



Guide on Company Incorporation

For company incorporation and nominee director services, there are two choices for your further action:

Option 1 – Online Application (Recommended for better efficiency):

Please access below website for online incorporation application:

<https://company.estarfinancial.com/#/login>

Of which,

(i) Actions to be taken from your side:

Registration -> Choose your preferred packages under “Company Incorporation” -> Follow the steps to complete the online application form and upload required documents -> Submit and make payment

After receipt of your payment, EStar will proceed for its internal customer on-boarding assessment, contact you for further clarification (when applicable), and then complete ACRA registration of your company and delivery of statutory documents for the signature of director(s) and shareholder(s) for local compliance purpose.

(ii) Screenshot of the “choice of services” from our online system:

* Business type

Customize service is NOT recommended unless limited services are needed.

[SG] Company Incorporation Promotion Package (A1-B)

S\$798.00

(S\$1,478.00)

Exclusive for:
Companies without provision of nominee director service

Package includes:

- ✓ [Required] Singapore Company Incorporation Service (ACRA registration) (S\$285.00)
- ✓ [SG-S01] Company Secretarial Service - Basic (1 year) (S\$398.00)
- ✓ [SG-S02] ACRA Annual Return Filing Service (1 Year) (S\$60.00)
- ✓ [SG-O01] Company Registered Address Service (1 Year) (S\$360.00)
- ✓ Third party fee:
- Fees paid to ACRA (S\$375.00)
- ✓ Other Fee:

[SG] Company Incorporation Promotion Package (A2)

S\$4,888.00

(S\$5,478.00)

Exclusive for:
Companies with provision of nominee director service

Package includes:

- ✓ [Required] Singapore Company Incorporation Service (ACRA registration) (S\$285.00)
- ✓ [SG-S01] Company Secretarial Service - Basic (1 year) (S\$398.00)
- ✓ [SG-S02] ACRA Annual Return Filing Service (1 Year) (S\$60.00)
- ✓ [SG-O01] Company Registered Address Service (1 Year) (S\$360.00)
- ✓ [SG-N1] Nominee Director Service (1 Person/1 Year) - effective from Feb 2024 (S\$0.00)
- ✓ Third party fee:
- Fees paid to ACRA (S\$375.00)
- Nominee Director Fee (1 Person/1 Year) (S\$2,000.00)
- ✓ Other Fee:
- Nominee Director Deposit (S\$2,000.00)

Customize - Incorporation

S\$600.00

Exclusive for:
Customers who wish to choose services flexibly.

Package includes:

- ✓ [Required] Singapore Company Incorporation Service (ACRA registration) (S\$285.00)
- ✓ Third party fee:
- Fees paid to ACRA (S\$315.00)
- ✓ Other Fee:
[Select a service](#)



(iii) Reminders of Incorporation & Documents to be prepared in advance by you, so as to be uploaded onto online application system:

The infographic is titled "Incorporation" and is set against a light blue background with a white grid pattern. It is divided into two main sections, each with a heart icon and a number. Section 1, "Key Reminders", lists three bullet points: 1. Director's permanent residence must be in Singapore. 2. Authorized share capital: no less than SGD1.00. 3. Foreigners must hire a certified service provider. Section 2, "What Doc is Needed?", lists four bullet points: 1. Company name (3 names recommended). 2. List of shareholder(s), ultimate shareholder(s), director(s) with contact and address info. 3. Scanned copy of original documents of director(s) and shareholder(s), including identity certificate, business certificate, and address proof. 4. Shareholding structure.

Incorporation

1 Key Reminders

- For the target company's director(s), at least **1 director's** permanent residence must be in Singapore (i.e. either a Singaporean or SG PR). Otherwise, EStar's Nominee Director Services is recommended;
- Authorised share capital: no less than **SGD1.00**;
- If company's shareholder/director has foreigners, it must hire a certified service provider (i.e. EStar) to provide company registration services.

2 What Doc is Needed?

- Company name (prepare **3 names** in advance is recommended);
- List of shareholder(s), ultimate shareholder(s), director(s) with contact and address info;
- Scanned copy of original documents of director(s) and shareholder(s), including:
 - Identity certificate (for individuals);
 - Business certificate (for entity);
 - Address proof (less than 3 months);
- Shareholding structure.

Despite the above, (i) authority letter is also needed if the applicant is not the shareholder nor the director of the proposed company; (ii) additional photos of the director(s)/ shareholder(s) holding his/her original passport/IC is requested for online verification purpose; (iii) lease agreement is requested if the company registered address service is not provided by us.

Option 2 – Offline Application:

NOT RECOMMENDED as it is more time consuming with more documents to be prepared and signed offline.

(i) Actions to be taken from your side:

Prepare and submit the required documents -> Sign service agreements (including engagement letter, fee letter, nominee director agreement (if applicable)) and make payment

EStar will proceed the online application on behalf of you, and then proceed for its internal customer on-boarding assessment, contact you for further clarification (when applicable), and then complete ACRA registration of your company and delivery of statutory documents for the signature of director(s) and shareholder(s) for local compliance purpose.

(ii) Documents to be prepared in advance by you:

- (1) List of documents as mentioned in (iii) of Option 1; plus
- (2) Company Incorporation Application Form; plus
- (3) KYC Form.

Note:

- For each company, preparer need to prepare item 2 and 3 of the aforesaid documents and sign on it;
- The template of item 2 and 3 of the aforesaid documents will be provided by us.