

**Company Incorporation Form**

**A. New Company Information / 新公司資訊**

Proposed Name(s) of Company 計畫的公司名字 1.	Second Choice 第二選擇 2.	Third Choice 第三選擇 3.	
Principal Activities of Company (Please give as full a description as possible) 公司從事的基本主要經營活動(請盡可能詳述)			
Secondary Activities of Company 公司從事的次要經營活動			
Name of Contact Person 聯繫人姓名	E-mail address 電子郵件	Tel / HP No 聯繫電話	Fax No 傳真號碼
Registered Address 註冊地址			
Please note that Registered Address must be within the country of incorporation. We are able to provide Registered Address Service if required. 請注明註冊地址所在國家.如有需要,我們可提供註冊位址服務.			
Correspondence Address (if different from Registered Address) 通信聯繫地址 (如果不同於註冊登記地址)			

**B. Capital of the Company / 公司的資本**

Intended Authorised Capital (example S\$100,000 divided into 100,000 shares of S\$1.00 each) 預期被授權批准資本(例如 S\$100,000被分為 100,000 股, 每股S\$1.00)
S\$ _____ divided into shares of / 將被劃為股份。 每股 S\$ _____ each
Intended Paid-up capital (minimum of S\$2) 預期繳足資本 (最少S\$2)
S\$ _____ divided into shares of / 將被劃為股份。 每股 S\$ _____ each

**C. Financial Month End / 財務月份截止時間**

Financial Month End (example 31 Dec) 財務月份截止時間 (如12月31日)
<b>Note:</b> The First Annual General Meeting and first set of accounts must be held and filed with the ACRA within 18 months from date of incorporation. <b>注意:</b> 第一次年度大會和第一份年度帳目必須交予商業註冊局存檔, 由註冊日期開始計算存檔18個月

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**D. Initial Board of Director(s) – (Must be an individual and a minimum of 1) / 最初的董事會 – (最少由一位董事組成)**

<p><b>Note</b>  <b>a.</b> At least one local resident director is required. (Either Singapore citizen, permanent resident of Singapore, foreigner holding valid Employment Pass, an Approval-In-Principle Employment Pass Holder or dependant pass holder)  <b>b.</b> A copy of the passport or NRIC is to be forwarded to us.  <b>注意</b>  <b>a.</b> 至少需要一名本地居住者為董事。(新加坡公民,新加坡長期永久居民 持有有效工作準證的外國人, 原則上工作準證持有者或者配偶簽證持有者)  <b>b.</b> 必須交予我們一份護照或者身份證影本.</p>		
1. Full Name (as in the NRIC/Passport) 全名 (用於身份證或護照)	Nationality / Date of Birth 國籍/出生日期	Residential Address 居住地址
NRIC / Passport / FIN No 身份證/護照/外國人身份識別號碼	Occupation 職業	City / Country 城市 / 國家
2. Full Name (as in the NRIC/Passport) 全名 (用於身份證或護照)	Nationality / Date of Birth 國籍/出生日期	Residential Address 居住地址
NRIC / Passport / FIN No 身份證 / 護照 / 外國人身份識別號碼	Occupation 職業	City / Country 城市 / 國家
3. Full Name (as in the NRIC/Passport) 全名 (用於身份證或護照)	Nationality / Date of Birth 國籍/出生日期	Residential Address 居住地址
NRIC / Passport / FIN No 身份證/護照/外國人身份識別號碼	Occupation 職業	City / Country 城市 / 國家

**E. Chairman and Managing Director (OPTIONAL) / 董事和執行董事 (任選的)**

<p><b>Chairman</b> (Full Name as in NRIC / Passport) <b>董事</b> (全名 用於身份證或護照)</p>	<p><b>Managing Director</b> (Full Name as in NRIC / Passport) <b>執行董事</b> (全名 用於身份證或護照)</p>
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**Note:** Chairman and Managing Director must be from the initial Board of Directors.

**注意:** 董事和執行董事必須來自於最初董事會成員

**F. Shareholder(s) – (Minimum 1 Individual or 1 Corporate) / 股東 – (至少一個個人或一個公司)**

<p><b>Note</b>  <b>a.</b> If the shareholder is to be a corporation. We need the name, registered office address, registration number and place of incorporation for this corporation.  <b>b.</b> At time of incorporation, at least one subscribers (individual) <b>OR</b> at least one corporation is/are required.  <b>注意:</b>  <b>a.</b> 如果股東為一個公司. 我們需要該公司的名字, 註冊位址和註冊號碼.  <b>b.</b> 在註冊時, 至少有一個註冊者, 可以使個人或公司.</p>		
1. Name (as in the NRIC/Passport/Corporate) 姓名 (用於身份證, 護照或公司)	Nationality / Date of Birth 國籍/出生日期	Address 地址
NRIC / Passport / FIN No / Registration No 身份證/護照/外國人身份識別號碼/註冊號碼	No. of Shares to be held 控股份額	City / Country 城市/國家

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2. Name (as in the NRIC/Passport/Corporate) 姓名 (用於身份證, 護照或公司)	Nationality / Date of Birth 國籍/出生日期	Address 地址
NRIC / Passport / FIN No / Registration No 身份證/護照/外國人身份識別號碼/註冊號碼	No. of Shares to be held 控股份額	City / Country 城市/國家
3. Name (as in the NRIC/Passport/Corporate) 姓名 (用於身份證, 護照或公司)	Nationality / Date of Birth 國籍/出生日期	Address 地址
NRIC / Passport / FIN No / Registration No 身份證/護照/外國人身份識別號碼/註冊號碼	No. of Shares to be held 控股份額	City / Country 城市/國家

**G. Opening of BANK Account / 銀行開戶**

Name of Bank / 銀行全名	
Name of Signatories / 簽署人姓名	Signing Conditions / 簽署條件

**H. Select Company Incorporation Package / 選擇註冊公司配套服務**

<input type="checkbox"/> <b>BASIC</b> Incorporation Package 基本註冊服務配套	<input type="checkbox"/> <b>ESSENTIAL</b> Incorporation Package 必備註冊服務配套	<input type="checkbox"/> <b>PREMIUM</b> Incorporation Package 高級註冊服務配套
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**I. Optional Services / 選擇性服務**

<input type="checkbox"/> Office Registered Address / 辦公室註冊地址	<input type="checkbox"/> Book keeping / 賬簿保管
<input type="checkbox"/> Office Administration / 辦公室管理	<input type="checkbox"/> Nominee Director / 董事推薦
<input type="checkbox"/> Directors' Report and Notes to Financial Statements 根據財務報表作出的董事長報告與通告 (Included in Essential & Premium / 已包含在必備配套與高級配套)	<input type="checkbox"/> Company Income Tax Computation and Submission 公司所得稅計算與遞交 (Included in Essential & Premium / 已包含在必備配套與高級配套)

**J. Feedback / Special Notes / Instructions & Comments / 意見回饋**

How did you find out about us? (Fax, Brochure, Internet, Friends or Others? Please state) 怎樣知道我們公司? (傳真, 宣傳說明書, 網路, 朋友或其他?)
<b>SPECIAL NOTES, INSTRUCTIONS</b> 特別的建議和指教