

Corporate Support Services



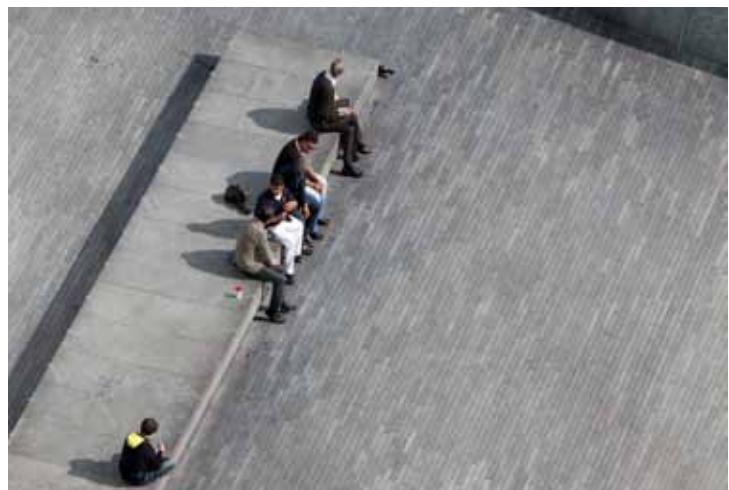


Overview

Are you looking to

- incorporate a Singapore company, or register a branch, representative office, as part of your business expansion plan;
- streamline or outsource your accounting and bookkeeping functions;
- adapt to increasingly complex and everchanging company and accounting rules, regulations and best practices; and/or
- outsource your payroll and cash management functions?

Our corporate support services team is geared to assist our clients in managing their business from Singapore incorporation and company secretarial compliance, through to preparation of monthly and year end accounts, annual returns and payroll services. We can assist you in meeting both internal deadlines and statutory deadlines.





How we can help you

We provide high quality administrative services to organisations varying from top-tier multinationals to medium and smaller enterprises.

Our corporate support services team can provide the following services:

- Company secretarial services
- Payroll outsourcing services
- Accounting and bookkeeping services

Company secretarial services

Corporate compliance in Singapore is a complex legal requirement for all Singapore registered companies. The Accounting and Corporate Regulatory Authority in Singapore governs the reporting/statutory obligations of companies and its officers. Our company secretarial team helps our clients and their officers to fulfil their statutory obligations in an efficient manner.

Our highly-skilled and friendly team will be happy to deal with any queries that you may have on any of the following, together with any other points of company law that may arise. Some of our services include:

- company incorporations
- provision of nominee director and nominee company secretary
- branch and representative office registrations
- registered office/correspondence address
- annual compliance and maintenance of statutory registers
- attendance at board meetings and minuting
- bank account opening.

Any breach of the Singapore Companies Act, Chapter 50 carries with it serious consequences including fines, penalties and prosecution for both the company itself and its directors. Let us help you be compliant.

Browse our site in the areas you require assistance and we will be happy to provide you with the necessary quote and work involved.

Speak with us today.



Company secretarial services

– special engagements



Our team of qualified and experienced company secretarial professionals are often involved in our clients' corporate restructuring exercises. We advise clients on statutory compliance requirements and corporate governance matters.

These are some of the special engagements where we can assist you:

- share capital reduction and share buy-back
- issuance and redemption of preference shares
- conversion of shares into stocks
- due diligence review of company records and all statutory registers
- amendments to Memorandum and Articles of Association
- application to strike-off company
- conversion of entities e.g., conversion of a private limited company into a limited liability partnership.

Payroll outsourcing services

Outsourcing your company's payroll processing function frees up resources, including valuable human capital, and allows you to focus on and engage in projects that add value to your business.

We offer extensive experience in the operation of the payroll function and a track record of delivering accurate cost effective web-based payroll services.

Whether for a specific executive group or the whole organisation, we offer a confidential and reliable service. Some of our services include:

- calculation of monthly payroll
- employer registration with the Singapore Central Provident Fund (“CPF”)
- calculation of statutory deductions including CPF, skills development levy, foreign worker levy and ethnic/religious fund deductions
- payroll processing and annual reporting
- issuance and maintenance of electronic payslips and remuneration reports
- electronic-leave management.



Payroll outsourcing services – special engagements

Our team of experienced and committed payroll specialists will ensure that your employees are paid accurately and in a timely manner. Most importantly, we ensure that you (as an employer) comply with all the payroll-related statutory requirements and obligations.

In addition, our payroll specialists are equipped to perform the following special engagements:

- if you were to experience an unforeseen absence or departure of your payroll resource, we can second our payroll specialist to work at your premises immediately until you find a suitable replacement;
- due diligence reviews of the company's payroll records to ensure compliance with payroll related regulations issued by the Central Provident Fund Board and the Ministry of Manpower;
- integrate company's travel and entertainment expense claims into the monthly payroll processing schedule; and
- assistance in the application of Singapore employment pass.

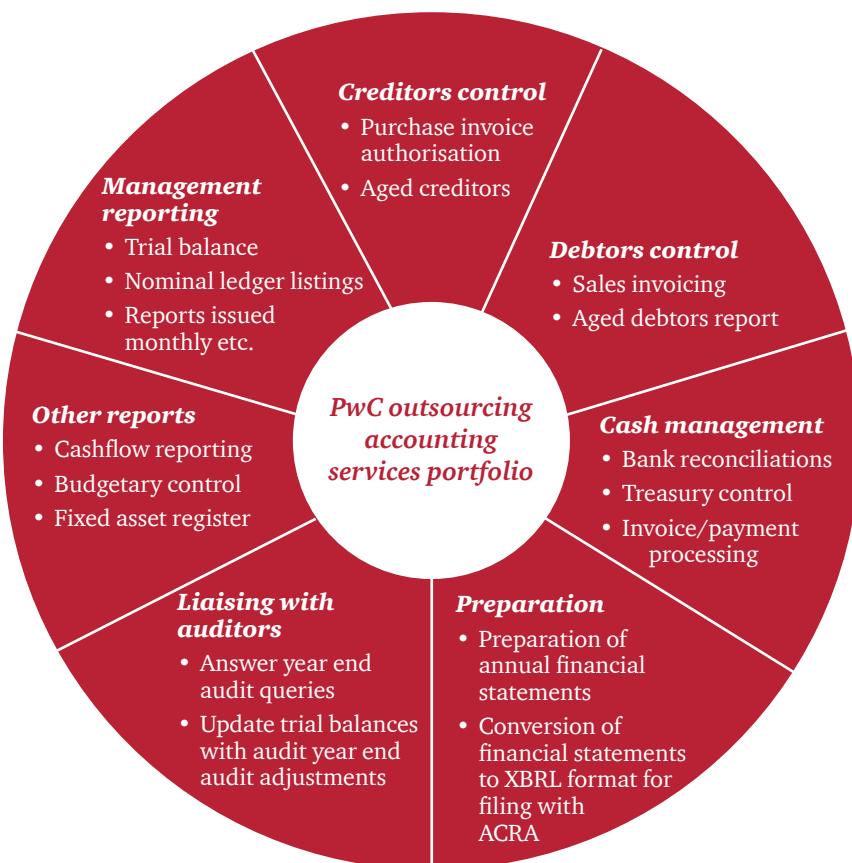


Accounting and bookkeeping services

We offer a comprehensive accounting service to companies who wish to outsource their accounting function. PwC has a dedicated and experienced team that is ready to take on the role of your accounts department.

Our unrivalled range of specialist industry knowledge provides comfort that all day-to-day to complex transactions are accounted for correctly.

Our service offerings cover all aspects of the accounting function, including:



Accounting and bookkeeping services

– special engagements



Our team of qualified and skilled finance professionals can handle the full spectrum of financial and accounting work, ranging from the fundamental booking of journal entries to the compilation of statutory financial statements ready for audit.

We are often asked to assist in the following special engagements:

- if you have an urgent need for financial and accounting support, we can second our accounting specialists to work at your premise immediately, until you find a suitable hire or replacement;
- design and document controls/procedures and compile finance procedures manual; and
- review internal controls and work processes of company's finance function.

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