



Pre-incorporation checklist

Registering a company yourself? Save yourself the hassle and use this checklist to get everything together before you register.

No one likes forgetting something. That's why we've compiled a checklist of everything you need to save you time and help you avoid common traps when incorporating a company with ACRA.

- Proposed company name(s)**
Be careful when using words like "bank", "insurance", "university", and "education".
- Business details**
Make sure you have these basic facts about your business handy: nature of business and financial year
- Registered address**
This must be an address located in Singapore.
- Local resident director OR nominee director service**
Singapore requires a minimum of one local resident director (who can be a citizen, permanent resident, employment pass, or dependent pass holder, subject to certain restrictions).
 - Name
 - Address
 - ID document (e.g., A scan of passport particulars page, FIN or NRIC number)
 - Proof of residential address (e.g., utilities invoice, bank statement, or government letters addressed to that person)
- All other director details**
Usually you will want at least two directors on your board.
 - Name(s) of director(s)
 - Address
 - Contact details (email address and phone number)
 - Nationality
 - ID document
 - Proof of residential address

If you have only one director on your board, that director cannot be the same company's secretary. You will need a different person to be the secretary for your company.

Don't have the time?

Tianlong Services incorporation fees at SGD350 per company.

Just give us the following details:

- Your company name and description
- Share information + year end
- If your shareholders/directors are:
 - Human: Passport + proof of address
 - Corporate: As above + a business profile

We will take care of the rest.



Shareholder details

Ensure you have the following details available:

- Name(s) of shareholder(s)
- If the shareholder is an individual:
 - ID Document
 - Proof of residential address
- If the shareholder is a corporate entity:
 - Business profile listing shareholder structure
 - Authorized representative's name and ID document

Details of your share structure

Your constitution will need to include this information

- Number of shares
- Ordinary or preference shares
- Issued share capital (and in what currency)

Details of company secretary

This includes their name, address, and ID document. Note that if you are the sole director AND shareholder, you cannot act as company secretary.

Registration agent details (if you are foreign)

This includes their name and address. Foreigners are not permitted to self-register a company in Singapore.

Relevant Forms and Constitution

Are you DIY-ing your own incorporation without outside assistance? If so, then you will need to create a Form 44, Form 45, and create your own company constitution, and ensure all are duly executed by the relevant directors and shareholders.

Relevant Registers

You will need to maintain different registers such as Register of Applications and Allotments, Register of Directors' Shareholdings, Register of Registrable Controllers. Download our templates at <https://www.tianlong.com.sg/acra-templates/>

What's next?

Once incorporated, your next steps will most likely include:

- Opening a corporate bank account
- Obtaining any business license or permits
- Applying for employment passes if you want to relocate to Singapore.

Need help?

We can streamline this process for you. All you need to give us are your directors' and shareholders' information. Give us a call at +65 6100 1026 or email us at info@tianlong.com.sg to discuss any questions you may have.