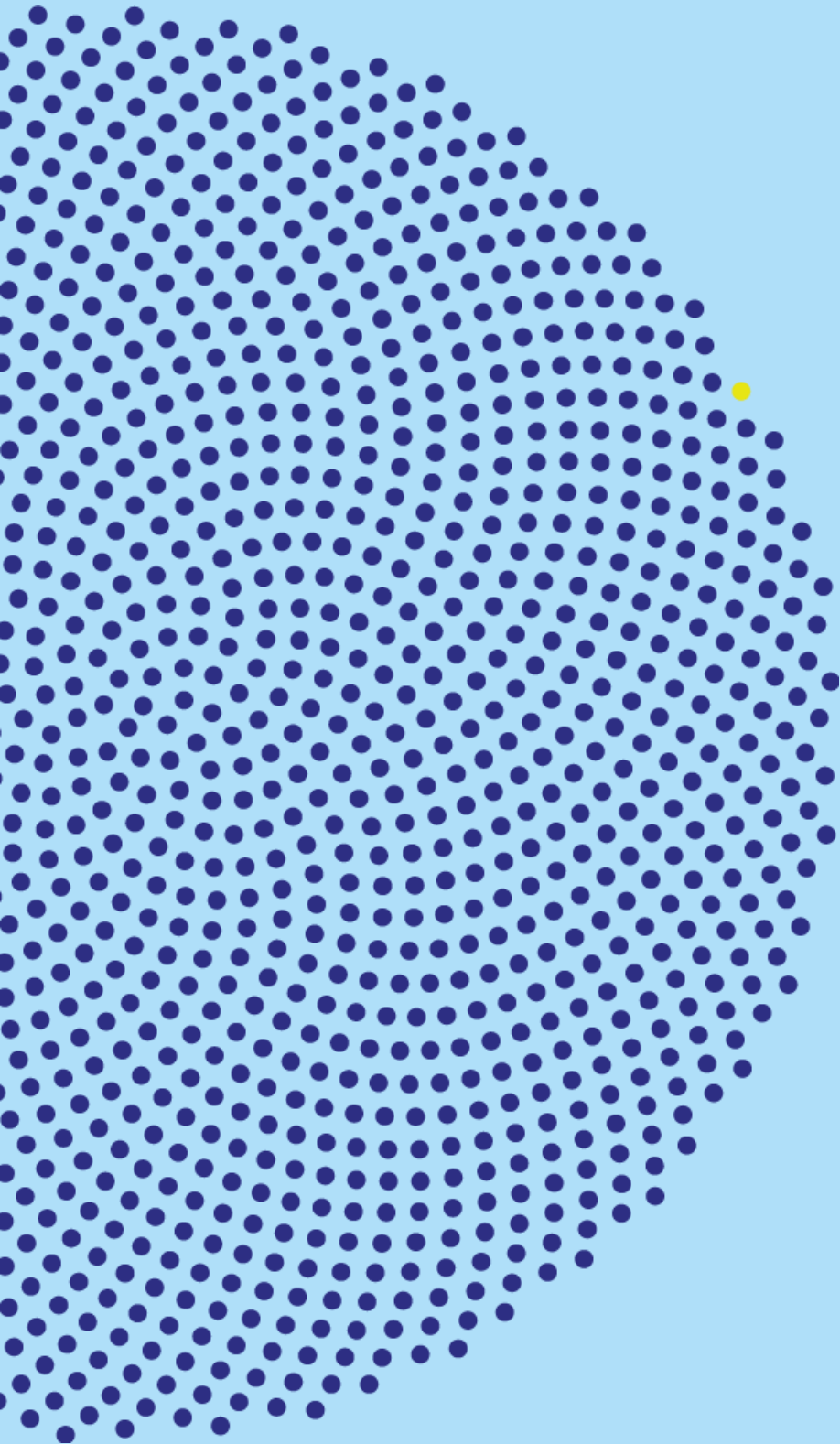




**ZICO** | corporate

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## ZICO Corporate Services

ZICO Corporate Services is a dedicated, one-stop service provider operating from Singapore and Malaysia (including Labuan) and the Philippines. We provide incorporation, corporate secretarial, immigration advisory and related services for onshore companies and various offshore jurisdictions in Singapore and Malaysia.

Our teams assist multinational and regional corporations and private investors on an array of dedicated services from formation of legal entities, corporate secretarial services to related consultancy services that are central to all companies (including listed and private limited companies), limited and limited liability partnerships, branches and representative offices as well as trusts and foundations.

ZICO Corporate Services is part of ZICO, an integrated network of multidisciplinary firms helping organisations and individuals succeed in ASEAN.

*“Our teams operate from Singapore, Malaysia (including Labuan) and Philippines. In addition, being a member of the ZICO network gives the unique advantage of covering 8 countries in ASEAN.”*



## Why us ?

We make your business our business. Working with clients from different industries has earned us the requisite experience and expertise to provide invaluable advice and the highest level of service to you.

Our reputation for professionalism, quick turnaround time, confidentiality and integrity has meant that over 500 clients from ASEAN and internationally trust us to work with them.

Being a member of the ZICO network gives us the unique advantage of obtaining and sharing resources with all our offices throughout Singapore, Malaysia and our network in Indonesia, Laos, Myanmar, the Philippines, Thailand, Vietnam, covering 8 countries in ASEAN.

Every situation is unique and requires appropriate solutions. Our wide range of services addresses your key requirements. We make the effort to understand your company and customize solutions that are just right for you and which comply with local regulations.

## Our services

We offer the full range of Corporate Secretarial and related services that comply with laws and regulations, allowing our clients to focus on their core business.

### Core Services

#### Company or Business Formation

- Formation and management of offshore companies
- Fiduciary services
- Incorporation of private limited and public companies
- Registration of foreign branch/representative office
- Registration of limited partnerships and limited liability partnerships
- Acquisition of ready-made/shelf companies
- Acquisition of ready-made/shelf companies in popular jurisdictions such as British Virgin Islands, Cayman Islands, Brunei, Bahamas, etc

#### Corporate Secretarial Services

- Provision of nominee directors and/or qualified name company secretary for companies
- Provision of nominee authorised representative/agent for foreign companies
- Lodgement of the requisite statutory returns with relevant authorities
- Attendance at Board, Committee and General Meetings, taking minutes, undertaking all relevant preparatory work, and advising on procedures and meeting requirements
- Preparation and lodgement of documentation relating to annual and ongoing compliance
- Preparation of directors' and members' resolutions on corporate transactions
- Provision of registered office address
- Advising and assisting companies on reporting and compliance requirements of stock exchanges

#### Closure of Entity

- Cessation of business
- Cessation of foreign company/branch
- Striking-off of companies
- Liquidation of companies

#### Immigration

- Immigration advisory services including end to end consultation and support services for work visa application including immigration and labor assistance for foreigners
- Guidance on the procedures and documents needed
- Assistance with various immigration applications
- Updates on revised rules and application processes

#### Licence Applications

We assist with applications of various licences from local authorities, ministries or governmental bodies in ASEAN

#### Notarisation and Legalisation Services

We assist with submission of documents for notarisation and legalisation at embassies, representative offices, consulates and High Commissions

#### Other Adhoc Services

- Acting as process agent to accept notices and service of process
- Acting as escrow agent (funds or documents) pending fulfilment or completion of a transaction
- Acting as custodian to provide safekeeping of documents
- Assist clients in the registration or application for exemption from GST
- Provision of Holdmail Services

### Complementary services

## Contacts



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## ASEAN INSIDERS, by origin and passion

INDONESIA | LAOS | MALAYSIA | MYANMAR | PHILIPPINES | SINGAPORE | THAILAND | VIETNAM