

SINGAPORE COMPANIES

CONFIRMATION OF ORDER & COMPANY DATA COLLECTION FORM

1. CONTACT PERSON DETAILS

Name:	Mobile/Tel No:
Email Address:	Fax No:

2. PROPOSED NAME OF SINGAPORE COMPANY

(Suffixes applicable for SINGAPORE companies: PTE. LTD., PTE. LIMITED, PRIVATE LIMITED, etc)

1) _____

2) _____

3. PRINCIPAL ACTIVITIES OF THE COMPANY

(Please provide specific details i.e. Trading in palm oil, Consultancy Services for telecommunication industry, etc)

1) _____

2) _____

4. COMPANY'S REGISTERED OFFICE ADDRESS

Note: This must be a Singapore address, that is not a P.O. Box

Use PB's address

5. COMPANY'S CORRESPONDENCE ADDRESS

(This is the address used for mail forwarding)

6. PAID UP & ISSUED SHARE CAPITAL

PAID SHARE CAPITAL *(min. of S\$1.00)*

Amount: _____

NO. OF SHARE ISSUED *(min. of 1 share)*

Amount: _____

Please Note: Paid-up Capital declared **must be supported by banking slip, bank statement upon company incorporation*

7. LIST OF SHAREHOLDERS

*(Minimum of one shareholder is required, either an individual **OR** corporate shareholder)*

Name of Shareholder	Passport No. / Company No.	Residential Address (individual) / Registered Office Address (corporate)	Number of Shares	% of Shares

*Note: Each shareholder **must** complete Personal Information Form (PIF) or Corporate Information Form (CIF) attached.*

8. LIST OF DIRECTORS

*(Minimum of one individual resident director is required, Singaporean **OR** Singapore PR)*

Use Nominee Director

Name of Director	Passport No. / ID No.	Residential Address

*Note: Each director **must** complete Personal Information Form (PIF) attached.*

Please return this form and attachments to:

PB CORPORATE SERVICES PTE. LTD. 10 Anson Road, #21-07 International Plaza, Singapore 079903

Tel: 65 63241922 ■ Fax: 65 63248322 ■ consultant@pbcorporate.com.sg

9. AUTHORISED REPRESENTATIVE DETAILS

Person whom PB Corporate Services Pte. Ltd. will only take instructions from:

Name:	Passport/ID No:
Correspondence Address:	
Tel No:	Mobile No:
Fax No:	Email:

10. BANK ACCOUNT DETAILS

Name of Preferred Bank:	
Authorised Signatories and Signing Arrangement:	
Currencies Required:	Special Instruction (if any):

11. SUMMARY OF SERVICES REQUIRED

<i>Type of Service:</i>	<i>Cost (SGD):</i>	<i>Please tick (✓)</i>
Incorporation of a Singapore Company	1,800.00	✓
Provision of Resident Company Secretary (as required under Companies Act) and Corporate Secretarial Services (Annual Return filing, AGM, etc)	1,200.00 per year	✓
Registered Office Address including mailing services (with S\$60 postage deposit)	420.00 per year	✓
Hard Copy of Certificate of Incorporation (<i>excluding courier fees</i>)	65.00	
Opening of <i>Singapore</i> Bank Account (OCBC / HSBC / DBS / SCB / RBS)	From 500.00	
Opening of <i>Hong Kong</i> Bank Account (SCB / HSBC) or offshore bank a/c	From 600.00	
Notarised & Apostilled Documents for International use (<i>Notary Public Fee, Apostilling by Singapore Law Academy</i>)	From 350.00	

DECLARATION AND CONFIRMATION

I / We hereby solemnly declare and confirm the following:

- The information provided to **PB Corporate Services Pte. Ltd.** is true and accurate in all material respects and does not exclude any information that might reasonably be considered relevant.
- I/We will not engage in any business activities contrary to the laws of any country and will not undertake any licensable activity anywhere without the appropriate authorisation in which the company may operate.
- I/We undertake to notify you of any future changes to the above information.
- In the event of any investigation by government regulators or authorities arising from an offence or criminal proceedings, you (**PB Corporate Services Pte. Ltd.**, its officers, employees and related agents) are authorised to cooperate and supply all of the requested information to the government regulators or authorities concerned.
- I/We agree to be bound by the standard terms of business of **PB Corporate Services Pte. Ltd.** and have read and accepted the terms and conditions provided on your website: <http://www.pbcorporate.com.sg/terms.php>
- No advice received from your firm has influenced or affected my/our decision to incorporate the above company
- I/We are aware that **PB Corporate Services Pte. Ltd.** is not a law firm or a tax-consulting firm and will not be liable or responsible for any legal or tax or other consequences resulting from the services provided.

I/We confirm that I/we wish to proceed with the order of the above named Singapore company and understand that I/We am/are committed to make full payment upon presentation of your invoice.

Client's Signature:

Name: _____

Date: _____

NOTE:

 If you have any questions regarding the above, please contact us at +65 6324 1922 or email: consultant@pbcorporate.com.sg
 ENC: Personal Information Form (PIF) attached

Please return this form and attachments to:

PB CORPORATE SERVICES PTE. LTD. 10 Anson Road, #21-07 International Plaza, Singapore 079903

 Tel: 65 63241922 ■ Fax: 65 63248322 ■ consultant@pbcorporate.com.sg

SINGAPORE COMPANY

CORPORATE SHAREHOLDER INFORMATION FORM

Proposed Singapore Company	
Name:	_____
Nature of Business:	_____
Details Source of Funds:	_____
(a) Company Name:	_____
(b) Registration No:	_____
(c) Registered Office Address (ROA):	_____
(d) Business Address (if different from ROA):	_____
(e) Office/Mobile No:	_____
(f) Fax No:	_____
(g) Email Address:	_____
(h) Authorized Representative details:	Name: _____ Identification No.: _____
Please attach a clear copy of the following documents in English:	
<ol style="list-style-type: none"> 1) Certificate of Incorporation 2) Memorandum and Articles of Association / Articles of Incorporation 3) Updated Registers of Directors, Officers and Members / Shareholders and/or Certificate of Incumbency 4) Certificate of Good Standing (if Company is more than 6 months old) 5) Current Passport and Proof of Residential Address of the Corporate Representative 	
DECLARATION, CONFIRMATION AND AUTHORISATION	
<p>I/We confirm that the above information is true and accurate, and you are authorised to supply any or all of such information for due diligence purposes to the Regulators concerned at your discretion. I/We further confirm that I/We have never been convicted in a court of Law for criminal offence or never been under investigation for professional negligence or fraud by any regulatory authority in any country. I/We also confirm that I/We are aware of the prevalent tax laws pertaining to our Nationality and/or place of domicile and that this Company has been established solely for legitimate business or asset protection purpose and will not be used for any tax evasion/money laundering/illegal/destructive activities. I/We shall be personally liable to meet any obligations as per the tax laws of our Citizenship and/or place of domicile. I/We confirm and agree to be bound by the standard terms of business of PB CORPORATE SERVICES PTE. LTD., and undertake to notify you immediately of any future changes to the above information.</p>	
Client's Signature:	Name: _____
_____	Date: _____
<p><i>The above information is required by PB CORPORATE SERVICES PTE. LTD. to comply with Anti-Money Laundering and "Know Your Client" due diligence requirements. This information will be held by us in Singapore and the offshore agent, and will only be divulged in the event of a formal request from the relevant Authorities.</i></p>	

SINGAPORE COMPANIES
PERSONAL INFORMATION FORM

Proposed Company Name:	_____
Nature of Business:	_____
Details Source of Funds:	_____
<u>Beneficial Owner</u> <input type="checkbox"/> <u>Director</u> <input type="checkbox"/> <u>Shareholder</u> <input type="checkbox"/> (<i>tick box, where applicable</i>)	
(a) Full Name:	_____
(b) Occupation Details:	_____
(c) Business Address:	_____

(d) Permanent Residential Address:	_____

(e) Telephone/Mobile No:	_____
(f) Fax No:	_____
(g) Email Address:	_____
(h) Nationality:	_____
Please attach a clear copy of the following documents in English: <ol style="list-style-type: none"> 1) Current Passport 2) National Identity Card 3) Proof of Residential Address (copy of latest utilities bill, bank statement or driving licence) 4) Detailed Curriculum Vitae (CV) (when required) 5) Reference Letter from Bank/Lawyer/CPA with at least 2 years of relationship (please see attached sample Annexure A) (when required) 	
<p>I / We confirm that the above information is true and accurate, and you are authorised to supply any or all of such information for due diligence purposes to the Regulators concerned at your discretion. I/We further confirm that I/we have never been convicted in a court of Law for criminal offence or never been under investigation for professional negligence or fraud by any regulatory authority in any country. I/We also confirm and agree to be bound by the standard terms of business of PB CORPORATE SERVICES PTE. LTD., and undertake to notify you immediately of any future changes to the above information.</p>	
Client's Signature:	_____
	Name: _____
	Date: _____

NOTES

The above information is required by **PB CORPORATE SERVICES PTE. LTD. (Co. Reg. No: 200822769M)** to comply with The Money Laundering Law. This information is held by us in Singapore and will only be divulged in the event of a formal request being received from the relevant authority.

If you have any questions regarding the above, please contact us at +65 6324 1922 or email us: consultant@pbcorporate.com.sg

TO BE PROVIDED ON REFEROR'S LETTERHEAD

<Date>

**TO: PB Corporate Services Pte. Ltd.
10 Anson Road
#21-07 International Plaza
Singapore 079903**

Re: REFERENCE LETTER FOR <Name>

As requested by <Name>, Passport No: <Number> residing at <Permanent Residential Address>, we wish to certify that, as to date, *he/she has a personal {*account/relationship} with us. This {*account/relationship} has been {*opened/started} since <Year> and has a satisfactory relationship with us ever since.

We also write to advise you that we are familiar with the business operations of <Name>, and we consider <Name> to be of good standing.

This information given herein is based solely on the present status of the customer's {*account/relationship} with us and is private and confidential. We trust that the above recommendation is sufficient for your purpose.

Yours faithfully,

For and on behalf of
<Name of *Bank/CPA Firm/Law Firm>

(please print signer's name and position)

* delete where applicable