

Our key contacts in Singapore

Koh Soo How

+ 65 6236 3600

soo.how.koh@sg.pwc.com

David Ong

+ 65 6236 3792

david.ong@sg.pwc.com

Christopher James Joe

+ 65 6236 4082

christopher.james.joe@sg.pwc.com

Ailbhe Horgan

+ 65 6236 7389

ailbhe.horgan@sg.pwc.com

Connie Teo

+ 65 6236 4410

connie.es.teo@sg.pwc.com

Company Fiduciary & Administration Services



Company Fiduciary & Administration Services

Your Needs. Our Commitment



I. Company secretarial services

Are you looking to...

- Establish a presence in Singapore as part of your business expansion plan
- Adapt to increasingly complex and ever-changing rules, regulations and best practices
- Ensure compliance with all statutory obligations on a timely basis, including registration for Goods and Services Tax (GST)

Our company secretarial services

- Assist in the establishment of Singapore company, branch, representative office
- Provision of nominee director, nominee company secretary
- Advice on corporate governance and compliance
- Annual compliance and maintenance of statutory registers
- Attendance at Board meetings

II. Accounting services

Are you facing these challenges?

- Requiring trained and knowledgeable resources to handle accounting functions
- Requiring familiarity with Singapore financial reporting framework and compliance requirements
- Need to complete group reporting package under a different set of generally accepted accounting principles

Our accounting services

- Initial set up of accounting system, including:
 - Chart of accounts
 - Bookkeeping services
- Full set of accounting books
 - Chart of accounts
 - Bookkeeping services
- Compilation of management accounts

III. Payroll services

Do you need assistance with these matters?

- Keep up-to-date with employment – related regulations and manage compliance requirements
- Payroll information confidentiality

Our payroll services

- Initial set up of payroll system, including
 - Employer registration for Central Provident Fund scheme
 - Payroll database maintenance
- Resources and expertise to administer payroll-related functions
- Salary and provident fund contribution payment processing
- Preparation of employees' pay-slips
- Maintenance of payroll related information such as allowances, benefits, deductions and year-to-date payroll details
- Processing of employee expense reimbursements

IV. Preparation or review of GST return(s)

Do you require....

- Assistance to review your information and documents for preparation of your company/ branch's quarterly GST F5 returns
- Assistance to review sales and purchases, invoices and supporting documents

Our GST return services

- Highlight any areas of non-compliance with the GST rules and legislation in the course of our review of the information and documents provided
- Prepare and submit the finalised GST F5 returns to your company/ branch for your agreement before filing with the IRAS

***PwC can help.
Get in touch with us.***