



Singapore's Best Secretarial Software for Public Accountants

Sinfosys OSA - Online Secretarial Assistant is a simple, comprehensive, easy to use, integrated secretarial administration program especially designed for any public accountants in Singapore.

Our Package Price - SGD249/- Per Month*
(*Subscription - Annually, Billing Cycle- Quarterly)

✓ Cloud Application

- Hosted in Singapore Data Center
- Compatible With Mobile Devices
- Two Factor Authentication(2FA)-Email OTP
- Dashboard With Quick Access
- User Friendly Design and Functionalities
- API Exposed for Third Party Application
- Access the system anytime from anywhere through a web Browser
- Data Export to PDF & Excel

✓ Account Management

- Account Role
- Profile Registration
- Account privilege Settings
- Privilege based access rights
- User Log & Password Management

✓ System Management

- Automatic Database Backup
- Manual Database Backup & Restore
- Database Backup History

✓ Audit Log Management

- Audit Log Search
- Log View & Reports

✓ Easy to Customize

✓ High Reliability & Quick Support

✓ Offers advanced online security

✓ Client Profile

- Client Search
- Client Detail Reports

✓ Incorporation Of Company

- Company Name Application
- Post Company Information

✓ Setup Existing Company

- Setup Company Information
- Movement Of Shares

✓ Screen Process-secretarial

- Screening Section A1/A2
- Screening Section B/C/D/E
- Screening RiskSection A
- Screening RiskSection B1/B2/B3
- Screening RiskSection C
- Screening The Nominee Director
- Screening The Registrable Controller

✓ Corporate Resolutions

- Notice Of AGM/EGM
- Minutes Of AGM/EGM
- Director Resolution Approving Accounts
- ShareHolder Minutes Of meeting
- Directors Resolution
- AGM/EGM Attendance List
- Corporate Representative

✓ Setup Register / Updating Records

- Register Of Directors
- Register Of Shareholders
- Register Of Secretaries
- Register Of Auditors
- Register Of Manager/Managing Director
- Register Of Mortgages and Charges
- Register Of Directors Shareholdings
- Register Of Transfers
- Register Of Application / Allotment of Shares
- Register Of Registrable Controllers
- Register Of Nominee Directors
- Changes Of Registered / Business Address

✓ Reports / Print Forms

- Annual Return-Director Declaration under REG 38
- Annual Return-Small/Exempt/Dormant Company
- Transfer Forms
- Form E4A
- Working Sheet C
- Form 45/45B
- Share Application Form
- Waiver Of Pre-Emptive Rights
- Waiver Of Formal Notice
- Director Declaration Interest
- Share Certificate

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