

新加坡企业中心提供的企业注册及共用秘书服务

ISSEC WFOE Incorporation and Shared Secretariat Services

WFOE设立服务

WFOE ESTABLISHMENT

1. 协助推荐注册地址（可以依据企业的需求推荐虚拟注册地址（免费）、共享空间、服务式办公室、独立办公室等）
Assist to receive and mail documents (courier fee will be settled monthly according to real expense)
2. 准备相关申请文件
Preparation of Application Documentation
3. 办理公司名称预先核准申请
Company Name Pre-reservation Application
4. 办理外商投资企业设立备案
Online application to State MOFCOM for WFOE incorporation
5. 办理外商投资企业设立登记及领取执照
WFOE Business Registration and Securing Business License
6. 刻制公章及公安局备案
Carving company chops and filing with local public security bureau
7. 银行开立人民币基本户和资本金账户
Opening RMB basic account and registered capital account

共用秘书服务（可选）

SHARED SECRETARIAT SERVICES (OPTIONAL)

共用秘书服务是企业注册服务的延伸，适用于新加坡公司在上海新注册的企业或有计划到中国投资处于筹备期的新加坡企业。服务包含：

Shared Secretariat Service is an extended service after WFOE setup and is applicable to newly established companies or Singaporean companies who wish to expand to China (in pre-entry preparation stage). The services include:

1. 代为收发文件，提供国内运营联络地址（快递费按月据实结算）
Assist to receive and mail documents (courier fee will be settled monthly according to real expense)
2. 提供临时办公场地和会议室（需提前申请）
Providing temporary office space and meeting room (requiring reservation and on a first apply first reserved basis)
3. 代为保管并监督使用WFOE的证照、公章和税控盘：
Custodian services for company certificates, licenses and chops, including

★ 设立相关文件、公司证照
Company setup documents, certificates, and licenses

★ 公司印章
Company chops

★ 税控盘
Tax controlled disk

4. 推荐经筛选过的可靠的第三方服务机构：人力资源外包、记账及税务服务公司、律师及知识产权代理公司等
Referring selected professional third-party service providers, e.g. HR service companies, book-keeping and tax filing agents, lawyer and intellectual property agents etc.

SINGAPORE ENTERPRISE CENTRE 新加坡企业中心 @SHANGHAI

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