



**COMPANY INCORPORATION SRVICE from S\$350 (including ACRA incorporation fees) 注册公司**

- ❖ **Company name search & registration** 公司名称检索及注册
- ❖ **Company Memorandum and Articles of Association** 公司章程
- ❖ **Company Business Profile** 公司注册纸

**REGISTERED OFFICE ADDRESS and BUSINESS ADDRESS (Minimum Term 6 months) 公司注册地址和商务地址**

PACKAGE 套餐	BASIC REG 标准注册地址 S\$10/mth	BASIC BUS 标准商务地址 S\$20/mth	PREMIUM 升级 S\$30/mth	COMPLETE 完整 S\$80/mth	Virtual Office 虚拟办公室 S\$150/mth
Use of a registered office address 公司注册地址	√		√	√	√
Use of a business address 公司商务地址		√	√	√	√
Notification of mail via email/Tel 电邮或电话通知邮件	√	√	√	√	√
Self-collection of mail 邮件上门自取	√	√	√	√	√
Mail forwarding on a weekly basis 每周邮件寄送			√	√	√
Correspondence handling on a weekly basis 每周邮件查收/开取				√	
12 Hours of Meeting Facilities Annually 每年 12 小时使用会议设施					√
Shared Fax Number & Forwarding 共用传真号码并转发					√

**CORPORATE SECRETARIAL SERVICE from S\$360 p.a (S\$600 if foreigner involved) 法定秘书服务**

- ❖ **Appointment of a Certified Public Accountant (CPA) as your company secretary**  
任命一名注册会计师 (CPA) 作为您的公司秘书
- ❖ **Maintaining and updating of the Company's statutory registers and records**  
保存公司的法定登记注册和记录更新
- ❖ **Passing of resolutions for any change of company particular (Charge on case to case basis)**  
公司如有变更, 准备董事决议书
- ❖ **Monitoring of ACRA and IRAS filing datelines**  
注册局和新加坡国内税务局呈报期提醒
- ❖ **Sending updates and newsletters on corporate legislation amendments to keep the client abreast of any developments in the corporate legislations and thus facilitate your corporate decision making**  
发送最新公司法例的修订, 从而方便您的公司决策
- ❖ **Preparation of Annual General Meeting (AGM) documents (Free of Charge)**  
准备股东周年大会文件
- ❖ **Filing of Annual returns (Free of Charge)**  
呈交年度报表

**ACCOUNTING SERVICE CHARGES from S\$100/month 会计服务**

Monthly Transactions (每月交易数)	Monthly Charge (月度账目) (\$)	Quarterly Charge (季度账目) (\$)	Annual Charge (年度账目) (\$)
less than 10(少于10)	100	300	800
11-30	250	700	2000
31-60	400	1100	3200
61-120	600	1600	4800

**\*For reference only, charges may vary, depending on the complexity and urgency of service\***  
 仅作参考, 实际收费会随紧迫性和复杂性有所调整



**The above charges include the following services:**

以上收费包括服务如下:

- **Setting up your accounting books including a computerised general ledger system using our accounting software as well as setting up your Chart of Accounts in line with your organisation's reporting format**  
根据贵公司需求建立账簿
- **Transaction entries into the accounting system based on the information and source documents provided by your office**  
按照贵公司提供的原始文件进行电脑录账
- **Generating financial documents such as: Balance Sheet, Income Statement, General Ledger, Accounts Receivable, Accounts Payable, Bank reconciliation, Fixed Asset Register, etc.**  
整套财务报告, 包括: 资产负债表, 损益表, 试算表, 总账, 应收账款, 应付账款, 银行对账, 固定资产登记簿等

**Our comprehensive range of services extends to the following as well:**

我们广泛的服务范围如下:

- **Processing the application for Goods and Services Tax (GST) if required.**  
处理消费税 (GST) 申请
- **Preparing the quarterly GST Returns (GST Form5) for submission to the Comptroller of GST if required.**  
填写并提交 GST 申报表 (GST 表格 5)
- **Liaising with auditors and tax agents during the year-end accounts closing procedure including preparation of accounting schedules and analysis required for year-end audit and tax purpose, if any.**  
处理年终决算以配合审计和报税需要, 包括准备账目明细
- **Preparing the first draft of your management accounts and the accompanying notes to accounts into the statutory accounts**  
起草公司财务报表以及相应的备注

**PAYROLL SERVICES from S\$15/pax/month (min \$50/mth)**

**薪金服务**

- **Prepare monthly payroll summary (incl. local and foreign staffs) based on basic salary, allowance, overtime, and deduction**  
根据贵司提供的薪水数字 (包括: 基本工资、提成、加班、扣除费用的细节) 准备每月薪水汇总表
- **Itemised payslip**  
提供符合人力部标准的薪水单
- **E-submission of CPF**  
电子呈报公积金并保存缴交纪录
- **Year end IR8A figures for submission**  
提供员工年度薪金资料, 以便呈报 IR8A

**FINANCIAL REPORT from S\$300 p.a.**

**财务年度报表**

Under Section 175 of the Companies Act, a local company is required to hold its first Annual General Meeting ("AGM") within 18 months of its incorporation and at the AGM, the directors shall present the company's accounts that comply with the requirements of the Accounting Standards and give a true and fair view of the status of the company to its shareholders.

新加坡公司法规定, 公司的首次年度股东大会 (Annual General Meeting, AGM) 必须于成立后的18个月内举行。公司董事需声明公司账户符合会计准则, 并为其股东提供真实有效的公司状况。

**Our C.P.A. can assist your company to prepare the financial report which includes the following:**

我们的注册会计师可以协助贵公司编制财务报告, 其中包括以下:

- |   |         |
|---|---------|
| ❖ <b>Directors' Report</b>              | 董事报告    |
| ❖ <b>Statement of Directors</b>         | 董事声明    |
| ❖ <b>Income Statement</b>               | 损益表     |
| ❖ <b>Balance Sheet</b>                  | 资产负债表   |
| ❖ <b>Statement of Changes in Equity</b> | 股本权益变动表 |
| ❖ <b>Cash Flow Statement</b>            | 现金流量表   |
| ❖ <b>Accounting Policies</b>            | 财务报表说明  |
| ❖ <b>Notes to Financial Statements</b>  | 财务报表附注  |
| ❖ <b>Detailed Income Statement</b>      | 损益表明细   |

**TAX SERVICE from S\$300 p.a.**

**报税服务**

- |  |                    |
|--|--------------------|
| ❖ <b>Preparation of corporate tax computation</b>                          | 公司所得税和个人所得税计算      |
| ❖ <b>Completion and submission of corporate income tax return (Form C)</b> | 呈交公司所得税报税表(Form C) |