

INTERNATIONAL ENTERPRISE SINGAPORE

Singapore Representative Office Scheme

Position your business for growth in Asia, at the heart of Asia



Driving
Singapore's
External
Economy

Singapore's strategic location at the heart of Asia provides your business with a regional reach that is beyond imagination. With 3.85 billion consumers living within a 7-hour flight radius, Singapore offers Asia's complexities and diversities in a prime location and is your gateway to the burgeoning region's markets, resources and opportunities.

With a pro-business environment, world-class infrastructure and excellent global connectivity, it is no wonder the World Bank consistently ranks Singapore as the easiest place to do business¹.

A cosmopolitan multicultural city with a sophisticated and modern economy, Singapore offers excellent opportunities and is a perfect base for global businesses with interests in Asia.

Take the first step with a representative office

Keen to explore the bountiful opportunities in the region but unsure about setting up a permanent office? A Representative Office allows you to assess the viability of doing business in Singapore and the region, before committing to any large-scale investments.



A Representative Office is a temporary facility with no statutory obligations to file financial accounts and tax returns with the Accounting and Corporate Regulatory Authority (ACRA) and the Inland Revenue Authority of Singapore (IRAS). It is therefore the ideal entry mode for a foreign entity to evaluate the business environment in Singapore before deciding to set up a permanent establishment.

As the Representative Office is intended as a stepping stone to a full-fledged operation, it can only engage in market research and feasibility studies such as:

- Gathering market information, competitive intelligence and customer data
- Conducting market research on product demand, customers' requirements and price expectations
- Collating information on regulatory requirements related to establishing a permanent business entity in Singapore
- Cultivating trade contacts and managing product enquiries
- Participating in trade shows and exhibitions

The Representative Office should not provide services nor render any direct or indirect revenue generation activities on behalf of its parent company.

As the Representative Office is purely temporary, it can only operate in Singapore for a maximum of three years from the date of its inception. During this period, the Representative Office must also be renewed annually upon evaluation by IE Singapore.

Converting your representative office into a legal business entity

When you are ready to establish a more permanent presence in Singapore, the Representative Office can be converted into a subsidiary company or a branch office. You must therefore register your operations with the ACRA of Singapore at www.acra.gov.sg.



How to register a representative office

Registration for a Representative Office can be easily done via a secured online application form at <https://roms.iesingapore.gov.sg>.

Requirements

Qualification for foreign commercial entities

- The foreign parent company must have a sales turnover in excess of US\$250,000
- The foreign parent company must have been established for three years or more
- The Representative Office must adhere to the maximum headcount of four employees

Documentation

- Soft copy of the parent company's Certificate of Incorporation or Business Registration Certificate (where applicable) in English or an official English translation
- Soft copy of the parent company's latest audited accounts

Application fee

- Non-refundable processing fee of S\$200 per year

International Enterprise Singapore

International Enterprise (IE) Singapore is the government agency driving Singapore's external economy. We spearhead the overseas growth of Singapore-based companies and promote international trade.

With our global network in over 35 locations spanning many emerging markets, we connect businesses with relevant Singapore-based companies for their business expansion. Renowned worldwide for their dedication to quality and innovation, Singapore-based companies make ideal business partners.

We also position Singapore as a base for foreign businesses to expand into Asia in partnership with Singapore-based companies. Singapore's unique advantages of strategic location, stable government, competitive workforce and pro-business environment make it an ideal launch pad to the region.

Visit www.iesingapore.com for more information.

¹ Source: Doing Business 2012, The World Bank

Our Global Network

Abu Dhabi
Bangkok
Beijing
Chengdu
Chennai
Chongqing
Dalian
Doha
Dubai
Frankfurt
Guangzhou
Hanoi
Ho Chi Minh City
Istanbul
Jakarta
Jeddah
Johannesburg
Kuala Lumpur
London
Los Angeles
Mexico City
Moscow
Mumbai
New Delhi
New York
Qingdao
Riyadh
São Paulo
Seoul
Shanghai
Surabaya
Sydney
Taipei
Tokyo
Wuhan
Xi'an



This brochure is printed using
soy ink on recycled paper.

V1/Apr 2012

International Enterprise Singapore

230 Victoria Street #10-00
Bugis Junction Office Tower
Singapore 188024

1800-IESPORE (1800-4377673) local toll-free

T +65 6337 6628

F +65 6337 6898

www.iesingapore.com



Driving
Singapore's
External
Economy