



Complete Corporate Services Pte Ltd



# Complete Corporate Services

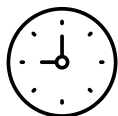
## Our Strength. Your Numbers.

[www.complete-corp.com.sg](http://www.complete-corp.com.sg)

## ABOUT US

Complete Corporate Services is one of Singapore's leading integrated business solution provider. We help companies manage their back-end functions while they concentrate on achieving the sustainable success they desire. Our company firmly believes in using innovative technology to offer uniquely tailored and pragmatic solutions to our clients. With our team of qualified professionals who are also dedicated in their work, we ensure effective and efficient service delivery.

## WHY CHOOSE US?



### Rich History & Experience

A proven track record with over 28 years worth of experience and serving more than 800 clients across 20 industries.



### International Network

Through our network of international associate firms across the globe, we are able to advise on cross-border transactions as well as support international operations.



### Industry Expertise

Our team of qualified professionals have worked with organisations of all sizes across a wide range of industries, gaining extensive knowledge and expertise to better meet your business requirements.



### One-Stop Shop

Through our comprehensive range of professional services, we are able to handle all your back-end needs while you focus on running your business.



### Agile and Effective Engagement

We have a committed and efficient team who work quickly and responsively to enable clients to execute at the fast pace they require.



### Competitive Pricing

We offer quality value-adding services at competitive prices to keep your operating costs to a minimal.

## OUR SERVICES



### TAXATION



### CORPORATE SECRETARIAL SERVICES



### ACCOUNTING SOLUTIONS



### PAYROLL



### ELECTRONIC POLLING AGENT / SCRUTINEER



### WORK PASSES



### IT SOLUTIONS



### EXECUTIVE SEARCH



### BUSINESS ADVISORY

## TAXATION

As a business owner, every transaction you plan to make may have direct or indirect tax consequences. To achieve tax efficiency so as to enhance your return on investments, it is advisable that various tax issues be considered alongside the planning and structuring of your business. The tax landscape is changing at a rapid pace and expert advice is essential to mitigate tax risk and maintain profitability. We can assist you through our comprehensive tax compliance and tax advisory services to minimise your effective tax burden.

## TRANSFER PRICING

Transfer pricing is also a key area with Singapore's guidelines being generally aligned with OECD principles. To this end, we can assist you in the formulation of your transfer pricing strategy and planning including application of the arms' length principle, preparation of contemporaneous documentation where required and conducting the relevant benchmarking studies.

## CORPORATE SECRETARIAL SERVICES

All business in Singapore, whether in the form of companies, partnerships or sole proprietorships need to comply with strict rules laid down by the Accounting and Corporate Regulatory Authority (ACRA). Our wealth of experience, high degree of technical knowledge and understanding of up-to-date compliance requirements ensure specialised, effective and efficient care of both routine and extraordinary company matters.

## ACCOUNTING SOLUTIONS

Singapore companies are required to maintain proper bookkeeping records and accounting documents in accordance with the Singapore Financial Reporting Standards (SFRS). We will assist in preparing full sets of management accounts on either a monthly, quarterly or annual basis. Through the use of Xero, our cloud-based accounting platform, you will have access to your accounts anytime, anywhere.

## IT SOLUTIONS

Today's hyper-fast and dynamically changing environment does not pause for innovation or tolerate lower than expected user experiences. In order to compete in today's environment, companies need to reassess and re-evaluate the way they do business. Agile, efficient, and cost-effective technology solutions are critical for companies looking to drive innovation and high performance.

## ELECTRONIC POLLING AGENT / SCRUTINEER

All resolutions at general meetings of SGX-listed companies are required to be voted by poll. Our sophisticated electronic poll-voting system is suitable for large-scale poll voting to facilitate efficient registration and deliver timely and accurate voting results. We also offer independent Scrutineer services for both manual and electronic polling.

## WORK PASSES

Foreigners who plan to work in Singapore require a valid pass (i.e. work visa) before being able to start work. Let our team advise you on choosing and applying an eligible visa or work pass that best suits your business needs.

## PAYROLL

Administering payroll and ensuring that it complies with the ever-changing regulatory requirements can be complex and would require expert consultation and support. By outsourcing your payroll function to us, you will no longer have to manage the payroll of your entire staff force or worry about the confidentiality of employees' data.

## EXECUTIVE SEARCH

Our executive search arm provides the full cycle of recruitment with focus on searches from middle management to C-suite executives. We adopt a search methodology that enables us to run assignments successfully across multiple industries including niche areas of businesses. Clients can expect to find and hire the right talents who will be able to drive and achieve the company's business goals.

## BUSINESS ADVISORY

Successful organisations need a range of advisory services to support their long term growth plans. By developing an in-depth understanding of your business and the issues and challenges that you face, our advisory team use local and global knowledge to serve your needs.



## Contact Information

If you would like further information on any item within this publication, or information on our services please contact:



Lim Peng Huat - Senior Director & Head,  
Taxation Services  
T +65 6329 2741  
[phlim@complete-corp.com.sg](mailto:phlim@complete-corp.com.sg)



Shirley Lim - Director & Head,  
Corporate Secretarial &  
Electronic Polling Services  
T +65 6329 2731  
[shirleylim@complete-corp.com.sg](mailto:shirleylim@complete-corp.com.sg)



Law Pei Serh - Associate Director,  
Taxation Services  
T +65 6329 2726  
[lawpeiserh@complete-corp.com.sg](mailto:lawpeiserh@complete-corp.com.sg)



Elaine Chian - Manager,  
Corporate Secretarial Services  
T +65 6329 2744  
[elainechian@complete-corp.com.sg](mailto:elainechian@complete-corp.com.sg)



Chintan Shah - Senior Manager,  
Taxation Services - Transfer Pricing  
T +65 6329 2718  
[chintanshah@complete-corp.com.sg](mailto:chintanshah@complete-corp.com.sg)



Helen Tong - Manager,  
Corporate Secretarial Services  
T +65 6329 2737  
[helentong@complete-corp.com.sg](mailto:helentong@complete-corp.com.sg)



Laura Goh - Manager,  
Taxation Services  
T +65 6329 2742  
[lauragoh@complete-corp.com.sg](mailto:lauragoh@complete-corp.com.sg)



Koh Boon Ping - Manager,  
Taxation Services  
T +65 6329 2743  
[kohboonping@complete-corp.com.sg](mailto:kohboonping@complete-corp.com.sg)



Bernard Juay - Director & Head,  
Business Advisory  
T +65 6329 2760  
[bernardjuay@complete-corp.com.sg](mailto:bernardjuay@complete-corp.com.sg)



Seetoh Mei Fong - Manager,  
Taxation Services  
T +65 6329 2748  
[seetohmeifong@complete-corp.com.sg](mailto:seetohmeifong@complete-corp.com.sg)



Janice Ng - Senior Manager,  
Business Advisory  
T +65 6329 2751  
[janiceng@complete-corp.com.sg](mailto:janiceng@complete-corp.com.sg)



Vivian Chan - Manager,  
Taxation Services  
T +65 6329 2746  
[vivianchan@complete-corp.com.sg](mailto:vivianchan@complete-corp.com.sg)



Agnes Sim - Manager,  
Business Advisory  
T +65 6329 2750  
[agnes\\_sim@complete-corp.com.sg](mailto:agnes_sim@complete-corp.com.sg)



Complete Corporate Services Pte Ltd

10 Anson Road #29-07, International Plaza, Singapore 079903

T +65 6226 2555 F +65 6221 9265

[www.complete-corp.com.sg](http://www.complete-corp.com.sg)

This publication is issued exclusively for the general information of clients and staff of Complete Corporate Services Pte Ltd. This publication is not a substitute for professional advice. Complete Corporate Services Pte Ltd will not be liable for any loss or damage arising out of or in connection with the materials contained in this publication.

Copyright 2019. All rights reserved.