



MC Corporate Services Pte Ltd.

# Scope of Services

Address: 141 Cecil Street #03-02  
Tung Ann Association Building  
Singapore 069541  
Tel: +65 6222 8880  
Fax: +65 6222 7680

# TABLE OF CONTENTS

*(Click on the titles to go directly to the section of your interest)*

<b>1. Full Suite of Corporate Secretarial Services</b> .....	<b>3</b>
<b>2. Incorporations and Set-Up</b> .....	<b>3</b>
<b>3. Listed Companies /Foundations / Charities</b> .....	<b>4</b>
<b>4. Immigration Matters</b> .....	<b>4</b>
<b>5. Nominee Director, Nominee Agent Services</b> .....	<b>4</b>
<b>6. Provision of Registered Office (RO)</b> .....	<b>4</b>
<b>7. Accounting, Book-Keeping, Payroll and Bank Services</b> .....	<b>5</b>
<b>8. Corporate Legal Consultancy Services</b> .....	<b>5</b>
<b>9. Expert Advisory on Shareholders Agreement, JVs, Employment Contracts, ESOS</b> .....	<b>5</b>
<b>10. Corporate Licensing</b> .....	<b>5</b>
<b>11. Striking-Off / Liquidation of Companies and De-Registration of Branches</b> .....	<b>5</b>
<b>12. Full-Range Tax Services</b> .....	<b>6</b>
<b>13. Co-ordination &amp; Optimization of International Corporate Structures</b> .....	<b>6</b>
<b>14. Offshore Company Registration and Services</b> .....	<b>6</b>
<b>15. Extended Referral-based Services Portfolio</b> .....	<b>6</b>
<b>16. Contact Details</b> .....	<b>6</b>

# ***SCOPE OF SERVICES***

MC Corporate Services and its team of competent and experienced professionals offer the following wide range of Corporate and associated services: -

## **1. Full Suite of Corporate Secretarial Services**

- i. The provision of a qualified Company Secretary, Ms. Helen Campos, Managing Director of MC Corporate services who is a lawyer and a practising Chartered Secretary with over 25 years experience of active practice to act as your Company Secretary.
- ii. Documenting the Annual General Meeting and effecting changes to the Board and Banking resolutions.
- iii. Provision and management of Registered Office facilities.
- iv. Managing the registration of charges, update the register of charges and attendant filings with ACRA (Accounting and Corporate Regulatory Authority)
- v. Attending to the following matters:
  - a. transfer of shares
  - b. declaration of interim/final dividends
- vi. Physical and/or remote (tele or video conference) attendance at Board and General Meetings, minute taking and all preparatory work relating thereto.
- vii. Effecting an increase in the paid-up and issued capital, allotment of shares, issue of share certificates and all attendant filings with the ACRA.
- viii. Effecting a change of auditors or name of the Company.
- ix. Effecting amendments to the Memorandum and Articles of Association.
- x. Conversion of private to public companies and vice-versa (more details on public listed company work in section 3).
- xi. Creation of various classes of shares e.g., preference shares and conversions for special purpose vehicles.

## **2. Incorporations and Set-Up**

- i. Incorporating Companies, registering Foreign Branches and Representative Offices.
- ii. Providing shelf Companies for immediate use.
- iii. Providing nominee directors / shareholders / Named Company Secretary for company incorporation purposes. Incorporation will be done within a day.
- iv. All Companies are provided with a complete Company Kit, including subscriber share certificates, 5 copies of the Memorandum and Articles, Statutory Registers and Common Seal.

- v. Our package for incorporation also entails documentation for the first board meeting / initial corporate secretarial matters and assistance in setting up the Company's banking account.

### **3. Listed Companies /Foundations / Charities**

Full-range regulatory requirements and advisory work inclusive of: -

- i. Assist in all compliance issues with the SGX Listing Manual, Companies Act and Securities Futures Act requirements
- ii. Attendance and advisory services to the respective board at Annual General Meeting, Extraordinary General Meetings, Board, Audit, Remuneration and Nominating Committees Meetings of the Listed Companies, Foundations and Charities on all regulatory compliance and corporate governance matters.
- iii. Drafting and assisting in all announcements by Listed Companies.

### **4. Immigration Matters**

Application / appeal / termination for: -

- Employment Pass
- Dependents' Pass
- Students' Pass
- Permanent Resident Status
- Other liaison matters with the Ministry of Manpower

*In addition to an almost perfect success rate in obtaining the above permits for its clients, MC Corporate Services is also especially renowned for its success in appealing and winning complex cases involving prior rejected applications.*

### **5. Nominee Director, Nominee Agent Services**

- Consultancy and advisory services for Nominee Director, Shareholder and Nominee Agent matters
- Sourcing and appointment of Nominee Director, Shareholder and Nominee Agent services
- Administration of Nominee Director, Nominee Agent , Shareholder matters
- Replacement (if necessary) of Nominee Director, Nominee Agent , Shareholder/s

### **6. Provision of Registered Office (RO)**

- Allocation of RO and Corporate Address.
- Associated RO services upon request such as arranging for official stationery, mail/message forwarding, attending/forwarding specific calls, payment of local Company dues and other related services.

- Conference Room and hosting facilities within MCCA office or at other client-approved locations.
- Full-range administrative management of client meetings/conferences upon request.

## **7. Accounting, Book-Keeping, Payroll and Bank Services**

These include, in brief :-

- Accounting & Book-Keeping
- Compilation of Accounts
- Full payroll services
- Opening of bank accounts and cheque signatories

## **8. Corporate Legal Consultancy Services**

These include but are not limited to: -

- Conducting of seminars, lectures, workshops for senior management on corporate law, latest changes, best practices and all corporate governance issues etc.
- Training sessions for in-house paralegal and administrative teams of Companies on relevant corporate practices.
- Helen is a panel speaker for Singapore Institute of Directors' quarterly run courses on "Duties and Responsibilities of a Director" and the "Obligations and Compliance Requirements of a Director in a Listed Company"

## **9. Expert Advisory on Shareholders Agreement, JVs, Employment Contracts, ESOS, etc**

Legal advice and assistance in the drafting of shareholders agreement, JVs, employment contracts and ESOS, etc from our Managing Director who is a barrister.

## **10. Corporate Licensing**

Advice and assistance in applying for all types of professional and Corporate licenses e.g. Land Dealing Approval Licenses and Money Lending, FOREX, pawnbrokers license, liquor licensing etc.

## **11. Striking-Off / Liquidation of Companies and De-Registration of Branches**

Full-range of consultancy and assistance in all aspects of striking-off / liquidation of Companies from initiation to completion.

This covers but is not limited to all relevant areas of audit, tax, corporate advisory and compliance, filing with the Official Receiver, ACRA and public/newspaper advertisements.

Provision and appointment of Nominee Director/s to undertake the Administrative process whilst we act as Liquidators.

## **12. Full-Range Tax Services**

These include;-

- Corporate tax
- Goods & Services Tax (GST) Registration, compliance and reporting
- Personal income tax
- Preparation and Submission of Financial Reports and Annual Returns in XBRL format as per ACRA requirements

## **13. Co-ordination & Optimization of International Corporate Structures**

Expert advisory provided by experienced and highly qualified directors handling corporate governance, legal standpoint, tax, business-centric strategies all focused at delivering a comprehensive and success-driven solution for optimal arrangement and choice of corporate structures.

## **14. Offshore Company Registration and Services**

Direct agents for registration, incorporation and corporate secretarial assistance for BVI, Mauritius, Cyprus, Cayman Islands and other offshore company locations.

## **15. Extended Referral-based Services Portfolio**

- Audit Services
- Tax Services
- Business Consultancy and Advisory Services
- Forensic Accounting
- Pre- Sale/Acquisition Due Diligence
- Corporate Networking
- Immigrant Resettlement Assistance (offering services of our recommended movers, property agents, etc.)

## **16. Contact Details**

We will be honoured to serve you. Please do not hesitate to contact us for any of your Corporate Services requirements listed above or otherwise. We will be pleased to meet you at your convenience to understand and meet your requirements.

*Helen Campos*

Managing Director  
*LL.B (Hons.) London, FCIS*  
**MC Corporate Services Pte. Ltd.**  
141 Cecil Street #03-02  
Tung Ann Association Building  
Singapore 069541  
Email : [helen@MCcorporate.com.sg](mailto:helen@MCcorporate.com.sg)  
Tel : +65 6222 8880  
Fax : +65 6222 7680

*Farzin R. Karma*

Partner/Director  
*C.Eng (UK Hons), MI MarE, MIE, MBA*  
**MC Corporate Services Pte. Ltd.**  
141 Cecil Street #03-02  
Tung Ann Association Building  
Singapore 069541  
Email : [karma@MCcorporate.com.sg](mailto:karma@MCcorporate.com.sg)  
Tel : +65 6222 8880  
Fax : +65 6222 7680  
Mobile: +65 9186 8500 / 9664 6910

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