



## Tay Chia Hong (Ms.)

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### PROFILE

A diligent, self-motivated and meticulous performer. A dedicated team player and always looking to excel the expectation.

Interested and ready to join the team to provide professional support and services.

### CORE STRENGTH & CAPABILITIES

- Knowledge in the Company's Law and Listing Manual of Singapore Exchange Securities Trading Limited
- Drafting skills – Resolutions, Notices, Minutes, Annual Report, Emails, Articles
- Exposed with full spectrum of corporate secretarial services
- Research and analytical skills
- Proficient in English, Mandarin, Cantonese and Bahasa Melayu

### PROFESSIONAL QUALIFICATION

- Post-graduate from the Malaysia Institute of Chartered Secretaries and Administrators (MAICSA)
- Currently pursuing professional part under ICSA International Qualifying Scheme

### ACADEMIC QUALIFICATION & ACHIEVEMENT

#### **Multimedia University** **2008 - 2012**

- Faculty of Business and Law
- Bachelor of Business Administration (Hons) Marketing Management, Second Class (Upper Division)
- CGPA 3.11 point

#### **SMK Triang, Secondary School, Pahang Malaysia** **2003 - 2007**

- 3As in Sijil Pelajaran Malaysia ("SPM") (Malaysian Certificate of Education)
- 7As in Penilaian Menengah Rendah ("PMR") (Lower Secondary Assessment)

#### **SJKC Triang, Primary School, Pahang Malaysia** **1998 - 2002**

- 7As in Ujian Pencapaian Sekolah Rendah ("UPSR") (Primary School Achievement Test)

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## EMPLOYMENT HISTORY

**Boardroom Corporate & Advisory Services Pte. Ltd. (Singapore)**

**March 2013 – Present**

**Senior, Corporate Secretarial (July 2015 – current)**

**Assistant, Corporate Secretarial (March 2013 – June 2015)**

- Handle full spectrum of corporate secretarial services;
- Manage portfolio of private and public listed companies, representatives offices, branches and offshore;
- Ensure compliance with relevant statutory and regulatory requirements with Singapore Companies Act, Cap. 50, and Listing Manual of Singapore Exchange Securities Trading Limited;
- Draft CG Report and relevant parts of the Annual Report;
- Prepare agenda, Chairman's proceedings and meetings documentation, attending and taking minutes of Board Meetings/Board Committees Meetings/AGM/SGM/EGM and draft minutes;
- Draft announcement and release announcement to the Singapore Exchange Securities Trading Limited via SGXNET for Public Listed Companies;
- Provide day-to-day corporate secretarial and administrative support to clients;
- Handle corporate secretarial duties including incorporation/striking-off/liquidation of companies, registration of foreign branches & representative offices;
- Draft Directors'/Shareholders' Resolutions/documentation for on-going corporate secretarial matters such as pre-incorporation, post-incorporation, change of directors/officers, change of financial year end, change of company name, opening/closure of bank accounts, change of bank signatories, dividend payments, changes in capital, loss of share certificates, purchase/disposal of motor vehicle;
- Handle share transactions (allotment/ transfer of shares) - E-stamping with Inland Revenue Authority of Singapore, lodgment with the Accounting and Corporate Regulatory Authority, issue new shares certificate;
- Employment pass application with Ministry of Manpower;
- Prepare and ensure timely lodgment of all filings with the Accounting and Corporate Regulatory Authority;
- Assist with the attestation and legalisation with various embassies in Singapore/Commissioner of Oath/Notary Public;
- Liaise with external regulators and advisers, such as lawyers, auditors and tax agents;
- Maintain statutory books and registers books; and
- Billings for retainer fees and ad-hoc services.