



OneSMP Membership Kit



Accounting
Business Consulting
Corporate Establishment
International Tax Planning
Legal and Human Resource
Strategic Planning



OUR MISSION

We work with like-minded professional entities in ASEAN to render high quality professional services including auditing, accounting, tax advisory, legal and human resources to businesses around the world.

OUR VISION

To be the leading ASEAN-Focused collaboration of professional entities.

OUR PILLARS

- ◆ Ethics
- ◆ Quality
- ◆ Collaboration
- ◆ Leadership

ABOUT ONESMP

OneSMP is an ASEAN based accounting and business advisory group dedicated to serving SMEs around the world wanting to do business in Asia. ASEAN is the Association of South-East Asian Nations and consists: Singapore, Malaysia, Indonesia, Philippines, Thailand, Vietnam, Cambodia, Brunei, Lao PDR & Myanmar .

OneSMP is committed to helping foreign investors establish their businesses in ASEAN. Our network of expert business practitioners, trusted advisors, financial analysts, public accountants, tax experts and business consultants can guide business owners towards establishing, maintaining and growing their business in ASEAN.

We have a strong community of professionals who share the same passion and dedication in promoting Asia as a prime location for trade and business.

OneSMP is a Business Collaboration Platform Committed to Helping You Grow Your Business.

We pride ourselves for having multiple founding members who are experts in the business consulting industry, especially in Singapore.

Whether you are a firm offering to B2B services, or an investor looking to start a business in Asia, OneSMP can assist you.

Benefits of Membership

♦ EDUCATION

- Regular updates on latest technical information in the ASEAN region.
- Outstanding and quality training on techniques and methodologies.

♦ PRACTICE MANAGEMENT

- Regular surveys to benchmark against other like-sized members.
- Peer Reviews on members.
- Engagement assistance on proposals involving regional business

♦ REFERRALS

- OneSMP member firms function as a peer to peer referral and advice system. Once you become a member , the expertise of any member firm is available to you anytime you need it

♦ REGIONAL PLATFORMS

- Build relationships of accountants and business advisors from the ASEAN region



Be A Member Today!

Our founding members, business advisors and financial strategists will assist you to:

- ♦ Establish a spring board to ASEAN/Asia Pacific markets that will enhance collaboration amongst SMP in the region
- ♦ Connect like-minded and progressive SMP practitioners in the region
- ♦ Improve overall quality of professional accountancy techniques and methodologies used by SMPs in the region

***“The strength of OneSMP is our members.
The success of each member is ONESMP.”***

Why Join OneSMP as a Member?

OneSMP has an Asia-wide network to support clients’ business growth and demands. We provide best accounting standard and quality assurance to each and every member. To support business expansion of members, we have a strong connection of regional offices and partners firms. OneSMP has the best professionals and capabilities to help members to scale their business to the next level.



Your Partner for Success

OneSMP strongly believes in Ethics, Quality, Collaboration and Leadership. We are committed to uphold the ethical standard in all that we do. We provide the highest quality in services, quality certification, implementation of standard and good practices. We collaborate with members by regular commitments and grow OneSMP through referrals. We are dedicated in promoting thought-leadership and best practices among members and provide constant feedback to help our members grow.

We are always looking for top quality firms in the ASEAN region. If your firm has what it takes, get in touch with us by completing the membership form or contact our Business Development Manager, Mr. Yohan.



Your Partner for Success

ONE SMP LLP

33A Chander Road
Singapore 219539

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www.onesmp.com.



To: Member Services
OneSMP LLP
33A Chander Road
Singapore 219539

COLLABORATION FIRM APPLICATION FORM

Please read the Terms and Conditions carefully before completing the form.

Please ensure that **all** pages of this form are completed.

SECTION 1: FIRM / ENTITY DETAILS

Full Name of Firm / Entity:

Description of Business:

☐ Accounting ☐ Tax ☐ Audit ☐ Others (please specify) : _____

Date & Place Firm / Entity Formed: _____

Registered Address:

Mailing Address (if different from above):

Telephone Numbers:

Country Code		Area Code		Number	
Country Code		Area Code		Number	
Country Code		Area Code		Number	

Local Time Relative to Greenwich Mean Time (GMT) +OR :

	Hours	
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Location of Principal Office

Number of Other Office Location:

(List additional locations including full mailing address and contact partner on a separate sheet)

Ownership Type: (please tick one)
☐ Joint Venture
☐ Local
☐ Foreign
Type of Legal Entity: (please tick one)
☐ Sole Proprietor
☐ Partnership
☐ SME*
☐ MNC
☐ Others (please specify):
 * (Either a turnover of S\$100 million or less; or 200 employees or less)

Country (if company's ownership is local, please indicate Country as Singapore. Otherwise, please indicate the country of the company's ownership):

Total Number of Employees:

Total Number of Employees Professionally Engaged:

Number of Qualified Staff in National or Other Appropriate Professional Institute:

Details of Managing Partner**Details of Contact Partner (to be entered in Partners Directory)**
 Name:
 Contact No:
 Email:

 Name:
 Contact No:
 Email:

Names and Professional Qualifications of Partners / Shareholders / Directors:

Services Offered (Total Percentages to Equal 100%) :

Accountancy / Book Keeping	%
Audit	%
Taxation	%
Others : (please specify)	%

List Firm's Areas of Expertise:

Names and Address of the Main National Professional Institute:

Is the Firm or is an Individual in the Firm a Member of the Above Institute:

☐ Individual

☐ Firm / Entity

On a separate sheet, please provide a brief history of the firm and attach copy of the firm brochure or resume, if available.

Name and Address of Any Other Professional Institute to which the firm belong:

Details of any previous connection with other international business organisations (or state "None" if not applicable):

Please state current professional indemnity in local currency (or state "None" if not applicable):

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Please provide the firm's policy regarding continuing education for partners and other qualified staffs (or state "None" if not applicable):

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Please provide names and addresses of three references of standing and repute from different organisations other than the national professional organisation:

1	
2	
3	

SECTION 2: ANNUAL FEE AND PAYMENT

☐ **Fund Transfer / Bank Remittance**

Bank details :-

Bank Name : United Overseas Bank Limited
Swift Code : UOVBSGSG
Bank Code: 7375
Branch Code: 135
Account name: Onesmp LLP
Account No : 363-307-487-7
Bank's address: 80 Raffles Place Singapore 048624

(Please send us a copy of the proof of payments documents to our e-mail address admin@onesmp.com)

☐ **Cheque Payment (Cheque made payable to "OneSMP LLP")**

Name of Bank: _____

Cheque No.: _____ Amount: SGD150.00

(Please indicate your firm / entity name on the reverse side of the cheque)

SECTION 3: DECLARATION

The foregoing is complete and correct. No material fact which may affect consideration of our membership with OneSMP LLP has been omitted. It is understood the conditions set out on the following page are acceptable and have been initialed in the place shown. I am the representative member of the Applicant Firm and have been authorised to apply for membership with OneSMP LLP.

NAME	
SIGNATURE	
DATE	

UNDERTAKINGS

NAME OF FIRM	
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- a) All clients so referred must be charged the same rate as existing clients and no portion of this additional fee may be passed on to the client.
- b) Collaboration firms are normally expected to send at least one representative each to Annual Conference, when organised. Such meetings are regarded as a vital aspect of OneSMP participation.
- c) Collaboration firms must agree to the Terms and Conditions of the OneSMP collaboration.

ACCEPTED AND AGREED BY	
DATE	

FOR OFFICE USE ONLY

Approved By: _____ :

Authorised Signatory

Date :

Supporting Documents:

Received:

1. Completed Collaboration Application Form	
2. Form Signed by the Applicant	
3. A Copy of the Certificate of Registration / Incorporation	
4. A Copy of the Company's Constitution (if applicable)	
5. A Copy of the Business Profile of the Company / Entity	
6. A Copy of Membership Certificate with professional accounting bodies	
7. A Copy of payment for membership application fee	
8. Others :	

TERMS AND CONDITIONS

Definitions

1. The name of the Collaboration shall be OneSMP LLP (hereinafter the "Collaboration").
2. Collaboration Firm includes the entity who has signed up the application form and applying, and accepted to join all successors and affiliates to that entity and additionally any holding or subsidiary entities and entities controlled by the subscribing Collaboration Firm and also any entities under common control. Any decision on the extent of this definition for a Collaboration Firm is at the discretion of OneSMP LLP.
3. Domicile of OneSMP LLP shall be in Singapore.

Matters Affecting Collaboration Firms

4. OneSMP LLP, as a separate entity, is not in the business of offering auditing, consulting, advisory or compliance services. It is formed solely for the purpose to facilitate the exchange of professional information, assistance and the referral of clients among its partners in the field of auditing, tax, business consultancy, advisory, accountancy and compliance services.
5. A Collaboration Firm shall be permitted to consult any other Collaboration Firm on professional matters and the Collaboration Firm so consulted may charge an appropriate fee to the other Collaboration Firm but such fees shall be subject to mutual agreement.
6. Admission of Collaboration Firms
 - a. New applications shall be considered for acceptance or rejection by OneSMP LLP.
 - b. The application may include an inspection visit to the principal offices of the applicant Firm.
7. No Collaboration Firm may act on behalf of OneSMP LLP without the express written consent.

Resignation and Expulsion

8. Any Partner Firm may resign from OneSMP LLP by sending a written notice to OneSMP LLP. Such resignation will become effective on January 1 of the following year.
9. Loss of accreditation or loss of right to practice as professional business consultants and advisors by a firm or a majority of its owners in its country of practice automatically terminates collaboration of the firm in OneSMP LLP.
10. When a Collaboration Firm ceases collaboration with OneSMP LLP, it shall forthwith stop using the name of OneSMP ASEAN (or any similar name) and/or logo on its letterhead.

Annual Fees and Fees for Services

11. In January of each year, every Partner Firm will be invoiced for annual dues and shall pay such annual dues within 30 days of the invoice date as a contribution towards the expenses of OneSMP ASEAN.
12. A Collaboration Firm shall charge normal fees to clients introduced to it by other Collaboration Firms and shall notify the client and other Collaboration Firm of the fees to be charged. This does not obligate, entitle or prohibit any Firm to profit-share with any other Firm, or to any other financial commitment with another Firm, except as specifically set forth in this Terms and Conditions.
13. OneSMP LLP may recommend changes to the fee structure or adjust the annual dues of a collaboration firm.
14. Collaboration Firms must report details of referrals received and given to and from other Collaboration Firms to OneSMP LLP within thirty (30) days of 30 June and 31 December in each year. If they fail to do so within sixty (60) days, a penalty may be imposed as determined by OneSMP LLP. Failing to report details of referrals for two (2) consecutive periods constitutes grounds for collaboration termination. However, final collaboration termination is at the discretion of OneSMP LLP.

Use of the Name and Logo of OneSMP ASEAN

15. Use of the Rights

- a. The conditions under which OneSMP ASEAN name and logo and the registered trademarks and other proprietary data ("Proprietary Data") belonging to OneSMP LLP used by Collaboration Firms shall be determined by OneSMP LLP.
- b. A Collaboration Firm may use the logo OneSMP ASEAN and the words "Collaboration Firm of OneSMP ASEAN" on its letterheads, business cards and other promotional literature.
- c. The use of the Proprietary Data may be expanded (Expanded Rights) under the sole authority of OneSMP LLP. However, the Proprietary Data may only be used in connection with the members' business activities as permitted by the licensing body of the jurisdiction in which the member is situated.
- d. The rights are granted only if, and as long as, the Collaboration Firm is not threatened by bankruptcy, winding-up or liquidation. Should the Collaboration Firm be threatened by any of these contingencies, the Collaboration Firm is responsible for immediately informing OneSMP LLP and ceasing to use any of the Proprietary Data.

16. Termination of Rights

- a. The right to use the Proprietary Data expires upon the termination of collaboration in OneSMP ASEAN.
- b. OneSMP LLP has the power to withdraw the right to use the Proprietary Data in the following instances:
 - i. If the Collaboration Firm is in the process of winding-up or liquidating its business or is in risk of imminent bankruptcy;
 - ii. If the Collaboration Firm uses the Proprietary Data in a manner which may be considered an abuse of the rights herein granted and which may bring disrepute or incur legal liability to the OneSMP LLP;
 - iii. If the annual dues are not paid by the Collaboration Firm; and
 - iv. If determined by OneSMP LLP.

17. Breaches of Terms and Conditions

- a. Breaches of this Terms and Conditions shall be referred to OneSMP LLP who shall deal with the matter.
- b. Collaboration Firms violating this Terms and Conditions will also be responsible for the reasonable legal and other related costs incurred by the OneSMP LLP in enforcing this Terms and Conditions as a result of such violation(s).

Interpretations and Dispute Resolution

- 18. This Terms and Conditions shall be interpreted in accordance with the Laws of Singapore.
- 19. Nothing contained in this Terms and Conditions nor any arrangement between Collaboration Firms shall be construed as a partnership among all or any of the Collaboration Firms.
- 20. The decision of OneSMP LLP is final.
- 21. Any dispute, controversy or claims between Collaboration Firms arising out of or in connection with the present OneSMP LLP terms and conditions or their collaboration in OneSMP LLP shall be settled by arbitration according to the Singapore Law.