**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