

A nighttime aerial photograph of the Singapore skyline, featuring illuminated skyscrapers and a body of water in the foreground. The sky is dark with some clouds, and the city lights reflect on the water.

# THE ENTREPRENEUR KIT

SINGAPORE BUSINESS GUIDE



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# STARTING BUSINESS WITH **GUIDED** STEPS

The Complete Steps to Setting Up Food & Beverage Entity





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# FROM **ADMINISTRATIVE**

ooo

**We know many dislike paperwork, yet you have to know every part of the business inside out. We provide direct steps to important task bypassing all the extras.**



## THE ENTREPRENEUR KIT SINGAPORE BUSINESS GUIDE

# TO LICENCES

Many entrepreneurs and existing business owners may have limited knowledge about getting what is required for their businesses.

Usually come to a point when they were issued fine or compliance matters. Here are the guidance for eateries, export business, cafes and more.

You are just a button away from all necessary licences.

## THE BASICS



**Register your company**



**Register with the Central Provident Fund (CPF)**



**Secure Food Shop License from NEA**



**Have employees take Basic Food Hygiene Training**

## DO THESE APPLY TO YOU?



**Liquor license**  
If you plan to serve alcohol



**Halal license**  
If you want to serve Halal food for Muslims



**Import license**  
If you plan to import food or ingredients



**Public entertainment license**  
If you broadcast sports, music, etc



**Tobacco license**  
If you want to sell tobacco in your F&B premises



**S Pass**  
If you plan to hire foreign workers for your F&B



**Register for GST**  
If your annual revenues exceed S\$1 million



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# TO GOVERNMENT GRANT ...

Singapore being one of the easier country to start business. Our government provides multiple support on equipment, staff training, technology tools to better regulate and operate one's business in this competitive industry.



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# TO **RECOMMENDED CONTRACTORS** ...

**Working with a list of recommended contractors with user reviews will definitely provide a price range close to market rate.**

**These includes a list of interior designer, insurance coverage, plumbing services and many more.**







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# TO SUPPLIERS ...

**We provide a list of recommended equipment & ingredient suppliers and customers reviews to further enhance the selection of vendors with the right market price.**



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# TO SERVICE PROVIDER ...

Whether are you into technologies, productivity solution, staffing, marketing campaigns, point of sale systems and many more, you name it and we have it all round up just for you.

Let's go into scenario







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Alex graduated recently and decided to start a cafe



## ADMINISTRATIVE

## Registering ACRA - ALEX CAFÉ PTE LTD (Paid \$315)

# 1

### WHAT'S YOUR BUSINESS STRUCTURE?

Choosing your business structure is important as it can affect your liabilities, funds and management decisions.



**Sole-Proprietorship**

Going it alone

Least complicated setup requirements

Owner personally accountable for all debts, debts, losses

Taxes done: personal income

Register on gov with ACRA

\$65



**Partnership**

2 – 20 partners

Partnership Agreement must be drawn up – detailing roles & responsibilities of each partner

Partners are accountable for all debts, debts and losses – including those incurred by other partners

Taxes done: personal + corporate income

\$65



**Limited Liability Partnership (LLP)**

Minimum 2 partners

Legal entity (can sue or be sued, can own or hold property)

Require Annual Declaration for C&A

Partners not liable for debts and losses incurred by other partners

Taxes done: personal + corporate income

\$165



**Limited Partnership (LP)**

Minimum 2 partners: 1 general partner & 1 limited partner

General partner personally liable for debts and losses

Limited partner only liable for amount of agreed contribution

LP registration will be suspended if there is no limited partner

Taxes done: personal + corporate income

\$65



**Company Private Limited (Pte Ltd)**

Minimum of one share owned by one shareholder

Most complicated setup requirements

Members have limited liability – not personally liable for debts & losses of company

Taxes done: corporate income

\$315



# 2

## CHECKLIST BEFORE ACRA REGISTRATION

After you've chosen the right business structure, you can register your business with the the Accounting and Corporate Regulatory Authority (ACRA) – [www.acra.gov.sg](http://www.acra.gov.sg)

But before you do so, have you...

### 1. Met ACRA's Eligibility Requirement?

**For Sole-Proprietors, Partnerships, LLPs and LPs**

- Owner(s) must be aged 18 years or above
- Singapore citizen / PR / Employment Pass or Dependent Pass holder  
(*Foreigners can appoint a local manager*)
- Have not been declared bankrupt  
(*Undischarged bankrupts must receive court approval*)

**For Companies (Private and Public)**

- At least one director and one shareholder  
(*can be the same person*)
- Directors must be aged 18 years or above
- Have not been declared bankrupts or convicted of dishonesty

### 2. Checked your Business Name Availability?

**Business names are not approved if its:**

- Identical to another on the registry  
(*Search at ACRA's online directory of businesses*)
- Obscene or contain vulgarities
- Already reserved



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## ADMINISTRATIVE

### 3. Found your SSIC Code?

- The Singapore Standard Industry Classification code (SSIC) is ACRA's way of categorising businesses
- Search for the right SSIC code using ACRA's online search engine

### 5. Cleared your Outstanding Medisave Liabilities?

- You must first pay up your Medisave liabilities or have arranged for payment by instalments before starting your business
- Find out your outstanding Medisave liabilities from the CPF Board's website

### 4. Found a Local Business Address?

- The location must be approved for business use by the Urban Redevelopment Authority (URA)
- P.O. boxes cannot be used as place of business
- Residential properties can only be used under the Home Office Scheme
- \*find out more about approved business locations at [ura.gov.sg](http://ura.gov.sg)

### 6. Applied for Necessary Licenses & Permits?

- Certain types of businesses such as private schools, childcare centres and video companies require licences and permits
- Use the Online Business Licensing Service (OBLs) to register your business and apply for licences and permits at one go





# 3

## PICKING YOUR CORPORATE BANK ACCOUNT

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Which Bank should you choose?

- Always check out deals with your existing bank first as they can easily validate your credit-worthiness as a client.
- Most major banks in Singapore offer attractive features such as multi-currency accounts, Internet banking, credit cards, trade financing, freedom to move across countries and more.
- If you're interested in apply for a bank loan, all 4 banks offer them specifically designed for individual customers. Contact them at the respective numbers to find out more.

We've picked out 4 banks with the lowest financial requirements needed to start a corporate bank account.



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## ADMINISTRATIVE

	OCBC	DBS	UOB	Standard Chartered
Is there a start-up fee whenever I open a corporate account with banks?	\$0	\$500 – \$1,000	\$0	\$0
What is the minimum initial deposits that I need to put into my corporate account?	\$500	\$50,000	\$10,000	\$10,000
What is the average amount I need to maintain in my account to avoid monthly fees?	\$8,000 from the 6th month; or \$25 monthly fee will apply	\$10,000; or \$25 monthly fee will apply	\$10,000; or \$25 monthly fee will apply	\$10,000; or \$50 monthly fee will apply
Is there Internet Banking available?	Yes. For enquiries, local payments and overseas payments	Yes. For enquiries, local payments and overseas payments	Yes. For enquiries, local payments and overseas payments	Yes. For enquiries, local payments and overseas payments. One-time \$50 set-up fee will apply
How do I get in touch?	6538 1111	1800 222 2200	1800 226 6121	1800 743 3000



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## LICENCES

### Food Shop Licences

- Change of Use approval
- Layout of premises
- Basic food hygiene certification
- Halal Certification
- Alcohol Licence

 **National Environment Agency**  
Safeguard • Nurture • Cherish

**Licence Number**  
NEA140449/4363K/N01

**Date of Expiry**  
20/07/2015

The licence is issued to EVERSHINE SERVICES PTE. LTD.

to operate a FOOD BUSINESS

at the registered address 362, UPPER PAYA LEBAR ROAD, #07-06  
DA JIN FACTORY SINGAPORE 534963

  
For Director-General of Public Health  
Licensing Authority

LICENCE ISSUED UNDER SECTION 95 OF THE ENVIRONMENTAL PUBLIC HEALTH ACT (CAP 95)  
THE LICENCE IS ISSUED SUBJECT TO THE CONDITIONS STATED OVERLEAF.

Serial Number  
CBL 1400486

**SPECIMENT**





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## GOVERNMENT GRANTS

### For Local companies

#### Enterprise Development Grant (EDG)

Supports your business' efforts to upgrade, innovate and

[READ MORE >](#)

#### Productivity Solutions Grant (PSG)

Companies keen to improve productivity by adopt simplified grant.

[READ MORE >](#)

#### Market Readiness Assistance (MRA) Grant

Companies looking to market products and services costs through the MRA grant.

#### Local Enterprise and Association Development (LEAD) Programme

Trade Associations & Chambers keen to drive industry upgrading and internationalisation for SMEs can tap the LEAD programme.

[READ MORE >](#)

#### PACT Programme

Companies keen on leading cooperative projects to build capabilities, innovate, and pursue global prospects can turn to PACT.

[READ MORE >](#)

#### International Marketing Activities Programme (iMAP)

Trade Association & Chambers can tap iMAP to bring SMEs on board overseas missions and trade fairs to access more markets.

[READ MORE >](#)

**Where to apply?**  
**How to apply?**  
**What to apply?**





## RECOMMENDED CONTRACTORS

**ABC Contractor has 50 🌟 reviews**

**As compared to XYZ Contractor who only has 20 🌟 and 1 negative reviews**



?





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## SUPPLIERS – Base on Alex Café requirement



### OVEN

**Kitchen Boy Pte Ltd**

- 1

- Price Range \$12,000 to \$18,000

**Hub Equip Pte Ltd**

- 28

- Price Range \$10,000 to \$15,000



### POS SYSTEM

**Tong Kim Pte Ltd**

- 43

- Price Range \$2,000

**ANET Pte Ltd**

- 12

- Price Range \$6,000

Image is for illustrative purposes only © F.E.D.



### COOKER

**Lim Siang Pte Ltd**

- 43

- Price Range \$3,000 to \$5,000

**Hub Equip Pte Ltd**

- 12

- Price Range \$5,000 to \$8,000

**TOTAL BUDGET**  
**SGD\$18,000**

### COFFEE MACHINE

**IM Global Pte Ltd**

- 4

- Price Range \$5,000 to \$8,000

**M&E Pte Ltd**

- 20

- Price Range \$3,000 to \$7,000

**CONTACT & INTRODUCTION WILL BE INCLUDED**

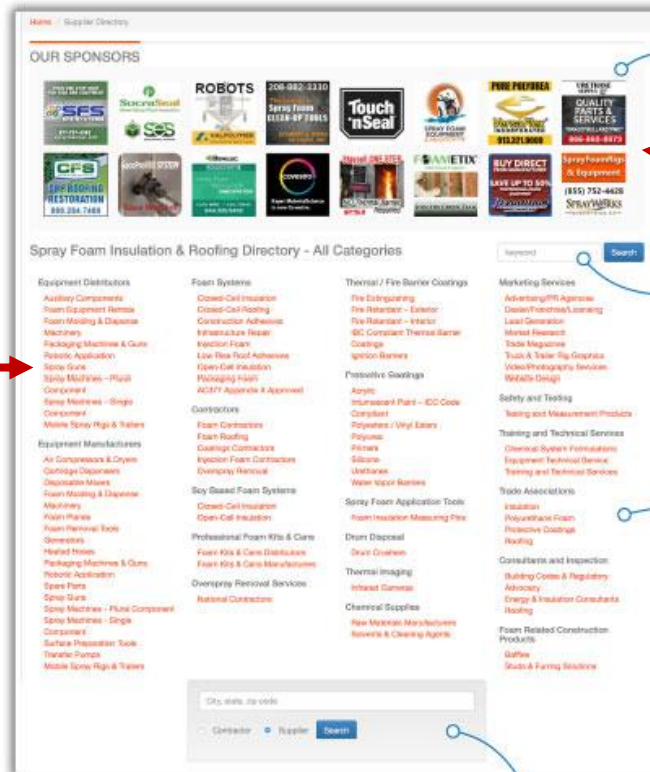




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## PARTNERS & LISTINGS

Normal listings  
For companies



SITE  
SPONSOR

Special highlights  
For partners

SEARCH BY  
KEYWORD OR  
COMPANY NAME

SEARCH BY  
INDUSTRY  
SEGMENTED  
CATEGORIES

SEARCH BY  
LOCATION



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## ENTREPRENEUR KIT

SIMPLE  
STEPS

USER  
REVIEWS

PROPER  
DOCUMENTATIO  
N

INTERACT  
WITH ADMIN

LEARN FROM  
THE EXPERTS

NO HEART  
ATTACK  
SITUATION

INFORMATION  
AT YOUR  
FINGERTIPS

MANY  
CONTRACTORS

MORE THAN  
JUST A  
YELLOW  
PAGE

CUTTING DOWN  
UNNECESSARY  
STEPS

AVOID PAYING  
EXTRAS





BE PART OF THE ENTREPRENEUR KIT TODAY



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