When acting as a Corporate Service Provider for our clients under ACRA guidelines, we are required by law to conduct a “KYC” (Know Your Client) before we consent to act as the nominee. In view of the above, kindly furnish us the following information and documents for our perusal.

|  |
| --- |
| CONTACT DETAILS |

|  |  |
| --- | --- |
| Full Name |  |
| Contact Phone No. AND  ADDRESS ( PLEASE SUBMIT PROOF OF ADDRESS) |  |
| Mobile Phone No. |  |
| Email Address |  |

|  |
| --- |
| ABOUT YOURSELF |

You may attach your full CV or resume for this portion instead (if you wish).

|  |  |
| --- | --- |
| Please state your employment history and experience |  |
| Educational background and attained qualifications, accreditations and certifications |  |

|  |
| --- |
| ABOUT YOUR CURRENTLY EXISTING PRIMARY BUSINESS ACTIVITIES (if any) |

|  |  |
| --- | --- |
| NAME OF COMPANY |  |
| Country of Incorporation |  |
| Business Registration Number |  |
| Detailed Description of business activities |  |
| In business since: |  |
| Do you own this business or are you an employee? |  |
| How long have you been operating (or employed by) this company |  |
| Your Designation in company |  |
| Annual Turnover of company |  |
| Office Address |  |
| Office Phone |  |
| Business Email Address |  |

|  |
| --- |
| ABOUT YOUR NEW SINGAPORE COMPANY TO BE INCORPORATED – PART 1 |

|  |  |
| --- | --- |
| Please state why you chose Singapore as your business destination |  |
| Describe the detailed business activities of this new company (please be as detailed as possible) |  |
| Please list the individuals or corporations who will be directly or indirectly associated with your new company. |  |
| Please list the individuals or corporations who are the ultimate beneficiaries of your new company (ie the one who ultimately receives the profits generated). Even those who are not directors or shareholders of your new company |  |

|  |
| --- |
| ABOUT YOUR NEW SINGAPORE COMPANY TO BE INCORPORATED – PART 2 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Estimated 3 year annual turnover | |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |
| List countries where the majority of your clients will be located and where payments will be coming from |  |
| List countries where the majority of your suppliers will be located and where funds will be paid out |  |
| Average income amount per transaction |  |
| Estimated number of transactions per month |  |
| Average outgoing amount per transactions |  |
| Estimated number of outgoing transactions per month |  |

|  |
| --- |
| ACKNOWLEDGEMENT |

I hereby confirm that the information given above is true and complete to my/our best knowledge, and further undertake to notify you promptly in writing upon significant change

|  |
| --- |
| Full Name |
|  |
| Relationship to Singapore Company |
|  |
| Signature |
|  |

## Documentation Required

If you plan to visit our office, please bring along the originals of the documents listed below. Alternatively, if you are not able to visit us in person, then we require certified true copies (notarized) to be sent to us.

1. **Passport Photo Copies and second identification document:**

This copy should have a clear picture, as well as clear personal details (nationality, date and place of birth). We will also require a second identification document such as driver's license, national ID card or another government issued document which has both a photograph as well as clear personal details.

1. **Proof of Residence (address):**

This may be in the form of a utility bill, credit card statement, a bank statement (no more than 3 months old).

1. **Reference Letter**

One reference letter from an established attorney, accountant or your bank