



VA Links
Secretary Limited
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Company Formation

To set up a company in Hong Kong, please simply fill in the forms and documents prepared by us.

Unlimited Company in Hong Kong

Form a new company: HK\$2,880

- ✧ Unlimited company means Sole proprietorship or Partnership company
- ✧ Government forms preparation and submission
- ✧ Collection of Business Registration certificate (BR)
- ✧ Include Business Registration fees (HK\$2,450)

Limited Company in Hong Kong

Form a new company: HK\$6,080

Ready-made company: HK\$6,600

- ✧ Company name search
- ✧ Government forms preparation and submission
- ✧ Full set of leather Green Box
- ✧ Share certificates and statutory register
- ✧ 3 company chops (round, authorized signature and common seal)
- ✧ Collection of Business Registration certificate (BR)
- ✧ Collection of Certificate of Incorporation (CI)
- ✧ Memorandum & Articles of Association (20 sets)
- ✧ CPA Certified True Copy (1 set)
- ✧ Include Government fees (HK\$1,730)
- ✧ Include Business Registration fees (HK\$2,450)



Company Secretary

Every Hong Kong limited company must appoint a Company Secretary. In accordance with the Hong Kong Companies Ordinance, if the company secretary is an individual, he/she must ordinarily reside in Hong Kong; if it is a corporate, its registered office or place of business must be in Hong Kong.

Company Secretary	
Service Fee: HK\$2,105	
<ul style="list-style-type: none"> ◇ Acting as Company Secretary (compulsory role for a limited company) ◇ Advice on the required filing to the Government ◇ Annual general meeting minutes preparation ◇ Preparation and submission of annual return ◇ Preparation of minutes for opening bank account ◇ Change of registered address ◇ Change of directors ◇ Include Government fees (HK\$105) 	

Other Company Secretary Services (one-time fee)	
◇ Annual return preparation and submission*	HK\$600
◇ Business registration certificate renewal*	HK\$300
◇ Preparation of minutes	HK\$300
◇ Change of registered address	HK\$300
◇ Change of director	HK\$600
◇ Share transfer *	HK\$600
◇ Share allotment / Change of share capital*	HK\$600
◇ Change of company name*	HK\$600
◇ Deregistration	HK\$4,000
*Exclude Government fees and/or stamp duty	