

Pre-incorporation Checklist

Registering a company yourself? Use our checklist to make sure you have everything you need before filing to ACRA.



Osome Bot

If you want to have your company registered within a day, let Osome handle the entire incorporation for you. Provide your details in a secure chat, sign and pay online, get live support from our agents. Incorporation has never been as easy.

We've carefully prepared this checklist to help you speed things up and come prepared.

BASICS

☐ **Company Name**

Try to avoid words like “bank”, “insurance”, “university”, and “education”

☐ **Business Details**

A brief description of what you're planning to do

☐ **Local Address**

This must be an address in Singapore, but not a PO box

PEOPLE

☐ **Local director / Nominee director details**

Your company must have at least one local director (citizen or permanent resident). You'd need to provide their:

- Identity Card (IC)
- Contact details (email address and phone number)

☐ Other directors

Note that if you are holding an EP from another company, you can't be a director unless you switch to a new EP associated with your business. Should you want to have more than one director, you'd need to provide the following for each person:

- ID (IC for locals, passport for foreigners)
- Contact details (email address and phone number)
- For foreigners: proof of residential address (bank statements, IRS letters, or utility bills)

☐ Shareholder details

Make sure to provide the following details:

For individual shareholders:

- ID (IC for locals, passport for foreigners)
- Contact details (email address and phone number)
- For foreigners: proof of residential address (bank statements, IRS letters, or utility bills)

For corporate shareholders:

- Business Extract listing shareholding structure
- Authorised representative's ID and contact details

☐ Company secretary details

By law, you need to appoint a company Secretary within six months after incorporation. Note that a sole director and shareholder can't act as company Secretary. If you want to appoint a Secretary at the time of incorporation, you'd need to provide their:

- IC
- Contact details (email address and phone number)

STRUCTURE

☐ Share structure details

Your constitution will need to include the following:

- Number of shares
- Paid-up capital amount



ARE YOU A FOREIGNER?

Unfortunately, foreigners can't self-register a company in Singapore. Good news is that Osome handlesthe entire process for you.

WHAT'S NEXT?

After incorporation you may also need:

- Corporate bank account
- For certain businesses: Business licenses or permits (before you start operating)
- For foreigners: Employment pass (if you want to relocate and run your business in Singapore)

HOW OSOME CAN HELP?

We've completely automated the process of incorporation and wrapped it up in a secure chat, so thatyou could get your company registered online within a day. Drop us an email at hi@osome.com and ourexperts will be happy to provide you a free consultation.