

ONE STOP CORPORATE SERVICES WITH BEYOND EXPECTATIONS!



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EMPLOYMENT

<u>FUNCTIONING OF A SINGAPOE PARTNERSHIP FIRM (GENERAL)</u>

REGISTER YOUR
PARTNERSHIP & GET
LICENSED AS
APPLICABLE

PAY FOREIGN
WORKER LEVY (FWL)
FOR BOTH S PASS &
WP

GET QUOTA TO HIRE

S PASS & WORK

PERMIT (WP)

HOLDERS

DECLARE EMPLOYEE

EARNINGS

ANNUALLY (IR8A)

SEEK TAX CLEARANCE

(IR21) WHEN

FOREIGNERS LEAVE

THE JOB

E-SUBMIT YOUR ANNUAL INCOME TAX FORM P BY EVERY 28-FEB GET INCOME TAX
ASSESSED BY IRAS &
PAY THE TAX
PROMPTLY

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GET GST REGISTERED,
IF APPLICABLE &
ELIGIBLE

www.ACHIBIZ.com

www.ACHIBIZ.com

PREPARE ANNUAL REPORTS FOR

SUBMISSION OF 4-LINE STATEMENT IRAS WILL NOTIFY
THE CPF BOARD
ABOUT YOUR
ASSESSED INCOME



RECRUIT LOCAL

EMPLOYEES

www.ACHIBIZ.com



RECRUIT
EMPLOYMENT PASS
HOLDERS

MAINTAIN BOOK-KEEPING & FINANCIAL RECORDS GET READY THE RECORDS FOR THE YEAR ENDING AT EVERY DECEMBER

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CPFB WILL NOTIFY
YOUR MEDISAVE
LIABILITY



MAINTAIN PAYROLL & MONTHLY CPF CONTRIBUTION

REGISTER WPAR

WITH BIZ ACTIVITY

TO ACTIVATE WPOL

& EPOL

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DO PERIODICAL
ACCOUNTING &
PREPARE FOR GST
RETURN

SUBMIT GST RETURN
QUARTERLY AS
APPLICABLE

ENSURE WITH NO
OUTSTANDING OF
MEDISAVE BEFORE
PERIODICAL RENEWAL



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