

## Our Corporate Secretarial Packages

For new and existing Private Companies Limited by Shares

Annual Corporate Package	Incorporation of Company Package	Data Protection Service Packages	Premium Plan
<p><b>\$550</b> <small>Annually</small></p> <ul style="list-style-type: none"> <li>Maintaining of Company Register</li> <li>Maintaining of Company Meeting Minute Books</li> <li>Maintaining of Non-Public Register of Registrable Controllers</li> <li>Preparation of Annual General Meeting Notice</li> <li>Drafting of Annual General Meeting Resolution</li> <li>Filing of Company Annual Returns to ACRA (Excludes \$60 payable to ACRA)</li> <li>Corporate Secretarial Compliance Advisory</li> <li>Filing Due Dates Reminder</li> <li>Provide a Named Secretary as Mandated by ACRA</li> </ul>	<p><b>\$450</b> <small>One Time</small></p> <ul style="list-style-type: none"> <li>ACRA Company Name Check</li> <li>ACRA Company Name Registration</li> <li>Company Constitution</li> <li>Company Business Profile</li> </ul>		<p><b>Essential Plan</b></p> <p><b>\$1200</b> <small>Annually</small></p> <ul style="list-style-type: none"> <li>Registration with ACRA or PDPC</li> <li>PDPA assessment to identify risks and gaps</li> <li>Evaluate and devise ways to better mitigate the risks and gaps identified</li> <li>Develop Data Protection Policy and Data Protection Management Plan</li> <li>Develop Data Breach Management Plan</li> <li>Data Protection Officer Basic Training (1 Day)</li> <li>Introductory training on Data Protection for staffs (Half Day)</li> <li>Data protection management advisory</li> </ul>
	<p><b>Registered Office Package</b></p> <p><b>\$200</b> <small>Annually</small></p> <ul style="list-style-type: none"> <li>Provide a Registered Office for the Company</li> <li>Mail Forwarding Services</li> <li>Mail Collection Services</li> <li>Online Depository System</li> </ul>		

## Our Accounting Packages

For new and existing Private Companies Limited by Shares

Starter	Standard	Pro
<p><b>\$600</b> <small>Quarterly</small></p> <ul style="list-style-type: none"> <li>Up to 25 transactions monthly</li> <li>Bank reconciliation</li> <li>Quarterly management reports</li> <li>Setup and on-boarding</li> <li>Xero subscription (single currency)</li> </ul>	<p><b>\$900</b> <small>Quarterly</small></p> <ul style="list-style-type: none"> <li>Up to 50 transactions monthly</li> <li>Bank reconciliation</li> <li>Monthly management reports</li> <li>Setup and on-boarding</li> <li>Xero subscription (single currency)</li> </ul>	<p><b>\$1350</b> <small>Quarterly</small></p> <ul style="list-style-type: none"> <li>Up to 100 transactions monthly</li> <li>Bank reconciliation</li> <li>Quarterly management reports</li> <li>Setup and on-boarding</li> <li>Xero subscription (single currency)</li> </ul>