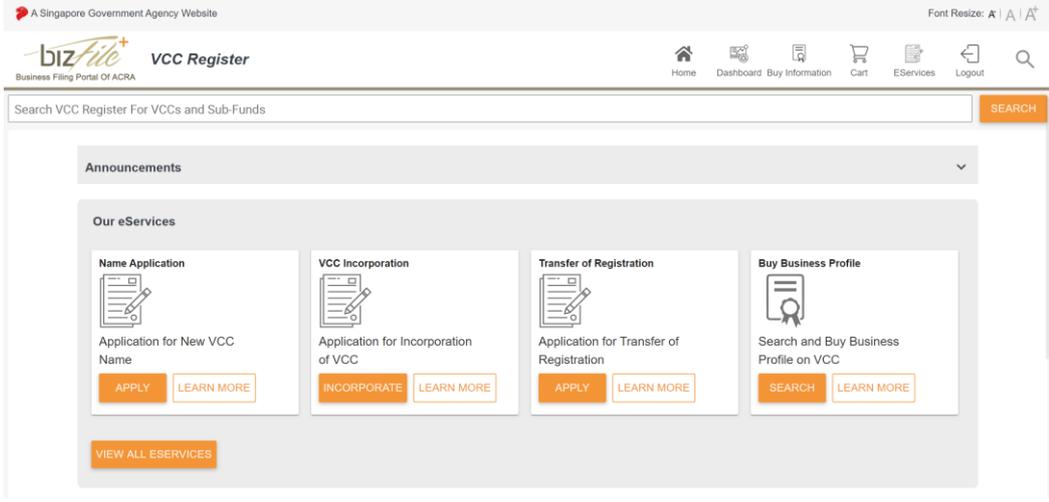
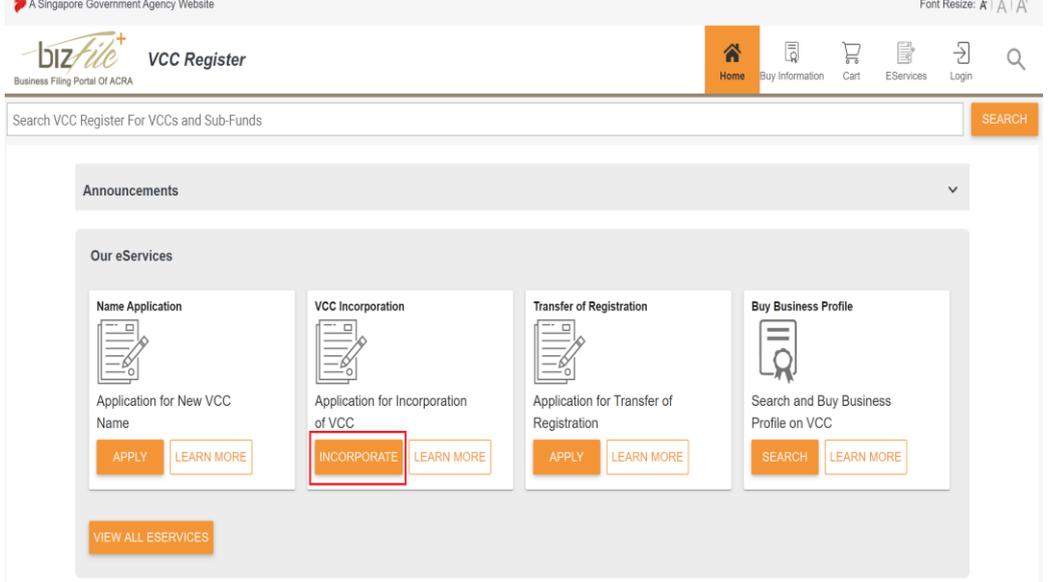
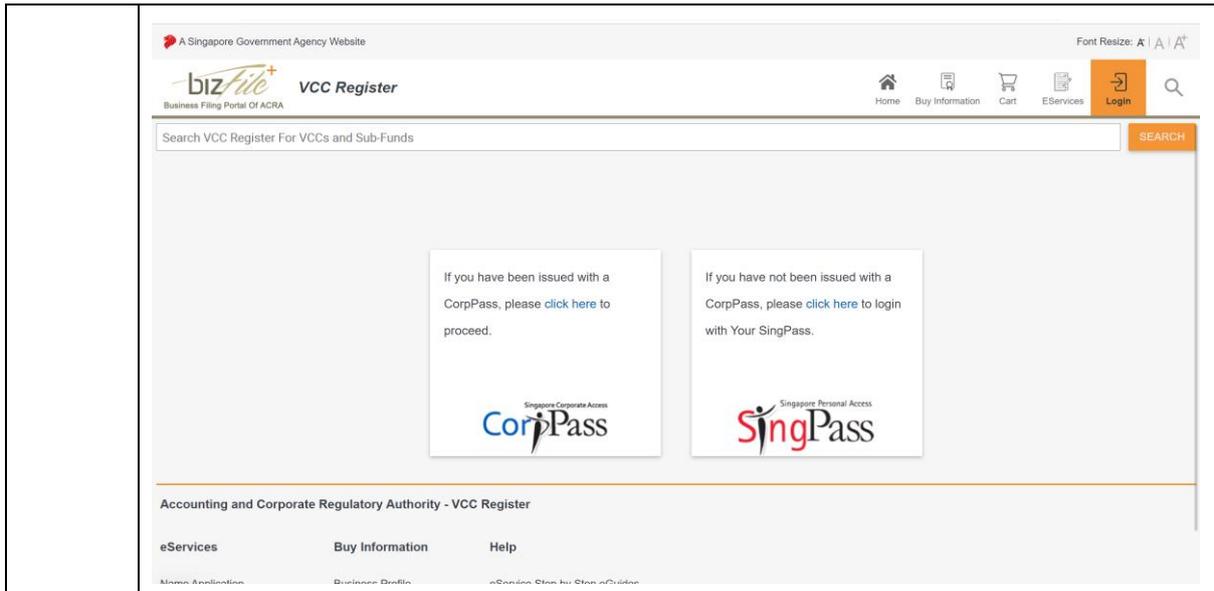


Step by Step Guide for Incorporation of a New VCC

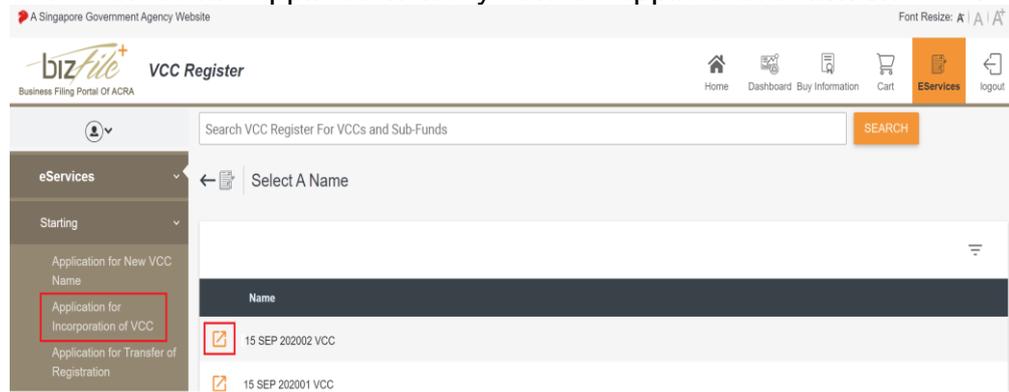
Steps	Description
1.	<p>Go to www.vcc.bizfile.gov.sg.</p> 
2.	<p>Under 'Our eServices', click on 'INCORPORATE' under VCC Incorporation.</p> 
3.	<p>You will be re-directed to CorpPass/SingPass Login page. Login via CorpPass or SingPass.</p>



4.

Click on “Application for Incorporation of VCC”.

Select the name application that you have applied and click on ‘’.



5.

The checklist page is displayed. click 'Next'.

← VCC Incorporation Checklist

Information:

What is the purpose of this transaction?

To allow the lodger to file the incorporation.

What information is required to complete this transaction?

1. Transaction number of the approved name application.
2. Details of VCC officers - include address, ID number, ID type, Nationality/Citizenship and contact information.
3. Details of Permissible Fund Manager and subscribers.
4. Registered office address
5. Working hours
6. Copy of Constitution
7. Financial year end and period

How long will it take to file this transaction?

1. This e-Service will take about 20 minutes to complete.
2. This application will take 3 working day(s) to process. However, it may take between 14 days to 60 days if the application needs to be referred to another agency for approval or review.

How much do I need to pay for this transaction?

The VCC incorporation fee is \$8,000 and is non-refundable.

Important Notes

1. This transaction can only be filed by a subscriber to the constitution of the VCC or a CSP.
2. FIN holders are advised to seek consent from the relevant pass issuing authority (e.g. MOM/ICA) before registering or taking on an appointment (e.g. director, secretary) in an entity.
3. If any director/subscriber appointed is a foreigner, a CSP must be engaged to incorporate the VCC.
4. At least one director must be ordinarily resident in Singapore.
5. At least one director (who may be the same person as in 3. above) must be either a director or a qualified representative of the fund manager of VCC.
6. The fund manager must be compliant with Section 46(2) of VCC Act.
7. The maximum file size is 5MB and the acceptable file type is PDF, where file submission is required.
8. Upon successful incorporation, system-generated Unique Entity Number (UEN) will be issued to the business entity. This UEN is the business entity's identification number which is required for transacting with government agencies.
9. Please read the [Terms](#) and [Conditions](#) before proceeding.

Please note the following:

You will receive a free Business Profile after the VCC is successfully incorporated.

BACK PRINT **NEXT**

6.

The 'Incorporation of VCC' form is displayed.

← Incorporation of VCC Form

ENTITY DETAILS+ MANAGER & AUDITOR DETAILS VCC OFFICER DETAILS SUBSCRIBER DETAILS DECLARATION

Entity Information

Transaction No.
V20009937

Overall Proposed Name of VCC
ORANGE VEZA VCC

Type of VCC*
 NON-UMBRELLA VCC
 UMBRELLA VCC

Business Activity
TRUSTS, FUNDS AND SIMILAR FINANCIAL ENTITIES (E.G. COLLECTIVE PORTFOLIO INVESTMENT FUNDS (EXCLUDING THOSE WITH RENTAL INCOME)) (64300)

User-Described Activity Description
TO START A ...

13 / 78

Registered Office Address

Postal Code* Block/House No.

0 / 6

7.

Select 'Type of VCC'.

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VCC Register Home Dashboard Buy Information Cart EServices Search Register

← Incorporation of VCC Form SAVE AS L

ENTITY DETAILS • MANAGER & AUDITOR DETAILS • VCC OFFICER DETAILS • SUBSCRIBER DETAILS • DECLARATION

Entity Information

Transaction No.
V20009937

Overall Proposed Name of VCC
ORANGE VEZA VCC

Type of VCC
 NON-UMBRELLA VCC
 UMBRELLA VCC

Business Activity
TRUSTS, FUNDS AND SIMILAR FINANCIAL ENTITIES (E.G. COLLECTIVE PORTFOLIO INVESTMENT FUNDS (EXCLUDING THOSE WITH RENTAL INCOME)) (64300)

User-Described Activity Description
TO START A ... 13 / 78

Registered Office Address

Postal Code* Block/House No.

8.

-Enter the 'Postal Code', 'Level' and 'Unit' details of the registered office address.

-Select 'Working Hours'.

-Click 'Upload' to attach document (pdf format).

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CC Register Home Dashboard Buy Information Cart EServices Search Register

User-Described Activity Description
TO START A ... 13 / 78

Registered Office Address

Postal Code*
520802 8 / 8

Block/House No.
802

Street Name
TAMPINES AVENUE 4

Building/Estate Name
TAMPINES POLYVIEW

Level
02 2 / 3

Unit
412 3 / 5

Working Hours

Working Hours*
 At least 5 hours during ordinary business hours on each business day
 At least 3 hours but less than 5 hours during ordinary business hours on each business day

Constitutional

File Name	Type	Size	Speed	Percent
-----------	------	------	-------	---------

9.
 - Enter the financial year end date.
 - Select the financial year period.
 - Click 'Next'.

Agency Website Font Resize: A

VCC Register Home Dashboard Buy Information Cart EServices Search Register

Working Hours
 Working Hours
 At least 5 hours during ordinary business hours on each business day
 At least 3 hours but less than 5 hours during ordinary business hours on each business day

Constitution

File Name	Type	Size	Speed	Percent
TransferCert_NONUMBRELLA.pdf	pdf	1.2 MB	1.9 MB/s	100 %

Financial Year

Financial Year End (FYE)

Please enter a valid last day of the first financial year of the VCC.

Financial Year Period

Please select any one of the options.

Accounting and Corporate Regulatory Authority - VCC Register

10.
 - Enter the 'UEN/Name of Manager'
 - Select your VCC's Manager under the 'Name of Manager List'.
 - Enter the 'Postal Code', 'Floor Number' and 'Unit Number'.

Agency Website Font Resize: A

VCC Register Home Dashboard Buy Information Cart EServices Search Register

ENTITY DETAILS • **MANAGER & AUDITOR DETAILS** • VCC OFFICER DETAILS • SUBSCRIBER DETAILS • DECLARATION

Manager of VCC

UEN/Name of Manager

Please indicate the uen/Name of the VCC's Manager.

Name of Manager List

Please select the name of the VCC's Manager.

Manager which is a Registered Local Entity with an issued UEN

UEN of Entity: T11LL1950E Entity Name: SUHTIUAIYU JHXXUYUZTIHYS

Address of Principal Place of Business
 Please ensure the address of principal place of business of the manager is the same as the address in MAS Financial Institutions Directory.

Postal Code: 6 / 6 Building Name: SUNTEC CITY MALL

Block House Number: Street Name: TEMASEK BOULEVARD

Floor Number: 3 / 3 Unit Number: 3 / 5

* Please provide address for the Principal Place of Business.

11.

Click on 'Add Auditor'

VCC Register

Postal Code: 530441 (5/6)

Block House Number: 441

Floor Number: 04 (2/3)

Building Name: [Empty]

Street Name: HOUGANG AVENUE 8

Unit Number: 231 (3/5)

* Please provide address for the Principal Place of Business.

Auditor Details

Auditor's Name: [Empty]

Auditor's UEN: [Empty]

ADD AUDITOR

PREVIOUS ... NEXT

Accounting and Corporate Regulatory Authority - VCC Register

12.

- Enter Name of Auditor (corporate entity)
- Select your auditor under the 'Name of Auditor List'
- Click 'Submit'.

Add Auditor

Name of Auditor (corporate entity): CHRISTMASTIS LIMITED LIABILITY PARTNERSHIP

Name Of Auditor List: CHRISTMASTIS LIMITED LIABILITY PARTNERSHIP

UEN of Auditor (corporate entity): T19LL0067B

Postal Code: 079903

Block/House No.: 10

Street Name: ANSON ROAD

Building/Estate Name: INTERNATIONAL PLAZA

Level: 04

Unit: 04

SUBMIT CANCEL

ACRA

Contact Us Feedback

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13.

Click 'Add VCC Officer' to appoint officers.

Agency Website

VCC Register

Home Dashboard Buy Information Cart eServices Search Register

Incorporation of VCC Form

SAVE AS

ENTITY DETAILS • MANAGER & AUDITOR DETAILS • VCC OFFICER DETAILS • SUBSCRIBER DETAILS • DECLARATION

VCC Officer Details

Name of officer	Identification No.	Position Held in Entity
USER S3000297J	S3000297J	Director

ADD VCC OFFICER

PREVIOUS NEXT CANCEL

Accounting and Corporate Regulatory Authority - VCC Register

eServices Buy Information Help

Name Application Business Profile eService Step by Step eGuides

VCC Incorporation Extract News and Events

Transfer of Registration Certificate

14.

-Select 'Identification Type' and enter identification number in 'Identification No'.

-Select the option under 'Do you wish to provide an Alternate Address'.

-Enter 'Email address'.

-Select 'Country Code/Region Code' and enter 'Mobile No'.

A Singapore Government Agency Website

bizFile VCC Register

Business Filing Portal of ACRA

Edit VCC Officer

Note: Personal Bio-Data is not required as this is taken from the relevant government agencies.

Identification Type: NRIC(Citizen) Identification No: S3000297J

Nationality/Citizenship: SINGAPORE CITIZEN Name(As per NRIC/Identification Document): USER S3000297J

Do you want to provide an Alternate Address?
 Yes No, thanks

The following information is required for ACRA's administrative purposes.

Email Address: MACDONALDBAA@GMAIL.COM

Country/Region Code: SINGAPORE +65 Mobile No: 84481222

SUBMIT CANCEL

eServices

Acc

eSe

VCC Incorporation Extract News and Events

Transfer of Registration Certificate

15.

-Select 'Position Held in Entity'.

-Select 'is this individual director or qualified representative of the manager of the VCC?'

-Click 'Submit'.

Position Held in Entity*

Director, Secretary

Is this individual a director or a qualified representative of the manager of the VCC?*

Yes

No

SUBMIT CANCEL

16.

Click 'Add Subscriber'.

Agency Website

Fort Resize: A

VCC Register

Home Dashboard Buy Information Cart eServices Search Register

Incorporation of VCC Form

SAVE AS

ENTITY DETAILS * MANAGER & AUDITOR DETAILS * VCC OFFICER DETAILS SUBSCRIBER DETAILS DECLARATION

Subscriber Details

Identification No./UEN Name of Subscriber Email Address

ADD SUBSCRIBER

PREVIOUS NEXT CANCEL

Accounting and Corporate Regulatory Authority - VCC Register

eServices	Buy Information	Help
Name Application	Business Profile	eService Step by Step eGuides
VCC Incorporation	Extract	News and Events
Transfer of Registration	Certificate	

19.

-Select 'Subscriber Type'.

-Select 'Identification Type' and enter 'Identification No'.

-Enter 'Email Address' and select 'Country Code/Region Code'.

-Enter 'Area Code' if relevant and 'Mobile No.'

-Click on 'Submit'.

A screenshot of the 'bizFile VCC Register' web portal. The main window is titled 'Add Share Subscriber'. It contains several input fields: 'Subscriber Type' with radio buttons for 'Individual' (selected) and 'Corporate'; 'Identification Type' (dropdown); 'Identification No.' (text); 'Nationality/Citizenship' (text); 'Name of Subscriber' (text); 'Email Address' (text); 'Country/Region Code' (dropdown); 'Area Code' (text); and 'Mobile No.' (text). At the bottom right, there are 'SUBMIT' and 'CANCEL' buttons. The background shows the portal's navigation menu and user information.

20.

-Read the declaration and tick the boxes accordingly.

-Click 'Finish'.

A screenshot of the 'Declaration' section in the 'bizFile VCC Register'. The user is identified as 'User S3000297J'. There are four numbered declaration items, each with a checkbox and a text area for details if unchecked. All four checkboxes are checked. The items are: 1. Compliance with VCC Act factors; 2. No rejected applications; 3. Not removed or directed to be removed; 4. No adverse conduct. At the bottom, there are 'PREVIOUS', 'FINISH', and 'CANCEL' buttons. A red box highlights the 'FINISH' button.

21.

-Verify all information on the confirmation page

-Click 'Submit' at the bottom of the page. Otherwise, click 'Back' and make the relevant changes.

A Singapore Government Agency Website

bizFile+ VCC Register
Business Filing Portal of ACRA

Home Dashboard Buy Information Cart

Declaration
I, User S3000297J declare that:

- To the best of my knowledge, the above-named proposed director(s) is/are compliant with the prescribed factors in section 50(3) of the Variable Capital Companies Act to act as a director, in that:
 - He/ Her previous conduct and compliance history as a director of a VCC, financial institution or overseas institution has been satisfactory, including that he/she has not convicted of an offence, or is not currently prosecution in his/her capacity as a director of a VCC, financial institution or overseas institution.
If unticked, please specify the details:
 - He/She has not had an application to be a director of a VCC or financial institution rejected by the Registrar or Authority.
If unticked, please specify the details of rejection of application:
 - He/ She has not been removed by or directed to be removed by the Registrar or Authority, as the case may be, from his/her position as a director of a VCC or financial institution.
If unticked, please specify the details:
 - He/ She has not acted in a manner that adversely reflects on the commercial integrity or reputation of himself/herself, including whether the applicant has committed professional misconduct, breach of fiduciary of any requirements in relation to money laundering and terrorism financing, i. or caused, contributed to or facilitated the commission of professional misconduct, breach of fiduciary duty, serious negligence ii. or breach of any requirements in relation to money laundering and terrorism financing, by some other person.
If unticked, please specify the details:
- The above information submitted is true and correct to the best of my knowledge. I am aware I may be liable to prosecution if I submit any false or misleading information in this form.

SUBMIT **BACK**

Accounting and Corporate Regulatory Authority - VCC Register

Citibank <

22.

The Incorporation of VCC will be created on the dashboard with the status 'Pending'. Payment is not required yet.

Agency Website

VCC Register

Home Dashboard Buy Information Cart EServices Search Register

Font Resize A A

Dashboard

Quick Links

- Starting
- Making Changes
- Charges
- Annual Filing
- Ending/Closing
- General

Pending

- Incorporation of VCC**
PISTEST9514152544 VCC
Proceed to Make Payment
20 Days Left
- VCC Name Application**
TESTING HAVING VCC
Choose Page
4 Days Left
- Transfer of Registration VCC**
SOTESTYU VCC
Upload Certificate Confirming
4 Days Left

Drafts

- VCC Name Application**
SINGA FINANCIAL VCC
05/05/2020
- Registration Of Charge**
LUCKY CAPITAL INVESTMENTS VCC
30/04/2020
- Registration of Sub Fund**
TEST_TOR_DATA VCC
15/04/2020

Submitted

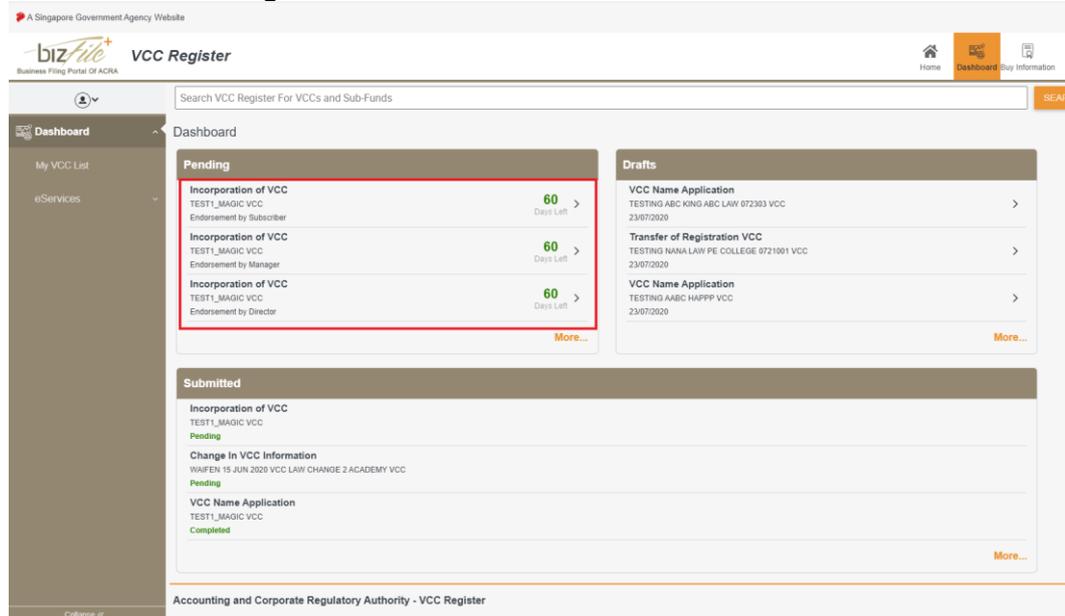
- Incorporation of VCC**
ORANGE VEZA VCC
Pending
- VCC Name Application**
TESTING HAVING VCC
Pending
- Incorporation of VCC**
PISTEST9514152644 VCC
Pending post checks by MAS

Accounting and Corporate Regulatory Authority - VCC Register

eServices Buy Information Login

23.

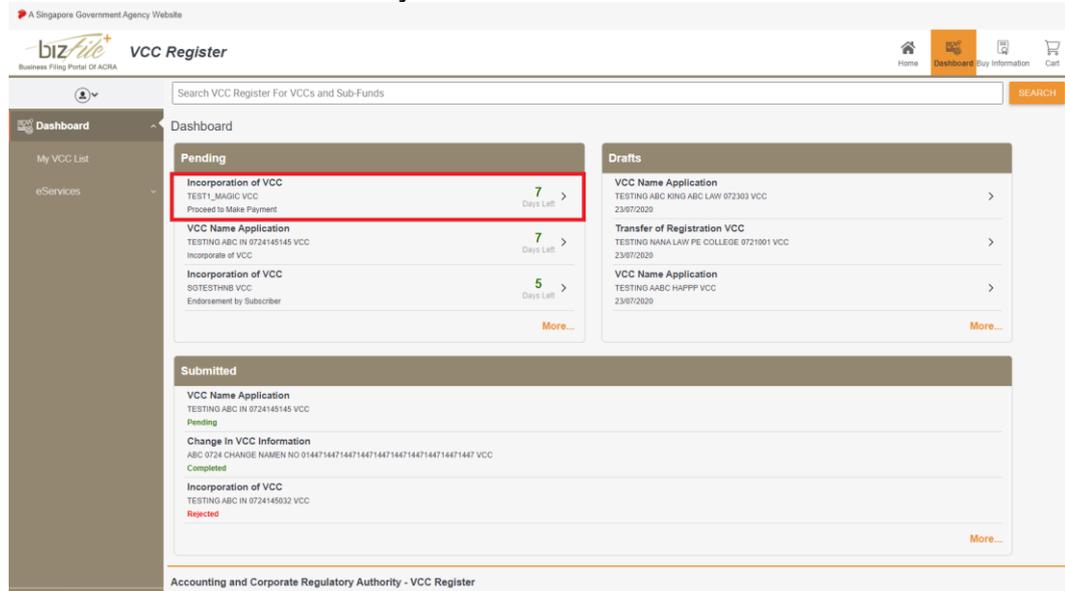
Once the Application for Incorporation of VCC is approved, user will receive endorsement tasks, 'Endorsement by Subscriber', 'Endorsement of Manager' and 'Endorsement by Director' under the 'Pending' dashboard.



24.

-Once the three tasks are completed, a task to 'Proceed to Make Payment' will appear under 'Pending' dashboard.

-Click 'Proceed to Make Payment'.



25.

- Click on 'Make Payment' to pay for Application for Incorporation of VCC. If you need help, please refer to eGuide on Payment Integration in www.bizfile.gov.sg.

Transaction Details

Entity Name: TEST1_MAGIC VCC
Description: TRUSTS, FUNDS AND SIMILAR FINANCIAL ENTITIES (E.G. COLLECTIVE PORTFOLIO INVESTMENT FUNDS (EXCLUDING THOSE WITH RENTAL INCOME)) (64300)

SNo.	Transaction No.	Entity Name	Description
1	V200021024	TEST1_MAGIC VCC	Application for Incorporation of VCC

Message Section

You can continue with 'Make Payment' for the name application. Please take note of the 'Transaction Number' issued after payment is completed. The transaction number is required during registration. For failed transactions paid via online payment modes, no action is required from you as the refund will be automatically credited back to your original payment mode.

CANCEL **MAKE PAYMENT**

Accounting and Corporate Regulatory Authority - VCC Register

eServices **Buy Information** **Help**

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Transfer of Registration Certificate

26.

Acknowledgement will be displayed after payment is made.

Acknowledgement Confirmation Transaction Details

Transaction Number: Entity/Person Name: EP Reference No.: Receipt Number: Payment Via: Payment Date: UEN: ARN Ref Number: VCC20200724005790

Notes

has been successfully incorporated. You will receive a free Business Profile via email shortly. Alternatively, you may [download](#) it here.

SNo.	Transaction No.	Entity Name/UEN	Description	Delivery Mode (Status)	Amount (SGD)
					Paid Amount: SGD 8,000.00

PRINT **VIEW RECEIPT**