

服務收費表 – 新加坡有限公司
Price List - Singapore Limited Company



其他服務項目 Individual Service Item (HK\$)

| 服務專案 Service Content | | 所需工作日 Lead Day | 服務費 Service Fee | 政府附加費* Gov. Fee * |
|-------------------------|--|-------------------|--------------------|----------------------|
| ★更改公司業務性質 | ★Change of Company Particulars | 1 | 2,600.- | --- |
| ★更改註冊地址或辦公時間 | ★Change of Registered Office Address or Office Hours | 1 | 2,600.- | --- |
| ★更改秘書或核數師 | ★Change of Company Officers or Auditors | 1 | 2,600.- | --- |
| ★更改或增加董事 / 每名 | ★Change of Director /each | 1 | 2,600.- | --- |
| ★更改或增加股東 / 每名 | ★Transfer of Shares / Update lists of Members /each | 1 | 2,600.- | 厘印費 Stamp Duty |
| ★更新公司成員資料 / 每名 | ★Update of Particulars of Member /each | 1 | 2,600.- | --- |
| ★增加股份分配 / 每次 | ★Return of allotment of Share(s) /each | 1 | 2,600.- | --- |
| ★更改公司註冊股本 / 每次 | ★Notice of Alteration of Share Capital | 15-42 | 2,600.- | --- |
| ★更改財政年結日 | ★Change of Financial Year End | 1 | 2,600.- | --- |
| ★更改海外公司業務性質 / 每次 | ★Change in Foreign Company Particulars /each | 1 | 2,600.- | 90.- |
| ★更改公司名稱 | ★Change of Company Name | 1 | 2,600.- | 390.- |
| ▼代申報公司週年申報表及股東大會 | ▼Filing of Annual Return & AGM | 1 | 2,600.- | 360.- |
| 登記更改公司憲法 | Filing of alteration of Company Constitution | 30 | 3,800.- | 600.- |
| 登記押記記錄 | Filing of Memorandum of Charges | 1 | 2,600.- | 360.- |
| 資料更新錯誤通知 | Notice of Error | 14 | 2,600.- | 360.- |
| 查冊 (公司合規與財政檔案) | Purchase of Corporate Compliance & Financial Profile | 1 | 700.- | 300.- |
| 查冊 (公司資料) | Purchase of Business Profile | 1 | 700.- | 40.- |
| 查冊 (公司資料證書) | Purchase of Business Profile with Cert. | 1 | 700.- | 100.- |
| 查冊 (基本個人資料) | Purchase of People Profile | 1 | 700.- | 200.- |
| 查冊 (註冊處副本資料) | Purchase of Company Extracts | 1 | 700.- | 170.- |
| 查冊 (公司憲法及章程) | Purchase of Company Constitution | 1 | 700.- | 300.- |
| 註冊處證書 Certificate | 存續證明書 | 1 | 700.- | 70.- |
| | 合格證明書 | | | 90.- |
| | 註冊證明書 | | | 300.- |
| | 抵押登記證明書 | | | 300.- |
| | 批准持有土地證明書 | | | 300.- |
| | 合併證明書 | | | 300.- |
| 新加坡特許秘書鑒證本 | Company Secretary Certified True Copy | 1 | 700.- | --- |
| ★會議記錄 / 決議 | ★Drafting of Minutes /Resolutions | 1 | 700.- | --- |
| 決議通知書(向 ACRA 提出) | Notice of Resolution (Lodgement to ACRA) | 1 | 700.- | --- |
| 代製作委任文件 | Preparation of Trust Deed Documents | 1 | 2,900.- | --- |
| 鋼印 | Common Seal | 3 | 1,000.- | --- |
| 原子印 | Pre-ink Stamp | 3 | 600.- | --- |
| 重印股票本 | Reprint of Share Certificate(s) | 1 | 500.-/頁 Print | --- |
| 重印公司憲法 | Reprint of Company Constitution | 1 | 1,300.-/本 Booklet | --- |
| 重做全套公司綠盒 + | Re-make full set of Company Kit + | 5 | 2,600.- | 速遞費 Courier Fee |
| 公司註冊除名 | Striking off a Company | 120 | 3,800.- | --- |
| 代客入支票 出街費 | Deposit Check on behalf Disbursement | 1 | 1,100.- | --- |
| 代客出支票 行政費 | Issuance of Check on behalf Service Fee | 1 | 1,100.- | 政府費用 Gov. Fee |
| 代表出席法庭傳票 | Attend a Court Summon | --- | 3,800.- | 罰款 Penalty |
| 代簽署「銀行開戶文件」/每間銀行 | Signing the Bank Opening Documents / per Bank | 1 | 4,300.- | --- |
| 代申報「企業所得稅申報表」 | Filing of Corporate Tax Returns | 1 | 2,200.- | --- |
| 代申報「估計應課稅入息」 | Filing of Estimated Chargeable Income (ECI) | 1 | 2,300.- | --- |
| 申請「新加坡商品及服務稅」戶口 | GST Registration | 1 | 2,200.- | --- |
| 索取「註冊公司文件」/每年度/每次 | Collect "Company Document" /per Year/per Order | --- | 200.- | --- |

★如選用收費之公司秘書服務，將每年度免費處理 5 套文件，並只需支付相關的厘印費及政府收費；其後則按每年度每份文件額外收取服務費。
如選用免費之首年公司秘書服務，該免費年度將不包括免費處理 5 套文件。

A free handling of 5 sets of document each year with an additional cost of the stamp duty and government charges where necessary will be provided for our chargeable Company Secretarial Service.
Any extra handling of document shall be charged additionally on a yearly basis for each set of document.
The free handling of 5 sets of documents will not be provided for our free first year Company Secretarial Service.

- 備註
Remarks
- * 以上政府費用將視乎實際政府收費而調整
The above Government fee will be adjusted according to the actual charge by the Government.
 - + 公司綠盒包括：印章 2 個 / 股票 / 公司憲法
Company kit including : 2 Pre-ink Stamp / Share Certificate / Company Constitution
 - ▼ 公司秘書服務費用包括每年度代申報公司週年申報表 (含政府費 \$360.-)
Company Secretary Service fee has included the filing of Annual Return for the year (including Gov. Fee \$360.-)

駿業國際保留隨時調整收費、服務及相關條款及細則之權利，而毋須另行通知。

SBC International reserves the right to amend any of the prices and relevant terms without any notice when the amendment is deemed necessary.