



Guide on Customized Comprehensive Corporate Services

(Exclusive of incorporation)

For customized comprehensive corporate services (exclusive of incorporation), there are two choices for your further action:

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

Please access below website for online customized comprehensive corporate services application:

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

Of which,

(i) Actions to be taken from your side:

Registration -> Choose “Comprehensive Corporate Services – Customized (Exclusive of incorporation)” under “Business Type” -> Follow the steps to complete the online application form and upload required documents -> Submit your customized demand in Step 3 -> We will contact the applicant offline to communicate about the service scope, service fees and payment schedule, and upload those agreed information into this system -> You need to continue with the remaining steps of online application, submit and make payment

After receipt of your payment, EStar will proceed for its internal customer on-boarding assessment and then contact you to facilitate follow-up services.

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

Comprehensive Corporate Services – Customized (Exclusive of Incorporation)

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| <h4>1 Key Reminders</h4> <p>Under this business type, the provision of our services include book keeping, financial report, tax, secretary, consulting and other finance related services. The application process is a mix of online and offline actions, which is illustrated as follows:</p> <ul style="list-style-type: none">The applicant shall fill and submit the KYC questionnaire and required documents in this system first;We will contact the applicant offline to communicate about the service scope, service fees and payment schedule, and upload those agreed information into this system;The applicant will then proceed for the remaining procedures in this system to complete the application and make the requested payment;After receipt of the payment, we will proceed for the client on-boarding assessment for client acceptance and other subsequent required steps. | <h4>2 What Doc is Needed?</h4> <ul style="list-style-type: none">Company's business profile, and articles of association;Description of the company's business activities;Shareholding structure with name, shareholding ratio, email, mobile number and mail address info;Company's latest annual financial report (if applicable);Scanned copy of original documents of director(s) and shareholder(s), including:<ul style="list-style-type: none">Identity certificate (for individual);Business certificate (for entity);Address proof (less than 3 months).Particulars of the company's corporate secretary, finance and tax in-charge (if applicable). |
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Of which,

| 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. |
| 7 | Particulars of the Proposed Company's Finance and Tax In-charge | i.e. a document stating the name, contact email, contact mobile number and mail address of the proposed company's finance and tax in-charge |

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 and contact you to facilitate follow-up services.

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

(1) List of documents as mentioned in (ii) 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.