

## **CHECKLIST FOR REGISTRATION OF SINGAPORE BRANCH**

### **Part 1 - Proposed Name of Singapore Branch**

Proposed Name of Singapore Branch : \_\_\_\_\_

*(The name of the Singapore branch must be the same as the head office with the inclusion of "Singapore Branch")*

### **Part 2 - Incorporation Details of Foreign Company (Head Office)**

- (a) Country of Incorporation : \_\_\_\_\_
- (b) Date of Incorporation : \_\_\_\_\_
- (c) Address of Registered office in place of incorporation : \_\_\_\_\_  
\_\_\_\_\_

### **Part 3 - Capital Structure of Foreign Company**

- (a) The Foreign Company is limited by \*shares / guarantee.
- (b) Authorised capital *(if applicable)* : \_\_\_\_\_
- (c) Currency of share capital : \_\_\_\_\_
- (d) Nominal value per share *(if applicable)* : \_\_\_\_\_
- (e) Issued share capital : \_\_\_\_\_
- (f) Paid-up share capital : \_\_\_\_\_

\* Delete where inapplicable

### **Part 4 - Principal activities of the Foreign Company**

- (a) \_\_\_\_\_  
\_\_\_\_\_
- (b) \_\_\_\_\_  
\_\_\_\_\_

Certain intended business activities such as finance, banking and insurance, travel agency require the approval of and licensing by the relevant authorities before the branch may be registered.

### **Part 5 – List of Director(s) of the Foreign Company**

It is a requirement for a Singapore Branch to furnish a list of its directors. **Please complete the attached Director's Particulars Form for each of the director of the foreign company.** Please also provide the latest business profile/commercial extract or its equivalent reflecting the list of its directors and their particulars for verification and compliance records.

**Part 6 - Appointment of Authorised Representative of the Singapore Branch**

It is a requirement for a Singapore Branch to have at least **ONE** authorised representative who is ordinarily resident in Singapore (i.e. a Singapore citizen, Singapore Permanent Resident or Employment Pass Holder).

**Please complete the attached Authorised Representative's Particulars Form for each of the authorised representative of the foreign company.** Please also arrange for **each** of the Authorised Representative to give his consent to act by completing and signing the attached **Letter of Consent**.

**Part 7 - Additional Information of Foreign Company**

Is the Foreign Company registered as a branch in any other countries : \*Yes / No

If yes, please furnish us the place of the countries : \_\_\_\_\_

Is the Foreign Company required (by law of its place of incorporation) to prepare financial statements? : \*Yes / No

Is the Foreign Company required (by law of its place of incorporation) to hold an annual general meeting? : \*Yes / No

**Part 8 - Registered Office in Singapore**

Please confirm if the registered office of the Branch is to be situated at our address : \*Yes / No

If no, please let us have the address of the registered office : \_\_\_\_\_

**Part 9 - The main contact person and address where correspondence is to be sent**

(a) Name : \_\_\_\_\_

(b) Address : \_\_\_\_\_

(c) Telephone : \_\_\_\_\_

(d) Facsimile no. : \_\_\_\_\_

(e) Email address : \_\_\_\_\_

## **Part 10 - List of documents required from Head Office**

A copy each of the following documents from Head Office are required for submission to the Registrar:

- (a) Certificate of Incorporation / Registration
- (b) Charter / Statute / Memorandum and Articles of Association / Other Constitutional Instruments
- (c) Memorandum stating powers of Local Directors (if any)
- (d) Memorandum of Appointment of Authorised Representative and Affidavit by a Director of the Foreign Company before a Notary Public.
- (e) Consent to act as Authorised Representative from the proposed Authorised Representative(s) and a copy each of NRIC/Passport/Employment Pass of the Authorised Representative(s).

All the above must be certified as true copy by the official that hold office corresponding to that of a Registrar of Companies in the Country of incorporation.

If any of the above documents is not written in the English language, translation should be made:

- (i) Outside Singapore, the translation must be certified by:
  - (a) an official to whom the custody of the certificate is committed being an official holding or purporting to hold an office corresponding to that of the ACRA in the place in which the Foreign Company is incorporated;
  - (b) a notary public or a translator duly admitted and sworn in accordance with the law of the place in which the Foreign Company is incorporated; or
  - (c) a Singapore consular officer in the place in which the Foreign Company is incorporated
- (ii) Within Singapore, the translation must be certified by a person approved by the ACRA.

**NAME OF SINGAPORE BRANCH:** \_\_\_\_\_

**DIRECTOR'S PARTICULARS FORM**

NOTE: Please complete **ALL** the items 1 to 12. The information is required for submission to the Accounting and Corporate Regulatory Authority of Singapore.

1.	Date of appointment	
2.	Full Name (Please underline surname)	
3.	Former Full Name (if any)	
4.	Date of Birth	
5.	Country of Birth	
6.	NRIC Number or Passport Number (copy enclosed)	
7.	FIN No. (If you are an Employment Pass Holder)	
8.	Usual Residential Address	
9.	Present Nationality/Citizenship	
10.	Business Occupation (e.g. Company Director, Banker, Businessman, etc.)	
11.	Singapore Contact Number	
12.	Email Address	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**NAME OF SINGAPORE BRANCH:** \_\_\_\_\_

**AUTHORISED REPRESENTATIVE'S PARTICULARS FORM**

NOTE: Please complete **ALL** the items 1 to 12. The information is required for submission to the Accounting and Corporate Regulatory Authority of Singapore.

1.	Date of appointment	
2.	Full Name (Please underline surname)	
3.	Former Full Name (if any)	
4.	Date of Birth	
5.	Country of Birth	
6.	NRIC Number or Passport Number (copy enclosed)	
7.	FIN No. (If you are an Employment Pass Holder)	
8.	Usual Residential Address	
9.	Present Nationality/Citizenship	
10.	Business Occupation (e.g. Company Director, Banker, Businessman, etc.)	
11.	Singapore Contact Number	
12.	Email Address	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**MEMORANDUM OF APPOINTMENT**

MEMORANDUM WHEREBY (Name of Foreign Company) appoints (Name of Authorised Representative) of (Address of Authorised Representative), NRIC/Passport No. \_\_\_\_\_ resident in the Republic of Singapore as its Authorised Representative under Part XI Division 2 of the Companies Act, Cap. 50, as the persons authorised to accept on its behalf service of process and any notices required to be served on the Company and to swear and execute any document which may be required to be sworn or executed by such Agents or either of them under the said Companies Act.

IN WITNESS WHEREOF the Corporate Seal of (Name of Foreign Company), was hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

The Corporate Seal of (Name of Foreign Company)       )  
was hereunto affixed in the presence of :                               )

DIRECTOR

DIRECTOR/SECRETARY

This is the Memorandum of Appointment marked with the letter "A" referred to in the affidavit of (Name of Foreign Company) made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Before me,

NOTARY PUBLIC

**AFFIDAVIT**

In the Matter of the Companies Act, Cap.50

And

In the Matter of (Name of Foreign Company)

I, \_\_\_\_\_ of \_\_\_\_\_  
(Passport No. \_\_\_\_\_) do make oath and say as follows :-

1. I am \* a Director/the Secretary of (Name of Foreign Company) (hereinafter referred to as "the Company").
2. I was present on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in \_\_\_\_\_ and did see the Corporate Seal of (Name of Foreign Company) duly affixed to the Memorandum of Appointment by the Company dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, attached hereto and marked with the letter "A".
3. The Memorandum of Appointment was duly executed on behalf of the Company in such manner as to be binding upon the Company.

SWORN at \_\_\_\_\_ )  
this \_\_\_\_\_ day of \_\_\_\_\_ )  
20\_\_\_\_. )

Before me,

NOTARY PUBLIC

\* Delete where inapplicable

(Name of Authorised Representative)  
(Address of Authorised Representative)

Date:

The Board of Directors  
(Name of Singapore Branch)  
(Registered Office in Singapore)

Dear Sirs,

**Re: Consent to Act as Authorised Representative of Singapore Branch**

I hereby consent to act as an Authorised Representative of (Name of Singapore Branch) with immediate effect.

Yours truly,

(Name of Authorised Representative)