



Crowe

# Corporate Services

Audit / Tax / Advisory

Smart decisions. Lasting value.

# Your first trusted business advisor.

We provide a comprehensive range of corporate administration solutions. Our primary focus is to help inward investors establish themselves in Singapore by providing company incorporation, corporate secretarial, and financial record-keeping services.

We strive to be our client's first trusted business advisor.

We help our clients achieve success by providing personalized attention and integrated services that address their evolving needs. In short, you can trust us to put you first.

We have built a suite of services over the years to meet the needs of entrepreneurial businesses and multi-national corporations.



# What we can do for you.

## Business Start-Up

### Company Incorporation

Our company incorporation services include the following:

- Application for name approval and reservation
- Preparing the standard constitution
- Providing nominee directors, shareholders and secretaries, if required
- Preparing and lodging all prescribed forms and requisite documents with the Accounting and Corporate Regulatory Authority (“ACRA”)
- Obtaining Certificate of Incorporation, common seal (if adopted) and rubber stamp
- Setting up statutory registers
- Preparing resolutions for the first Board of Directors’ meeting

### Registered Office

A company must have a registered office in Singapore from the date of incorporation. Our office is available for use as the registered office.

### Bank Account Opening

We help with the preparation of all the necessary corporate documents and resolutions for the opening of bank accounts. We advise clients on all bank compliance procedures so that the necessary due diligence documents are prepared in advance. This will ensure that the opening of bank accounts is not unnecessarily delayed.

### Branch Registration

Our scope of services include:

- Application for name approval and reservation
- Preparation and submission of all relevant documents for the registration of a Branch including the following:
  1. A certified copy of the certificate of its incorporation or registration in its place of incorporation or origin or a document of similar effect
  2. A certified copy of its charter, statute or memorandum and articles or other instrument constituting or defining its constitution
  3. A list of its directors
  4. A consent letter on appointment of authorized representative
  5. Notice of the situation of its registered office in Singapore and, unless the office is open and accessible to the public during ordinary business hours on each business day, the days and hours during which it is open and accessible to the public

## Employment Pass

We help companies to have the right people with the right skills at the right place by assisting with the following:

- Application for Employment Pass
- Application for Entrepreneur Pass
- Application for Personalised Employment Pass
- Application for Dependant's Pass:  
Spouse and children

## Corporate Services

### Corporate Secretarial Services

#### For Companies

- Safe custody of corporate records
  - Updating and maintaining statutory records (e.g., minute books, register of directors and secretaries, register of members, register of transfers and register of charges)
- Advising on the types of meeting and preparation of minutes, resolutions and notices
- Preparing and submitting electronically to ACRA, the prescribed Annual Return
- Preparing forms and statutory returns which are required to be lodged with ACRA notifying changes such as change in company name, directors, registered office, capital increases, etc
- Liaising with the Registrar of Companies

#### For Branches

- Safe custody of corporate records
- Notification of changes in name and directors of the Head Office and changes in authorized representatives and registered office
- Assisting with the annual filing with the ACRA
- Maintaining the corporate secretarial

## Other Services

Before a business firm or company starts operation, it may have to get licenses and approvals from relevant government agencies, especially for certain business activities. In addition, it may be required to comply with certain registration requirements. In this regard, we assist businesses with the following:

- CPF employer registration
- GST registration
- Application for trader's code
- CorpPass account registration

## De-Registration

We can assist with companies' striking off applications to ACRA as well de-registration of branches. We also work with liquidators to advise and prepare preliminary documentation to commence a members' voluntary winding up of a company.

## Other Services

- Attendance at Board of Directors' meetings and Annual General Meetings to take minutes
- Registration and renewal of business names held by companies
- Assistance with searches based on the records maintained by ACRA
- Share capital reduction
- Issuance of redeemable preference shares
- Stamping of documents



# Why Crowe?

From understanding our clients' concerns to maintaining our global view of their industries and markets, we are well positioned to help our clients make smart decisions that create lasting value for them and their community.

We strive to be our clients' first trusted business advisor. We accomplish this by listening to our clients – about their businesses, trends in their industries, and the challenges they face. This in-depth understanding of our clients' businesses gives us the knowledge and ability to provide superior service to help them achieve their business goals.

We work together, constantly drawing on the expertise, experience and enthusiasm of our people at all levels to reach a common objective. Partners, directors, managers, seniors and associates from all solution lines contribute their ideas and use their collective knowledge to enhance the delivery of our services. Such pooling of varied skills and abilities enriches the holistic expertise we offer to our clients.





### Contact Information

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scan QR code below:



## We are here to help you get there.

Crowe Horwath First Trust (Crowe Singapore) is a public accounting and consulting firm that provides audit, advisory, tax, outsourcing and fund administration solutions to a diverse and international clientele including public-listed entities, multinational corporations and financial institutions.

We are part of an international professional services network, Crowe Global. As a top 10 global accounting network, Crowe Global has over 200 independent accounting and advisory services firms in over 145 countries around the world.

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