

GUIDE TO INCORPORATING A COMPANY

This guide highlights the main requirements and steps involved in incorporating a Company in Singapore.

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DETERMINE COMPANY TYPE

The four common types of companies in Singapore are:

- Private Company Limited by Shares
- Exempt Private Company Limited by Shares
- Public Company Limited by Shares
- Public Company Limited by Guarantee



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CHOOSE COMPANY NAME

Search on BizFile+ to ensure the preferred name is available. Avoid names that are identical or similar to existing entities, infringes existing trademarks or contain prohibited terms.



3

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.



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APPOINT KEY PERSONNEL

At Incorporation: 1 Local Director

Post Incorporation:

Within 3 Months: Auditor (unless exempted)

Within 6 Months: Company Secretary

Optional: Other Local/Foreign Directors and Shareholders, CEO/Managing Director



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RESERVE BUSINESS NAME

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



6

ESTABLISH SHARE MATTERS

Every company must have at least 1 individual or corporate shareholder and a minimum issued capital of SGD 1. There are two share types: Ordinary Shares or Preference Shares. Shareholders can decide the amount of paid up capital.



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CONFIRM COMPANY DETAILS

Finalise remaining matters concerning the Company:

- Financial Year End
 - Determines when corporate filings and taxes are due
- Registered Office Address
 - To receive communications and notices
- Constitution
 - Adopt Model Constitution or customised Constitution



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CONSOLIDATE DOCUMENTS

- For all Key Personnel and Shareholders
 - Identity documents and contact details
 - Business Profile, Directors Resolution, Letter of Appt of Corporate Representative (Corporate Shareholders)
- Consent to Act as Director (Form 45)
- Consent to Act as Company Secretary (Form 45B)



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INCORPORATION

Proceed to incorporate the Company via Bizfile+. The fee for registering a company is \$300.

