



Guide on Corporate Service Transfer

For transfer of company secretary services 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 transfer services application:

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

Of which,

(i) Actions to be taken from your side:

Registration -> Choose your preferred packages under “Corporate Service Transfer” -> 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 and then contact you and your corporation secretary for subsequent service handover procedures.

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

* Business type Corporate Service Transfer – Company Secretarial related services

Customize service is recommended if no registered address service is needed.

[SG] Company Service Transfer Promotion Package (C1)

S\$658.00
(S\$878.00)

Exclusive for:
Companies without provision of nominee director service

Package includes:

- ✓ [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\$60.00)
- ✓ Other Fee:

[SG] Company Service Transfer Promotion Package (C2)

S\$4,658.00
(S\$4,878.00)

Exclusive for:
Companies with provision of nominee director service

Package includes:

- ✓ [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\$60.00)
 - Nominee Director Fee (1 Person/1 Year) (S\$2,000.00)
- ✓ Other Fee:
 - Nominee Director Deposit (S\$2,000.00)

Customize - Service Transfer

S\$4,518.00

Exclusive for:
Customers who wish to choose services flexibly.

Package includes:

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

[Select a service](#)

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

Ref	Name of documents	Remark
1	Business Profile & Articles of Association of the Proposed Company	i.e. The latest business profile & articles of association of the proposed company.
2	Business Activities of the Proposed Company	i.e. A document stating the main product(s) and/or services of the proposed company and the name of nominee director(s)/ shareholder(s) (if applicable).
3	Shareholder Structure of the Proposed Company	i.e. Shareholder structure chart, including name of direct/intermediary/ultimate shareholder(s), shareholding ratio, email, mobile number and mail address.
4	Latest Annual Financial Report of the Proposed Company (if applicable)	As annual accounts is not available, either monthly, quarterly, half year, or other period's account is accepted.
5	Proof of Registered Office Address of the Proposed Company – Scanned Copy	i.e. Lease agreement, or property ownership certificate.
6	Particulars of the current company secretary	i.e. A document stating the name, contact email, contact mobile number and mail address of the current company secretary.

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 and contact you and your corporation secretary for subsequent service handover procedures.

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

(1) List of documents as mentioned in (iii) of Option 1; plus

(2) KYC Form:

- For each company, preparer need to prepare one KYC Form and sign on it;
- The template of KYC Form will be provided by us.