

## 委任董事 / 股東服務 (新加坡公司) Nominee Director and Shareholder Service (Singapore Co.)

『委任董事/股東服務』可按客戶所需，委任我司以“公司名義”或“個人名義”出任為客戶公司的董事或股東。『委任服務』只屬申報作註冊公司之用，絕不參與公司一切商業活動、決策及日常運作。(除下述註明之服務)

『The Nominee Director / Shareholder Service』 allow our clients to nominee us as the Director or the Shareholder of Client's company by using "Corporate Identity or Natural Person Identity". This nomination service is only used for the corporate registration and declaration purpose which will not participate in the company's business activity, decision making and daily operation (except services listed below)

- 於提供『委任服務』前，委任人須按該委任事宜簽署委任文件。  
The Nominator shall sign the nomination document regarding to the nomination service before the commencement of service.
- 於提供『委任服務』期內，被委任者將按委任人士的指示/授權簽署開立指定銀行戶口表格或文件，但絕不出任賬戶使用人及任何運作。  
The Nominee will attend & sign all bank account opening documents as instructed by The Nominator. The Nominee will not provide or involve any service or activity regarding to operate such bank account during the nomination service period.
- 於提供『委任服務』期內，將會按委任人授權並指示，提供簽署及處理下列相關文件：(或需另外收費)  
The Nominee will attend & sign below documents as instructed by the Nominator during the nomination service period : (extra charge may apply)
  - 註冊公司文件      Company registration documents
  - 銀行開戶文件      Bank Account Opening Documents
  - 公司週年申報文件      Company annual return
  - 公司核數報告文件      Audited financial statements
  - 購買或租用物業      Purchasing or Renting Property
- 於提供『委任服務』期內，如委任人授權並指示簽署非上述指定之文件 (如：購買物業或簽定租約文件但不包括任何形式的擔保或承諾)，而且必須由本司委派之律師辦理，相關費用需由委任人支付。  
During the Nomination service period, if the Nominee is instructed by the Nominator to execute or to sign any documents not mentioned above, (such as, purchasing or renting any property, excluding guarantee or making any promising note.) The related matter will be attended by our designated solicitor at the Nominator's cost.
- 於提供『委任服務』期內，如委任人或其相關公司涉及或懷疑涉及任何形式的不道德、欺騙性、不合法的商業及財務活動，以及任何糾紛並可能涉及民事訴訟或刑事調查及檢控。本公司 (被委任人) 將不作任何通知而立刻辭去被委任的職務。本公司 (被委任人) 對此將不作任何賠償，委任人對此絕對接受及同意。  
During the Nomination service period, if the Nominator or his/her related company involve or suspect of involve in illegal, immoral, deceiving commercial and financial activity, as well as civil proceeding, criminal investigation and prosecution. Our company (the Nominee) shall resign from the nominated capacity without giving any prior notice, and shall not liable for any compensation. The Nominator is absolutely agreed and accepted.

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

## 價目表 Price List

### 委任董事 / 股東服務 Nominee Director / Shareholder Service

服務項目 Service Content		服務費 Service Fee (SG\$)
委任董事* Nomination of Director	公司名義 Corporation Identity	受法律限制 Restricted by Law
委任股東* Nomination of Shareholder		2,460.- 每名每年 Per person Per year
委任董事* Nomination of Director	個人名義 Natural Person Identity	2,400.- 每名每年 Per person Per year
委任股東* Nomination of Shareholder		(保證金 Refundable Deposit \$700.-)
代制作委任文件 Preparation of Trust Deed Documents		640.- 每名/套 per person/set
簽署公司申報文件 Signing of Corporate Filing Documents		640.- 每份 Per document
簽署公司會議記錄 Signing of Director Minutes		640.- 每份 Per document
辦理開立銀行戶口 Sign & Attend Opening Bank Account		950.- 每銀行 Per Bank
簽署核數報告文件 Sign & Attend Audited Financial Statements		1,570.- 每年度 Per year
辦理其他銀行文件 Attending other Banking Documents		1,570.- 每類別 Per Nature
辦理各類法律文件 Attending Legal Documents		

以上服務如涉及第三方或政府收費需由委任人支付。

All extra fee be charged by third party or government levy relating to above services are at Nominator's cost.

以上之服務只限於已委任之新加坡秘書客戶。

The above services will only be provided for Appointed SBC Corporate Secretarial Service.

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