



**SINGAPORE PRIVATE LIMITED COMPANY SERVICES ORDER FORM**

COMPANY SERVICES FOR PRIVATE CLIENTS ONLY  
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Certificate Number 91196  
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This order form leads you through a simple step by step procedure.

- Section 1** About the proposed Singapore Company
- Section 2** Company management and ownership structure
- Section 3** Persons and legal entities connected to the company
- Section 4** Services and related matters
- Section 5** Payment of fees
- Section 6** Formalities

Should you require assistance completing this form please contact your consultant.

Client engagement procedures are found within Appendix A attached hereto. Please refer to our terms of business which can be found on our website [www.ocra.com](http://www.ocra.com).

Please complete this form in BLOCK CAPITALS and send by fax or email to the consultant dealing with your affairs and then send the signed original together with the supporting documentation by mail or courier.

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Singapore 038988

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Fax +65 6535 3991  
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**1.4 - GEOGRAPHY OF PROPOSED BUSINESS**

Please provide detailed information about where the company will trade and/or invest. List regions and countries.


**1.5 - HOW WILL THE COMPANY BE FUNDED?**

To comply with our statutory duties we must know how the company will be initially and subsequently funded. Please describe the source of funds that will be used to finance the Company in the space below. Documentation **must** be attached to support this application. Example: if using a loan, a copy of the loan agreement is required, if utilising personal funds, documentation will be required from the bank concerned.


**1.6 - ABOUT THE TURNOVER, PROFIT AND TRANSACTIONS OF THE COMPANY**

How much start up capital will be invested into the business?	*	<input type="text"/>
Estimated annual turnover	*	<input type="text"/>
What is the anticipated annual profit?	*	<input type="text"/>
Estimated number of transfers into the company's bank account per month	*	<input type="text"/>
Estimated value of transfers into the company's bank account per month	*	<input type="text"/>
Estimated number of transfers out of the company's bank account per month	*	<input type="text"/>
Estimated value of transfers out of the company's bank account per month	*	<input type="text"/>
* Please indicate the currency quoted in full		<input type="text"/>

Any other pertinent Information:


**2.0 - COMPANY MANAGEMENT AND OWNERSHIP STRUCTURE:**

Would you like OCRA Worldwide to arrange for the appointment of **Professional Directors** to this company?  Yes  
Please note a resident Singapore Director is Mandatory

Would you like OCRA Worldwide to provide **Nominee Shareholders** for this company?  Yes

Would you like OCRA Worldwide to assist in the establishment of a **Trust or Foundation** to own this company?  Yes

**2.1 - OWNERS, SHAREHOLDERS, DIRECTORS AND OTHER CONNECTED PERSONS OR LEGAL ENTITIES**

Please provide details of who will be the beneficial owner(s), shareholder(s) or director(s) of the Company. If OCRA Worldwide is not providing professional directors we will require detailed information about the proposed directors after stating the connected persons and/or legal entities below. Please complete a page in Section 3 for each person or legal entity who is to be connected to the company.

Please note the following Statutory requirements:

Type of Company	Directors	Shareholders	Company Secretary	Registered Agent
Resident	1 (Resident Director)	1 (corporate or individual)	Yes (Local)	Yes
Non Resident	1 (Resident Director)	1 (corporate or individual)	Yes (Local)	Yes

Please note if a company has a sole director, the sole director cannot be the company secretary.

Names of Individuals or Legal Entities	Please cross the appropriate boxes			
	Director	Beneficial Owner	Nominee Services	Number or % of Shares to Issue
Example: Mr John Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50%
(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**2.2 - COMPANY SECRETARY / REGISTERED AGENT**

OCRA Worldwide will appoint a Local Company Secretary and Registered Agent to the proposed Singapore entity.

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**2.3 - SHARE CAPITAL AND CLASS OF SHARES**

Please provide details below of Share Capital and Class of shares to be authorised and issued, minimum issued capital is S\$1 and can be issued in any currency.

Owner	Authorised Share Capital	Issued Share Capital	Currency	Class of Shares	
(1)				Voting <input type="checkbox"/>	Non Voting <input type="checkbox"/>
(2)				Voting <input type="checkbox"/>	Non Voting <input type="checkbox"/>
(3)				Voting <input type="checkbox"/>	Non Voting <input type="checkbox"/>
(4)				Voting <input type="checkbox"/>	Non Voting <input type="checkbox"/>
(5)				Voting <input type="checkbox"/>	Non Voting <input type="checkbox"/>
(6)				Voting <input type="checkbox"/>	Non Voting <input type="checkbox"/>

**2.4 SHARE ISSUE AND VOTING RIGHTS**

If not standard voting rights please provide more details


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Please complete this page for every person or legal entity who/ that is described in section 2.1. If a **legal entity** is connected to the company please fill in sections **3.2**, **3.3** and **3.4** only. Two pages provided. Please copy if necessary.

### 3.0 – PERSONAL INFORMATION ABOUT THE CONNECTED PERSON

Title (e.g. Mr, Mrs, Dr):	<input type="text"/>	Family Name:	<input type="text"/>
First and Other Names:	<input type="text"/>	Former names	<input type="text"/>
Occupation:	<input type="text"/>	Languages:	<input type="text"/>
Passport Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Nationality:	<input type="text"/>	Place of Birth:	<input type="text"/>

Please attach information and documentation as detailed in Appendix A

### 3.1 – PERMANENT RESIDENTIAL ADDRESS AND CONTACT DETAILS

Address:	<input type="text"/>		
City:	<input type="text"/>	State/Region:	<input type="text"/>
Post Code/Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Home Telephone:	<input type="text"/>	Home Email:	<input type="text"/>
Home Fax:	<input type="text"/>	Personal Mobile	<input type="text"/>

### 3.2 – OFFICE ADDRESS AND CONTACT DETAILS - FOR PERSONS AND LEGAL ENTITIES

Company Name:	<input type="text"/>	Country of Incorporation:	<input type="text"/>
Contact Person:	<input type="text"/>	Incorporation No:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State/Region:	<input type="text"/>
Post Code/Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Office Telephone:	<input type="text"/>	Office Mobile:	<input type="text"/>
Office Fax:	<input type="text"/>	Office Email:	<input type="text"/>

### 3.3 - PREFERRED METHOD OF CONTACT – Please indicate by ticking a box

Home:  Telephone:  Mobile:  Fax:  Email:  Mail:  Courier:

Office:  Telephone:  Mobile:  Fax:  Email:  Mail:  Courier:

Special Instructions:

### 3.4 – CONNECTION TO THE COMPANY – Please indicate by ticking the boxes or completing as necessary

Contact Person                       Managing Agent                       Intermediary

Director                                       Company Secretary                       An Existing Client

Beneficial Owner/Shareholder, please state percentage ownership :

Other please specify: \_\_\_\_\_

### 3.5 – SOURCE OF WEALTH

If you are the principal please provide a brief description as to the origin of your wealth and the period over which it was generated.

Please complete this page for every person or legal entity who/ that is described in section 2.1. If a **legal entity** is connected to the company please fill in sections 3.2, 3.3 and 3.4 only. Two pages provided. Please copy if necessary.

### 3.0 – PERSONAL INFORMATION ABOUT THE CONNECTED PERSON

Title (e.g. Mr, Mrs, Dr):	<input type="text"/>	Family Name:	<input type="text"/>
First and Other Names:	<input type="text"/>	Former names:	<input type="text"/>
Occupation:	<input type="text"/>	Language:	<input type="text"/>
Passport Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Nationality:	<input type="text"/>	Place of Birth:	<input type="text"/>

Please attach information and documentation as detailed in Appendix A

### 3.1 – PERMANENT RESIDENTIAL ADDRESS AND CONTACT DETAILS

Address:	<input type="text"/>		
City:	<input type="text"/>	State/Region:	<input type="text"/>
Post Code/Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Home Telephone:	<input type="text"/>	Personal Mobile:	<input type="text"/>
Home Fax:	<input type="text"/>	Home Email:	<input type="text"/>

### 3.2 – OFFICE ADDRESS AND CONTACT DETAILS - FOR PERSONS AND LEGAL ENTITIES

Company Name:	<input type="text"/>	Country of Incorporation:	<input type="text"/>
Contact Person:	<input type="text"/>	Incorporation No:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State/Region:	<input type="text"/>
Post Code/Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Office Telephone:	<input type="text"/>	Office Fax:	<input type="text"/>
Office Mobile:	<input type="text"/>	Office Email:	<input type="text"/>

### 3.3 - PREFERRED METHOD OF CONTACT – Please indicate by ticking a box

Home:  Telephone:  Mobile:  Fax:  Email:  Mail:  Courier:   
 Office:  Telephone:  Mobile:  Fax:  Email:  Mail:  Courier:

Special Instructions:

### 3.4 – CONNECTION TO THE COMPANY – Please indicate by ticking the boxes or completing as necessary

Contact Person                       Managing Agent                       Intermediary  
 Director                                       Company Secretary                       An Existing client  
 Beneficial Owner/Shareholder, please state percentage ownership:   
 Other please specify:

### 3.5 – SOURCE OF WEALTH

If you are the principal please provide a brief description as to the origin of your wealth and the period over which it was generated.



**4.0 – ACCOUNTING AND AUDIT SERVICES (MANDATORY)**

Please note that it is a mandatory requirement to produce financial statements in accordance with the international Accounting Standard and to arrange, where appropriate, for an independent registered auditor.

Would you like OCRA Worldwide to arrange for the provision of Accounting and Audit Services?  Yes  No

If No please provide details of the firm who will be providing the service:

Company Name:	<input type="text"/>		
Contact Person:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State/Region:	<input type="text"/>
Post Code/Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Office Telephone:	<input type="text"/>	Office Fax:	<input type="text"/>
Office Mobile:	<input type="text"/>	Office Email:	<input type="text"/>

**4.1 – COMPANY DOCUMENTATION SERVICES**

Please indicate if below if you require any additional documentation or legalised copies.

**NB the cost of certified, notarised and legalised documents is not included in the original quotation, if you require these documents please indicate below and your consultant will advise you of the additional charges.**

Document	Certified	Notarised & Apostilled	N&A in Jurisdiction	Legalised at an Embassy	No. of Copies
Certificate Of Incorporation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Memorandum & Articles Association	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certificate of Incumbency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certificate of Good Standing/Fact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appointment of Directors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If legalised documents are required please state country:

Other important requirements:

<input type="text"/>
<input type="text"/>
<input type="text"/>

**4.2 – CORPORATE BANKING SERVICES**

If you require assistance with Bank Account Opening please indicate your preference below?

Please note that where OCRA Worldwide provides Directors to the Company the Bank account must be under the control of OCRA Worldwide signatories or in special circumstance under Joint Signatory Control.

Type of Account	<input type="checkbox"/> Current/ Checking	<input type="checkbox"/> Call Deposit	<input type="checkbox"/> Fixed Deposit
Signatory (1)	<input type="text"/>	Signatory (2)	<input type="text"/>
Signatory (3)	<input type="text"/>	Signatory (4)	<input type="text"/>
Preferred Location of Account?	<input type="text"/>		
OCRA Worldwide to recommend a suitable Bank for the opening of a Corporate Account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A specific Bank and Branch has been selected by the beneficial owners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of specific Bank	<input type="text"/>	Branch	<input type="text"/>



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**4.3 – VIRTUAL AND MAIL FORWARDING SERVICES**

Description of Service	Location of service. Please state OCRA Worldwide Office	
Combines Virtual Office Services		<input type="checkbox"/>
Mail handling & forwarding		<input type="checkbox"/>
Telephone Answering and call forwarding		<input type="checkbox"/>
Facsimile handling and forwarding		<input type="checkbox"/>
Email		<input type="checkbox"/>

Please state any specific requirements on "Notes" Pages attached hereto.

**4.4 – MARKETING INFORMATION**

Please assist us with some information for our marketing department.

**How did you hear about OCRA Worldwide?**

- Internet Search  
 Standard Result  
 Sponsored Link  
 Advertisement  
 Telephone Directory  
 Lawyer/Financial Adviser/Tax Consultant  
 Referral from a Friend  
 I am an Existing Client

**Which of our advertisements have you seen?**

- bbcworld.com  
 BBC World TV Advertisement  
 The Economist  
 Financial Times  
 In-flight Magazine  
 Other Please Specify: \_\_\_\_\_

Other useful information for our marketing department:


Tick here if you would like to receive our monthly newsletter.

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**5.0 – PAYMENT OF INITIAL FEES – please select from the options below:**

**OPTION A – CREDIT CARD**

Card Type:  Visa     MasterCard     Amex     Diners    Expiry Date:

Card Number:     Today's Date:

Card Security Code (3 digits on reverse of card for VISA/MasterCard or 4 digits on front of AMEX card)

Card Holder's Name (as shown on card)

Billing Address

Authorising Signature

After debiting my card:     Do nothing at all     Phone Me

Send an email/fax to

**OPTION B – BANK TRANSFER**

Should you wish to pay by bank transfer please tick here.

We will advise you of the appropriate office bank account by return email or fax.

Please quote a reference including the name of the Company being purchased.

Person/Company making transfer:

Bank from which transfer was sent:

Date transfer was made:

**OPTION D – BANKERS ORDER**

A bankers order for the USD/GBP/EUR      is attached     is being sent

**5.1 – PAYMENT OF FUTURE ADMINISTRATION AND ANNUAL FEES – please select from the options below**

**OPTION A – DEBIT CREDIT CARD (details above)**     Yes     No

**OPTION B – SEND INVOICE TO MAILING ADDRESS OF**

**SEND INVOICE TO EMAIL ADDRESS**

Or the following person (name and address):

**OPTION C – DEBIT COMPANY'S BANK ACCOUNT**     Yes     No

Send copy of invoice to mailing address of (if applicable):

**6.0 – COMPANY DOCUMENTS**

- Hold company documents in safe custody
- Send company documents to mailing address of: \_\_\_\_\_
- Send company documents to the following person (include name of recipient, address and post code):
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**6.1 – MANDATE**

We will only accept instructions if they are signed by all the owners and/or directors unless a **Managing Agent** is appointed by all the owners to provide instructions. If you wish to appoint a Managing Agent please provide the full name of the person and ensure that a form in SECTION 3 is completed for this person so that we have all the necessary information.

Managing Agent's full name: \_\_\_\_\_

Sample Signature: \_\_\_\_\_

**6.2 – DECLARATION**

1. I/we, the person(s) whose name(s) appear below, declare and by our signature below, confirm that we are the ultimate Beneficial Owners of the Company we have ordered from OCRA Worldwide and we have read and agree to be bound by OCRA Worldwide's Terms of Business, or such other new Terms of Business as may, from time to time, be published on [http://www.ocra.com/about\\_ocra/terms.asp](http://www.ocra.com/about_ocra/terms.asp)
2. I/we understand that I/we may have an obligation to report our interest in the company in personal tax returns and that income of the company may be imputed to me/us; I/we will take advice on and comply with my/our own legal obligations in this respect; and the company will not be used for any criminal activity or other illegal purposes, whether fiscal or otherwise, in any jurisdiction and I/we understand that you may have an obligation to report any arrangement involving the proceeds of criminal conduct.
3. I/we declare that my/our "Source of Wealth" as mentioned in the foregoing has been generated solely from legal activities and/or sources and is entirely attributable to me/us.
4. I/we have never been convicted of any criminal offence (other than a minor motoring offence) nor have I/we ever been subject of an investigation by a governmental, professional or other regulatory or statutory body.
5. I/we declare that the person named in 6.1 is hereby appointed as my/our Managing Agent to act on my/our behalf in the management of all of the affairs of the Company but excluding any change of management structure and ownership.
6. I/we do not wish to appoint a Managing Agent

Name: _____	Name: _____
Signature: _____ Date _____	Signature: _____ Date _____
Name: _____	Name: _____
Signature: _____ Date _____	Signature: _____ Date _____
Name: _____	Name: _____
Signature: _____ Date _____	Signature: _____ Date _____

**6.3 – ANY OTHER PERTINENT INFORMATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## CLIENT ENGAGEMENT PROCEDURES AND GUIDANCE NOTES

Our overriding statutory duty regarding the prevention of terrorism, drug trafficking and money laundering means that we are committed to undertaking a full and thorough due diligence of both our clients' identities and the nature of their businesses. Whilst we respect the confidentiality of our clients, we are obliged by law to obtain the following information relating to all beneficial owners, directors, shareholders, bank account signatories and all parties connected in any way to any company, business entity, trust or foundation we may form or administer:

- Proof of Identity
- Source of Wealth
- Proof of Residential Address
- Curriculum Vitae

## PROOF OF IDENTITY

1. To establish the identity and signature of all parties mentioned in your application clients must provide a copy of ONE of the following:
  - Current Valid Full Passport
  - Current Valid National ID Card
2. Such copy must bear a clear photograph, the holders signature and the document number.
3. The copy must be certified by a manager of an OCRA Worldwide office or any of the following:
  - A notary public
  - A lawyer
  - A banker
  - Another professional person.
4. The person undertaking the certification should be a member of a professional organisation that publishes certified lists of its members and the professional body must be clearly identified under their signature and the certification must be in English or a translation from an independent accredited translator must be attached.
5. The documents sent to us must bear the **original signature** of the person certifying the identity document; it must not be a copy.
6. The person certifying the Proof of Identity must have sight of the original Proof of Identity and certify the copy in the presence of the individual concerned by inserting the following text (or similar) on the copy:

*Having seen the individual and the identification documentation at the same time, I certify this is a true copy of the original and that the photograph is a reasonable likeness.*

Name

Signature

Company

Position/Capacity

Phone

Email Address

Date

Membership No (if applicable)

## PROOF OF RESIDENTIAL ADDRESS - This is a mandatory and a regulatory requirement

To validate the home address of all parties mentioned in your application, please provide ONE of the following dated within the last three months, for each party:

- **Original** utility bill (a telephone bill [mobile telephone bills are not acceptable], electricity etc.).
  - **Original** bank or mortgage statement from a recognised bank.
  - **Original** credit card statement.
  - **Original** bank reference, confirming the home address, from a recognised bank, addressed to OCRA Worldwide.
- If you are unable to supply any of these documents you should contact us.

## SOURCE OF WEALTH

A statement is required from the owner(s) providing a brief description as to the origins of his/her wealth and the period over which the wealth was generated.

## CURRICULUM VITAE

In order to understand our clients' backgrounds and to assist in the opening of bank accounts we require information about our clients' work experience, education and qualifications. Additionally, regulations in certain jurisdictions oblige OCRA Worldwide to hold C.V.'s on each of its clients.

## DELIVERY OF ORIGINAL DOCUMENTATION

These may be faxed to us for review but the originals must be sent to us by courier or mail and regretfully we cannot undertake work until the originals have been received. All documents must be in English or if not then a translation from an independent and accredited translator should be attached.



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**NOTES**



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