

Corporate Secretarial Compliance Checklist

A practical Singapore company checklist for annual filings, board decisions, statutory registers and changes that need to be reported.

STRIDE BUSINESS GUIDE

KEEP YOUR COMPANY IN STEP

Use this as a guide for you to stay compliant with your business obligations. For full-guide, you can contact us or join our mailing list to receive exclusive news.

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Corporate Secretarial Compliance Checklist (Singapore)

01



ARRIVAL & INITIAL SETUP

- Company Incorporation: Register with ACRA, appoint directors, and issue initial shares.
- Registered Office Address: Secure a local business address for statutory correspondence.
- Company Secretary Appointment: Appoint a qualified secretary within 6 months of incorporation.
- Bank Account Opening: Establish corporate banking facilities.

02



ANNUAL FILINGS

- Annual Return: File with ACRA within 7 months of financial year end.
- Financial Statements: Prepare audited/unaudited accounts as required.
- AGM Compliance: Hold AGM within 6 months of financial year end (unless exempt).

03



BOARD RESOLUTIONS

- Director & Officer Changes: Record appointments, resignations, or role changes.
- Share Transactions: Approve allotments, transfers, or buybacks.
- Banking & Contracts: Authorize new accounts, loans, or major agreements.

04



STATUTORY OBLIGATIONS

- Registers Maintenance: Keep updated registers of members, directors, secretaries, and charges.
- Director Duties: Ensure compliance with fiduciary and statutory responsibilities.
- Tax & GST Compliance: File corporate tax returns and GST submissions on time.
- Data Protection: Adhere to PDPA requirements for handling personal data.

This checklist ensures businesses remain compliant from arrival in Singapore through ongoing statutory obligations, keeping them in good standing with ACRA.