

**Equiom**

GUIDING YOU FORWARD

# Singapore

## Service Guide

The Equiom Way  
[equiomgroup.com](http://equiomgroup.com)





# Welcome to Equiom

We are a global professional services provider working with you to navigate the twists and turns on the journey towards achieving your ambitions. Our proactivity and passion for progress will guide you forward, going beyond exceptional service to develop deep and meaningful client relationships.

## Equiom Singapore

Whether you are a business or an individual, our team of experts can assist you with your complex needs. Our team is well-versed in structuring, licenses, tax compliance, legal and regulatory requirements in order to help you expand your operations in Asia.

We take time to get to know you, to understand your business and your requirements in order to tailor our services and provide comprehensive business advice.

Our services include trust & escrow, company, HR support, holdmail, virtual office and client accounting.

We deliver those services 'The Equiom Way' – with passion, reliability and responsiveness.

## Why choose Equiom?

- We provide a dedicated 'relationship lead'
- We are a long-established provider with a wealth of experience
- We have highly qualified and respected professional teams
- We are an award-winning business

## Why choose Singapore?

- World-class infrastructure, telecommunications and public services
- Top rated jurisdiction for ease of doing business
- Pragmatic and stable political environment based on the rule of law
- Low effective personal and corporate tax rates

# Company Services

We simplify the process of company formation, guiding you through the process of choosing the right jurisdiction and structure.

Our services go beyond forming and administering the company to providing fiduciary and tax support, key personnel, maintenance of statutory records and ensuring compliance with statutory and regulatory requirements in the relevant jurisdiction.

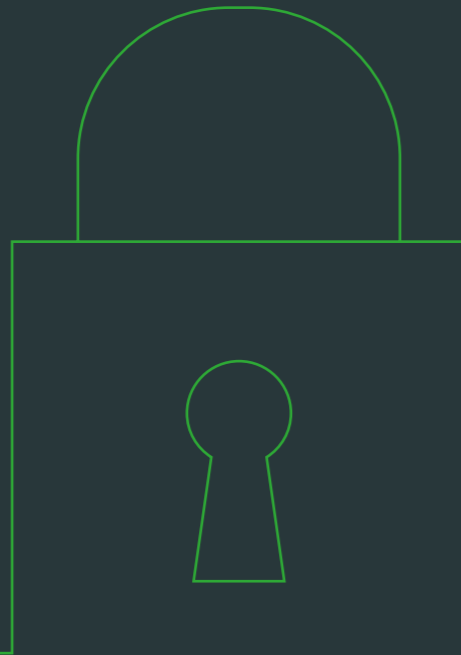
We have enabled a wide range of private and corporate clients to incorporate and administer companies, helping them to benefit from access to our multi-jurisdictional solutions.

Our offering is enhanced by back-office support services including accounting and HR administration.

#### Services include:

- Company formation, including fiduciary and regulatory requirements
- Provision of key personnel, including:
  - Director
  - Nominee shareholder
  - Company secretary
- Assistance with the opening of bank account in Singapore
- Providing registered office and registered agent facilities
- Incorporation of Singapore and offshore companies
- Bank signatory
- Correspondence address (hold mail)
- Foundation
- Accounting
- HR administration and payroll

# Trust Services



Over the years, we have earned an enviable reputation as leading professional trustees, dedicated to maintaining our clients' prosperity.

Our trust specialists identify the most appropriate trust structures to protect and enhance your private or corporate wealth and assets. We specialise in establishing private trusts, Singapore private trust companies, life insurance trusts, employee benefit trusts and standby trusts.

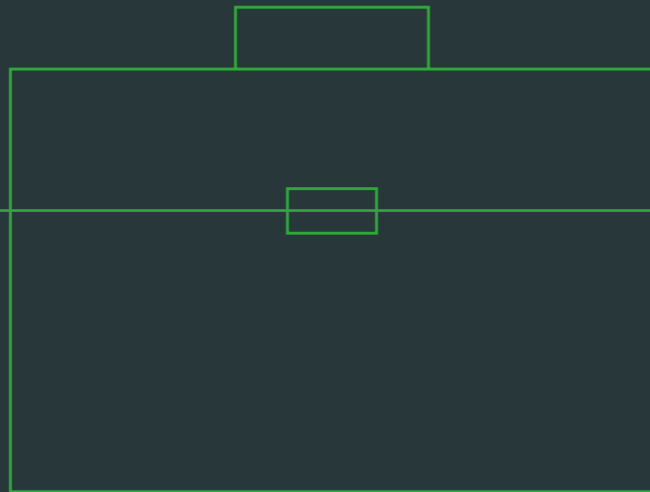
We guide you through the complexities of local laws and regulations to find the right solution for you, organising the initial establishment of a trust and administering it carefully to maximise the benefits. We ensure its legal and tax status is maintained and provide regular accounting and financial reporting.

We aim to give you more control over your assets today, and more confidence about your holdings tomorrow – helping ensure that your family, employees, or favoured charities are well looked after for years to come.

**Services include:**

- Advising on trust structures suitable to the needs of clients
- Advising on succession planning
- Developing asset protection strategies
- Setting up and administering private trusts for high net worth individuals
- Singapore trust
- BVI/Vista trust
- Insurance trust
- Private trust company
- Employee benefit trust/pre-IPO trust
- Foreign grantor trust
- Standby trust
- BVI will
- Escrow agent

# Client Accounting



Our client accounting service enables clients to make informed business decisions through the provision of regular, timely and relevant financial and statistical information.

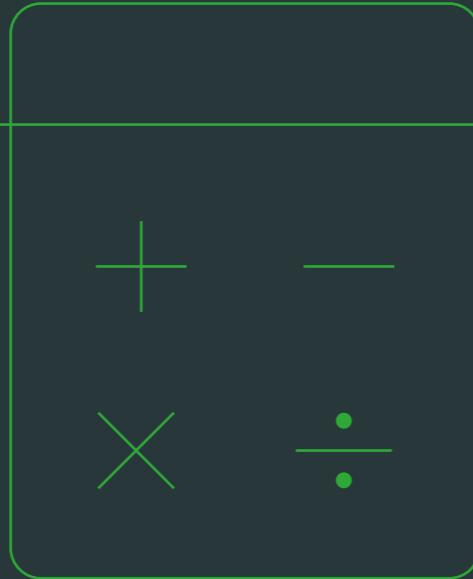
Our tailored services improve performance, inform strategy and maximise profit supported by detailed analysis.

Our management accounting solutions drive businesses forward, as well as highlighting underlying issues that need to be addressed.

**Services include:**

- Financial reporting
- Compilation and analysis of financial statements for our clients
- Preparation and submission of tax returns for Singapore companies

# Payroll, HR & other services



We are well practiced in evaluating, developing and implementing human resource (HR) policies and procedures to respond to various business needs.

Our expertise covers payroll, immigration and HR consultancy.

Our dedicated team is experienced in the technical requirements of running payroll including tax and other deductions and the complexities of changing legislation.

Our multilingual experts assist with applications for permanent residency and work permits for company staff or individuals. By understanding your personal goals and intentions, we ensure that you are supported every step of the way.

**Services include:**

- HR consultancy
- Training on HR policies and procedures
- Creating employee handbooks
- Payroll services
- Employer tax returns

**Key immigration services include:**

- Work pass application
- Dependant's pass application
- Renewal of passes
- Permanent residence application

**Other services**

Our global footprint combined with local insight and industry knowledge enable us to provide support along the entire lifecycle of your business.

**Other services include:**

- Registered address for business correspondence
- Virtual office services
- Process agent services

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