

Pre-incorporation: Checklist



5 steps to setting up in Singapore

Registering a company yourself? Use our checklist to make sure you have everything you need before filing to the Accounting and Corporate Regulatory Authority (ACRA).

We've created this checklist to help locals and foreigners speed things up and come prepared.

① Meet the official requirements

Here's everything Singapore's Ministry of Manpower needs from business founders:

Corporate Secretary

Singapore law requires each company to have a Secretary. This officer is in charge of state compliance. They file annual returns and resolutions on changes, prepare Annual General meetings, and process dividends distribution.

Nominee Director

At least one of your directors has to be a Singapore resident. Hiring a nominee is a common and legal practice.

A nominee puts their name on your papers but can't make any core business decisions. If there's any wrongdoing, such as late or incorrect reports, the nominee director shares legal responsibility. That's why you have to get an accounting package with this service.

Registered address

All Singaporean companies must have a local registered address. It goes on all legal documents. We receive your correspondence, scan and forward them to you.

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② Get your company registered

Foreigners need a certified agency to file for incorporation – which is where Osome can help. We collect and sort all your documents online and send you the application to sign electronically. Here's how it works:

- Supply passports and proof of address for you and any company directors
- Send us a selfie to prove it's you
- Provide your share structure for the company Constitution
- Let us know your paid-up capital – S\$1 is enough

③ Open a business account

Find a Singapore bank or payment service to open up an account with, you can do it remotely online – or you can leave it to us. Each bank has its own procedure to open an account without physically visiting the branch. They do KYC interviews online using video conferencing and send couriers to exchange docs. Talk to us to learn about details, rates, and requirements.

④ Set up your accounting calendar

You need to submit several tax reports a year. Even if you have no transactions, you still need to submit annual reports: Estimated Chargeable Income, financial statements, and annual tax returns called Form C or Form C-S. It's crucial to prepare them right and on time, otherwise your company and the Nominee director can face fines and penalties.

With Osome, you get a Chartered Accountant who organises your docs, prepares reports, and files them neatly. We also proactively advise on exemptions so you pay taxes smartly, as a foreign citizen.

⑤ Get an Employment pass and move to Singapore

A permit that allows you to work, live and bring your family to Singapore. Only a Singapore-registered company can apply for an EP. And it has to be a real operational business.

We can register a company for you, set up the reporting and apply for EP. We will file your CV with relevant professional experience, education data and the company profile to get the visa. The process can take up to 3-6 months, depending on the requirements. Once you get it, the employment pass is valid for 1 or 2 years and can be renewed afterwards.

Ambitious foreigners setting up in Singapore, make sure you have access to:

① Local experts on your side

A Singapore-based team you can work with directly. Locals who can give you answers quickly, and advice whenever you need it.

② Tax right from day one

Make sure it's smooth sailing from overseas – get advice on business structure, accounting set-up, and tax reliefs available to your business.

③ The ability to register remotely

There's no need to travel when everything's sorted remotely and online. Submit your documents, fill in forms and comply with local requirements from overseas.

④ Long-term visa support

You'll want all the help you can get with your Employment Pass – a long-term visa to stay and work in Singapore, and Dependant's Passes for your family.

Learn more

Looking to set up from abroad?

Here's [everything you need to know about setting up your offshore company in Singapore.](#)

General considerations for locals registering in Singapore:

① Check in via Singpass

Gather your National Registration Identity Card (NRIC) along with shareholders' and directors' details, as well as your registered address.

② Document preparation and ACRA filing

Prepare and submit your paperwork to ACRA, including the company's constitution, identity, shareholder and corporate secretary documents.

③ Company name check and registration

Check that your chosen name is available and reserve it. You'll need to pay the ACRA name registration fee.

④ Sort your bank account

Separate your business finances from your personal ones.

We can connect you with one of our partner banks, and help you with identity verification (Know Your Customer documents).

Boom! Just like that, you're in business. Osome incorporates your business for you – and helps you succeed

Specialists in incorporation

Our team of experts simplifies the process, handling requirements like local directors, company secretaries, and legal compliance.

Integrated with Singpass

Log in via Singpass. It's secure and it saves you the hassle of typing in your details.

Business bank account, sorted

We fast-track you through one of our partner banks and pre-approve you for an account, all included for free. Our partners include OCBC, DBS, Aspire and Airwallex.

Business support beyond starting

From registering to tax, accounting, and bookkeeping services, our local Chartered Accountants have you covered for the first year and beyond.



Got questions? Chat with our experts



Choose a convenient time to chat with our incorporation agents over the phone and get the answers you need.

[Schedule a call](#)

