

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	2,200.-	---
★更改註冊地址或辦公時間	★Change of Registered Office Address or Office Hours	1	2,200.-	---
★更改秘書或核數師	★Change of Company Officers or Auditors	1	2,200.-	---
★更改或增加董事 / 每名	★Change of Director /each	1	2,200.-	---
★更改或增加股東 / 每名	★Transfer of Shares / Update lists of Members /each	1	2,200.-	厘印費 Stamp Duty
★更新公司成員資料 / 每名	★Update of Particulars of Member /each	1	2,200.-	---
★增加股份分配 / 每次	★Return of allotment of Share(s) /each	15	2,200.-	---
★更改公司註冊股本 / 每次	★Notice of Alteration of Share Capital	15-42	2,200.-	---
★更改財政年結日	★Change of Financial Year End	1	2,200.-	---
★更改海外公司業務性質 / 每次	★Change in Foreign Company Particulars /each	1	2,200.-	90.-
★更改公司名稱	★Change of Company Name	3	2,200.-	90.-
▼代申報公司週年申報表及股東大會	▼Filing of Annual Return & AGM	1	1,700.-	360.-
更改公司憲法	Filing of alteration of Company Constitution	30	3,300.-	600.-
資料更新錯誤通知	Notice of Error	7	2,200.-	360.-
查冊 (公司合規與財政檔案)	Purchase of Corporate Compliance & Financial Profile	1	600.-	300.-
查冊 (公司資料)	Purchase of Business Profile	1	600.-	40.-
查冊 (公司資料證書)	Purchase of Business Profile with Certificate of Production	1	600.-	100.-
查冊 (基本個人資料)	Purchase of People Profile	1	600.-	200.-
查冊 (註冊處副本資料)	Purchase of Company Extracts	1	600.-	170.-
查冊 (公司憲法及章程)	Purchase of Company Constitution	1	600.-	300.-
註冊處證書 Certificate	存續證明書	1	600.-	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	Confirmation of Amalgamation			300.-
新加坡特許秘書鑒證本	Company Secretary Certified True Copy	1	600.-	---
★會議記錄 / 決議	★Drafting of Minutes /Resolutions	1	600.-	---
決議通知書(向 ACRA 提出)	Notice of Resolution (Lodgement to ACRA)	1	600.-	---
代製作委任文件	Preparation of Trust Deed Documents	1	2,200.-	---
鋼印	Common Seal	3	400.-	---
原子印	Pre-ink Stamp	3	300.-	---
重印股票本	Reprint of Share Certificate(s)	2	400.-/頁Print	---
重印公司憲法	Reprint of Company Constitution	2	1,100.-/本Booklet	---
重做全套公司綠盒 +	Re-make full set of Company Kit +	7	2,200.-	速遞費 Courier Fee
公司註冊除名	Striking off a Company	120	5,000.-	---
代表出席法庭傳票	Attend a Court Summon	---	3,300.-	罰款 Penalty
代簽署「銀行開戶文件」/每間銀行	Signing the Bank Opening Documents / per Bank	1	3,700.-	---
代申報「企業所得稅申報表」	Filing of Corporate Tax Returns	1	2,000.-	---
代申報「估計應課稅入息」	Filing of Estimated Chargeable Income (ECI)	1	2,000.-	---
申請「新加坡商品及服務稅」戶口	GST Registration	1	2,000.-	---
索取「註冊公司文件」/每年度 /每次	Collect "Company Document" /per Year /per Order	---	100.-	---

所有標明的費用已包括 7% 商品及服務稅費用。All prices indicated are inclusive of 7% GST.

★ 如經由本公司擔任公司秘書，將每年度免費處理 5 套檔，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檔額外收取服務費。
The appointment of our Company Secretary Service has included a free handling of 5 sets of document each year with an additional cost of the stamp duty and government charges where necessary. Any extra handling of document shall be charged additionally on a yearly basis for each set of document.

- 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周年申報表 (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.