

## Practice Direction No. 3 of 2003

### Amendments to fee schedule under Companies Act

1. This Practice Direction highlights the major changes in the fees payable to the Registrar under the Companies Act (Amendment of Second Schedule) Notification 2002 with effect from 13 January 2003.

2. The fees payable under the Second Schedule to the Act will be as follows :

a) Current items:

Item in 2nd Schedule (after amendments)	Fees to be paid to the Registrar		Fees to be paid to the Registrar
36	Lodgment of statement containing particulars of charge		\$60
37	Lodgment of statement containing particulars of a series of debentures		\$60
38	Lodgment of statement containing particulars of an issue of debentures when there is more than one issue of debenture in a series of debentures		\$60
45 to 48	Lodgment of annual return of a company	View & lodgment of summary of return	\$10
		Lodgment of main return	\$10
49	Application for extension of time for period of accounts		Up to \$150
50	Application for extension of time to hold AGM		Up to \$150
76	Registration of foreign company		\$300 for foreign company having a share capital \$1,200 for foreign company not having a share capital
101	Application for the following: (a) certificate confirming incorporation of company; (b) certificate confirming that company is incorporated in		\$50

	<p>accordance with the alteration made to the memorandum;</p> <p>(c) certificate confirming incorporation of company under new name changed by special resolution;</p> <p>(d) certificate confirming conversion of company from</p> <p>(i) unlimited to limited by guarantee;</p> <p>(ii) unlimited to limited by shares;</p> <p>(e) certificate confirming conversion from</p> <p>(i) public company to private company;</p> <p>(ii) private company to public company;</p> <p>(f) certificate that foreign company is registered in Singapore;</p> <p>(g) certificate confirming approval to hold land;</p> <p>(h) certificate confirming approval to register company with limited liability without the addition of "Berhad" or "Limited";</p> <p>(i) certificate that company is entitled to commence business and exercise its borrowing powers;</p> <p>(j) certificate to confirm that charge is registered.</p>	
104	On late lodging of any document under the Act after the period prescribed by law, in addition to any other fee	Up to \$350
111	Application to the Minister to appeal against the decision of the Registrar	\$100
113	Approval or renewal of approval, of a company auditor or of a company liquidator granted by the Minister	\$100
123	For supplying of information relating to the business profile of companies	\$5
127	For supplying of copy of company forms filed with the Registrar under the Companies Regulations before 13 January 2003	\$2 per page or part thereof
128	Application for certification of company forms filed with the Registrar before and after 13 January 2003	\$2 per page or part thereof
129	For supplying diazo duplicates of the microfilm of the file of a company	\$15

(b) The following new items will be inserted in the Second Schedule:

Item in 2nd Schedule (after amendments)	Fees to be paid to the Registrar	
10	Lodgment of change in situation of registered office or of office hours. (applicable to both companies and foreign companies)	\$10
33	Lodgment of return of allotment of shares	\$10
34	Lodgment of notice of appointment, cessation of appointment or change of particulars of company's director, manager, secretary and auditor	\$10
42	Lodgment of form reporting variation of charges	\$10
71	Application for striking off	\$35
73	Lodgment of objections to striking off	\$10
74	Lodgment of notification of intention to lodge objections to future striking off (valid for one year)	\$10
75	Lodgment of withdrawal of application to strike off	\$30
93/94	Application for filing annual return with one director's signature with or without AGM	\$30
100	Lodgment of notice of error in document lodged	\$30
102	Application to Registrar to direct a change of company name	\$30
125	For supplying of electronic extracts of forms filed with the Registrar	\$10
126	For supplying of electronic extracts of electronic forms including attachments filed with the Registrar	\$25
139	For supplying a certificate of production/certificate of good standing of company	\$10

(c) Items 9(c), 9(d) of the Schedule will be deleted.

(d) the following services will be provided free of charge :

1	Status Enquiry for Business lodgment
2	Status Enquiry for Status of Renewal of Business
3	Status Enquiry for Status of Payment of Business Penalties/Fines including late lodgment fees and composition fines
4	Notification of Changes in Mobile No./Email Address of Business Person

5	Lodgement of Notice of Cessation of Business Upon Expiry of Registration
6	Lodgement of entry/change of particulars of next-of-kin /administrator/ executor/ executrix
7	Application for Inter-Bank Giro 8 Termination of Inter-Bank Giro 9 Online directory search for names

Please visit our web-site (<http://www.rcb.gov.sg>) or refer to the Second Schedule to the Companies Act for other fees on:

- (i) Incorporation of company;
- (ii) Changes to local and foreign company particulars;
- (iii) Lodgment of charges by company for registration;
- (iv) Annual filing by local and foreign company;
- (v) Ending of local and foreign company;
- (vi) Foreign company name application and registration; and
- (vii) Information services.

(c) Items 9, 18, 20, 22 and 38(3) & 38(4) of the Second Schedule will be deleted.

Issued on 7th January 2003.

**Miss Juthika Ramanathan**  
**Registrar**  
**Registry of Companies and Businesses**  
**Singapore**