

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 Service Content | 所需工作日 Lead Day | 服务费 Service Fee | | 政府附加费 Gov. Fee | | |
|-------------------------|--|--------------------|---------------|-------------------|-----------------|-------|
| | | SBC-CS ★ | Non-SBC CS | | | |
| 更改公司业务性质 | Change of Business Activities | 1 | 50 | 250 | --- | |
| 更改注册地址 | Change of Registered Office Address | 1 | 50 | 250 | --- | |
| 更改秘书或核数师 | Change of Company Officers or Auditors | 1 | 50 | 250 | --- | |
| 更改或增加董事 /每名 | Change of Director /each | 1 | 50 | 250 | --- | |
| 更改或增加股东 /每名 | Transfer of Shares / Update lists of Members /each | 1 | 50 | 250 | 厘印费 Stamp Duty | |
| 更新公司成员资料 /每名 | Update of Particulars of Member /each | 1 | 50 | 250 | --- | |
| 增加股份分配 | Return of allotment of Share(s) | 1 | 50 | 250 | --- | |
| 更改公司注册股本 | Notice of Alteration of Share Capital | 15-42 | 50 | 250 | --- | |
| ★更改财政年结日 | ★Change of Financial Year End | 1 | --- | 250 | --- | |
| ★更改公司通信地址 | ★Change of Company Operational / Mailing Address | 1 | --- | 250 | --- | |
| 更改海外公司业务性质 / 每次 | Change in Foreign Company Particulars /each | 1 | 50 | 250 | ACRA | |
| 更改公司名称 | Change of Company Name | 1 | 50 | 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 | 250 | | | 100 |
| 登记押记记录 | Filing of Memorandum of Charges | 1 | 50 | 250 | | 60 |
| 资料更新错误通知 | Notice of Error | 14 | 50 | 250 | | 60 |
| 查册 (公司合规与财政档案) | Purchase of Corporate Compliance & Financial Profile | 1 | 50 | | | 50 |
| 查册 (公司业务资料) | Purchase of Business Profile | 1 | 50 | | | 5.50 |
| 查册 (公司业务资料证书) | 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 Certificate | 存续证明书 | 1 | 50 | | 11 | |
| | 合格证明书 | | 50 | | 15 | |
| | 注册证明书 | | 50 | | 50 | |
| | 抵押登记证明书 | | 50 | | 50 | |
| | 批准持有土地证明书 | | 50 | | 50 | |
| | 合并证明书 | | 50 | | 50 | |
| 新加坡特许秘书鉴证本 | Company Secretary Certified True Copy | 1 | 100 | | --- | |
| 会计师鉴证本 | CPA Certified True Copy | 1 | 100 | | --- | |
| ★会议记录 / 决议 | ★Drafting of Minutes /Resolutions | 1 | --- | 250 | --- | |
| 决议通知书 (向注册处政府上报) | Notice of Resolution (Lodgement to ACRA) | 1 | 50 | 250 | --- | |
| 代制作委任文件 | Preparation of Trust Deed Documents | 1 | 500 | | --- | |
| 钢印 | Common Seal | 5 | 85 | | --- | |
| 原子印 | Pre-ink Stamp | 5 | 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 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 | 500 | --- | --- | |
| 代客入支票 出街费 | Deposit Check on behalf Disbursement | 1 | 150 | --- | --- | |
| 代客出支票 行政费 | Issuance of Check on behalf Service Fee | 1 | 150 | --- | 政府费用 Gov. Fee | |
| 代表出席法庭传票 | Attend a Court Summon | --- | 3,000 | --- | 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，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. 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
- 年度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.-)
Annual Company Secretary Service fee has included the filing of Annual Return for the year (included Gov. Fee SG\$60.-)

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| 服务项目 Service Content | | 服务费 Service Fee | 政府附加费 Gov. Fee | 合计费用 Total Fee |
|--|--|--------------------|---------------------------|---------------------|
| 公司秘书服务年费 Company Secretarial Annual Service | 周年日翌日起计 15 天内 Not over 15 days after Financial Year Date | 540 | 60 | 600 |
| | 周年日翌日起计超过 15 天或以上 Over 60 days after the Financial Year Date | 540 | 待报价 By Quotation | 待报价 By Quotation |
| 委任新加坡当地董事 Nominee Singapore Resident Director | 当地居民董事 Singapore Resident Director | 2,400 | 500 (Security Deposit) | 2,900 |
| | 当地合法代表 Singapore Local Authorised Representative | 2,400 | 500 (Security Deposit) | 2,900 |
| 延长周年申报日期 AR Filing Extension EOT (7m after FYE) | 延长 2 个月 Extension 60 days S197 | 50 | 200 | 250 |
| 延长股东周年大会申报日期 AGM Filing Extension EOT (6m after FYE) | 延长 2 个月 Extension 60 days S175 | 50 | 200 | 250 |
| 延长股东周年大会及周年申报日期 AR & AGM Filing Extension EOT | 延长 2 个月 Extension 60 days | 50 | 200 | 250 |
| 代申报「估计应课税入息」 Filing of Estimated Chargeable Income (ECI) | | 300 | --- | 300 |
| 代申报「企业所得税申报表」 Filing of Corporate Tax Returns (Excl. Tax Computation) | | 300 | --- | 300 |
| 代安排「企业所得税税收计算表」 Preparation of Corporate Tax Computation | | 900 | --- | 900 |
| 代申报「个人所得税申报表」 Filing of Income Tax Returns (Individual) | | 300 | --- | 300 |
| 代申报「雇主申报表」 Reporting of Employees Earning (Employers Return) | | 200/person | --- | 200/person |
| 代申报「财产税」 Filing of Annual Property Tax Bills | | 300 | --- | 300 |
| 编制年检申报周年(XBRL)业务报告 Preparation of XBRL Statement | | 900 | --- | 900 |
| 注册新加坡商标 Trademarks Registration | | 600 | 341 | 941 |
| 代申请「新加坡商品及服务税」户口 GST Registration | 注册商品及服务税 户口 GST Registration (Voluntary) | 600 | --- | 600 |
| | 代申报季度商品及 服务税 Filing of GST Returns Quarterly | 300 | --- | 300 |
| | 撤销商品及服务税 户口 GST De-registration | 300 | --- | 300 |
| 代填报政府机构问卷表格 Fill up Government Authorities survey forms | 周年商业问卷 Annual Business Survey Forms | 300 | --- | 300 |
| | 新加坡投资问卷 Survey of Singapore's Investment Abroad | | | |
| | 国际贸易服务问卷 International Trade in Services Survey | | | |
| | 服务行业问卷 Survey of Services | | | |
| | 海外债务及财政问卷 Survey of Foreign Debt and Financial Derivative Transactions | | | |

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|-------------------------|--|-------------------|--------------------|-------------------|-----|
| *迟上报政府罚款- 30 天以内 | *Late Lodgment Gov. Fee (ACRA) – Within 30 days | 1 | 250 | ACRA | 50 |
| *迟上报政府罚款- 2 个月以内 | *Late Lodgment Gov. Fee (ACRA) – Within 2 months | 1 | 250 | | 75 |
| *迟上报政府罚款- 3 个月以内 | *Late Lodgment Gov. Fee (ACRA) – Within 3 months | 1 | 250 | | 100 |
| *迟上报政府罚款- 6 个月以内 | *Late Lodgment Gov. Fee (ACRA) – Within 6 months | 1 | 250 | | 150 |
| *迟上报政府罚款- 1 年以内 | *Late Lodgment Gov. Fee (ACRA) – Within 1 year | 1 | 250 | | 200 |
| *迟上报政府罚款- 2 年以内 | *Late Lodgment Gov. Fee (ACRA) – Within 2 years | 1 | 250 | | 250 |
| *迟上报政府罚款- 3 年以内 | *Late Lodgment Gov. Fee (ACRA) – Within 3 years | 1 | 250 | | 300 |
| *迟上报政府罚款- 3 年以上 | *Late Lodgment Gov. Fee (ACRA) – Over 3 years | 1 | 250 | | 350 |
| *迟上报周年申报政府罚款 | Late AR Filing - Breach of Section 197 of the CA 7 months after FYE | 1 | 250 | ACRA | 500 |
| *迟举行股东大会政府罚款 | Late AGM Held – Breach of Section 175 of the CA 6 months after FYE | 1 | 250 | | 500 |
| *迟上报政府印花税 – 1 个月以上 | *Late Lodgment Stamp Duty (IRAS) – Over 1 month | 1 | 250 | IRAS | 10 |
| *迟上报政府印花税 – 3 个月以上 | *Late Lodgment Stamp Duty (IRAS) – Over 3 months | 1 | 250 | | 25 |

* - Late Lodgement Fees (For Annual Return)

<https://www.acra.gov.sg/how-to-guides/offences-prosecutions-and-penalties-for-companies/annual-general-meeting-and-annual-return-filing-breaches>

* - Late Lodgement Fees (other than for Annual Return)

<https://www.acra.gov.sg/how-to-guides/offences-prosecutions-and-penalties-for-companies/late-lodgement-fees-other-than-for-late-lodgement-of-annual-return>

* - Late Payments for Stamp Duties (Gov. Penalties)

<https://www.iras.gov.sg/irashome/Other-Taxes/Stamp-Duty-for-Shares/Paying-your-Stamp-Duty/Late-Payment-of-Stamp-Duty/>

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