

# CORPORATE SUPPORT SERVICES



- A** International Plaza, #30-11  
10 Anson Road Singapore 079903
- P** (65) 6221 4711/ (65) 84848816
- E** [contact@paulhypepage.com](mailto:contact@paulhypepage.com)
- W** [www.paulhypepage.com](http://www.paulhypepage.com)
- C** Accreditation



**Paul Hype Page & Co.**  
Certified Public Accountants

# Overview

## Are you looking to

- ▶ Incorporate a Singapore company, or register a branch, or subsidiary, as part of your business expansion plan;
- ▶ A team of professionals who can assist your daily operations such as accounting, marketing, logistics & sales processes for your business expansion
- ▶ Gain insight of expected market of your targeted clients, pricing policy & competitive advantages before relocating to Singapore.
- ▶ Our corporate shared services team is to assist businesses in their daily operations such as accounting, company secretarial, payroll, taxation matters.

## How we can help you

We provide high quality administrative services to organisations varying from top-tier multinationals to medium and smaller enterprises.

Our corporate support services team can provide the following services:

- ▶ Marketing research & feasibility services
- ▶ Company secretarial services
- ▶ Payroll outsourcing services
- ▶ Accounting and bookkeeping services
- ▶ Incorporation services
- ▶ Company management services

## Marketing Research & Feasibility Services

After you have set up the Singapore office which is intended as a stepping stone to a full-fledged operation. Our services allow you to assess the viability of doing business in Singapore and the region before. Committing to any large-scale investment.

## Scope of Service

- ▶ Gathering market information, competitive intelligence and customer data
- ▶ Conducting market research on product demand, customers' requirements and price expectations
- ▶ Collating information on regulatory requirements related to establishing a permanent business entity in Singapore
- ▶ Cultivating trade contacts and managing product enquiries
- ▶ Participation in trade shows and exhibitions

# Incorporation Services

## Introduction

A Company is an entity that is registered under the Companies Act (Cap 50). It has its own legal personality that is distinct from its members and the persons who manage the company. Companies can therefore own property and sue or be sued in their own names. They are recognized as taxable entities in their own right.

## General Requirements

### ACRA Statutory Requirements

- ▶ Each Singapore Company must have a minimum of one local Resident Director (a Singapore Citizen, a Singaporean Permanent Resident) is mandatory.
- ▶ Company Registered Address Not P.O. Box Address.

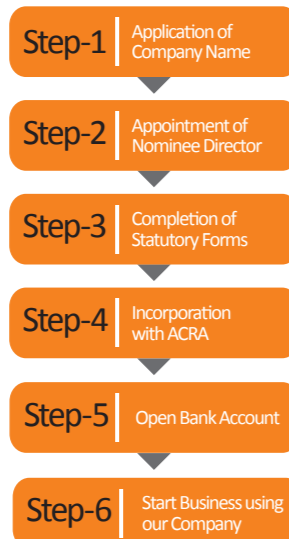
## Paul Hype Page Solution

### Incorporation with Nominee Services

- ▶ Obtain Company's Name and Information to seek for ACRA approval
- ▶ Incorporate a Singapore company using our local Resident Nominee Director and Registered Address
- ▶ Open Bank Account
- ▶ Apply for working visa for foreign staff relocating to Singapore

### Documents Needed from you:

- ▶ Passport of Directors and Shareholders
- ▶ Documents such as telephone or utility bills that show your current residential address
- ▶ Signed Form 45



# Company Management Services

Building a business in a foreign country requires much knowledge and information about the country and culture, as well as the right personnel. Many foreign firms face obstacles-legal, taxes, hiring and management from start of finish. Therefore, our firm provides an onshore company management service called build-operate-transfer (BOT).

In this model, your firm contracts with us to build a shared service to operate your overseas business for a fixed interim period. The logic behind the BOT model: the offshore partner can initiate operations and reach operating stability much faster than it can with our in-house effort.

A typical BOT is built and managed in three phases:

### ▶ Build

Our firm's service provides you with a complete solution for building a presence in Singapore. You will have a dedicated staffs that helps to take care of all administrative and legal issues, from real estate, utilities, and permits, to computers, communications, and office supplies. We also provide the professional support such as Accountant, Lawyer and Marketing Manager to handle the more complex company issues.

### ▶ Operate

After the initial setting up phase, we will scope the set of daily operational management services, from HR and staffing, to accent training, accounting, payroll, legal, facilities, and security. The clients are able to focus their management time on their core business rather than on operational issues.

### ▶ Option to Transfer

Our services will not lock your relocation or expansion plan in future. You will have the option to bring the operation in-house at any time. Typically, our service contract includes a clause that states the client has the option to take over the entire operation after a fixed period.

Our BOT model provides customers with bottom-line enhancement and fully offloaded costs, risks and ownership of the new venture. The risk of execution is minimized, and companies can spend their money on core functions.

# Company Secretarial Services Singapore

## Company Secretarial Services

The Singapore Companies Act mandates that every Singapore incorporated company is required to appoint at least one local company secretary for the company to handle ongoing statutory compliance matters.

### Requirement

If you are starting a business in Singapore, Paul Hype Page & Co. will act as the named Company Secretary for your company to comply with the companies Act. One of our qualified secretary will act as the named secretary for the company.

## Scope of Service

### Board Meetings

Co-coordinating the operation of the company's formal decision making and reporting machinery, formulating meeting agendas with the chairman and / or the chief executive, attending meetings taking minutes; maintaining minutes books; certifying copies of minutes; and ensuring that correct procedures are followed.

### General Meetings

Originating and obtaining internal and external agreement to all documentation for circulation to shareholders; co-coordinating the administration and attending meetings, taking minute details; ensuring that correct procedures are followed.

### Company's Constitution

Ensuring that the company complies with its constitution; drafting and incorporating amendments in accordance with correct procedures.

### General Compliance

Monitoring and ensuring compliance with relevant legal requirements, particularly under the Companies' Act.

## Statutory Returns

Updating ACRA on:

- ▶ Any changes in the director(s) of a company or particulars relating to director(s)
- ▶ Changes to a directors name or residential address
- ▶ Removal from office in accordance with the Act or constitution
- ▶ Disqualification from holding office
- ▶ Annual return
- ▶ Change of company name
- ▶ Adoption, Alteration and Revocation of constitution
- ▶ Issue of shares
- ▶ Any other changes that requires updating with ACRA

## Report and Accounts

Coordinating the publication and distribution of the company's annual report and accounts and interim statement in consultation with the company's internal and external advisers and, in particular preparing the directors' report.

## Share Registration

Maintaining the company's register of members; dealing with transfers and other matters affecting shareholdings; and dealing with queries and requests from shareholders.

## Payroll Outsourcing Services

Outsourcing your company's payroll processing function frees up resources, including valuable human capital, and allows you to focus on and engage in projects that add value to your business.

We offer extensive experience in the operation of the payroll function and a track record of delivering accurate cost effective web-based payroll services.

Whether for a specific executive group or the whole organisation, we offer a confidential and reliable service. Some of our services include:

- ▶ Calculation of monthly payroll
- ▶ Employer registration with the Singapore Central Provident Fund ("CPF")
- ▶ Calculation of statutory deductions including CPF, skills development levy, foreign worker levy and ethnic/religious fund deductions
- ▶ Payroll processing and annual reporting
- ▶ Issuance and maintenance of electronic pay-slips and remuneration reports
- ▶ Electronic-leave management

## Accounting and Book-keeping Service

We offer a comprehensive accounting service to companies who wish to outsource their accounting function. Paul Hype Page & Co. has a dedicated and experienced team that is ready to take on the role of your accounts department. Our unrivalled range of specialist industry knowledge provides comfort that all day-to-day to complex transactions are accounted for correctly.

Our service offerings cover all aspects of the accounting function, including:

1

### Management reporting

- Trial balance
- Nominal ledger listings
- Reports issued monthly etc.

3

### Debtors control

- Sales invoicing
- Aged debtors report

5

### Preparation

- Preparation of annual financial statements
- Conversion of financial statements to XBRL format for filing with ACRA

7

### Other reports

- Cashflow reporting
- Budgetary control
- Fixed asset register

2

### Creditors control

- Purchase invoice authorisation
- Aged creditors

4

### Cash management

- Bank reconciliations
- Treasury control
- Invoice/payment processing

6

### Liaising with auditors

- Answer year end audit queries
- Update trial balances with audit year end audit adjustments