

# GUIDE TO REGISTERING A BRANCH OF A FOREIGN COMPANY

This guide highlights the main requirements and steps involved in registering a Branch of a Foreign Company in Singapore.

## 1 PROPOSED NAME

The proposed entity name should follow the name of the Foreign Company in the place of incorporation.

Ensure the proposed name is available. It should not be identical or similar to existing entities, infringe existing trademarks or contain prohibited terms.



## 2 SPECIFY BUSINESS ACTIVITIES

Identify the primary and secondary business activities with reference to the Singapore Standard Industrial Classification (SSIC) code. Check if prior approval from Referral Authorities is required.



## 3 APPOINT KEY OFFICERS

Every branch office must have at least 1 locally resident Authorised Representative and 1 Director.

Foreign companies that do not have directors should appoint a person in the position equivalent to a director.



## 4 RESERVE BUSINESS NAME

Reserve the business name via BizFile+. The application costs \$15. Upon approval, the business name will be reserved for 120 days.



## 5 CONSENT LETTER FOR APPOINTMENT OF AGENT

Prepare a consent letter for appointment of agent to be signed by the Authorised Representative. This letter must be uploaded during registration.



## 6 REGISTERED OFFICE ADDRESS

A registered office address must be provided during registration. It shall receive all communications and notices addressed to the Branch Office, and be operational and accessible to the public during normal office hours.



## 7 FOREIGN COMPANY DETAILS

Compile the following information/documents concerning the Foreign Company:

- Country/Region and Date of Incorporation
- Legal Form and Type of Foreign Company
- Registered Office Address
- Certified Certificate of Incorporation
  - Translated copy of the document in English
- Copy of Charter/Statute/Memorandum and Articles or Other Constitutional Instruments
  - Translated copy of the document in English
- Latest Financial Statements (if required to be prepared)



## 8 REGISTRATION

Proceed to register the Branch via Bizfile+. The registration fee is \$300.

