Sinfosys Software
Trusted Software Service Provider

SINFOSYS OSA
Online Secretarial Assistant

Singapore's Best Software for chartered Accountants

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

Key Features:

Hosting & Access

- 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 Applications
- Web Browser Access From Anywhere
- Data Export to PDF & Excel

Cloud Application

- Account Role
- Profile Registration
- Account Privilege Settings
- Privilege-Based Access Rights
- User Log & Password Management

System Management

- Audit Log Search
- Log View & Reports

Account Management

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

Client Profile

- Client Search
- Client Detail Reports

Company Services:

Reports / Print Forms

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

Registers

- Directors, Shareholders, Secretaries
- Auditors, Managers, MDs
- Mortgages & Charges
- Director Shareholdings
- Transfers & Allotments
- Registrable Controllers
- Nominee Directors
- Registered / Business Address Changes

Corporate Resolutions

- Notice Of AGM/EGM
- Minutes Of AGM/EGM
- Director Resolutions
- Shareholder Minutes
- AGM/EGM Attendance
- Corporate Representative

Screen Process - Secretarial

- Screening Sections A1/A2
- Sections B/C/D/E
- Risk Sections A, B1/B2/B3, C
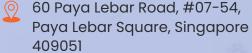- Nominee Director & Registrable Controller Screening

Setup Existing Company:

- Setup Company Information
- Movement Of Shares

Incorporation Of Company:

- Company Name Application
- Post Company Information