



Be assured with your Compliance Needs

**Accounting  
Services**

**Secretarial  
Services**

**Tax  
Filing**

**Payroll  
Management**

**Immigration  
Services**

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# ABOUT OUR COMPANY



## HIGHLIGHT

Our company's primary mission is to help Small & Medium Enterprises (SME) in the areas of **Company incorporation, accounting, taxation, payroll management, as well as other corporate services**. We specialised in helping start-up companies and SMEs in their back-office functions, so that they can focus on their sales and business operations, and not bogged down by mundane and tedious administrative and compliance work.

## Be assured with your Compliance Needs

We pride ourselves to have deep capabilities in fulfilling any back-office functions & needs of our clients, regardless of their size. At the same time, we are conscious of providing customer service with a personal touch. That means knowing our customers at a personal level and partnering with them for success.

## SERVICE OFFERING

### - Private Limited Company

Incorporation Only *\$398	I Am Singaporean / PR *\$698	I am Foreigner \$898
Includes: <ul style="list-style-type: none"> <li>• Our Professional Fee</li> <li>• ACRA Filing Fees (Worth \$315)</li> <li>• Includes all necessary incorporation documents</li> </ul>		
	Annual Basic Secretarial Package (Worth \$400)	
		1 Year Registered Address Services (Worth \$240)

<b>Limited Liability Partnership</b> <b>\$398</b> (1 Years Registration)	Include our Professional Service Fee and ACRA Registration Fee Registration Timeframe Within 1 Hour  <b>Information Required:</b> <ul style="list-style-type: none"> <li>• Proposed LLP Name(s)</li> <li>• Nature of Business</li> <li>• Location of Registered Office</li> <li>• Local Manager NRIC + Consent to act as Manager</li> <li>• NRIC for Singaporean/PR partners</li> <li>• Passport Details for Foreign Partners</li> </ul>
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**Notes for the Private Limited Company Package:**

- \* For Exempt Private Company only.
- Exclude GST Charges

## SERVICE OFFERING

### - Add-on Services for Incorporation

Add-on Services	+ Additional Fees (SGD)
Registered Address Service With Mail Forwarding/Scanning	S\$ 240
Conversion from Sole Proprietor/Partnership to Company	S\$ 100
Inclusion of each Corporate Shareholder	S\$ 100
Additional Individual Director/Shareholder (Over and above 3)	S\$ 25
Add Common Seal	S\$ 75
Round Company Stamp	S\$ 25
GST Registration Application	S\$ 300
CorpPass + CPF Registration Application	S\$ 100
Purchase of Certificate of Incorporation	S\$ 75
Nominee Director Services Nominee Shareholder Services	\$ 2,000 Per Annum \$1,800 Per Annum

\* Exclude GST Charges

## SERVICE OFFERING

### - Corporate Secretarial Packages

<b>Basic</b> <b>\$400/Yr</b> per annum	<span style="background-color: red; color: white; padding: 2px;">Popular</span> <b>Enhanced</b> <b>\$600/Yr</b> per annum
<ul style="list-style-type: none"> <li>• Suitable for companies with a stable and fixed structure</li> <li>• Covers all compulsory annual compliance procedures (Annual Return Filing &amp; AGM preparation)</li> <li>• Exclude Government Filing Fees &amp; GST</li> </ul> <p><b>What is NOT covered under this package</b></p> <ul style="list-style-type: none"> <li>• Non-Share related Changes: \$50 per change</li> <li>• Share Related Changes (Per Shareholder, Exclude Stamp Duty): \$100 per change</li> <li>• Additional Corporate Shareholder: \$100 per Shareholder</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable for companies with a stable and fixed structure</li> <li>• Covers all compulsory annual compliance procedures (Annual Return Filing &amp; AGM preparation)</li> <li>• Exclude Government Filing Fees &amp; GST</li> <li>• Covers unlimited changes to Company Name, Company Officers, Address, Business Activity, Particulars of Officers, Allotment of Shares, Transfer of Shares (Exclude Stamp Duty),</li> <li>• Distribution of Dividend</li> </ul>

## \$100 Cash Rebate

If you are transferring from another Secretarial firm to us.

\* Exclude GST Charges

## SERVICE OFFERING

### - Singapore Business Set-up Packages

<b>Sole Proprietorship</b> <b>\$238</b> (1 Years Registration)	<b>Partnership</b> <b>\$338</b> (1 Years Registration)
Include our Professional Service Fee and ACRA Registration Fee Registration Timeframe Within 1 Hour	
<p><b>Information Required:</b></p> <ul style="list-style-type: none"> <li>• Proposed Business Name(s)</li> <li>• Nature of Business</li> <li>• Location of Registered Office</li> <li>• Copy of Owner/Local Manager NRIC</li> </ul>	<p><b>Information Required:</b></p> <ul style="list-style-type: none"> <li>• Proposed Partnership Name(s)</li> <li>• Nature of Business</li> <li>• Location of Registered Office</li> <li>• Local Manager NRIC</li> <li>• NRIC for Singaporean/PR partners</li> <li>• Passport Details for Foreign Partners</li> </ul>

\* Exclude GST Charges

## SERVICE OFFERING

### - Accounting & Taxation Package

Small	Medium	Large
<b>\$214/mo</b> + \$107 for GST Registered Company	<b>\$428/mo</b> + \$160 for GST Registered Company	<b>\$635/mo</b> + \$214 for GST Registered Company
Best for start-up and small companies with yet small staff typically earning less than S\$200,000 p/a	Best for businesses on track to expand typically earning less than S\$500,000 p/a	Suitable for growing companies with revenue around S\$1,000,000 p/a
Up to 30 transactions / receipts per month	Up to 60 transactions / receipts per month	Up to 100 transactions / receipts per month
Includes: <ul style="list-style-type: none"> <li>• Bookkeeping</li> <li>• Verify Client's Data Entry</li> <li>• Prepare Management Report</li> <li>• Compile Yearly Unaudited Report</li> </ul>		
<b>Taxation</b> Prepare & Submit Estimated Chargeable Income Prepare & File Form C/S		

- The above package is open for Solvent Exempt Private Companies (EPC) only.
- For insolvent companies, additional preparation of XBRL Filing will be required.
- Exclude GST and other disbursement fees (e.g. Acra Filing Fees, Courier Fees, etc)

## SERVICE OFFERING

### - Compilation of Annual Financial Statements

The financial statements compilation is required to present your accounts in accordance to Singapore's accounting standards/formats. It is usually required for the purpose of AGM, Tax Computation and it's regarded as a good corporate governance practice to the Company's shareholders. Such financial statements are also used to obtain banking facilities, apply for government grants and to meet regulatory requirements in specific industries.

Compilation of Financial Statements – Dormant Company	<b>From \$250</b>
Compilation of Financial Statements – EPC	<b>From \$500</b>
Compilation of Financial Statements with XBRL Preparation	<b>From \$800</b>

\* Exclude GST Charges & ACRA Filing Fees

### Add-on Options

Additional Disclosure of Fixed Assets, Bank Loan/Hire Purchase or other FRS requirements	<b>+ \$50 - \$150 per disclosure</b>
Compilation of Parent Company with Group Level Reporting	<b>From + \$500</b>
Translation of Financial Statements to XBRL Format <ul style="list-style-type: none"> <li>• Financial Highlights</li> <li>• Full Set</li> </ul>	<b>+ \$300 + \$600</b>

\* Exclude GST Charges

## SERVICE OFFERING

### - Tax Services

All companies need to submit their tax returns in the relevant Year of Assessment to IRAS. Our corporate tax services assist you in the following:

- Preparation of Tax Computation and tax schedules
- Filing of Estimated Chargeable Income (ECI) 3 months after your Financial Year End
- Filing of Corporate Tax Return in Form-C or Form C-S
- Liaison with IRAS to answer queries relating to your tax matters

Filing of Form C/S with Tax Computation	<b>\$300</b>
Filing of Form C with Tax Computation	<b>\$600</b>
Goods & Services Tax Computation & Submission	<b>From \$200</b>
Tax Filing for Sole Proprietorship / Partnership	<b>\$150 - \$250</b>
Other Ad-hoc Tax Services (e.g. Personal Income Tax Submission)	<b>\$50 - \$150</b>

### Add-on Services

Tax Returns with Capital Allowance or S14Q R&R Claims	<b>+ \$50 - \$150</b>
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\* Exclude GST Charges

## SERVICE OFFERING

### - Our Software Partners



01

**XERO  
ACCOUNTING  
SOFTWARE**



Xero advisor  
certified

Xero is one of the most popular Cloud Accounting Software for SMEs in Singapore. We highly recommend the subscription of this software for all our book-keeping clients because of its feature-rich application, friendly user interface, and low cost of ownership. As a Certified Partner/Advisor for Xero Cloud Accounting Software, we can offer the following Xero-related services to our clients.

Basic Software Set-up & Configuration (including Template Customisation)	<b>\$300 - \$500</b>
Admin and End-user Training	<b>From \$250</b>
Data Migration	<b>From \$250</b>
Xero Software Subscription	<b>From USD20/Month</b>

\* Exclude GST Charges



02

**Receipt  
Bank**

ReceiptBank is another productivity cloud-based software that we use to facilitate the photo-snapping of various receipts/expense vouchers, without the need to keep physical paperwork anymore. With its built-in Data Extraction feature, the system will automatically extract the necessary data field and publish them directly into any supported accounting software without manual data entry work.

## SERVICE OFFERING

### - Payroll Management

Payroll is an essential expense and we are able to assist you in the following areas:

- Calculation of monthly Employee salary and statutory CPF deductions
- Preparing salary disbursement schedule for your staff and to the CPF board
- Submission of monthly CPF e-Filing
- Preparation of Cheque or facilitate online monthly salary payment to staff
- Submission of IR8A Forms for all staffs annually

<b>Basic Payroll Management</b> <ul style="list-style-type: none"> <li>• Up to 5 staffs</li> <li>• Up to 10 staffs</li> <li>• Up to 15 Staffs</li> <li>• From 16th staff onwards</li> </ul>	<b>\$200/Month</b> <b>\$350/Month</b> <b>\$450 /Month</b> <b>+ \$10/staff</b>
<b>One-time Payroll Services</b> <ul style="list-style-type: none"> <li>• CPF Account Registration</li> <li>• Bank Account Giro Set-up</li> </ul>	<b>\$100</b> <b>\$100</b>

\* Exclude GST Charges

## SERVICE OFFERING

### - Immigration Services

Application/ Renewal Rates for various Workpass Application

Application Type	New Application	Renewals
Employment Pass	<b>From \$400</b>	<b>From \$200</b>
S Pass	<b>From \$300</b>	
Work Permit	<b>From \$250</b>	<b>From \$100</b>
EntrePass Application	<b>From \$2,000</b>	<b>\$500</b>
Letter of Consent	<b>\$300</b>	<b>\$150</b>
Dependent Pass application for spouse/ children / Parents	<b>\$300</b>	

- Applicant must meet eligibility criteria by MOM.
- Other Terms & Conditions Apply
- Excluding Out of Pocket Expenses & GST



## SERVICE OFFERING

### - Rubber Stamp / Business Email

#### Rubber Stamp



DF26 - Dia 22mm

**1 for \$25**  
**2 for \$44**



DF1755 - 13 x 51mm

**1 for \$30**  
**2 for \$54**



DF3267 - 28 x 63mm

**1 for \$35**  
**2 for \$64**

\* Exclude GST Charges

#### Business Email With Private Domain Name

	Yearly Contract	No of Mailboxes	Mailbox Capacity (for all users)
Chipmail 1	SGD \$59	3	2 GB
<b>Chipmail 2</b>	<b>SGD \$99</b>	<b>10</b>	<b>5 GB</b>
<b>Recommended</b>			
Chipmail 3	SGD \$199	Unlimited	15 GB

## SERVICE OFFERING

### - Web Design / Digital Marketing

#### Web Design Package

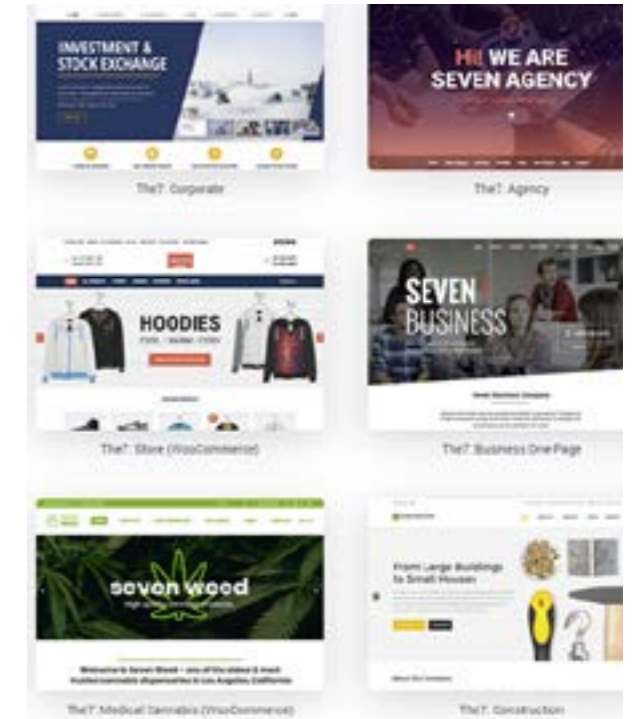
##### Business Package

**\$2500**

WordPress CMS  
Upto **10 Pages**  
Mobile Friendly  
SEO friendly  
Contact Form  
Homepage Slider  
Free Web Hosting 1 Year  
Free Domain 1 Year

\* Exclude GST Charges

#### Sample Design



#### Digital Marketing Services

Search Engine Optimization (SEO)	<b>From \$788/month</b>
Google Advertisement (SEM)	<b>From 20%</b>
Facebook Advertisement	<b>From \$500/campaign</b>
Social Media Management (Facebook, Instagram)	<b>From \$688/month</b>

\* Exclude GST Charges






**THANK YOU**  
**FOR THE BUSINESS**

A large orange arc above the word "Timcole" in white, bold, sans-serif font. To the right of "Timcole" is "Pte. Ltd." in a smaller, white, sans-serif font.  
**Timcole** Pte. Ltd.

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