

To : **DMS Corporate Services Pte. Ltd.**
16 Collyer Quay #17-00
Singapore 049318

Fax No.: (65) 6311 0058
Tel No. : (65) 6311 0030
E-mail : nlatiff@dmscorpserve.com

Re : APPLICATION / RENEWAL FOR REGISTRATION OF SINGAPORE REPRESENTATIVE OFFICE (RO)

We hereby instruct you to set up a RO based on the information below:-

PARENT ORGANIZATION TYPE

(Please tick the appropriate box)

- ☐ Foreign Government
☐ Trade Associations/Chambers
☐ Commercial

1 PARTICULARS OF PARENT COMPANY

Contact Details

- a) Parent Organisation Name : _____
b) Address: _____
c) Country: _____
d) Postal Code: _____
e) Phone No (country code-area code-phone no.): _____ - _____ - _____
f) Fax No (country code-area code-fax no.): _____ - _____ - _____
g) Email: _____
h) Website: _____

Incorporation Details

- a) Date of Incorporation: _____
b) Country of Incorporation: _____
c) Authorised Capital (US\$) : _____
d) Paid-up Capital (US\$) : _____

Major Shareholders and their Nationalities

Name of Shareholder	Nationality	% Shareholding

Profile of Parent Organisation

Year	Sales Turnover / Revenue (US\$)	Net Profit / Loss (US\$)

Nature of business and Industry Sector**(i) Nature of Business**

(Please tick the appropriate box):

- ☐ Accommodation & Food Services Activity
- ☐ Activities of Households as Employers of Domestic Personnel
- ☐ Administrative and Support Service Activities
- ☐ Agricultural and Fishing
- ☐ Arts, Entertainment and Recreation
- ☐ Construction
- ☐ Education
- ☐ Electricity, Gas and Air-Conditioning Supply
- ☐ Financial and Insurance Activities
- ☐ Government Trade Promotion Agency (Activities of Extra
- ☐ Health and Social Work
- ☐ Information and Communications
- ☐ Manufacturing
- ☐ Mining and Quarrying
- ☐ Other Service Activities (Trade Associations / Chambers / Non-
- ☐ Professional, Scientific and Technical Activity
- ☐ Public Administration and Defence
- ☐ Real Estate Activities
- ☐ Transport and Storage
- ☐ Water Supply, Sewerage, Waste Management and Remediation
- ☐ Wholesale and Retail Trade

(ii) Industry Sector

(Please tick the appropriate box):

Accommodation & Food Services Activity

- ☐ Short Term Accommodation Activities
- ☐ Other Accommodation (Except Residential)
- ☐ Restaurants, Cafes & Bars
- ☐ Event Catering & Other Food Service Activities

Activities of Households as Employers of Domestic Personnel

- ☐ Activities of Households as Employers of Domestic Personnel

Administrative and Support Service Activities

- ☐ Renting & Leasing of Motor Vehicles
- ☐ Renting & Leasing of Personal & Household goods
- ☐ Renting & Leasing of Other Machinery, Equipment & Tangible Goods
- ☐ Leasing of Non-Financial Intangible Assets
- ☐ Employment & Recruitment Agencies
- ☐ Management of Human Resource Functions
- ☐ Travel Agencies & Tour Operators Activities
- ☐ Other Reservation Service Activities
- ☐ Security & Investigation Activities
- ☐ Cleaning Activities
- ☐ Landscape Care & Maintenance Service Activities
- ☐ Office Administrative & Support Activities
- ☐ Activities of Call Centres
- ☐ Convention, Trade Show, Concert & Other Event Organisers
- ☐ Business Support Services Activities NEC

Agricultural and Fishing

- ☐ Growing of Crops, Market Gardening & Horticulture
- ☐ Animal Productions
- ☐ Growing of Crops Combined with Animal Production (Mixed Farming)
- ☐ Agricultural & Animal Husbandry Service Activities except Veterinary Activities
- ☐ Forestry, Logging & Related Service Activities
- ☐ Fishing

- ☐ Operation of Fish Hatcheries & Fish Farms
- ☐ Service Activities Incidental To Fishing

Arts, Entertainment and Recreation

- ☐ Creative, Arts & Entertainment Activities
- ☐ Libraries, Archives, Museums & Other Cultural Activities
- ☐ Gambling & Betting Activities
- ☐ Sports Activities
- ☐ Other Amusement & Recreation Activities

Construction

- ☐ Construction of Buildings
- ☐ Construction of Road & Railways
- ☐ Construction of Utility Projects
- ☐ Construction of Other Civil Engineering Projects
- ☐ Demolition & Site Preparation
- ☐ Electricity, Plumbing & Construction Installation Activities
- ☐ Building Completion & Finishing
- ☐ Other Specialized Construction Activities

Education

- ☐ Pre-primary & Primary Education
- ☐ Secondary Education
- ☐ Higher Education
- ☐ Other Education (sports & recreation education, Cultural education & education NEC)
- ☐ Education Support Services (Student recruitment agencies, examination & accreditation agencies for education services, educational support services nec)

Electricity, Gas and Air-Conditioning Supply

- ☐ Electric Power Generation, Transmission & distribution
- ☐ Manufacture of Gas; Distribution of Gaseous Fuels Through Mains
- ☐ Air-Conditioning supply

Financial and Insurance Activities

- ☐ Monetary Intermediation
- ☐ Activities of Holding Companies
- ☐ Trusts, Funds & Similar Financial Entities
- ☐ Other Financial Services Activities, Except Insurance & Pension Funding Activities
- ☐ Insurance Underwriting (Life insurance, General insurance)
- ☐ Reinsurance Underwriting
- ☐ Provident & Pension funding
- ☐ Activities Auxiliary to Financial Service Activities, Except Insurance & Pension Funding
- ☐ Activities Auxiliary to Insurance & Pension Funding
- ☐ Fund Management Activities

Government Trade Promotion Agency (Activities of Extra-Territorial Organisations And Bodies)

- ☐ Government Trade Promotion Agency (Activities of Extra-Territorial Organisations And Bodies)

Health and Social Work

- ☐ Hospital Activities
- ☐ Medical & Dental Practice Activities
- ☐ Other Health Services
- ☐ Residential Care Services
- ☐ Social Services Without Accommodation for the Elderly Disabled
- ☐ Other Social Services Without Accommodation for Children, Youth and Family, NEC

Information and Communications

- ☐ Publishing of Books, Periodicals & Other Publishing Activities
- ☐ Software Publishing
- ☐ Motion Picture, Video & Television Programmed Activities
- ☐ Sound Recording & Music Publishing Activities
- ☐ Radio Programme Production & Broadcasting
- ☐ Television Programme & Broadcasting
- ☐ Telecommunications (Telecommunications network operation & other telecommunications activities NEC)

- ☐ Computer Programming, Consultancy & Related Activities
- ☐ Data Processing, Hosting & Related Activities; Web Portals
- ☐ Other Information Service Activities (News Agency activities & other information services activities nec)

Manufacturing

- ☐ Processing & Preserving of Meat
- ☐ Processing & Preserving of Fish, Crustaceans & Molluscs
- ☐ Processing & Preserving of Fruits & Vegetables
- ☐ Manufacture of Vegetable & Animal Oils & Fats
- ☐ Manufacture of Dairy Products
- ☐ Manufacture of Grain Mill Products, Starches & Starch Products
- ☐ Manufacture of Other Food Products
- ☐ Manufacture of Prepared animal Feeds
- ☐ Manufacture of Beverages
- ☐ Manufacture of Tobacco Products
- ☐ Spinning, Weaving & Finishing of Textiles
- ☐ Manufacture of Other Textiles
- ☐ Manufacture of Wearing Apparel
- ☐ Manufacture of Articles of Fur
- ☐ Manufacture of Knitted & Crocheted Apparel
- ☐ Tanning & Dressing of Leather, Dressing & Dyeing of Fur
- ☐ Manufacture of Footwear
- ☐ Sawmilling & Planing of Wood
- ☐ Manufacture of Products of Wood, Cork, Straw & Plaiting Materials
- ☐ Manufacture of Paper & Paper Products
- ☐ Printing & Service Activities Related To Printing
- ☐ Reproduction of Recorded Media
- ☐ Manufacture of Coke Oven Products
- ☐ Manufacture of Refined Petroleum Products
- ☐ Manufacture of Basic Chemicals, Fertilisers & Nitrogen Compounds, Plastics & Synthetic Rubber in Primary Forms
- ☐ Manufacture of Other Chemical Products
- ☐ Manufacture of Man-Made Fibres
- ☐ Manufacture of Pharmaceuticals & Biological Products
- ☐ Manufacture of Rubber Products
- ☐ Manufacture of Plastic Products

- ☐ Manufacture of Glass & Glass Products
- ☐ Manufacture of Other Non-Metallic Mineral Products NEC
- ☐ Manufacture of Basic Iron & Steel
- ☐ Manufacture of Basic Precious & Non-Ferrous Metals
- ☐ Casting of Metals
- ☐ Manufacture of Structural Metal Products, Tanks, Reservoirs & Steam Generators
- ☐ Manufacture of Weapons & Ammunition
- ☐ Manufacture of Other Fabricated Metal Products; Metalworking Service Activities
- ☐ Manufacture of electronic Components & Boards
- ☐ Manufacture of Computers & Peripheral Equipment
- ☐ Manufacture of Communications Equipment
- ☐ Manufacture of Consumer Electronics
- ☐ Manufacture of Measuring, Testing, Navigating & Control Equipment; Watches & Clocks
- ☐ Manufacture of Irradiation, Electromedical & Electrotherapeutic Equipment
- ☐ Manufacture of Optical Instruments & Photographic Equipment
- ☐ Manufacture of Magnetic & Optical Media
- ☐ Manufacture of Electronic Motors, Generators, Transformers, Electricity Distribution & Control Apparatus
- ☐ Manufacture of Batteries & Accumulators
- ☐ Manufacture of Wiring & Wiring Devices
- ☐ Manufacture of Electric Lighting Equipment
- ☐ Manufacture of Domestic Appliances
- ☐ Manufacture of Other Electrical Equipment
- ☐ Manufacture of General Purpose Machinery
- ☐ Manufacture of Special Purpose Machinery
- ☐ Installation of Industrial Machinery & Equipment
- ☐ Manufacture of Motor Vehicles, Trailers & Semi-Trailers
- ☐ Manufacture of Motor Vehicle Bodies (Coachwork), Trailers & Semi-Trailers
- ☐ Manufacture of Parts & Accessories for Motor Vehicles
- ☐ Building & Repairing of Ships & Boats
- ☐ Manufacture of Railway Locomotives & Rolling Stock
- ☐ Manufacture of Air & Spacecraft & Related Machinery
- ☐ Manufacture of Military Fighting Vehicles
- ☐ Manufacture of Other Transport Equipment NEC
- ☐ Manufacture of Furniture
- ☐ Manufacture of Jewellery, Bijouterie & Related Articles
- ☐ Manufacture of Musical Instruments

- ☐ Manufacture of Sports Goods
- ☐ Manufacture of Games & Toys
- ☐ Manufacture of Medical & Dental Instruments & Supplies
- ☐ Other Manufacturing NEC

Mining and Quarrying

- ☐ Quarrying of Stone, Sand and Clay
- ☐ Other Mining & Quarrying
- ☐ Service Activities Incidental To Oil & Gas Extraction Excluding Surveying

Other Service Activities (Trade Associations / Chambers / Non-Profit Organisation)

- ☐ Activities of Business, Employers Professional Membership Organisations
- ☐ Activities of Trade Unions
- ☐ Activities of Other Membership Organisations (Trade Associations / Chambers / Non-Profit Org.)
- ☐ Repair of Computers & Communications Equipment
- ☐ Repair of Personal & Household Goods
- ☐ Repair & Maintenance (including Inspection) of Vehicles
- ☐ Other Personal Service Activities

Professional, Scientific and Technical Activity

- ☐ Legal Activities
- ☐ Accounting, Book-keeping & Auditing Activities; Tax Consultancy
- ☐ Activities of Head Offices & Business Representative Offices
- ☐ Business & Management Consultancy Activities
- ☐ Architectural & Engineering Activities & Related Technical Consultancy
- ☐ Technical Testing & Analysis Services
- ☐ Research & Experimental Development on Natural Science & Engineering
- ☐ Research & Experimental Development on Social Sciences & Humanities
- ☐ Advertising
- ☐ Market Research & Public Opinion Polling
- ☐ Specialized Design Activities
- ☐ Photographic Activities
- ☐ Professional, Scientific & Technical Activities NEC
- ☐ Veterinary Activities

Public Administration and Defence

- ☐ Administration of the State & The Economic & Social Policy of The Community
- ☐ Provision of Services to The community as a Whole (Foreign Affairs, Defence Activities, Public Order & Safety Activities)

Real Estate Activities

- ☐ Real Estate Activities with Own or Leased Property
- ☐ Real Estate Activities on a Fee or Contract Basis

Transport and Storage

- ☐ Transport via Railways
- ☐ Other Land Transport
- ☐ Transport via Pipelines
- ☐ Water Transport
- ☐ Air Transport
- ☐ Warehousing & Storage
- ☐ Support Activities for Transportation
- ☐ Postal Activities
- ☐ Courier Activities

Water Supply, Sewerage, Waste Management and Remediation

- ☐ Water Collection, Treatment & Supply
- ☐ Sewerage
- ☐ Waste Collection
- ☐ Waste Treatment & Disposal
- ☐ Materials Recovery (Recycling of Metal Waste, Scrap & Non-Metal waste NEC)

Wholesale and Retail Trade

- ☐ Sale of Motor Vehicles
- ☐ Sale of Motor Vehicle Parts & Accessories
- ☐ Wholesale on a Fee or Contract Basis
- ☐ Wholesale of Agricultural Raw Materials & Live Animals
- ☐ Wholesale of Food, Beverages & Tobacco

- ☐ Wholesale of Household Goods
- ☐ Wholesale of Machinery, Equipment & Supplies
- ☐ Other Specialized Wholesale
- ☐ General Wholesale Trade
- ☐ Retail Sale in Non-Specialized Stores
- ☐ Retail Sale of food, Beverages & Tobacco in Specialized Stores
- ☐ Retail Sale of Automotive Fuel in Specialized Stores
- ☐ Retail Sales of Information & Communications Equipment in Specialized Stores
- ☐ Retail Sale of Other Household Equipment in Specialized Stores
- ☐ Retail Sale of Cultural & Recreation Goods in Specialized Stores
- ☐ Retail Sale of Other Goods in Specialized Stores
- ☐ Retail Sale via Stalls & Markets
- ☐ Retail Trade Not in Stores or Markets

Details of Business Activities

Subsidiaries / Branch Office / Associate companies / Representative office(s) in Singapore

Any subsidiaries / branch offices / associate companies / representative office (s) in Singapore?

- ☐ Yes ☐ No

Total number of subsidiaries/branch offices/associate companies/representative office(s) in Singapore: _____

List of subsidiaries / branch offices /associate companies/representative office(s) in Singapore:

<u>Company Name</u>	<u>Percentage Share</u>

Particulars of Parent Organisation Authorised Personnel

- a) Name: (Mr./Ms./Mrs./Dr./Madam) _____
- b) Designation: _____
- c) Department: _____
- d) Phone No (country code-area code-phone no.): _____ - _____ - _____
- e) Fax No (country code-area code-fax no.): _____ - _____ - _____
- f) Email: _____

2. PARTICULARS OF REPRESENTATIVE OFFICE

Contact Details

- a) Name of RO: _____
(same as parent company)
- b) Office Address: _____

- c) Postal Code: _____
- d) Phone No. _____
- e) Fax No. _____
- f) Email: _____

- e) Activities of Representative Office:
(Please tick the appropriate box)

- ☐ Market Research
- ☐ Feasibility Study
- ☐ Liaison Work/Others (Please specify below)

- f) Is the proposed RO a regional office? ☐ Yes ☐ No
(If yes, please state countries covered):

Proposed Staff Strength

No. of professional / managerial / executive
 No. of secretarial & clerical staff
 Total

Local	Foreign

Authorised Person for Singapore

- a) Name of Chief Representative: (Mr./Ms./Mrs./Dr./Madam) _____

 b) Phone No. _____
 c) Email: _____
 d) Name of Alternative Representative: (Mr./Ms./Mrs./Dr./Madam) _____

Proposed / Existing representative (s):

Mr./Ms./Mrs./ Dr./Madam	Name	NRIC / Passport No.	Designation	Nationality

Total Business Spending

Total operating expenditure of the Representative Office	Current Year (S\$)	Projection for the following year (S\$)
Salaries		
Rental (office, residence, machinery and equipment, etc.)		
Others (include travelling and business cost)		
Total		

3 DECLARATION

(To be signed by Chief Executive Officer or an authorised signatory of the parent company)

I declare that all the particulars contained herein and the supporting documents are true and correct, and we agree to abide by the Terms and Conditions stipulated.

 Signature and Company's Official Stamp
 Name:
 Designation:
 NRIC/Passport No.:
 Nationality:

 Date