

Note : The Articles of Association of a company governs its internal procedures. This item need not be completed if you do not have any special requirements. In such situation, we will use standard set of Articles of Association.

5. Directors

	First Director	Second Director	Third Director
Name in full:			
NRIC/Passport/Identity Card No*:			
Residential Address:			
Current Ownership of other Singapore registered Business (if any)(eg. Name of Business)			
Nationality/Citizenship:			
Current Occupation:			
Tel No & E-mail address			

Note: (1) A company must have at least one director ordinarily resident in Singapore (at least 18 years of age). Foreigners may act as directors.

***(Please provide a copy of the Identification/NRIC/Passport/Employment Pass)**

6. Shareholders

	First Subscriber	Second Subscriber	Third Subscriber
Name in full:			
Co. Reg. No/ NRIC/Passport No.			
Registered Office/ Residential Address			
Place of Incorpor./ Nationality			
Date of Incorpor.			
Subscription (No. of shares)			
Tel No & E-mail address			

Note: If you wish to expedite the incorporation process, we can subscribe for one share and transfer it to you after incorporation. There is no restriction on the whole issued share capital being held by a non-resident.

- ☐ Please proceed with incorporation by providing the initial subscriber to subscribe for one share on our behalf and transfer the share to us after incorporation.

Useful Information: An exempt private company is a company with less than 20 individual members. The law allows an exempt private company to be exempted from audit requirements in respect of a financial year if its revenue in that year does not exceed S\$5 million. The company must still prepare its accounts according to the requirements of the Singapore Financial Reporting Standards.

7. Company Secretary

- ☐ Please provide us with a company secretary. (Please see note under item 8.)
- ☐ Please appoint the following person as company secretary.

Name	
NRIC/Passport No.	
Residential Address	
Tel. No.	
E-mail Address	
Nationality	

Note: A Company Secretary must be a natural person resident in Singapore (at least 21 years of age) & has to be appointed within 6 months from the date of incorporation. The person appointed must already be holding office of secretary or possess the requisite experience/professional qualification.

8. Registered Office

- ☐ Please use your address as our registered office address.
- ☐ Please use the following address as the registered office address in Singapore

Address	
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Note : The Companies Act provides that at least one secretary should be present at the registered office of the company. It is also a requirement for the register, minute book and documents of a company to be available for inspection at the place where it is kept, during the hours in which the registered office of the company is accessible to the public. The Accounting and Regulatory Authority of Singapore uses this address for all communication and legal documents are also usually served at this address. If you wish to appoint a representative from of our organization to act as Company Secretary of your company, we recommend that our office be used as the registered office for your Company.

Signed By : _____

Date :

Please tick **x** in this box ☐ if you would like us to provide this service.