

No.	Steps	Week
1.	Healy Consultants Compliance Team receives the required corporate and personal due diligence information from our Client;	1
2.	Our Client signs Healy Consultants engagement letter and returns the original to our Singapore Head Office. Our Client settles our fees;	1
3.	Our Client confirms by email the planned corporate structure and e-mails the required due diligence. Only then will Healy Consultants' Company Secretary Team reserve the company name (biz file ACRA);	1
4.	Healy Consultants provides our Client i) a company name and number ii) a company office address and tax id number iii) a Hong Kong corporate bank account number and iv) a tax number. Our Client can inform customers and suppliers;	1
5.	The Singapore shelf company director signs i) the legal share allotment and legal share transfer ii) the change of company address;	1
6.	The existing Singapore shelf company director courier return the originals legal transfer documents to Healy Consultants Singapore office. Healy Consultants' Company Secretary Team submits transfer documents to ACRA for processing and immediately the Singapore registry approves the Singapore company change of company ownership application and emails Healy Consultants proof of the same. Healy Consultants then emails our Client i) the certificate of incorporation ii) the new M&AA with the new shareholders and directors;	2
7.	To change bank signatory, there is a 50% probability our Client must travel to meet the bank in Hong Kong. If the bank signatory is already a customer of the bank, then there is a 75% probability a travel exemption will be granted.	3

	<p>As always, Healy Consultants will aggressively negotiate a travel exemption for our Client, asking the bank to just perform a skype or phone conversation with the bank signatory. Depending on Client nationality, sometimes we are successful and our Client does not have to travel to Singapore/Hong Kong.</p> <ul style="list-style-type: none"> • Signed appointment of bank signatory forms; • Client's passport copy and proof of address; • Singapore company kit; • Proof of business together with other Client due diligence. 	
8.	The bank approves the appointment of the new bank signatory and will courier new internet banking documents (login, password etc) to our Client. Healy Consultants is no longer a bank signature to this corporate bank account;	5
9.	<p>Healy Consultants will courier the following to our Client:</p> <ul style="list-style-type: none"> • Company kit containing original Singapore corporate documents; • The bank kit; • Healy Consultants Customer Satisfaction Survey. 	5
10.	Our Client receives a courier from the bank comprising new internet banking information. The new bank signatory activates the internet banking.	6