



OCBC Business Starter Kit

Getting started can be the hardest part as it's not easy figuring things out on your own. We understand your struggles and we are here to help.

This handy resource will provide you with tips to get started faster and easier. So that you can make sense of your business and the right decisions.

OCBC Business Banking
Asia's Best SME Bank (Euromoney 2019)

Start right, start effortlessly

Register your business

Many business owners advise getting professional help for company incorporation to save time and ensure compliance with regulatory requirements.

Osome is a popular online service provider. [👉](#)

Open a business bank account

You should separate your business and personal money, so open a business account right after your business is registered.

You can do it online. [👉](#)



Every business needs CorpPass

You must have CorpPass to apply for licences and hire employees. [👉](#)

Choose the right location

Location is critical - it makes or breaks your business.

Find out the [restrictions](#) and [licences or permits](#) that you may need.

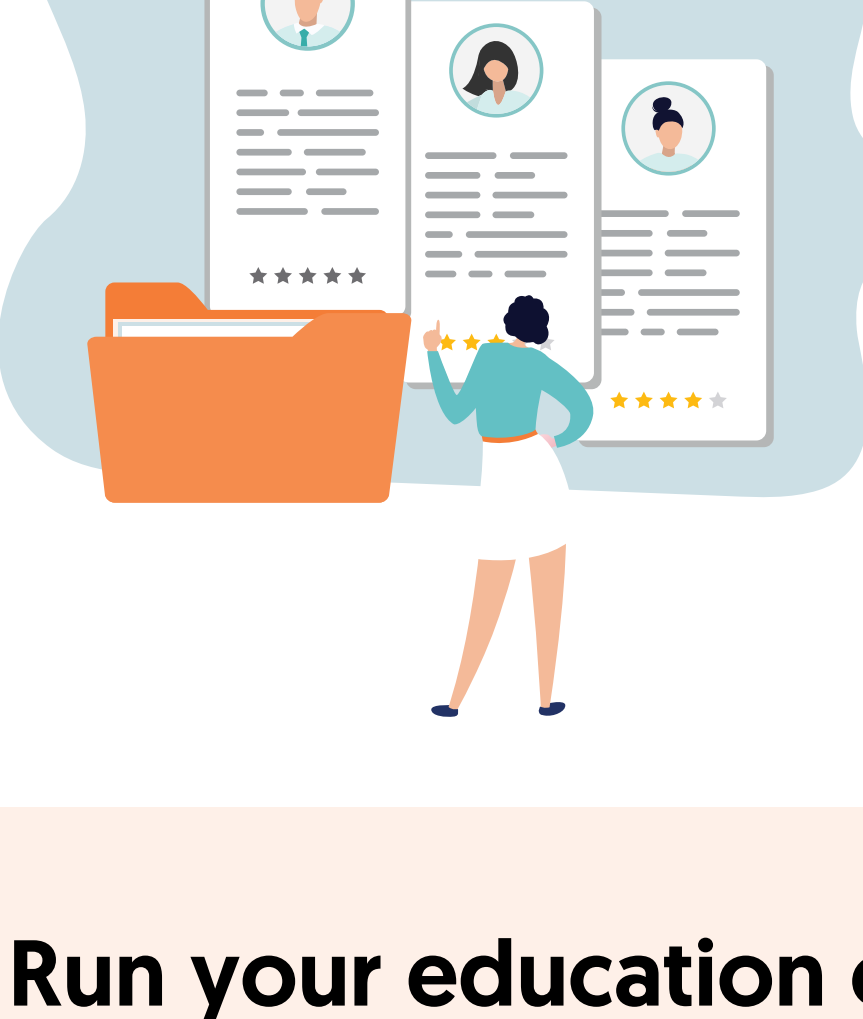
Build a business that works

Getting your licenses

[ECDA's website](#) contains critical information to get your license approved.

You may need to hire [key staff](#) and it takes 5 months before you can take in students.

Ensure you have enough cash flow for this period.



Hiring right

Before you hire, learn the rules and regulations and get [quick tips](#) from experienced business owners.

Velocity@ocbc has a payroll function for making salary payments, and a [HR solution](#) will help minimize errors and save time.

Run your education centre more efficiently

Temperature taking tools

Reduce the burden of administrative tasks such as [taking temperatures](#) with [grant supported automation](#) and let your staff focus on students instead.

Online learning management system

Other than forming part of your business continuity plan, virtual classrooms can be a [teaching support tool](#) in normal times. [👉](#)



Get Online

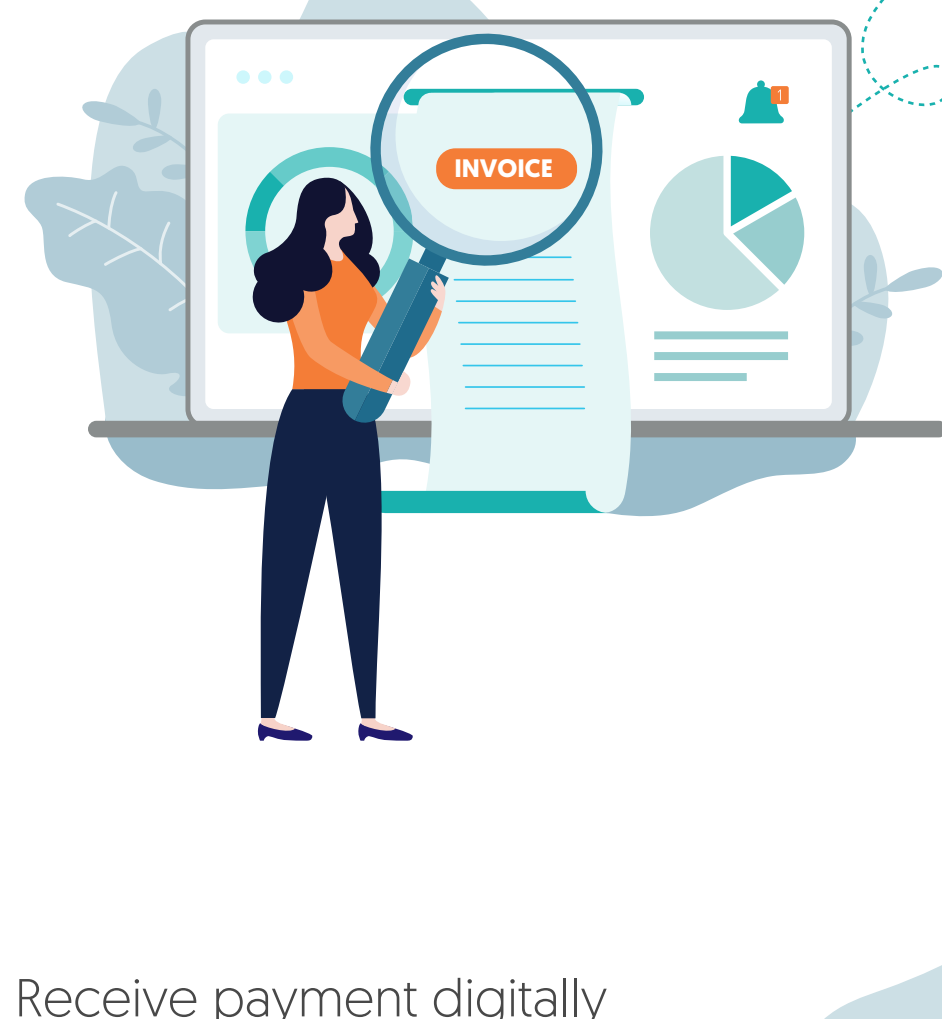
Create an online presence by setting up a [Google My Business](#) profile. Pick up more tips from [savvy business owners](#) here. [👉](#)



Market your business

Going social is an effective way of marketing. Our business owners spend an average of \$450 per month on social media marketing.

Get some tips for success here. [👉](#)



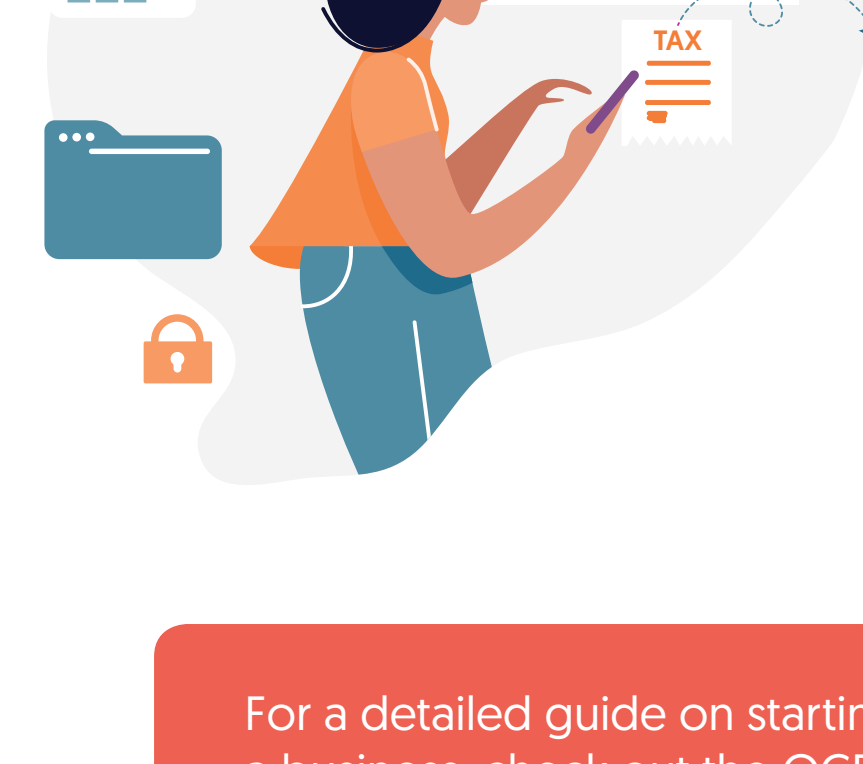
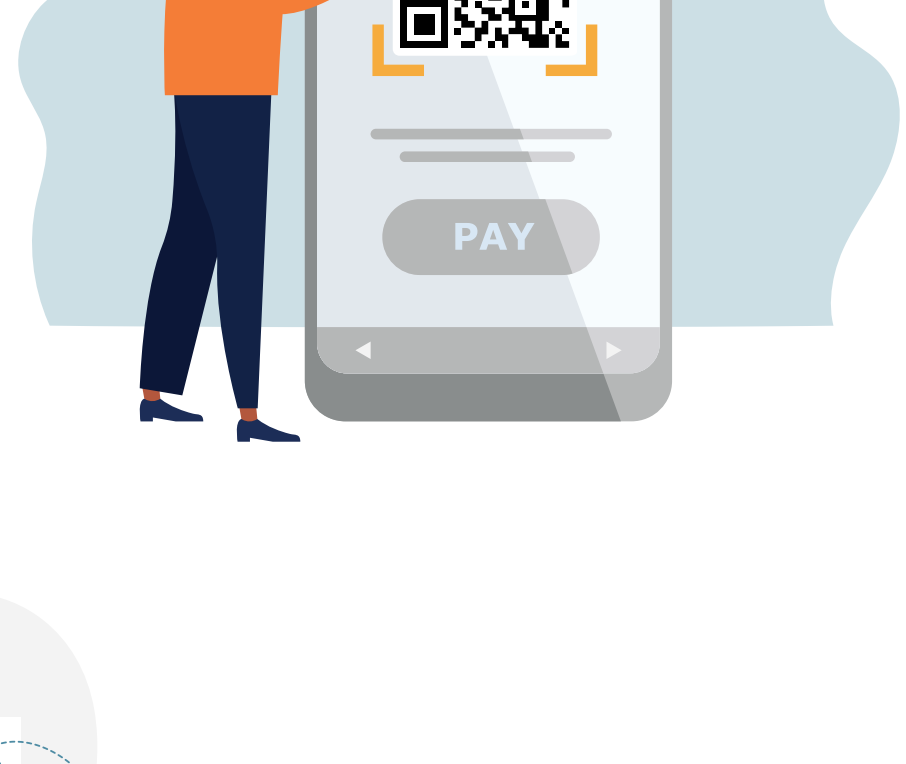
Generate e-invoices

Generate e-invoices with our free Business Financial Management tool. It allows you to keep track of your receivables and manage your payables for a quick view of your cashflow. [👉](#)

Receive payment digitally

Receive payments into your bank account instantly with PayNow. It is fast and free.

All your customers have to do is input your UEN or scan a QR code. It's that simple! [👉](#)



Filing obligations

Just key in your Financial Year End and you can see when your filing obligations with IRAS and ACRA are due. [👉](#)

For a detailed guide on starting, running and growing a business, check out the OCBC Business Starter Kit. [👉](#)

Share if you find these tips useful

