

**READ THIS BEFORE PROCEEDING**

1.) Have you done the following tasks?

- a.) Thought of a name for the Company
- b.) Considered how many and how will shares be allotted in the Company.
- c.) Decided on the primary and secondary activities of the Company.
- d.) Being briefed on the 6 obligations of running a Company.
- e.) Gotten the 2FA for Singpass (optional)

Please contact the Corporate Secretary if any of the above task are not done.

**DOCUMENTS REQUIRED**

1.) Identification Documents

- a.) Director(s)
- b.) Shareholder(s)
- c.) Corporate Secretary

(Photocopy of either the IC or Passport)

2.) Singpass (Optional)

- a.) Director(s)
- b.) Corporate Secretary

(Please visit the nearest Community Centre to request for the 2FA, if you do not have the 2FA)

3.) Documents to be completed

- a.) Company Details
- b.) Director's Details
- c.) Shareholder's Details
- d.) Corporate Secretary Details
- e.) Director(s) Declaration
- f.) Corporate Secretary Declaration
- h.) Minutes/Resolution of First Board Meeting