- (ix) Please confirm that the sole-proprietor has no criminal records worldwide.
- (x) Please confirm that the sole-proprietor is not a discharged bankrupt.

(c) Our fees

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

(d) 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

(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