

## **Syllabus - Corporate Compliance Procedures**

### **Business Entities in Singapore**

Type of Business Entities  
Characteristics of different types of entities  
Setting up various business entities in Singapore  
Registration of business  
Statutory obligations for registered business  
Registration of limited liability partnership  
Statutory obligations for registered limited liability partnership  
Incorporation of a company  
Statutory obligations for incorporated private limited company  
Additional approval and licences  
Company Registers

### **Directors, Secretaries and Auditors**

Director – appointment, resignation and retirement  
Company secretary – qualification, appointment and removal  
Company Secretary's duties  
Auditors – appointment, resignation and removal  
Changes in particulars of directors, managers, secretaries and auditors  
Accounting Records and Annual Returns

### **Allotment of Shares**

Definition of issued and paid-up share capital;  
Application and allotment of shares  
Statutory requirement for allotment of shares  
Issue of shares certificates  
Declaration of trust

### **Transfer of Shares**

The law affecting transfer of shares  
Instrument of transfer;  
Restriction of transfer of shares  
Procedure of a simple transfer  
Notice of refusal  
General characteristics of pre-emption provisions  
Breach of pre-emption rights

### **Charges**

Types of charges  
Crystallisation of Floating charges  
Registration of charges  
De-registration of registered charges