



**Intertrust**

**Singapore Corporate Services**  
Statutory Health-Checks



## Look after your body, look after your Investment Business

- Are your company's or group's statutory records up to date?
- Does the information in the statutory records match the public file?
- Are the filings at the Accounting & Corporate Regulatory Authority up to date?

If you are not sure,  
it might be time for a health-check



At the crossroads of finance, tax and accounting, our clients count on us to look out for their best interests. To develop and deliver the most relevant solutions to suit your particular goals, we work together with the finest lawyers and financial experts. With our roots in banking and a large international network, we have the global reach and local knowledge to help you succeed. That's why we're still a leading player in Trust and Corporate Services, after more than 50 years.

### Importance of carrying out a statutory health-check

As stated in the Company Law, it is compulsory that directors and other officers keep the statutory records of their companies up to date at all times. The sustenance of statutory records should be part of a company's perpetual policy of good corporate housekeeping as some statutory records are open to public inspection.

This is specifically important:

- ▶ At the time of an AGM
- ▶ At the time an annual return is being prepared
- ▶ If a company or group is being recapitalised or re-financed
- ▶ If group rationalisation or restructuring work is being undertaken
- ▶ If company is being prepared for sale
- ▶ At the time of the annual audit

### How Intertrust's Company Secretarial team can help you

We will be able to

- ▶ Review the statutory records of each company
- ▶ Compare the statutory information appearing on the public file with the statutory records of each company to ascertain whether they are consistent
- ▶ Provide advice on any discrepancies that come to our attention and, if appropriate, offer advice on rectification or regularisation measures
- ▶ Draft, if necessary, company secretarial documents to assist in bringing the statutory records of the Company and/or the public file up to date

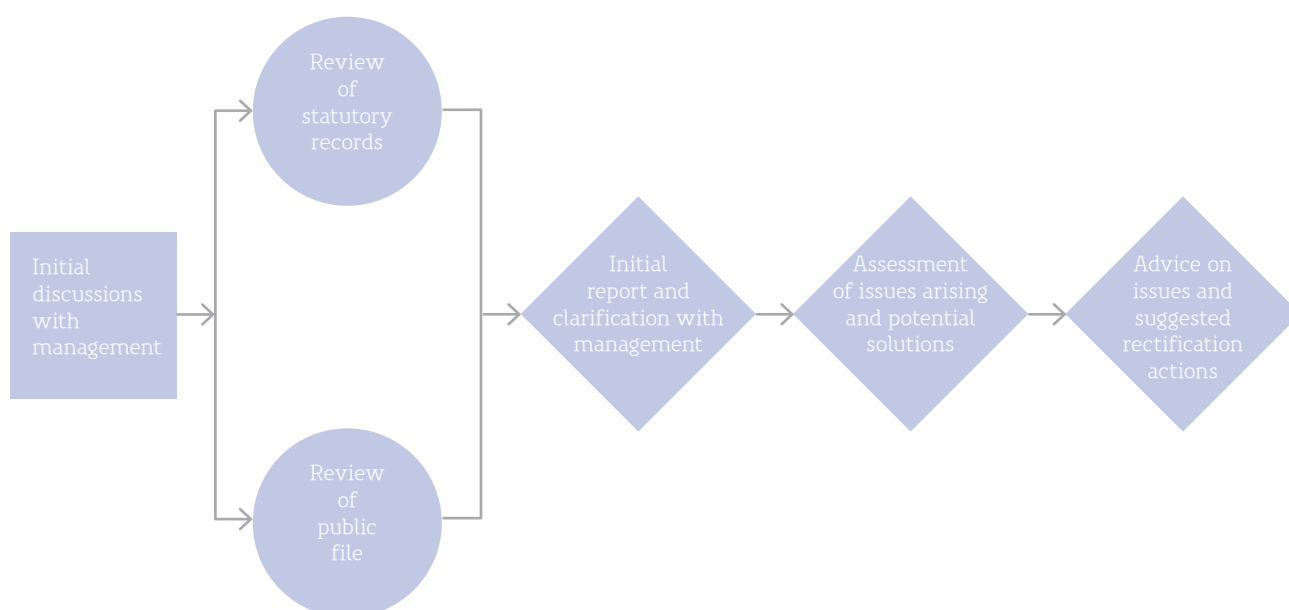
### Intertrust's Company Secretarial Services

We also offer comprehensive company secretarial services which includes:

- ▶ Providing advice and assistance to public and private companies, their boards of directors and other officers on company law, corporate practice and other compliance matters.
- ▶ Working closely with other specialists on complex transaction and arrangements.
- ▶ Advising on and dealing with a wide range of routine and specialist matters relating to the Companies Act and associated legislation.
- ▶ Managing corporate projects from inception to completion.

- ▶ Providing assistance, where public-listed, in the preparation of annual report, notices, proxy forms, polling papers and attendance at the meetings.
- ▶ Providing share registration services for initial public offer of shares as well as function as an on-going Share Registrar.

### Approach: Health Check of a company's statutory records



## Our Singapore Publications

- ▶ Intertrust Singapore
- ▶ Why Singapore as a location for international business and investment?
- ▶ Singapore Private Companies - FAQ
- ▶ Singapore Private Trusts - FAQ
- ▶ Family-Owned Investment Holding Companies - FAQ
- ▶ Private Trust and Limited Partnership - FAQ
- ▶ Corporate Secretarial Accounting and Payroll Services
- ▶ Agency and Escrow Services
- ▶ Singapore-Belgium DTA
- ▶ Singapore-Luxembourg DTA

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Our clients come from every corner of the globe. Different countries, different cultures. Just like us. We have more than 1,000 professionals in more than 20 countries worldwide. So we have the local knowledge and sensitivity to see things from your point of view.



Setting the standard since 1952