

WE KNOW THE LANGUAGE OF BUSINESS TO PROVIDE THE FOLLOWING SERVICES UNDER ONE ROOF

<ul style="list-style-type: none"> INCORPORATION / REGISTRATION: <u>PRIVATE LIMITED / PUBLIC LTD / VARIABLE CAPITAL CO (VCC) / REPRESENTATIVE OFFICE / BRANCH OFFICE / SUBSIDIARY / OFFSHORE & OVERSEAS COMPANIES / PARTNERSHIP / LIMITED PARTNERSHIP (LP) / LIMITED LIABILITY PARTNERSHIP (LLP) / SOLE PROP</u> 	<ul style="list-style-type: none"> HUMAN RESOURCE FUNCTIONS: <u>FROM KEY EMPLOYMENT TERMS (KET), EMPLOYEE HANBOOK, CLAIMS OF REIMBURSEMENTS, PROMOTION LETTER, DEMOTION LETTER, INCREMENT LETTER, RESIGNATION / TERMINATION LETTER & EXIT INTERVIEW FORM</u>
<ul style="list-style-type: none"> CORPORATE SECRETARIAL: <u>NOMINEE DIRECTOR, COMPANY SECRETARY, REGISTERED ADDRESS, CAPITAL REDUCTION, SHARE ALLOTMENT, SHARE TRANSFER, CO. NAME CHANGE, STRIKE OFF, ETC</u> 	<ul style="list-style-type: none"> PAYROLL: <u>MONTHLY PAY SLIP, CPF REGISTRATION & SUBMISSION, FORM IR8A FOR EMPLOYEES, FORM IR21 FOR FOREIGN EMPLOYEES INCL. SPR, ETC</u>
<ul style="list-style-type: none"> COMPLIANCE TO COMPANY: <u>ANNUAL GENERAL MEETING (AGM), FILING ANNUAL RETURN, DECLARATION OF SOLVENCY, ETC</u> 	<ul style="list-style-type: none"> IMMIGRATION CONSULTANCY: <u>CONSULTANCY & ASSISTANCE FOR PERMANENT RESIDENCE & CITIZENSHIP</u>
<ul style="list-style-type: none"> BOOK-KEEPING: <u>DAILY / WEEKLY / MONTHLY / CUSTOM, GST REGISTRATION & PERIODICAL SUBMISSION</u> 	<ul style="list-style-type: none"> EMPLOYMENT AGENCY: <u>EP, PEP, ENTREPASS, S PASS, WORK PERMIT (FW, FDW, CN & PA), WHP, WHVP, DP, LOC & LTP</u>
<ul style="list-style-type: none"> GST SERVICES: <u>GST REGISTRATION & PERIODICAL SUBMISSION</u> 	<ul style="list-style-type: none"> RECRUITMENT AGENCY: <u>FOR ALL INDUSTRIAL SECTORS FOR BOTH LOCALS & FOREIGNERS</u>
<ul style="list-style-type: none"> ACCOUNTING & FINANCIAL STATEMENTS: <u>MANAGEMENT REPORTS, BANK RECONCILIATION, AGEING REPORTS, GENERAL LEDGER, UN-AUDITED FINANCIAL STATEMENTS</u> 	<ul style="list-style-type: none"> ADMIN FUNCTIONS: <u>REGISTRATION WITH BCA, SCAL, CUSTOMS, TOBACCO / LIQUOR LICENCE & ASSISTANCE FOR REQUIRED LICENCES WITH VARIOUS AUTHORITIES</u>
<ul style="list-style-type: none"> TAXATION: PERSONAL TAXATION AND CORPORATE TAXATION: <u>ANNUALLY / WHEN REQUIRED FOR BOTH PERSONAL AND CORPORATE TAXATION, FORM C / C-S</u> 	<ul style="list-style-type: none"> BUSINESS CONSULTANCY: <u>FOR ANY TYPE OF BUSINESS WITH CLEAR STRATEGIES</u>
<ul style="list-style-type: none"> PLEASE CLICK THE HYPERLINKS TO LEARN MORE ABOUT RELEVANT SERVICES. 	