

Annex 2

Singapore Incorporation Form 新加坡公司注册表格

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 Business Entity 拟议实体企业的详细信息

1. Type of business entity 实体企业的类型

- Sole Proprietor 个人独资
- Partnership 合伙人
- Limited Partnership 有限合伙人
- Limited Liability Partnership 有限责任合伙人
- Private Limited Company by Shares 私人公司
- Limited Private Company by Guarantee 公共公司

2. Name of entity 实体名称

First choice 第一选择 :

Second choice 第二选择 :

Third choice 第三选择 :

3. Registered office address 注册办公地址

4. Mailing address, if different from registered address

邮寄地址，如果与注册地址不同

5. Business address, if different from registered address

营业地址，如果与注册地址不同

6. Share capital (if applicable) 股本（如适用）

No. of shares 股数:

Share capital amount 股本金额: S\$

7. Principal activities 主要活动

- *You may wish to describe your primary activity based on the activity below:*

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) Code¹:*

基于新加坡标准行业分类 (SSIC) 代码的商业活动代码（预设）¹:

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

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（可选）：

11. Required Company Stamp (Additional SGD 50.00 will be chargeable)? Yes / No

需要的公司印章吗（需额外收取 SGD 50.00)? 是 / 否

Note 备注:

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>

Details of Director(s) 董事资料

- *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
- *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: _____

First appointment as director of a Singapore Company?

第一个被任命为新加坡公司的董事? 是 Yes 否 No

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: _____

First appointment as director of a Singapore Company?

第一个被任命为新加坡公司的董事? 是 Yes 否 No

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 A 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:

Share capital 股本:

S\$:

Number of shares 股数:

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:

Share capital 股本:

S\$:

Number of shares 股数:

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 A 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: _____
Share capital 股本: S\$: _____
Number of shares 股数: _____

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: _____
Share capital 股本: S\$: _____
Number of shares 股数: _____

Note: Please copy and complete additional forms if there is 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 A 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:

Declaration by shareholders / directors (completed by at least key contact person who should be a director of the proposed business entity)
股东/董事声明（至少由应为拟议业务实体董事的主要联系人填写）

1. The directors are qualified to act in accordance with the Singapore Companies Act and have consent to act.
董事有资格根据新加坡公司法行事並同意行事。
2. 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。

Name 姓名:

Name 姓名:

Position 职位:

Position 职位:

Date 日期:

Date 日期:

* Delete where appropriate 删除不适用者

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
INCORPORATION FORM 公司注册表格			
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 (<i>utility bill, bank statement and etc.</i>) 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		

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，例如注册律师和公证书
- 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。