ACHI BIZ SERVICES PTE. LTD.

ONE STOP CORPORATE SERVICES WITH BEYOND EXPECTATIONS!

AWARD WINNER FOR THE YEAR 2022 iEntrepreneur 100 Singapore's Emerging Entrepreneurs of the Year

24 HOURS SERVICE EVERYDAY

CORPORATE SERVICE PROVIDER (CSP) / REGISTERED FILING AGENT (RFA)

EMPLOYMENT CUM RECRUITMENT AGENCY, HR COMPLIANCE & IMMIGRATION SERVICES

RESTAURANT BUSINESSES (PTE. LTD.) - SERVICE SECTOR OVERVIEW

1. REGISTER CO. WITH RELATED ACTIVITIES SUCH AS RESTAURANT, CATERER, ETC
2. CHOOSE APPROVED COMMERCIAL UNIT UNDER COMPANY NAME TO RUN RESTAURANT
3. COMPLY WITH COVERED SHELVES TO APPLY TOBACCO LIC. & LIQUOR LICENCES AS APPLICABLE
4. SEND SUPERVISORY PERSONNEL FOR FOOD HYGIENE OFFICER (FHO) TRAINING WITH SFA
5. TO REGISTER AS A FHO, THE APPOINTED STAFF MUST HOLD WSQ FOOD SAFETY COURSE LEVEL 3
6. SEND THE FOOD HANDLERS TO WSQ FOOD SAFETY COURSE AS APPLICABLE
7. REGISTER YOUR FHOS BEFORE APPLYING / RENEWING YOUR LICENCE WITH SFA
8. REGISTER WITH IRAS FOR GST AS APPLICABLE & ELIGIBLE
9. HIRE LOCALS, MAINTAIN PAYROLL, REGISTER CPF & PAY MONTHLY CPF CONTRIBUTION, ETC
10. REGISTER MOM WPAR WITH BUSINESS ACTIVITY TO ACTIVATE WPOL &/OR EP E-SERVICES
11. CAN START TO HIRE EMPLOYMENT PASS HOLDERS (NOT SUBJECT TO QUOTA & LEVY)
12. GET ELIGIBLE WITH QUOTA TO HIRE S PASS & APPLICABLE WORK PERMIT (WP) HOLDERS
13. PAY FOREIGN WORKER LEVY (FWL) FOR BOTH S PASS & WORK PERMIT HOLDERS
14. CLAIM WAIVER OF LEVY WHEN S PASS OR WP HOLDER IS ON CERTAIN TYPES OF LEAVES
15. DECLARE EMPLOYEE EARNINGS ANNUALLY (IR8A)
16. SEEK TAX CLEARANCE (IR21) WHEN FOREIGNERS & PR LEAVING EMPLOYMENT
17. DO BOOKKEEPING, ACCOUNTING & BE PREPARED FOR GST RETURN (IF APPLICABLE)
18. SUBMIT GST RETURN QUARTERLY / PERIODICALLY AS APPLICABLE
19. REVIEW THE LICENCES PERIODICALLY AS APPLICABLE FOR RENEWALS
20. SUBMIT ECI WITHIN 3 MONTHS FROM FINANCIAL YEAR END (FYE)
21. PREPARE ANNUAL FINANCIAL STATEMENTS (FS) & XBRL IF APPLICABLE
22. CONDUCT AGM WITHIN 6 MONTHS FROM FYE (IF INELIGIBLE FOR AGM-EXEMPT)
23. GET AGM EXEMPT IF FS IS SENT TO MEMBERS WITHIN 5 MONTHS FROM FYE
24. FILE ANNUAL RETURN (AR) (WITH XBRL IF APPLICABLE) WITHIN 7 MONTHS FROM FYE
25. FILE TAX RETURN ANNUALLY & PAY CORPORATE TAX PROMPTLY

www.achibiz.com

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SINGAPORE ENTREPRENEUR 100 AWARD YEAR 2022 WINNER

SME500 SINGAPORE AWARD WINNER - 2023 -