

ONE STOP CORPORATE SERVICES WITH BEYOND EXPECTATIONS!



EMPLOYMENT

MPLIANCE

FUNCTIONING OF A SINGAPOE SOLE PROPRIETORSHIP FIRM

REGISTER YOUR SOLE PROPRIETORSHIP & GET LICENSED AS APPLICABLE

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

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DECLARE EMPLOYEE
EARNINGS
ANNUALLY (IR8A)

E-SUBMIT YOUR
ANNUAL INCOME
TAX FORM B/B1 BY
EVERY 15-APR

GET INCOME TAX
ASSESSED BY IRAS &
PAY THE TAX
PROMPTLY

1

GET GST REGISTERED,
IF APPLICABLE &
ELIGIBLE

GET QUOTA TO HIRE S PASS & WORK PERMIT (WP) HOLDERS SEEK TAX CLEARANCE (IR21) WHEN FOREIGNERS LEAVE THE JOB

PREPARE ANNUAL
REPORTS FOR
SUBMISSION OF 2 OR
4-LINE STATEMENT

IRAS WILL NOTIFY
THE CPF BOARD
ABOUT YOUR
ASSESSED INCOME



RECRUIT LOCAL

EMPLOYEES

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RECRUIT
EMPLOYMENT PASS

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

HOLDERS

DO PERIODICAL
ACCOUNTING &
PREPARE FOR GST
RETURN

SUI

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SUBMIT GST RETURN
QUARTERLY AS
APPLICABLE

ENSURE WITH NO
OUTSTANDING OF
MEDISAVE BEFORE
PERIODICAL RENEWAL



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