

# Singapore

## Overview of Services

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The Maples Group in Singapore brings in-depth knowledge of a wide range of investment vehicles and structures, including regulatory and investor requirements, across an extensive global network. A robust institutional-grade infrastructure coupled with a highly responsive approach to client service ensures vehicles we act on are comprehensively supported in navigating the complexities of today's global business landscape.

### Formation Services

- Provide entity formation services to Singapore entities;
- Comply with Singapore regulatory requirements for formations business;
- Prepare corporate records including constitutions, incorporation forms, company seal, company stamp, share certificates, statutory registers and minute books;
- Provide a registered office address and manage all local communications relating to the company;
- Assist with the establishment of bank accounts, if possible;
- Ensure all statutory and regulatory filings are made and all ongoing corporate requirements are satisfied under the relevant laws and regulations; and
- Provide secure online access to entity data via our online portal, eServices. Information available via the portal includes key corporate records such as registers, constitutions, minute books and transaction documents.

### Company Secretarial & Board Support Services

- Act as the named company secretary and registered office with Accounting and Corporate Regulatory Authority Singapore ("ACRA") including maintaining the statutory registers, minute books and seals;
- Provide ACRA compliance alerts and reminders;
- Prepare ad hoc resolutions for company secretarial matters;
- Provide meeting facilities, coordinate annual general meetings and annual returns either in person or via telephone;
- Prepare and distribute agendas, board packs, minutes and action items to relevant parties;
- Sign secretarial certificates, arrange for the execution of agreements, liaise with third parties and provide copies of other documents prepared or retained by us as company secretary; and
- Assist in corporate exercises such as restructuring, acquisitions and divestments as required.

## Directorship Services

- Provide experienced independent, non-executive directors resident in Singapore, including some who speak Cantonese or Mandarin, to corporate entities engaged in:
  - Hedge funds;
  - Private equity funds;
  - General partners to a limited partnership;
  - Asset finance including aviation and shipping;
  - Structured finance including bankruptcy remote orphan vehicles engaged in securitisation and repackaging transactions;
  - Holding companies; and
  - Insurance linked securities.

## Accounting & Paying Agency Services

- Prepare GAAP and IFRS consolidated accounts;
- Arrange filing of XBRL accounts with ACRA;
- Provide daily or monthly corporate / management accounting where required;
- Act as escrow agent and provide paying agent services;
- Liaise with auditors, where applicable; and
- Provide support in certain regulatory reporting and local tax requirements.

## Permanent Office Services

- Provide offices for use by the client company.

## Entity Management Services

- Coordination of all necessary entity and regulatory filings (including the payment of annual and government fees) in order to maintain regulatory compliance and good standing of entities;
- Centralised compliance, data management, document management and billing;
- Protocol and processes development to ensure efficiencies across teams and regions; and
- Assigned global liaison and single point of contact to work with clients' current service providers to ensure all entities are managed effectively.

## Liquidation Services

- Assist with the liquidation or strike-off for Singapore entities.

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For further information on our services, please contact:

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