

## Service & Fee Schedule

1. Application for approval of name	S\$50.00 for first application. S\$30.00 for each subsequent application
2. (a) incorporation of a private limited company inclusive of registration fees and disbursements	S\$2,500.00
(b) drafting specific terms for the Constitution	from S\$300.00
3. Registration of a branch (inclusive of name reservation fee of S\$15.00 and registration fee of S\$300.00)	S\$3,500.00
4. Branch secretarial fees	from S\$1,200.00 per annum
5. Appointment of Company Secretary*	from S\$1,200.00 per annum
6. Preparation of directors' resolutions	from S\$150
7. Preparation of documentation for an extraordinary general meeting	from S\$300
8. Provision of registered office address	S\$680.00 per annum
9. Provision of each nominee director <sup>†</sup> (subject to terms and conditions)	from S\$10,000.00 per annum
10. Provision of a local agent for branch office (subject to terms and conditions)	from S\$4,500.00 per annum
11. Provision of each nominee shareholder	from S\$10,000.00 per annum
12. Attending meetings	from S\$500.00 per hour
13. Striking off the Company	from S\$3,000.00
14. All other attendances and matters not specified above will be based on time charges	from S\$150.00 to S\$300.00 per hour

- \* Inclusive of:
- the custody and maintenance of the Company's statutory registers, minute book and other statutory records and the custody and use of the common seal;
  - documentation for the annual general meeting of the Company and preparation and lodgment of the Company's annual return with ACRA.

<sup>†</sup> A refundable deposit of S\$10,000.00 (interest free) will be required.

Notes:

- Unless specifically stated, disbursements are not included in the above fee quotation and will be charged separately.
- We reserve the right to alter our fee schedule at anytime.
- All annual fees are payable in advance and are non-refundable.