



**Purchase / Formation of
 Limited Company – Hong Kong**
Please fax back to us

Contact : _____

Tel. No : _____

Formation of new company (Own name)

Client : _____	Fax : _____
Fax : (852) 2802 1803	To : _____

E-mail : _____

Fax No : _____

Purchase of ready-made company (details refer to page 2)

Name (1st choice) : (Chinese) _____
 (Note 1) (English) _____

Name (2nd choice) : (Chinese) _____
 (English) _____

Company address : _____
 (Note 2)

Normally authorized capital is **HK\$10,000**, i.e. **10,000** Authorized capital : **HK\$**
 ordinary shares of **HK1** each (Note 3)

Shares allotted : _____ Par value : **HK\$**

Shareholder / Director (Note 4)
 Name(Eng.) : _____ HKID/Passport/Co. No. : _____
 (Chi.) : _____ Issuing country : _____ % & shares : _____
 Address : _____

Shareholder / Director
 Name(Eng.) : _____ HKID/passport/Co. No. : _____
 (Chi.) : _____ Issuing country : _____ % & shares : _____
 Address : _____

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 Address : _____

Shareholder / Director
 Name (Eng.) : _____ HKID/passport/Co. No. : _____
 (Chi.) : _____ Issuing country : _____ % & shares : _____
 Address : _____

Proposed year end date : 31 March 31 December Other year end date : _____ Nature of business : _____
Company secretary (註5) Name (Eng.) : _____ HKID/Co. No. : _____
 (Chi.) : _____ Issuing country : Hong Kong
 Address : _____

Name of witness : (Note 6) _____
Witness's address : _____
 _____ (Occupation)

Bank & Signatures : _____
 (Note 7)

How to know us : Magazines Newspapers Leaflet Referral Receipt Internet



Details for registration of Hong Kong Limited Company

Fees (HK\$)		Formation of new company (Own name)	Purchase of ready-made company
	Our fee	\$2,150	\$5,350
	Incorporation fee, Company Kit, metallic seal and company chops	\$2,600	Included
	Business registration (B.R.) fee #	\$2250	\$2250
	Total	<u>\$7,000</u>	<u>\$7,600</u>
	Time Span	About 10 working days	About 3 working days
Services included :	1. Name search for proposed name 2. Application for C.I. & B. R. certificates 3. Memorandum & Articles of Association (M&A) 4. Share certificates and statutory books 5. Metallic seal, perma stamp & co. chop each 6. Registration of company secretary, directors and registered office address 7. Certified documents for opening bank account (2 sets) 8. Company box		
<ul style="list-style-type: none"> For application of branch business registration, ordering additional company chop, printing additional set of M&A or certified documents for opening bank account etc., please inquiry our staff for details and charges. 			

Procedures for formation of new company

Procedures for purchase of ready-made company

<ul style="list-style-type: none"> Please fax or e-mail the filled in Application Form and copies of HKID card / passport / C.I. to us 	
<ul style="list-style-type: none"> Performing name search for the availability of the proposed name Preparation of M&A and the relevant documents for client's signatures Shareholders and directors sign the documents and return the whole set of documents together with HK\$7,000 payable to us by cheque, cash or transfer to our bank account Application and waiting for the issue of Certificate of Incorporation of the company Ordering metallic seal and perma stamp, printing M&A, statutory book and share certificates etc. Registration of first directors, company secretary and company's registered office address 	<ul style="list-style-type: none"> Select company from the ready-made company list Pay HK\$7,600 by cheque, cash or transfer to our bank account Preparation of the relevant documents including appointment of directors, transfer of shares, allotment of shares and application for business registration etc. for client signatures Sign and return the whole set of documents to us as soon as possible Registration of first directors, company secretary, registered office address and pay the stamp duty on the transfer of subscribers' shares to the new shareholders
<ul style="list-style-type: none"> Application of B. R. certificate, preparation of minutes and certified documents. <p>Client pick up the documents and open bank account(s)</p>	



Guidance Notes on Registration of Hong Kong Limited Company

All limited company must be registered in the Companies Registry and incorporated pursuant to Hong Kong Companies Ordinance – Chapter 32. The registered company becomes a legal entity and all the liability of the shareholders is limited. Moreover, the company has to apply for a business registration certificate from the Business Registration Office of the Inland Revenue Department within one month after the incorporation of the company.

- Note 1
Company name** The company name will not be available for registration if it is the same as one already registered or likely to give the impression that the company is in any way connected with the Hong Kong Special Administrative Region or any department. Moreover, if the name contains the word “Bank”, “University” etc. or it is offensive or contrary to the public interest, the Companies Registrar can refuse the use of the proposed name.
- Note 2
Registered office** The company’s registered office must be situated in Hong Kong. Postal box cannot be used as the company’s registered office. Use of industrial or commercial address is not required ;
(If Hong Kong registered office cannot be arranged, we can provide the registered office service. Please refer to our Business Secretarial Services or inquiry our staff for details and charges.)
- Note 3
Authorised capital** The authorized share capital of the company is the maximum amount of share capital which it may issue. Unless there are particular reasons for a high initial authorized capital, companies are generally incorporated with fairly low authorized capital, say HK\$10,000, HK\$1 per share. A company can at any time increase its authorized capital and capital duty of 0.1% is payable on the authorized share capital. Shares allotted represent the issued share capital of the company and denote the maximum liability borne by the shareholders of the company. So the amount of authorised share capital is equal to or higher than the issued share capital.
- Note 4
Director/
shareholder** The number of shareholders and directors must be at least 1 (Dual capacity is acceptable). Any individual or body corporate can act as shareholder / director of the company and need not be Hong Kong resident. If the director is an individual, please provide a copy of his HKID card/passport. If the director is a body corporate, please provide a copy of its certificate of incorporation (C.I.).
- Note 5
Company Secretary** Each limited company must have a company secretary. The secretary must be an individual ordinarily resident in Hong Kong or a body corporate its office is situated in Hong Kong. (We can act as company secretary of the company. Please refer to our Company Secretarial Services or inquiry our staff for details and charges.)
- Duties of the company secretary include :
- (1) Arrangement of Annual General Meeting and preparation of minutes of meetings ;
 - (2) Transfer or allotment of shares ;
 - (3) Keeping of the registers of directors, shareholders, company secretary and registered office ;
 - (4) Preparation and submission of Forms such as Annual Return, Allotment of Shares, Change of Directors / Secretary and their particulars to the Companies Registry etc..
- Note 6
Witness** Please provide information of the witness if the M&A is not signed in our office. If the M&A is signed in our office, our secretary may act as the witness to the signatures.
- Note 7
Bank Account** If the company proposes to open bank account(s), there must be at least 2 directors to the banker in person for signing the bank mandate forms. If the directors are not resident of Hong Kong, please bring the valid passport or valid visa / entry permit. Regarding to the bank accounts opening, please inquiry our staff for details.
- Note 8
Others** All the filed documents of the limited company (including particulars of shareholders / directors) will be available for inspection by the public in the Companies Registry.