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**ACCEPTANCE OF TERMS AND CONDITIONS OF REPRESENTATIVE OFFICE (RO)  
REGISTERED IN SINGAPORE  
BY FOREIGN TRADE ASSOCIATIONS/NON-PROFIT ORGANISATIONS**

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I have read the Terms and Conditions of a Representative Office (RO) Registered in Singapore and undertake to the Enterprise Singapore Board that:

**A ACTIVITIES**

1. The RO must confine its activities strictly to conducting market research and feasibility studies on the viability of setting up a permanent entity in Singapore, inclusive of the following:
  - Collect information about markets and/or industries.
  - Conduct research on the demand for the product and/or service.
  - Gather information and business regulatory requirement for subsequent set up of permanent entity.
  - Cultivate contacts and handle enquiries.
  - Participate in exhibitions and trade shows.
  - Promote bilateral trade and investment.
2. The RO must be represented by staff from its own HQ or Singapore staff. Enterprise Singapore has the discretion to determine whether the number of staff employed in the RO is reasonable.
3. Enterprise Singapore must be notified one month prior to any changes to the registered RO and proposed/existing staff as set out in the application for registration/renewal of RO in Singapore.

**B REGISTRATION AND DE-REGISTRATION**

4. Enterprise Singapore reserves the right, in its absolute discretion, to reject applicants as well as to re-register, renew or de-register any RO within its purview.
5. An RO failing to comply with the stipulated Terms and Conditions may be de-registered.
6. A dormant RO may also be de-registered.
7. An RO is a temporary facility to allow a foreign entity to assess the viability of setting up a permanent establishment in Singapore. ROs which decide to conduct activities beyond the allowable activities are required to set up a permanent establishment with the Accounting & Corporate Regulatory Authority (ACRA) of Singapore.

8. The registration as an RO does not exempt the applicant, the staff or representatives of the RO from compliance with other laws in Singapore, written or otherwise, including those requiring registration with or licensing by other authorities.
9. A processing fee of S\$200 per year is applicable. The processing fee is non-refundable for unsuccessful or withdrawn applications.

## **C ADMINISTRATION**

10. All application forms must be completed and submitted with the requisite documents (Please refer to Application Procedures) to Enterprise Singapore. Enterprise Singapore has the prerogative to request for further information or clarification of information. Failure to furnish complete and accurate information may delay the registration or result in non-registration.
11. The RO must clearly state that it is a “Representative Office Registered in Singapore” on its name plaque, letterheads, name cards of its staff and other communication materials.
12. The name of the RO must correspond to that of its parent entity. Enterprise Singapore must be notified within one month of any change in its name and accompanied by a copy of the parent entity’s certificate of change in name (in English or official English translation).
13. The RO must notify Enterprise Singapore within one month of its change of address, telephone and fax numbers.
14. The RO or the parent entity must promptly inform Enterprise Singapore within one month of its closure/upgrading of its operations.
15. The RO registered with Enterprise Singapore will be published online at Enterprise Singapore’s website. Enterprise Singapore reserves the right to make available the contact details of the RO and principal activities of its parent entity to the public.
16. The RO registered with Enterprise Singapore shall not say or do anything that might lead any person to believe that RO is acting as the agent of Enterprise Singapore or that the RO’s business activities are affiliated to Enterprise Singapore in any way. The RO shall not use the name, “Enterprise Singapore”, “Enterprise Singapore Board”, Enterprise Singapore’s website address and any logos owned by Enterprise Singapore on any marketing materials, name cards and on any documents connected to the business of the RO.

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Signature & Company Official Stamp

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Date

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Name & Designation

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Nationality & NRIC/Passport No.