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**Date:**

**${company\_name}**

${company\_address}

Dear Sir/Mdm,

We thank you for your interest to engage our company to provide the following services. We are pleased to append below our proposal for your consideration.

**BACKGROUND INFORMATION**

* 1. ${company\_name} (the “Company”) is a private limited company incorporated in Singapore that is limited by shares.
  2. Its principal activities of the Company are to be determined ${background\_info\_content}

**CORPORATE SECRETARIAL SERVICES**

The scope of our work will include the following:-

1. Preparation of Directors’ Resolution to regularise routine matters such a change of officers, bank signatories, registered office, opening of bank account and acceptance of bank facilities;
2. Preparation of Directors’ minutes for approving the financial statements and convening the Annual General Meeting;
3. Preparing the Company’s Annual General Meeting documents;
4. Preparing and filling of the Company’s Annual Return with the Accounting and Corporate Regulatory (“ACRA”) excluding preparation of the financial documents in XBRL format if the Company does not prepare them in that prescribed format;
5. Updating and maintenance of the Statutory records;
6. Preparation of the annual Directors’ Report; and
7. Provision of a named Company Secretary as required under the Companies Act.

**Proposed Fees**

The estimated professional fees for the above scope of work will be as follows:

|  |  |
| --- | --- |
| Scope of Engagement | Proposed Fees |
|  |  |
| ${billing\_services} | ${billing\_currency}${billing\_amount} ${billing\_period} |

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# We reserve the right to charge extra, on a time basis, for non-routine work such as below:-

(a) change in the memorandum and articles of association

(b) alteration of capital structure

(c) share transfers

(d) change of name

(e) advisory matters requiring research for additional work and etc.

The above fees exclude out-out-pocket expenses like transport expenses (if any) which are incurred in the course of the engagement, and which will billed separately.

The above proposed fees are estimated based on our understanding of your Company’s level of activities and complexity of the transactions, and are charged on a time cost basis. The proposed fees are also furnished on the basis that we provide all the professional services proposed above. Where the actual time cost incurred deviate substantially from the above estimate, we will advise you of any fee adjustment accordingly.

**Conclusion**

We trust that you will find the above proposal acceptable and we look forward to servicing you and your esteemed Company. If you required any clarification, you may contact me at (+65) 6246 8801 /(+65) 9663-7546 or email at looi@aaa-global.com

Yours sincerely



Looi Yong Kean (CA Singapore, FCCA UK, MIA Malaysia)

Director

On behalf of **${company\_name}** I/We agree to the above proposal.

|  |
| --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: ${director\_signature}  Designation: Director  Date: |