



**Navigating local requirements and regulations can be challenging when realising your international ambitions. We guide you to ensure a smooth set-up and accompany you while you grow. We take away your worries. We are ACE.**

ACE is a boutique administrative services firm assisting corporates and entrepreneurs with their international expansion, from initial set-up to local ongoing administration and compliance, and beyond.

We tailor our services to your specific business needs, while offering these for fixed fees. Thus, no additional charges for time spent, ensuing clarity and transparency without unpleasant surprises.

Let us take care of your local administration in **Singapore** so you too can focus on your business.

## Set-up

### **Incorporation**

Incorporation of a private company limited by shares (Pte Ltd) | Registration with company register ('ACRA') and tax authorities ('IRAS') | Initial share issuance | Drafting initial board minutes | Preparation of shareholder register and register of controllers.

### **Bank account opening**

Assistance with the opening of local bank account (DBS, OCBC), or any preferred international bank you have a relationship with.

### **Immigration**

Applications of Employment or Dependent Pass with the Ministry of Manpower.

## Ongoing

### Accounting, consolidations & reporting

Accounting and bookkeeping | Management and consolidated accounts | Reporting (monthly, quarterly and/or annually) | Preparation of annual financial statements.

### Administration

Day-to-day administration | Invoicing, banking & payments | Communications with various authorities and government agencies

### Company secretarial

Named company secretary | Registered office address | Annual statutory company secretarial services | Maintaining the company's register of controllers | Adminstrating company CorpPass | Annual XBRL preparations | Filings with ACRA.

### Payroll

Monthly payroll calculations and payments | Calculation and submission for CPF contribution | Drafting and issuing payslips | Skills Development Levy calculations and payments | Preparation of annual reconciliation with IRAS (IR8A).

### Resident Director

Provision of a Director resident in Singapore.

### Tax compliance

Preparation and filings with IRAS | Annual corporate income tax returns | Goods and Services Tax (GST) registration and quarterly returns | Withholding tax calculations, preparation and filing of returns (S45).

## Complementary

### Insourcing

Let us manage your administration at your own offices, either part-time or full-time, as administrative support or financial controller.

### Process Agent

Acting as an agent for serving of process for companies not registered in Singapore.

### Rental desks

We rent out desks in our offices to ACE clients, per day/week/month/year, for fixed all-inclusive fees.

### SPVs

One-stop shop for SPV management and accounting in complex finance, real estate or shipping structures.

**ACE Administration Services Pte Ltd**

101C Telok Ayer Street, Singapore 068574

+ 65 6224 5458 • acebyfgaim.com

SINGAPORE

AUSTRALIA

JAPAN

SWITZERLAND

NEW ZEALAND

NETHERLANDS

GERMANY

HONG KONG