

# 服务收费表 – 新加坡有限公司

## Price List – Singapore Limited Company

### 个别服务项目 Individual Service Item (SG\$)

| 服务项目<br>Service Content |  | 所需工作日<br>Lead Day                              | 服务费<br>Service Fee | 政府附加费<br>Gov. Fee |
|-------------------------|--|--|--------------------|-------------------|
| ★更改公司业务性质               | ★Change of Company Particulars                       | 1  | 250                | ---               |
| ★更改注册地址或办公时间            | ★Change of Registered Office Address or Office Hours | 1  | 250                | ---               |
| ★更改秘书或核数师               | ★Change of Company Officers or Auditors              | 1  | 250                | ---               |
| ★更改或增加董事 / 每名           | ★Change of Director /each                            | 1  | 250                | ---               |
| ★更改或增加股东 / 每名           | ★Transfer of Shares / Update lists of Members /each  | 1  | 250                | 厘印费 Stamp Duty    |
| ★更新公司成员资料/每名            | ★Update of Particulars of Member /each               | 1  | 250                | ---               |
| ★增加股份分配 / 每次            | ★Return of allotment of Share(s) /each               | 1  | 250                | ---               |
| ★更改公司注册股本 / 每次          | ★Notice of Alteration of Share Capital               | 15-42  | 250                | ---               |
| ★更改财政年结日                | ★Change of Financial Year End                        | 1  | 250                | ---               |
| ★更改海外公司业务性质 / 每次        | ★Change in Foreign Company Particulars /each         | 1  | 250                | 15                |
| ★更改公司名称                 | ★Change of Company Name                              | 1  | 250                | 15                |
| ▼代申报公司周年申报表及股东大会        | ▼Filing of Annual Return & AGM                       | 1  | 250                | 60                |
| 登记更改公司宪法                | Filing of alteration of Company Constitution         | 30   | 500                | 100               |
| 登记押记记录                  | Filing of Memorandum of Charges                      | 1  | 250                | 60                |
| 资料更新错误通知                | Notice of Error                                      | 14   | 250                | 60                |
| 查册 (公司合规与财政档案)          | Purchase of Corporate Compliance & Financial Profile | 1  | 50                 | 50                |
| 查册 (公司资料)               | Purchase of Business Profile                         | 1  | 50                 | 5.50              |
| 查册 (公司资料证书)             | Purchase of Business Profile with Cert.              | 1  | 50                 | 16.50             |
| 查册 (基本个人资料)             | Purchase of People Profile                           | 1  | 50                 | 33                |
| 查册 (注册处副本资料)            | Purchase of Company Extracts                         | 1  | 50                 | 27                |
| 查册 (公司宪法及章程)            | Purchase of Company Constitution                     | 1  | 50                 | 50                |
| 注册处证书<br>Certificate    | 存续证明书  | Good Standing                                  | 50                 | 11                |
|                         | 合格证明书  | Compliance                                     |                    | 15                |
|                         | 注册证明书  | Confirming Registration                        |                    | 50                |
|                         | 抵押登记证明书  | Confirming Registration of Charge              |                    | 50                |
|                         | 批准持有土地证明书  | Confirming Approval to Hold Land Under S23 (5) |                    | 50                |
|                         | 合并证明书  | Confirmation of Amalgamation                   |                    | 50                |
| 新加坡特许秘书鉴证本              | Company Secretary Certified True Copy                | 1  | 100                | ---               |
| ★会议记录 / 决议              | ★Drafting of Minutes /Resolutions                    | 1  | 100                | ---               |
| 决议通知书(向 ACRA 提出)        | Notice of Resolution (Lodgement to ACRA)             | 1  | 100                | ---               |
| 代制作委任文件                 | Preparation of Trust Deed Documents                  | 1  | 300                | ---               |
| 钢印                      | Common Seal  | 3  | 85                 | ---               |
| 原子印                     | Pre-ink Stamp  | 3  | 30                 | ---               |
| 重印股票本                   | Reprint of Share Certificate(s)                      | 1  | 30/页 Print         | ---               |
| 重印公司宪法                  | Reprint of Company Constitution                      | 1  | 100/本<br>Booklet   | ---               |
| 重做全套公司绿盒 +              | Re-make full set of Company Kit +                    | 5  | 200                | 速递费 Courier Fee   |
| 公司注册除名                  | Striking off a Company                               | 120  | 500                | ---               |
| 代签署「银行开户文件」/每间银行        | Signing the Bank Opening Documents / per Bank        | 1  | 550                | ---               |
| 代表出席法庭传票                | Attend a Court Summon                                | ---  | 300                | 罚款 Penalty        |
| 索取「注册公司文件」/每年度 /每次      | Collect "Company Document" /per Year /per Order      | ---  | 20                 | ---               |

★ 如经由本公司担任公司秘书，将每年度免费处理 5 套文件，并只需支付相关的厘印费及政府收费；其后则按每年度每份文件额外收取服务费。  
The appointment of our Company Secretary Service has included a free handling of 5 sets of document each year with an additional cost of the stamp duty and government charges where necessary. Any extra handling of document shall be charged additionally on a yearly basis for each set of document.

- 备注:  
Remarks
- 以上政府费用将视乎实际政府收费而调整  
The above Government fee will be adjusted according to the actual charge by the Government.
  - +公司绿盒包括：印章 2 个 / 股票 / 公司宪法  
+Company kit including : 2 Pre-ink Stamp / Share Certificate / Company Constitution
  - 以上所有服务费均不包括政府附加费  
All services above are excluded with Government Fees
  - ▼ 公司秘书服务费用包括每年度代申报公司周年申报表 (含政府费 SG\$60.-)  
Company Secretary Service fee has included the filing of Annual Return for the year (included Gov. Fee SG\$60.-)

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We reserve the right to amend any of the prices and relevant terms without any notice when deemed necessary.

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| 服务项目<br>Service Content   |  | 服务费<br>Service Fee | 政府附加费<br>Gov. Fee   | 合计费用<br>Total Fee   |
|---|--|--------------------|---------------------|---------------------|
| 公司秘书服务年费<br>Company Secretarial Annual Service                  | 周年日翌日起计 30 天内<br>Not over 30 days after Financial Year Date                          | 540                | 60                  | 600                 |
|   | 周年日翌日起计超过 30 天但不超过 60 天<br>Over 30 days but within 60 days after Financial Year Date | 540                | 260                 | 800                 |
|   | 周年日翌日起计超过 60 天或以上<br>Over 60 days after the Financial Year Date                      | 540                | 待报价<br>By Quotation | 待报价<br>By Quotation |
| 委任新加坡当地董事<br>Nominee Singapore Resident Director                | 当地居民董事<br>Singapore Resident Director  | 2,400              | ---                 | 2,400               |
|   | 当地合法代表<br>Singapore Local Authorised Representative                                  | 2,400              | ---                 | 2,400               |
|   | 保证金<br>Refundable Security Deposit   | 2,500              | ---                 | 2,500               |
| 延长会计时间<br>Extension of Time for Period of Accounts              | 延长 1 个月<br>1 month under S201  | 200                | 200                 | 400                 |
|   | 延长 2 个月<br>2 months under S201   | 200                | 200                 | 400                 |
| 延长股东周年大会申报日期<br>AGM Filing Extension                            | 延长 1 个月<br>1 month under S175  | 200                | ---                 | 200                 |
|   | 延长 2 个月<br>2 months under S175   | 200                | ---                 | 200                 |
| 代申报「估计应课税入息」<br>Filing of Estimated Chargeable Income (ECI)     |  | 300                | ---                 | 300                 |
| 代申报「企业所得税申报表」<br>Filing of Corporate Tax Returns                |  | 300                | ---                 | 300                 |
| 代申报「个人所得税申报表」<br>Filing of Income Tax Returns (Individual)      |  | 300                | ---                 | 300                 |
| 代申报「雇主申报表」<br>Reporting of Employees Earning (Employers Return) |  | 200/person         | ---                 | 200/person          |
| 代申报「财产税」<br>Filing of Annual Property Tax Bills                 |  | 300                | ---                 | 300                 |
| 编制年检申报周年(XBRL)业务报告<br>Preparation of XBRL Statement             |  | 900                | ---                 | 900                 |
| 注册新加坡商标<br>Trademarks Registration                              |  | 600                | 341                 | 941                 |
| 代申请「新加坡商品及服务税」户口<br>GST Registration                            | 注册商品及服务税<br>户口<br>GST Registration (Voluntary)                                       | 600                | ---                 | 600                 |
|   | 代申报季度商品及<br>服务税<br>Filing of GST Returns Quarterly                                   | 300                | ---                 | 300                 |
|   | 撤销商品及服务税<br>户口<br>GST De-registration  | 300                | ---                 | 300                 |
| 代填报政府机构问卷表格<br>Fill up Government Authorities<br>survey forms   | 周年商业问卷<br>Annual Business Survey Forms   | 300                | ---                 | 300                 |
|   | 新加坡投资问卷<br>Survey of Singapore's Investment<br>Abroad                                |                    |                     |                     |
|   | 国际贸易服务问卷<br>International Trade in Services<br>Survey                                |                    |                     |                     |
|   | 服务行业问卷<br>Survey of Services   |                    |                     |                     |
|   | 海外债务及财政问卷<br>Survey of Foreign Debt and<br>Financial Derivative Transactions         |                    |                     |                     |

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