

**Looking to Incorporate
into Singapore?**

BoardRoom are experts in Corporate Services.

We have been in business for over 50 years and have helped hundreds of clients incorporate into Singapore. Using this experience, we have created this quick and easy checklist that details all the basic elements you'll need to prepare to facilitate your incorporation.



Incorporation Checklist

Proposed company name for registration

Nature of business (you can select a maximum of two main business areas)

Financial year

- Decide when your financial year starts and ends. The most common months in Singapore are April, June & December

Registered Address

- This must be an address in Singapore, it can be either an office space or residential. If you are unable to secure an address BoardRoom can provide one for you

Local Resident Director or Nominee Director Service

- Every company in Singapore must have a local resident Director. The definition of local resident Director is anyone who holds a Singaporean Citizenship, Singaporean PR, Employment Pass or Dependent Pass. Your local resident Director will need to provide the following documents during incorporation:

- Full Name
- Address
- ID Document (Passport or NRIC Card)
- Proof of Address (e.g. utility bill or bank statement)

- If you are unable to appoint a local resident Director, you can appoint a nominee Director. BoardRoom can assist you with this

All other company Director details

- Full Name
- Address
- Contact Details (such as email and phone number)
- ID Document (Passport or NRIC Card)
- Proof of Address (e.g. utility bill or bank statement)

Shareholder details

- Name
- If the shareholder is an individual
 - ID
 - Proof of address
- If the shareholder is a company
 - There is a wealth of items that need to be supplied, BoardRoom, can provide a comprehensive list during our onboarding process. The nature of the items can be anything from organisational structure to financial documents and Director details
 - Authorised representative ID (such as passport) and name

Details of your share structure

- Number of shares
- Whether your shares are Ordinary or Preference shares
- Issued share capital

Details of Company Secretary

This individual needs to have the necessary qualifications and reside locally in Singapore. Please note that if you are the sole Director and shareholder, you can't be the Company Secretary. BoardRoom can assist you with the appointment of a Company Secretary if you need. You will need to provide the below details for your Company Secretary:

- Name
- Address
- ID (Passport or NRIC)

Relevant Forms and Constitution

- There are multiple incorporation forms needed, BoardRoom can assist you with the completion of these
- Creation of your Company Constitution

Once you have completed the above there are also several steps you'll need to take post incorporation ranging from opening bank accounts to applying for an Employment Pass. BoardRoom has had over 50 years' experience helping companies with their back-end operations and ongoing compliance needs. Ensuring you can focus on growing your business.

**If you would like further information contact us at (65) 6536 5355,
or visit our website at www.boardroomlimited.com**