



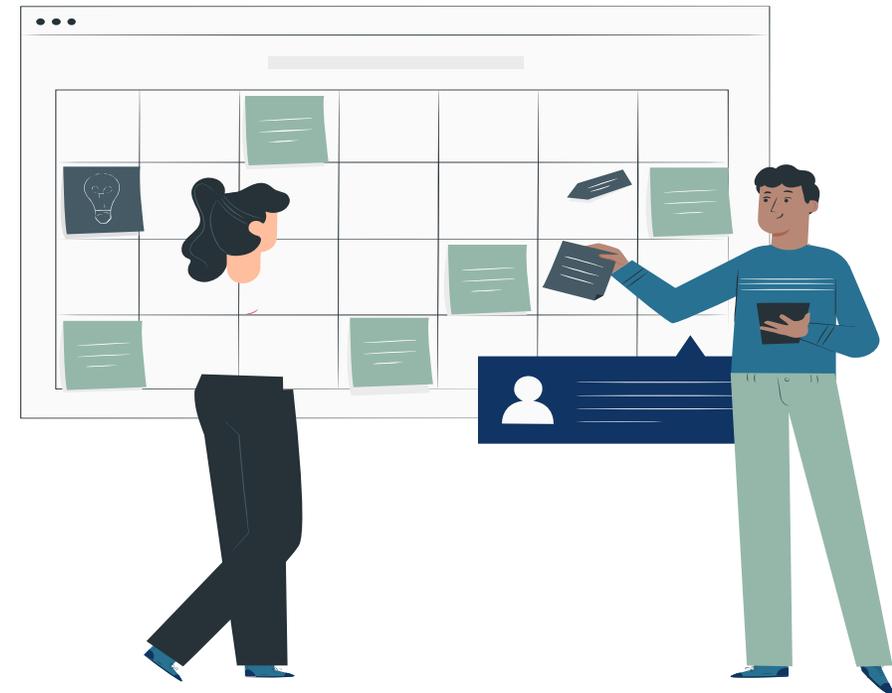
## ISSUANCE OF SHARE CERTIFICATES



# Share certificates

A **Share Certificate** is a legal document issued by the company to its shareholders, once it has issued shares. Paper share certificates are issued by private limited companies. However, public companies electronically deposit them in the Central Depository account. The certificates should have the below-mentioned details

- The company's name, registered address & registration number
- The authority under which the company is constituted
- The shareholder's name and address
- The date the certificate was issued
- Number & class of shares being issued
- Whether the shares are fully or partly paid up
- The amount (if any) unpaid on the shares



Before March 2017, every share certificate must be stamped with the company's official or common seal. Since 2017, companies and limited liability partnerships (LLPs) will not have to use a seal. Instead, the signature of the 2 Directors, 1 Director and 1 Secretary, (or) 1 Director and 1 Authorized Person is enough to ensure that the share certificate is confirmed and valid.

# Issuance of Share Certificate

Apart from when you first complete the incorporation of your company, these are the times when share certificates are issued when shareholders transfer shares amongst themselves / to people outside the company , loses/ accidentally destroys their share certificate or when the company decides to issue new shares.

***Company secretary will be required to assist with preparing the following documents:***



Relevant form for e-stamping with the IRAS

Lodgment with the ACRA

Preparation of new Share Certificate(s)

Directors' Resolutions in Writing noting the purpose of issuance.

Instrument of Transfer

Cancellation of original Share Certificate

The CS must update the relevant registers for shares

# Obligations of a company secretary

The preparation and issuance of a Share Certificate is done by the company secretary. Apart from this the CS might have the following obligations

- A** Clear record of all the shareholders and no. of shares held by them must be maintained in the registers by the CS.
- B** CS shall have the custody of all the share certificates to ensure the safety & surety.

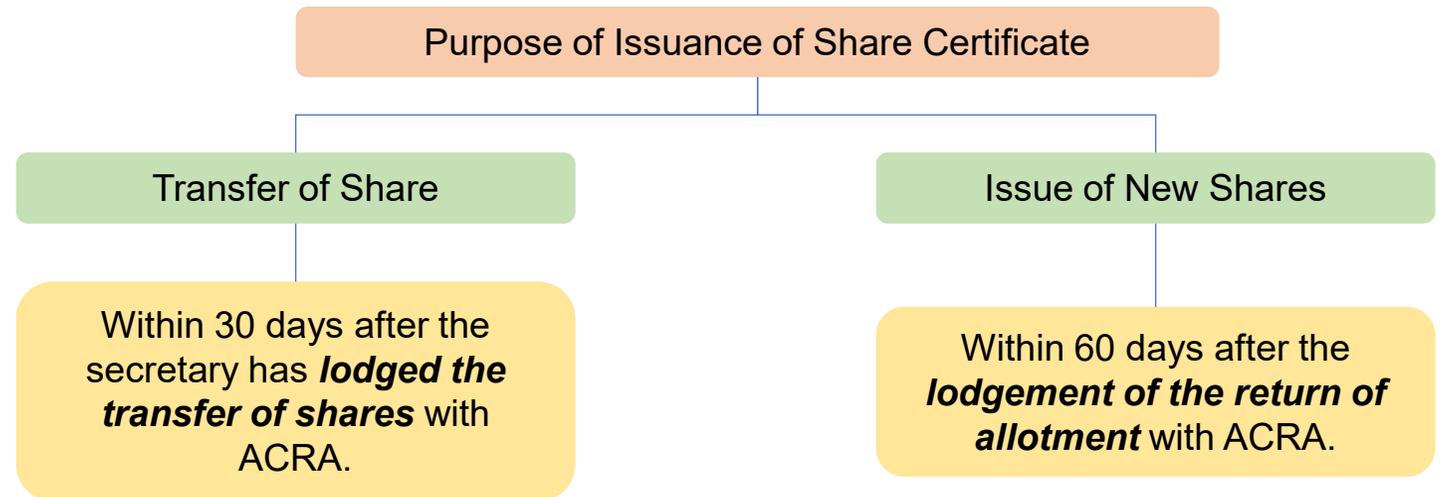
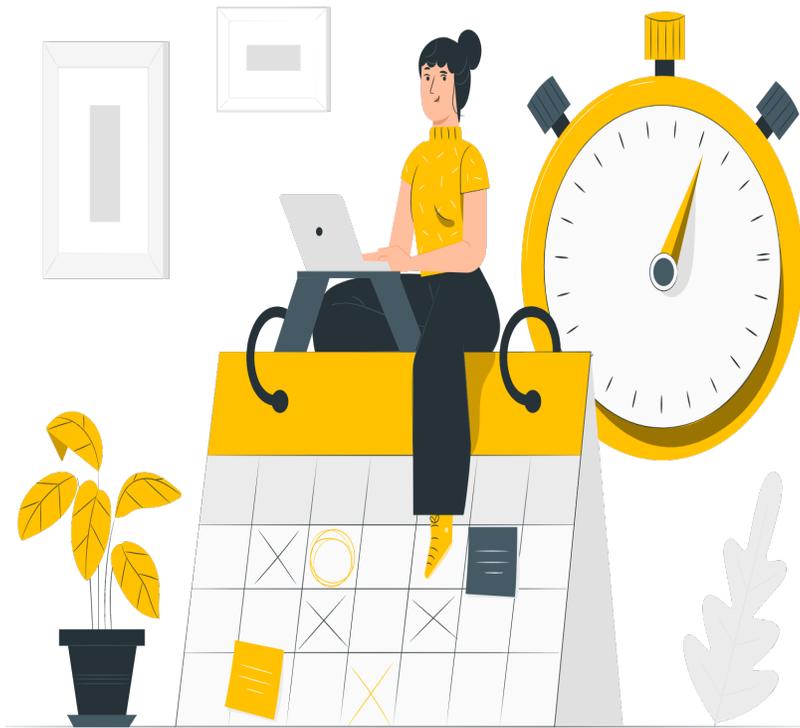
**This equips him to provide relevant advise to the company for future action as he is the sole custodian of the certificate**



Share certificates are usually signed by any 2 directors of the company. But if a company has one director, the company secretary can take the place of the second director to sign the certificate.

# Deadline To Issue Share Certificates

As per Companies act , the share certificates have to be issued within the following deadlines:



A fine / default penalty might be charged on the non-compliance of the above (not exceeding \$1,000)

# Upcoming Singapore Knowledge Series

Please find below the list of completed & upcoming alerts from the series. In case you have missed the previous alerts, click on the hyperlink for the completed alerts to refer the same.

1. [Incorporation of Company](#)
2. [Allotment of shares](#)
3. Issuance of share certificate
4. Register of registerable controllers
5. Employment Pass
6. XBRL Filing
7. Annual General Meeting
8. ACRA Return filing
9. Audit requirements
10. Strike off company

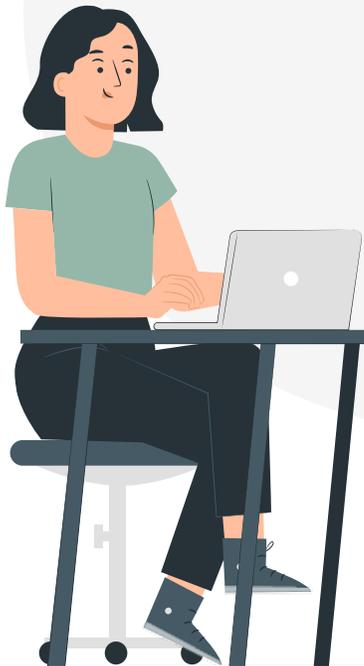
**Corporate  
law related**

11. Taxability of individuals
12. Taxability of corporates
13. Certificate of Residence (TRC)
14. Dormant Company
15. Estimate Tax Chargeable
16. Tax Return Requirements
17. Withholding tax
18. Auto Inclusion Submission

**Income Tax  
Related**

19. GST Registration
20. GST Filing Requirement
21. Implication of late GST Filing
22. Input Tax Credit - Basics
23. Blocked Credits
24. Basic Invoicing Rules
25. Record Keeping

**GST related**



# THANK YOU

## Chennai - India

### M2K Advisors LLP

1st Floor, No. 62, 3rd street,  
Abhiramapuram, Alwarpet,  
Chennai - 600018  
Tamil Nadu

## Hyderabad - India

### M2K Advisors LLP

Manjeera Trinity Corporate  
JNTU Road, Plot No S2 ,  
Telangana- 500072  
Hyderabad

## Singapore

### M2K Advisors Pte Ltd

The Octagon,  
105 Cecil Street, #07-02  
Singapore 069534

## USA

### M2K Sai Advisors Inc

1 AUER CT,  
2nd Floor, East  
Brunswick  
New Jersey - 08816

**For any queries, reach us at:**  
**[compliance@m2kadvisors.com](mailto:compliance@m2kadvisors.com)**

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