Our Corporate Secretarial Packages

For new and existing Private Companies Limited by Shares

Annual Corporate Package
\$550 _{Annually}
Maintaining of Company Register
Maintaining of Company Meeting Minute Books
Maintaining of Non-Public Register of Registrable Controllers
Preparation of Annual General Meeting Notice
Drafting of Annual General Meeting Resolution
Filing of Company Annual Returns to ACRA (Excludes \$60 payable to ACRA)
Corporate Secretarial Compliance Advisory
Filing Due Dates Reminder
Provide a Named Secretary as Mandated by ACRA

Incorporation of Company Package
\$450 one Time
ACRA Company Name Check
ACRA Company Name Registration
Company Constitution
Company Business Profile
Registered Office Package
\$200 Annually
Provide a Registered Office for the Company
Provide a Registered Office for the Company Mail Forwarding Services
Mail Forwarding Services

Data Protection Service Packages	Premium Plan
Essential Plan	\$1800 Annually
\$1200 _{Annually}	Outsourced Data Protection Officer (Registrati with ACRA or PDPC, Business contact of DPO 1 public)
Registration with ACRA or PDPC	PDPA assessment to identify current risks and g
PDPA assessment to identify risks and gaps Evaluate and devise ways to better mitigate the risks and gaps identified	Develop Data Protection Policy in accordance v organisation's needs
Develop Data Protection Policy and Data Protection Management Plan	Develop Data inventory map to document da flows
Develop Data Breach Management Plan	Develop Data Breach Management Plan (Complaints handling protocol, Data breach respond plan)
Data Protection Officer Basic Training (1 Day) Introductory training on Data Protection for staffs	Training for staff on organisation's data protect policy (half-day)
(Half Day)	Data protection management advisory
Data protection management advisory	4x data protection impact assessment (wher organisation implements new work flows or

Our Accounting Packages

For new and existing Private Companies Limited by Shares

Starter
\$600 _{Quarterly}
Up to 25 transactions monthly
Bank reconciliation
Quarterly management reports
Setup and on-boarding
Xero subscription (single currency)

Standard
\$900 _{Quarterly}
Up to 50 transactions monthly
Bank reconciliation
Monthly management reports
Setup and on-boarding
Xero subscription (single currency)

Pro
\$1350 _{Quarterly}
Up to 100 transactions monthly
Bank reconciliation
Quarterly management reports
Setup and on-boarding
Xero subscription (single currency)

systems)