

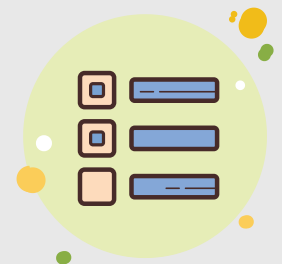
# GUIDE TO SETTING UP A REPRESENTATIVE OFFICE

This guide highlights the main requirements and steps involved in registering a Representative Office (RO) in Singapore.

## 1 CRITERIA

To set up a RO, foreign commercial entities must fulfill the following criteria:

- Sales Turnover > US\$250,000
- Years of Establishment >= 3 years
- Proposed No. of Staff for RO < 5 people



## 2 COMPILE INFORMATION ON PARENT ORGANISATION

- Incorporation Details
- Contact Details
- Nature of Business and Industry Sector
- Financial Profile
- Details of Authorised Personnel



## 3 COMPILE INFORMATION ON REPRESENTATIVE OFFICE

- Contact Details
- Representative Office Activities
- Proposed Staff Strength
- Details of Chief Representative
- Details of Other Representatives
- Business Spending (Current + Projection)



## 4 SUPPORTING DOCUMENTS

Compulsory for the foreign entity (in English):

- Certificate of Incorporation or Registration Certificate
- Latest Audited Accounts

Other documents:

- Acceptance of Terms and Conditions of RO



## 5 SUBMIT APPLICATION

Proceed to submit the online RO application via Enterprise Singapore's website. A non-refundable processing fee of \$200 applies.



## 6 RENEWAL

Approved ROs may operate for one year from its commencement date. ROs must renew their RO registration via the online application form every year, for a maximum period of three years. A non-refundable processing fee of \$200 will apply for each renewal application.

