

Company Formation

Our in-house CPA and Accounting professionals can assist you to set up a company in HK. You simply sign on the forms and documents prepared by us, and we will handle the rest until the company is properly formed.

Unlimited Company or Representative Office

- ✓ Unlimited company means Sole Proprietorship or Partnership company
- ✓ Government forms preparation and submission
- ✓ Collection of Business Registration certificate (BR)
- ✓ Exclude government fees (HK\$450)
- ✓ Around 1-2 working days

Our Service Fee:

\$200	for Virtual Office clients
\$300	Standard Fee

Limited Company (Economic package)

- ✓ Company name search
- ✓ Government forms preparation and submission
- ✓ Collection of Business Registration certificate (BR)
- ✓ Collection of Certificate of Incorporation (CI)
- ✓ Memorandum & Articles of Association (10 sets)
- ✓ CPA Certified True Copy (1 set)
- ✓ **On-site bank account opening at our office**
- ✓ Exclude government fees (HK\$2,180)
- ✓ Around 6-8 working days

Our Service Fee:

\$1,000	for Virtual Office clients
\$1,400	Standard Fee

Limited Company (Green Box package)

- ✓ Company name search
- ✓ Government forms preparation and submission
- ✓ **Full set of leather Green Box**
- ✓ **Share certificates & statutory register**
- ✓ **3 company chops (round, authorized signature & steel)**
- ✓ Collection of Business Registration certificate (BR)
- ✓ Collection of Certificate of Incorporation (CI)
- ✓ Memorandum & Articles of Association (**20 sets**)
- ✓ CPA Certified True Copy (1 set)
- ✓ **On-site bank account opening at our office**
- ✓ Exclude government fees (HK\$2,180)
- ✓ Around 6-8 working days

Our Service Fee:

\$1,500	for Virtual Office clients
\$1,900	Standard Fee

Central branch

Suite 1002, Chuang's Tower
30-32 Connaught Road Central, Hong Kong
Tel: (852) 3749 7745

Quarry Bay branch

Suite 1008, Prosperity Millennium Plaza
663 King's Road, Quarry Bay, Hong Kong
Tel: (852) 3749 7747

Company Secretary

Every HK limited company must have a Company Secretary. In accordance to the Hong Kong Companies Ordinance, if the company secretary is an individual, he must ordinarily reside in Hong Kong; if it is a company, its registered office or place of business must be in Hong Kong. The Company Secretary has legal responsibility to communicate with the government as and when appropriate.

Company Secretary (Basic package)

- ✓ 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
- ✓ Business registration certificate renewal
- ✓ Exclude government filing fees (HK\$105)

Our Service Fee:

\$1,000

Annual fee

Company Secretary (Full package)

- ✓ 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
- ✓ Business registration certificate renewal
- ✓ **5 times services a year of the following:**
 - Preparation of minutes for bank purposes
 - Change of registered address
 - Changes of directors
 - Share transfer or allotment / Change of share capital
 - Change of company name
- ✓ Exclude government fees and stamp duty

Our Service Fee:

\$2,000

Annual fee

Other Company Secretary Services (one-time fee)

- | | |
|---|--------------|
| ✓ Annual return preparation and submission | \$600 |
| ✓ Business registration certificate renewal | \$250 |
| ✓ Preparation of minutes for bank purposes | \$250 |
| ✓ Change of registered address | \$250 |
| ✓ Changes of directors | \$450 |
| ✓ Share transfer or allotment / Change of share capital | \$450 |
| ✓ Change of company name | \$450 |
| <i>Exclude government fees and stamp duty</i> | |

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