

Singapore GST Registration Form

1. Description of the nature of the company's business	
2. Principal place of business / Place of storage of goods	
3. Do you own any sole-proprietorship business?	
<input type="checkbox"/> Yes A. B. C.	<input type="checkbox"/> No
4. Has the company's business started making sales/receiving payment?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No, the expected date of my first invoice / payment from my customer is _____ (YYYY/DD/MM)
5. Expected value of local sales in the next 12 months (A)	
S\$ _____, _____ . 00	
6. Expected value of export sales & international services in the next 12 months (B)	
S\$ _____, _____ . 00	
7. Brief description on the total expected taxable turnover of the (A) + (B)	
8. How many employees are there in the business?	
<input type="checkbox"/> 0 – 5 <input type="checkbox"/> 6 – 9 <input type="checkbox"/> 10 – 50 <input type="checkbox"/> > 50	
9. Are the people involved in running the business related to one another?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No [Specify relationship]: _____

10. Who will prepares your GST returns or accounts?

SBC CORPORATE MANAGEMENT PTE. LTD.
(“SBC International”)

- ✓ **Submission on GST return quarterly.**
- ✓ **Given 30 days prior reminder on each filing.**
- ✓ **On time and avoid late submission / penalties imposed.**
- ✓ **GST payable invoice will be notified to customer upon receipt.**
- ✓ **Separate GIRO auto payment can be set up for GST auto billing.**
- ✓ **Your number one choice of accountancy firm for handling GST filing.**
- ✓ **Certified Tax Representative, GST Preparer, No need to take courses and test for the filing. Saves times.**

- Have not hired any GST preparer yet**
- Accountant / Accredited Tax Practitioners**

[Name] : _____

[NRIC] : _____

[Certificate No.] : _____

- Employee (GST Preparer Qualified)**

[Name] : _____

[NRIC] : _____

[Certificate No.] : _____

Permanent Staff

Part time/temporary staff

- Others (GST Preparer Qualified)**

[Name] : _____

[NRIC] : _____

[Certificate No.] : _____

Specify Relationship : _____

How many years of experience in filing GST:

11. Is your accounting system computerised?

Yes, Self-invented accounting software.
GST returns & accounts prepared within Singapore.

Yes: _____ Specify

No

We, will need to submit at least **[3/8]** documents for GST Registration either of the following:

1. Copy of rental agreement (including stamp duty if any) for company business office, shop, etc.
2. Copy of licence from relevant authorities to run business activities.
3. Copy of signed "Acceptance Copy" of option to purchase/sales & purchase agreement of property(ies)
4. Recent 2 months of detail purchase listing with 3 copies of recent supplier's invoices received, including shipping documents (provide invoice date, invoice number, name of supplier, supplier's GST registration number, description, invoice amount excluding GST and GST amount).
5. List of confirmed /potential customers & supplies (Provide name / Co. Name, Address and UEN (Co Reg. No.))
6. Any other document to support your intention to make taxable supplies, out of scope supplies, exempt supplies...
7. Copy of signed contract, accepted tender/quotations, confirmed purchase order, or others supporting your forecasted taxable supplies in the next 12 months.
8. Others – Reasonable evidence to support your intention to make taxable supplies.

I confirm that I have accept the Terms & Condition of this appointment and agree that it accurately reflects the services that I have instructed (“SBC International”) to provide.

The information provided on this form is accurate and true to my knowledge.

Signature:

Company Name:

Company Registration/UEN No:

Date of Incorporation:

Date (DD/MM/YY):