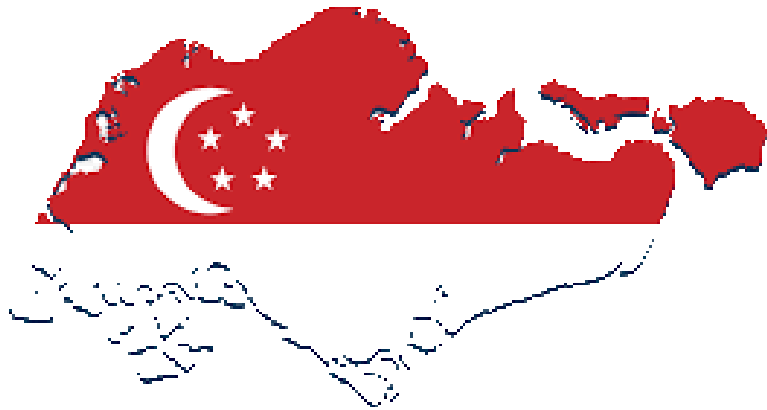


E P T A L E X

SINGAPORE



Singapore: a gateway to Asia

Take a deeper look at the services provided by our Desk

Internationalization

Corporate and Commercial

Assistance and Representation

Tax and Accounting Services

SINGAPORE DESK
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LEGAL DEPARTMENT
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TAX DEPARTMENT
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INTERNATIONALIZATION

- 7" Designing international organizations and systems, tailor made to Asian markets and cultural environment, to improve performance
- 7" Assistance in creating expansion strategies in Asian markets
- 7" Assistance in restructuring already operating companies and organizations (in Singapore and other selected countries only)
- 7" Strategic audit and assistance for mergers and acquisitions (in Singapore and other selected countries only)

CORPORATE and COMMERCIAL

Establishment/Incorporation

Advisory services regarding the most suitable form of entity based on the clients' specific needs and objectives: establishment/incorporation of all types of companies/entities, including subsidiaries, joint ventures, branches and representative offices, etc.

Registrations and Licenses

Assistance in applying for and obtaining all required approvals and licenses for commencement of business from the governmental authorities and other industry-specific registrations as may be required to commence business operations.

Secretarial Services

Secretarial services include providing advisory services and ensuring compliances in relation to the applicable provisions of ACRA, Statutory compliance with ACRA, Drafting the regular Board Resolutions, General meetings, Memorandum & Articles of Association (MAA), Duties related to non-executive company directors, Corporate governance, Company seal, and Company identity, Organizing physical board meetings of directors, shares transfer, subsequent allotment of shares, increase of share capital, opening of bank account, employment pass application (if required by the clients).

Employment and Mobility

We can assist with the request of dependent pass application, renewals of employment, dependent and family pass, appointment of additional Director Removal or Change of particular Director/Shareholder.

Due Diligence

We have extensive experience in conducting due-diligence investigations including in cross-border transactions, especially in the Corporate, Financial, Legal and Secretarial and Real Estate fields.

Commercial Contracts and Agreements

We provide transactional support in relation to joint ventures, amalgamations, buy-outs, mergers and acquisitions providing clients with comprehensive assistance right from the stage of conducting the due diligence investigations till the closing of the transaction and completion of the post-closing activities thereafter. We also provide exit strategies, with respect to dissolution and liquidation of businesses through options best suited to the relevant business.

ASSISTANCE and REPRESENTATION

Intellectual Property Protection and Infringement

We have a strong IP department with expertise in a wide range of aspects relating to intellectual property laws in many jurisdictions. We represent clients from different countries in multi-jurisdiction litigation processes and assists in protection of intellectual property the entire South-East Asian region, Europe and the Middle East.

Alternate Dispute Resolution

We have substantial expertise and experience in handling arbitrations, mediations and negotiations before domestic and international forums. The range of representation includes formulation of strategy, appointment of arbitrators/mediators, drafting of pleadings and claims, engagement of dispute-specific senior counsels, obtaining appropriate reliefs during pendency of arbitration proceedings, representation post-award including execution and challenges to the award, both before domestic and foreign forums, etc.

Litigation

We can assist and represent clients before all Courts in Singapore. We have an extensive experience in the resolution of civil, criminal (economic offences), commercial, corporate and constitutional law disputes through swift and effective representation before various forums.

TAX and ACCOUNTING

Financial Accounting	Well-organized and accurate financial information is critical to the financial well-being of any enterprise. In collaboration with our audit and accounting associates, we offer a broad spectrum of cost-effective audit and accounting services ranging from book-keeping and financial statement preparation to financial analysis so as to assist organizations in efficiently managing their financial operations.
Book-keeping and General Accounting Service	This service involves preparation and maintenance of day to day book-keeping and monthly or quarterly management accounts. These books are prepared in accordance with the statutory accounting standards and can also be prepared as per specific client instructions to suit their requirements and simultaneously in compliance with the applicable laws.
Payroll Administration	We are able to maintain and ensure timely and accurate processing of employee payrolls. We also assist clients with the preparation of the HR manual to frame and formulate the internal HR policies in compliance with the applicable labour regulations, in setting-up social security benefits including insurance and claim administration.
Tax Planning and Returns	We provide clients with quality Tax Consultancy (relating to both Direct and Indirect taxation) and Compliance along with effective strategies suiting each client's specific needs and requirements. Eptalex structures and implements tax planning strategies tailored to each client's unique circumstances.