

## Corporate Secretarial Services

We provide comprehensive corporate secretarial services to both local and multinational companies to assist them in complying with the various local legislation. We understand the special needs of companies in different categories which enable us to provide practical solutions systematically, leaving management to focus solely on enhancing the values of their business.

Together with our fellow professionals from accounting and tax, we provide an integrated corporate services at a one-stop solution to meet all aspects of your business needs, be it corporate planning, structuring and re-structuring.

### Our Services:

Our prompt and efficient service ensures that you comply with the requirements under the Companies Act.

Our services include:

#### ▶ Private Limited Companies

- Assisting in preparing and drafting minutes / resolutions of Directors and Shareholders to regularise routine secretarial matters
- Assisting in preparing timely annual returns and other necessary returns as and when required for filing with the Accounting and Corporate Regulatory Authority (ACRA)
- Maintaining the Statutory Registers and Minute books

#### ▶ Public Limited Companies

- Annual General Meetings and Extraordinary General Meetings and minute the proceedings thereat
- Attending Board Meetings, and minute the proceedings thereat
- Attending Board Committee Meetings, and minute the proceedings thereat
- Assisting in reviewing annual report to ensure compliance with regulations of the Singapore Exchange (SGX) .
- Assisting in the review / preparation of announcements including Company's full year, half-year and quarterly results
- Maintain the minute book and statutory registers including Register of Directors' Shareholdings and the Register of Substantial Shareholders
- Assisting in ensuring that the Company complies with continuing listing requirements of the SGX
- Attending to the preparation of documentation for routine corporate secretarial matters
- Attend to the preparation and lodgment of statutory returns with the ACRA
- Advising and facilitating the release of Company announcements to SGX electronically (SGXNET)

#### ▶ Foreign Companies (Singapore Branches)

- Assisting in the Registration of Singapore branch.
- Providing of nominee agent.
- Assisting in lodgment of changes in directors / agent with ACRA.
- Assisting in lodgment of change in registered addresses of the Company – both in Singapore and place of origin.
- Submitting on behalf of the Company the annual accounts of the Head Office and Singapore branch to the relevant authorities.

### ► Representative Offices

- Assist application for setting up Representative Office
- Assist annual renewal application

### ► Other Services

- Setting up of Offshore Companies
- Registration of Businesses
- Application for Striking Off of Company
- Application for Employment, Dependent and Student Passes
- Application for Various Licences from Authorities
- XBRL Conversion Services

### Outsource Accounting

Outsourcing in recent years has proven to be a 21st century solution to the modern dilemma of keeping one's accounts in order as well as keeping up with the competition.

You know you cannot afford to neglect your payroll, preparation of the financial statements, generating the expense reporting and other accounting duties. Yet these meticulous and continuous tasks requires the attention of your company's limited resources.

The Outsource Accounting Team has the ideal combination of the right skills and processes to help improve your operating efficiency and reduce costs. By tapping onto our resources, your top management can be freed from the non-strategic business operations to focus growing your business

The benefits are immediate. You can be certain of the costs and assured of the smooth operations of the day-to-day activities without having to worry about staff turnover and unexpected situations.

### Financial Statement Reporting & Analysis

We prepare timely and accurate monthly, quarterly and yearly financial statements which are critical to key management decision. These include preparation of budget and variance analysis, diagnostic assessment, or Health Check, through the use of computerised accounting and ratio analysis solutions.

### ► Payroll Solution

Outsource your payroll to ensure confidentiality and reliability, which is crucial in managing payroll for all companies. This includes compliance with all applicable taxes and government regulations.

### ► Outsourcing of CFO/Accountant

As and when an in-depth accounting and financial advice is required, you can turn to us for high-level consultation without the need of a full time professional.

### ► Transaction Processing

Our unique service helps companies to keep track of expense reporting for management control purposes and to prevent unauthorised payments.

### ► GST Compliance Services

We assist in GST application and timely submission of GST returns.

### ► Other Administrative Services

We provide HR Administration Support which includes HR helpdesk support.