

# Singapore: Pre-incorporation checklist

**Registering a company yourself? Save yourself the hassle and use this checklist to get everything together before you file.**

No one likes forgetting something. That's why we've compiled a checklist of everything you need to save you time and help you avoid common traps when incorporating a company with ACRA.

**Busy founders don't have the time to worry about admin.**

Let Sleek make your life easier by handling all incorporation needs for you – with transparent pricing, flexible plans, and great service.

To get started, [contact us](#) or [create an account today](#).

☐ **Proposed company name(s)**

Be careful when using words like “bank”, “insurance”, “university”, and “education”.

☐ **Business details**

Make sure you have these basic facts about your business handy: nature of business and financial year.

☐ **Registered address**

This must be an address located in Singapore.

☐ **Local resident director OR nominee director service**

Singapore requires a minimum of one local resident director (who can be a citizen, permanent resident, employment pass, or dependant pass holder, subject to certain restrictions).

- Name
- Address
- ID document (eg. a scan of passport particulars page, FIN or NRIC number)
- Proof of residential address (eg. a utilities invoice, bank statement, or IRS/government letters addressed to that person)

☐ **All other director details**

Usually you will want at least two directors on your board.

- Name(s) of director(s)
- Address
- Contact details (email address and phone number)
- Nationality
- ID document
- Proof of residential address

☐ **Shareholder details**

Ensure you have the following details available:

- Name(s) of shareholder(s)
- If the shareholder is an individual:
  - ID document
  - Proof of residential address
- If the shareholder is a corporate entity:
  - Business profile listing shareholder structure
  - Authorised representative's name & ID document

☐ **Details of your share structure**

Your constitution will need to include these information:

- Number of shares
- Ordinary or preference shares
- Issued share capital (and in what currency)

☐ **Details of company secretary**

This includes their name, address and ID document. Note that if you are the sole director AND shareholder, you cannot act as company secretary.

☐ **Registration agent details (if you are a foreigner)**

This includes their name and address. Foreigners are not permitted to self-register a company in Singapore.

☐ **Relevant Forms and Constitution**

Are you DIY-ing your own incorporation without outside assistance? If so, then you will need to create a Form 44, Form 45, and create your own company constitution, and ensure all are duly executed by the relevant directors and shareholders

## What's next?

Once incorporated, your next steps will most likely include:

- Opening a corporate bank account
- Obtaining any business licenses or permits
- Applying for employment passes if you want to relocate to Singapore

## Need help?

We can streamline this process for you – all you need are your directors and shareholders' information.

Have questions or need more information? We are here to help you.  
Give us a call or [contact us here](#) to get your business started.