

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