

Guide to Secretarial Services Singapore



► Our Identity

SBS Consulting Pte Ltd is one of the secretarial services in Singapore that specializes in offer services related to corporate compliance, accounting, taxation, company incorporation and advisory services.

► What We Do

- We, as the prime corporate secretarial services, offer statutory compliance and corporate governance-related services to our esteemed clients.
- We take the burden of administrative work off them when they are looking to scale their business up through organic expansion or by taking the merger and acquisitions.
- We arm them with customized solutions designed especially for them and help them in staying focused on the core-goals of their business.

► Why Hire Us

- SBS Consulting is a one-stop solution provider that offers knowledge-centric services
- Our services range from incorporation to consulting
- Our management team is professional and has industry-wide experience
- We offer Value added services
- We have successful track record
- Our team believe in being responsive, diligent, collaborative, & pro-client

▶ SBS Consultancy as Your Company Secretary

01 As per the Company Law, every incorporated Singapore company must hire at least a company secretary within the six months of its incorporation date. The right move is to hire one of the company secretarial services Singapore is when you are registering a startup in Singapore.



02 You can make the task easier by hiring one of the trusted secretarial services Singapore. We have combo incorporation package that offers multiple services for the cost of one. The package offers Company Registration, Company Secretary & Local Registered Office Address services.



03 We further assist them with the opening of corporate bank account, CPF account, GST registration, business permits, and licenses.



▶ Key benefits of Appointing SBS Consulting

1 Reduction in risk of compliance related tasks

2 Saves your productive time

3 Lets you focus on the core business activities

4 Sets processes and procedures

5 Lower cost of compliance

► Our Services



► Company Secretary Eligibility

A Company Secretary must be an experienced and qualified natural person who is a

- Singapore resident (Citizen or Permanent Resident), or
- Holder of Employment or Entrepreneur Pass

At the time of appointment, the appointee should not be barred by the Company Registrar from holding such a position. A company director (not sole director) can also act in this capacity. It makes sense to appoint secretarial services Singapore.

► Key Responsibilities Discharged by Company Secretarial Services

- Management of Shares
- Rule Reminders
- Handling Activities
- Board Meetings
- General Meetings



► Documents Maintained by Corporate Secretary Services

- Maintenance of minute book & statutory registers (Directors, members, managers, secretaries, auditors & share transfers)
- Distributing company's annual reports, interim statements, and accounts

- Preparing director's report
- Update corporate governance & assist directors in discharging their duties

▶ **The secretaries also cover following tasks:**

- Ensures safe custody and proper use of company seal
- Drafts company constitution & incorporate amendments in it following correct procedures.
- Ensures the company complies with its constitution
- Informs ACRA on changes in the director(s) and other officials
- Informs ACRA on changes in the company, annual returns, issue of shares
- Publication & distribution of the company's annual report, accounts, and interim statement
- Notifies filing deadlines, compliance matters, etc., to directors

Some business owners choose to hire in-house company secretary. However, not all the small business owners can afford the expenses like employee salary, benefits, cost of infrastructure, etc. Most of them follow the current trend of hiring secretarial services Singapore. They find it convenient to outsource the task to experienced and qualified accountants from company secretarial services in Singapore.

If you need our services, contact us,

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