

## Annex 2

### **Singapore VCC Incorporation Form 新加坡可变动资本公司注册表格**

You can also complete this form electronically by visiting our home page (<https://tklowco.com/incorporation-form>).

你也可以浏览我们的公司主页 (<https://tklowco.com/incorporation-form>)，以电子方式填写此表格。

#### **Details of Proposed VCC 拟议可变动资本公司的详细信息**

**1. Type of Variable Capital Company (VCC) 可变动资本公司的类型**

- Umbrella VCC  
 Non-umbrella VCC

**2. Name of VCC 可变动资本公司名称**

First choice 第一选择 :

Second choice 第二选择 :

Third choice 第三选择 :

**3. Name of Sub-funds (If applicable) 旗下基金名称(如适用)**

Sub-fund 1 基金 1 :

Sub-fund 2 基金 2 :

Sub-fund 3 基金 3 :

**4. Registered office address 注册办公地址**

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101 Cecil Street  
#25-08 Tong Eng Building  
Singapore 069533

+65 9834 6887  
info@tklowco.com



**5. Mailing address, if different from registered address**

邮寄地址 · 如果与注册地址不同

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**6. Business address, if different from registered address**

营业地址 · 如果与注册地址不同

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**7. Principal activities 主要活动**

- *Please describe your primary activity based on the activity below; and  
您可能希望根据下面的活动代码描述您的主要活动:*
- *Business Activity Code (Pre-set) based on the Singapore Standard Industrial Classification (SSIC) Code<sup>1</sup>:  
基于新加坡标准行业分类 (SSIC) 代码的商业活动代码 (预设)<sup>1</sup>:*

**Example:** 64300 - *Trusts, funds, and similar financial entities (eg: collective portfolio investment funds (excluding those with rental income))*

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1. Please refer to the link below to search for a SSIC that best describe your principal activities:

请参考以下连接搜索最能描述您的主要活动的 SSIC 代码:

<https://www.bizfile.gov.sg/ngbbizfileinternet/faces/oracle/webcenter/portalapp/pages/TransactionMain.jspx?selectedETransId=G016>

## 8. Working hours 工作时长

- At least 5 hours during ordinary business hours on each business day  
每个工作日的正常营业时间至少 5 小时
- At least 3 hours but less than 5 hours during ordinary business hours on each business day  
每个工作日的正常营业时间至少 3 小时但少于 5 小时

## 9. First Financial year end (eg: 12 months, 31 December 2022)

第一个财政年度报表 (例如: 12 个月, 2022 年 12 月 31 日)

- If the first financial year end is longer than 18 months, please complete question 10  
如果第一个财政年度报表时间超过 18 个月, 请填写问题 10

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## 10. Reasons for applying for a financial year of longer than 18 months (optional):

申请超过 18 个月的财政年度报表的理由:

- VCC will commence trading much later after date of incorporation VCC  
将在公司成立后很晚开始交易
- To coincide with the FYE of parent company / related entities  
与母公司/相关实体的财政年度相吻合
- To choose a FYE that is widely used  
要选择一个被广泛使用的 FYE
- To have more time to prepare for Annual General Meeting  
为了有更多的时间来准备年度股东大会

## 11. Financial Year Period 财政年度期间

- 12 months 12 个月
- 52-week accounting period 52 周的会计期

## Details of VCC Manager 可变动资本公司经理人资料

Full name 全名:

Registered office address 注册办公地址:

Registration no. 注册号码:

Country of Incorporation 注册国家:

## Details of Director(s) 董事资料

- a) *At least one director must be ordinarily resident in Singapore*  
至少一名常年居住在新加坡的董事
- b) *At least one director (who may be the same person as in (a) above) must be either a Qualified Representative (as defined under the VCC Act), or the director of the fund management company.*  
至少有一名董事 (可以是上述(a)项中的同一人) 必须是拟议 VCC 的董事或执照经理
- c) *Please provide all the required documents listed in Annex 3 for each director*  
请为每位董事提供附件 3 中列出的所有必需文件

1.

Full name 全名:

Nationality 国籍:

Identification no. 身份证/护照号码:

Date of birth 出生日期:

Residential address 住宅地址:

Designation 职称:

Managing director 常务董事  Director 董事

Mobile no. 手机号码:

Email address 电子邮件:

The director is a Director/Qualified Representative of the Manager of the VCC  
该董事是 VCC 经理的董事/合格代表?  是 Yes  否 No

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2.

Full name 全名:

Nationality 国籍:

Identification no. 身份证/护照号码:

Date of birth 出生日期:

Residential address 住宅地址:

Designation 职称:

Managing director 常务董事 Director 董事

Mobile no. 手机号码:

Email address 电子邮件 :

The director is a Director/Qualified Representative of the Manager of the VCC

该董事是 VCC 经理的董事/合格代表? 是 Yes 否 No

3.

Full name 全名:

Nationality 国籍:

Identification no. 身份证/护照号码:

Date of birth 出生日期:

Residential address 住宅地址:

Designation 职称:

Managing director 常务董事 Director 董事

Mobile no. 手机号码:

Email address 电子邮件 :

The director is a Director/Qualified Representative of the Manager of the VCC

该董事是 VCC 经理的董事/合格代表? 是 Yes 否 No

Note: Please copy this section and fill in additional information if there are more than 3 Directors.

备注: 如果有超过 3 名董事, 请复制并填写附加表格。

## Details of Shareholder(s) 股东信息

- If the shareholder is an **individual**, please complete this section  
如果股东是个人，请填写此部分：
- *Please provide all the required documents listed in Annex C for each shareholder*  
请为每位股东提供附件 A 中列出的所有必需文件

1.

Full name 全名:

Nationality 国籍:

Identification no. 身份证/护照号码:

Date of birth 出生日期:

Residential address 住宅地址:

Occupation 职业:

Mobile no. 手机号码:

Email address 电子邮件:

2.

Full name 全名:

Nationality 国籍:

Identification no. 身份证/护照号码:

Date of birth 出生日期:

Residential address 住宅地址:

Occupation 职业:

Mobile no. 手机号码:

Email address 电子邮件:

Note: Please copy this section and fill in additional information if there are more than 2 Shareholders.

备注：如果有超过 2 名股东，请复制并填写附加表格。

## Details of Shareholder(s) 股东信息

- If the shareholder is a **corporation**, please complete this section:  
如果股东是公司，请填写此部分
- *Please provide all the required documents listed in Annex C for each Shareholder*  
请为每位股东提供附件 A 中列出的所有必需文件

1.

Full name 全名:

Registered office address 注册办公地址:

Registration no. 注册号码:

Country of Incorporation 注册国家:

2.

Full name 全名:

Registered office address 注册办公地址:

Registration no. 注册号码:

Country of Incorporation 注册国家:

Note: Please copy this section and fill in additional information if there are more than 2 Shareholders.

备注：如果有超过 2 名股东，请复制并填写附加表格。

## Details of Secretary 秘书资料

- *Must be ordinarily resident in Singapore*  
必须常年居住在新加坡
- *If you have appointed us as your company secretary, please ignore this section*  
如果您已任命我们为公司的秘书，请忽略此部分
- *Please provide all the required documents listed in Annex C for each secretary*  
请为每位秘书提供附件 A 中列出的所有必需文件

1.

Full name 全名:

Nationality 国籍:

Identification no. 身份证/护照号码:

Date of birth 出生日期:

Residential address 住宅地址:

Mobile no. 手机号码:

Email address 电子邮件:

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## Client's Declaration 客户声明

We/I\* declared the above information provided is true and correct.

我們/我\*声明提供的上述信息是真实和正确的。

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Name 姓名:

ID / Passport No.  
身份证/护照号码:

Date 日期:

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Name 姓名:

ID / Passport No.  
身份证/护照号码:

Date 日期:

\* Delete where appropriate 删除不适用

### ANNEX 3 附件 3

#### List of Supporting Documents Required 所需证明文件清单

No. 编号	Type of document 文件类型	For local document 本地文件	For foreign document, to provide notarized copy 外国文件, 提 供公证副本
<b>INCORPORATION FORM 公司注册表格</b>			
1.	Individual shareholder 个人股东 / Director 董事 / Secretary 秘书		
	i. Identity card / Passport 身份证/护照		
	ii. Address proof (utility bill, bank statement, etc.) 地址证明 (水电费单、银行账单、等等)		
2.	Corporate shareholder 公司股东		
	i. Certificate of incorporation 公司注册证书		
	ii. Business profile equivalent / Register of Members / Certificate of Incumbency / Organization Chart 同等业务概况/会员名册/在职证明/组织结构图		
3.	Manager 管理人		
	i. Certificate of incorporation 公司注册证书		
	ii. Business profile equivalent / Register of Members / Certificate of Incumbency / Organization Chart 同等业务概况/会员名册/在职证明/组织结构图		

**Notes 备注:**

- i) Notarized copy should be done by a Notary Public e.g., a registered lawyer and a notarial certificate  
公证副本应由公证人完成·例如注册律師和公证书
- ii) Certified true copy should be done by independent party e.g., CPA  
Certified True Copy 的副本应该由独立方完成·例如注册会计师。