

# 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	1	---	350	---	
★更改注册地址	1	---	350	---	
★更改公司通信地址	1	---	350	---	
★更改财政年结日	1	---	350	---	
★更新公司成员资料 /每名	1	---	350	---	
★会议记录 / 决议	1	---	350	---	
更改秘书或核数师	1	80	350	---	
更改或增加董事 /每名	1	80	350	---	
更改或增加股东 /每名	1	80	350	厘印费 Stamp Duty	
增加股份分配	1	80	350	---	
更改公司注册股本	15-42	80	350	---	
决议通知书 (向注册处政府上报)	1	80	350	---	
更改海外公司业务性质 / 每次	1	80	350	ACRA	
更改公司名称	1	80	350		15
登记押记记录	1	80	350		65
资料更新错误通知	14	80	350		60
登记更改公司宪法	30	80	350		100
▼代申报公司周年申报表及股东大会	1	350			60
查册 (公司合规与财政档案)	1	80			50
查册 (公司业务资料)	1	80			5.50
查册 (公司业务资料证书)	1	80			16.50
查册 (基本个人资料)	1	80			33
查册 (注册处副本资料)	1	80		27	
查册 (公司宪法及章程)	1	80		50	
注册处证书 Certificate	存续证明书	1	80		11
	合格证明书		80		15
	注册证明书		80		50
	抵押登记证明书		80		50
	批准持有土地证明书		80		50
	合并证明书		80		50
新加坡特许秘书鉴证本	1	220		---	
会计师鉴证本	1	220		---	
代制作委任文件	1	640		---	
钢印	5	120		---	
原子印	5	50		---	
重印股票本	1	50/页 Print		---	
重印公司宪法	1	150/本 Booklet		---	
重做全套公司绿盒+	5	280		速递费 Courier Fee	
公司注册除名	120	700		---	
代签署「银行文件」/每间银行	1	700		---	
代客入支票 出街费	1	220		---	
代客出支票 行政费	1	220		政府费用 Gov. Fee	
代表出席法庭传票	---	4,140		罚款 Penalty	
索取「注册公司文件」/每年度 /每次	---	80		---	

★ 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.-)

本公司保留随时调整收费、服务及相关条款及细则之权利，而毋须另行通知。

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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	740	60	800
	周年日翌日起计超过 15 天或以上 Over 60 days after the Financial Year Date	740	200	940
委任新加坡当地董事 Nominee Singapore Resident Director	当地居民董事 Singapore Resident Director	2,400	700 (Security Deposit)	3,100
	当地合法代表 Singapore Local Authorised Representative	2,400	700 (Security Deposit)	3,100
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 <b>S197 + S195</b>	80	400	<b>480</b>
代申报「估计应课税入息」 Filing of Estimated Chargeable Income (ECI)		500	---	500
代申报「企业所得税申报表」 Filing of Corporate Tax Returns (Excl. Tax Computation)		500	---	500
代安排「企业所得税税收计算表」 Preparation of Corporate Tax Computation		1,250	---	1,250
代申报「个人所得税申报表」 Filing of Income Tax Returns (Individual)		500	---	500
代申报「雇主申报表」 Reporting of Employees Earning (Employers Return)		500/person	---	500/person
代申报「财产税」 Filing of Annual Property Tax Bills		420	---	420
编制年检申报周年(XBRL)业务报告 Preparation of XBRL Statement		800	---	800
注册新加坡商标 Trademarks Registration		660	341	1,001
申请「企业密码」 Apply for CorpPass - Singapore Corporate Access ★		80	---	80
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)	900	---	900
	代申报季度商品及服务税 Filing of GST Returns Quarterly	500	---	500
	撤销商品及服务税户口 GST De-registration	500	---	500
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	420	---	420
	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	350	ACRA	50
*迟上报政府罚款- 2 个月以内	*Late Lodgment Gov. Fee (ACRA) – Within 2 months	1	350		75
*迟上报政府罚款- 3 个月以内	*Late Lodgment Gov. Fee (ACRA) – Within 3 months	1	350		100
*迟上报政府罚款- 6 个月以内	*Late Lodgment Gov. Fee (ACRA) – Within 6 months	1	350		150
*迟上报政府罚款- 1 年以内	*Late Lodgment Gov. Fee (ACRA) – Within 1 year	1	350		200
*迟上报政府罚款- 2 年以内	*Late Lodgment Gov. Fee (ACRA) – Within 2 years	1	350		250
*迟上报政府罚款- 3 年以内	*Late Lodgment Gov. Fee (ACRA) – Within 3 years	1	350		300
*迟上报政府罚款- 3 年以上	*Late Lodgment Gov. Fee (ACRA) – Over 3 years	1	350		350
*迟上报周年申报政府罚款	Late AR Filing (7 months after FYE) Breach of Section 197 & 175 of the Companies Act	1	350	ACRA	1,000
*迟上报政府印花税 – 1 个月以上	*Late Lodgment Stamp Duty (IRAS) – Over 1 month	1	350	IRAS	10
*迟上报政府印花税 – 3 个月以上	*Late Lodgment Stamp Duty (IRAS) – Over 3 months	1	350		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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