

PRIVATE COMPANY FORMATION CHECKLIST
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1. **Proposed Company Name**

Proposed Name No. 1 : _____

Proposed Name No. 2 (Alternative) : _____

2. **Principal Business Activities** (Briefly describe the activities)

Principal Activity No. 1 : _____

Principal Activity No. 2 (if app.) : _____

3. **Particulars of Director(s)**

(i)

Full Name : _____

NRIC/Passport No. : _____

Fin No. (if app.) : _____

Nationality : _____

Occupation : _____

Contact No. : _____

Email address : _____

Residential Address : _____

(ii)

Full Name : _____

NRIC/Passport No. : _____

Fin No. (if app.) : _____

Nationality : _____

Occupation : _____

Contact No. : _____

Email address : _____

Residential Address : _____

*** Please note that a company shall have at least one director who must be an individual ordinarily resident in Singapore (i.e. Singapore Citizen, Singapore Permanent Resident or a foreigner holding a valid Employment Pass in Singapore).**

(If more than two Directors, please use multiples of page 1)

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4. **Particulars of Subscriber(s)**

(i)

Full Name : _____
NRIC/Passport No/
Company registration No. : _____
Fin No. (if app.) : _____
Nationality/ : _____
Country of Incorporation : _____
Occupation : _____
Contact No. : _____
Email address : _____
Residential Address/ : _____
Registered Office Address : _____
No. of Share(s) Subscribed : _____

(ii)

Full Name : _____
NRIC/Passport /Company
Registration No. : _____
Fin No. (if app.) : _____
Nationality/ : _____
Country of Incorporation : _____
Occupation : _____
Contact No. : _____
Email address : _____
Residential Address/ : _____
Registered Office Address : _____
No. of Share(s) Subscribed : _____

*** Please note that a company shall have at least one member, an individual or corporation. Sole director may also be the sole member of the company.**

- **The minimum number of shares to be subscribed is one (1) share.**

(If more than two Subscribers, please use multiples of page 2)

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5. **Registered Office Address** _____
In Singapore : _____

6. **Total paid up capital** : _____

7. **Financial year end** : _____

Signature : _____

Name of person completing this Checklist : _____

Date : _____

Have you provided us the following?

1 set of original incorporation checklist duly completed and signed by authorised personal;

Copy of NRIC or passport of all individual director(s) and shareholder(s);

Proof of address of individual foreign director(s) and shareholder(s), i.e. telephone bill, utility bill or bank statements; (P.O. Box address is not allowed for purpose of registration)

For corporate shareholder, copy of Registration Certificate, Company Profile/Instant Information Search and Memorandum & Article of Associations, certification of representation, passport copy, email address and contact number of corporate shareholder's beneficiary owners;

(*Non-English documents must be accompanied by an official English translation done by a certified translator, High Commission/Embassy or a notary public)