

**Shenzhen, China**

Rooms 1210-11  
Di Wang Commercial Centre  
5002 Shennan Road East  
Luohu District, Shenzhen  
Tel: +86 755 8268 4480  
Fax: +86 755 8268 4481

**Shanghai, China**

Room 603, Tower B  
Guangqi Culture Plaza  
2899A Xietu Road  
Xuhui District, Shanghai  
Tel: +86 21 6439 4114  
Fax: +86 21 6439 4414

**Beijing, China**

Room 408A  
Interchina Commercial Building  
No.33 Dengshikou Street  
Dongcheng District, Beijing  
Tel: +86 10 6210 1890  
Fax: +86 10 6210 1882

**Taiwan**

Room 303, 3/F., 142  
Section 4, Chung Hsiao  
East Road, Daan District  
Taipei, Taiwan  
Tel: +886 2 2711 1324  
Fax: +886 2 2711 1334

**Singapore**

36B, Boat Quay  
Singapore 049825  
Tel: +65 6438 0116  
Fax: +65 6438 0189

## **Hong Kong Company Incorporation Package #HKLC01 Basic Incorporation Package**

*Unless otherwise indicated, the Hong Kong company stated in this quotation refers to a private company limited by shares formed and incorporated in Hong Kong in accordance with the Hong Kong Companies Ordinance.*

*Hong Kong company incorporation package for entrepreneurs who CAN provide their own Company Secretary and Registered Office.*

### **Summary**

Our fees for the formation and registration of a private company limited by shares in Hong Kong are HKD6,000. The fees quoted include our professional registration service and the payment of official filing fee and first year business registration fee to the Hong Kong Government.

For the purpose of registration of a Hong Kong company, the client needs to provide the proposed name of the company, the amount of registered capital, identity proof, such as Hong Kong identity card or passport or Certificate of Incorporation, and address proof, such as utility bill or address of registered office, of each person who will be the shareholder and director.

The registration of a private company limited by share in Hong Kong can be completed within the same day, if both the shareholder and director are Hong Kong residents or Hong Kong registered company. If the shareholder and/or director is another corporation registered somewhere else, the whole process could take up to 5 working days.

If so requested, Kaizen can help client to open a bank account in Hong Kong or Singapore for the new Hong Kong company. our fees for this service are HKD4,500. In any case when the bank turns down our application and that the bank account cannot be opened successfully, client has the choices of having Kaizen to try a second bank or a refund of half of the service fee for bank account opening.

If the business to be carried out in Hong Kong requires extra licence or permit, we can help apply for such licence or permit and our fees will be quoted upon request.

## 1. Hong Kong Company Registration Package – Fees and Scope of Services

Our fees for handling the registration of a limited company in Hong Kong Company are HKD6,000. In particular, our fees cover the following services:

- (1) Name availability check
- (2) Preparation of Articles of Association of the company and other incorporation documents
- (3) Preparation of registration forms
- (4) Professional & Filing Fees
- (5) Preparation of compliance corporate kit, including corporate seal, share certificates, register and minutes book
- (6) Business Registration Certificate (one year)
- (7) Minutes of first board meeting/Written resolution

Our fees quoted above include official registration fee and first year business registration fee but exclude delivery fees.

## 2. Payment Terms and Methods

Upon receipt of your order, we will issue an invoice to you for your settlement. We require full payment in advance. We currently only accept Hong Kong Dollar check, cash or TT and credit card through Paypal. Payment by Paypal will attract a 5% handling charge.

If China or Taiwan official tax invoice is required, Value-added tax or business tax at the prevailing rate in the respective jurisdictions will be charged.

## 3. Set-up Requirements for Formation of Hong Kong Company

The minimum requirements of a Hong Kong company are as follows:

- One shareholder, one director, one company secretary and one registered office
- Shareholder can be natural person or corporation and no restrictions on nationality
- Director can also be another corporation and no restrictions on the nationality; however, at least one natural person be appointed as director
- Shareholder can be appointed as director
- Company secretary can be a Hong Kong resident or company; director can also act as company secretary provided that there are two or more directors
- A Hong Kong must designate a Hong Kong local resident as its designated representative
- Minimum share capital is HKD1; unless otherwise advised, a company will be incorporated with a share capital of HKD10,000 and 10,000 shares
- The registered office must be located in Hong Kong

#### 4. Step by Step Guide to Register Your Hong Kong Company Through Kaizen

When you engage Kaizen to incorporate your Hong Kong company, please follow the procedures described below. These procedures apply to tailor-made company, that is, clients provide a name of their own creation.

- (1) Clients place an order for incorporation with Kaizen and provide the documents and information listed in Section 4 to Kaizen by email or fax or post.
- (2) Kaizen performs a name availability search in the Register of Companies maintained by the Hong Kong Companies Registry and confirm with clients whether the proposed company name(s) is/are available for registration or not.
- (3) After confirmation of the availability of the proposed name, Kaizen then prepares incorporation documents and then arranges to have the documents signed by the directors and shareholders and the witness.
- (4) Kaizen then files duly signed incorporation documents with the Companies Registrar for registration.
- (5) After 1 working day, Kaizen collects the Certificate of Incorporation and Business Registration Certificate from the Companies Registry and the Business Registration Office respectively. For companies whose shareholder is a company registered outside Hong Kong, this takes 4 to 5 working days.
- (6) Kaizen now proceeds to place an order for manufacturing of company seal and chop and printing of Articles of Association (the whole set of documents together is known as company kit).
- (7) Kaizen arranges to deliver to you the Company Kit. The whole registration process is then completed.

#### 5. Time Frame to Incorporate

Generally, the incorporation process can be completed within 2 working days. If the proposed shareholders and directors of the company is a corporate entity, it would be completed within 6 working days. The date is counted from receipt of duly signed the incorporation documents by the Companies Registry.

Step	Description	Time
1	Kaizen receives the duly signed original incorporation documents from client	Day 1
2	Kaizen delivers the duly signed Memorandum and Articles of Association to Companies Registry to apply for Certificate of Incorporation	Day 1
3	Companies Registry issues the Certificate of Incorporation	Day 2
4	Kaizen collects the Certificate of Incorporation from Companies Registry and Business Registration Certificate from Business Registration Office at the same time	Day 2
5	Registration completed and company kit delivered to client	Day 3

## 6. Materials Required for Company Incorporation

Client needs to provide the following documents and information to Kaizen by email or fax or post for purpose of incorporation:

- (1) Proposed company name (Hong Kong Company Names Guidelines), either in English only or Chinese only or both;
- (2) One photocopy of passport (or identity card for Hong Kong resident) and residential addresses proof (such as utility bill or telephone bill) in respect of each shareholder; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
- (3) One photocopy of passport (or identity card for Hong Kong resident) and residential addresses proof (such as utility bill or telephone bill) in respect of each director; if director is another corporation, please provide Certificate of Incorporation and registered office;
- (4) Amount of share capital, percentage of shareholdings if more than one shareholder. Unless otherwise advised, the amount of issued capital will be HKD1.00 (one share) if there is only one shareholder;
- (5) The full name and residential address (or registered office) of the person who is to act as Company Secretary of the new company;
- (6) The address of the registered office of the new company;
- (7) Basic background information of the new company, such as the principal business activities, the products to be traded or services to be provided, the location of suppliers and customers, the expected turnover of the first year etc.
- (8) A duly completed incorporation order form (including “Know Your Client” due diligence form) (to be provided by Kaizen);
- (9) A copy of Hong Kong identity card and residential address proof of the person to be acting as the designated representative.

## 7. Registration Documents Returned to Client after Registration

After the company is officially registered, Kaizen will return the following documents and materials for retention:

- (1) Original copy of Certificate of Incorporation (sample Certificate of Incorporation);
- (2) Original copy of Business Registration Certificate (sample Business Registration Certificate);
- (3) 10 printed copy of Articles of Association (sample Articles of Association);
- (4) 10 copies of blank share certificate;
- (5) One statutory book (members register, directors register and share register);
- (6) One company chop and one Common Seal;
- (7) A Significant Controller Register
- (8) Duplicate copy of documents filed with Companies Registry in relation to the appointment of directors, secretary, location of registered office and one duly completed share certificate for each of the shareholders.

## 8. Annual Maintenance

After a company is officially registered in Hong Kong, it is required to comply with the maintenance requirements such as holding annual general meeting, updating books of accounts, auditing of financial statements and filing of tax returns. Our fees for some of these services are determined by the nature of business and volume of transactions. The fees listed in *Schedule 1* below represent the minimum maintenance costs that the owner of a Hong Kong company should budget for and are provided as a reference only and the actual costs could be higher.

*If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at [www.bycpa.com](http://www.bycpa.com) or contact us through the following and talk to our professionals:*

**Email:** [info@bycpa.com](mailto:info@bycpa.com), [enquiries@bycpa.com](mailto:enquiries@bycpa.com)

**Tel:** +852 2341 1444

**WhatsApp/Line/Wechat:** +852 6114 9414, +86 1521 932 644

## Schedule 1 – Hong Kong Company Maintenance Fees

Item	Description	Amount (HKD)
	<b>Compliance Requirements with Fixed Fees</b>	
1	Business Registration Certificate renewal fee	2,250
2	Provision of Company Secretary	3,200
3	Provision of Registered Office	2,400
4	Provision of Designated Representative	1,200
5	Annual General Meeting	1,000
	Subtotal:	<b>10,050</b>
	<b>Compliance Requirements with Variable Fees</b>	
6	Updating books of accounts (assuming a monthly fee of HKD800 is to be charged)	9,600
7	Financial statements statutory audit (assuming trading company with a turnover of less than HKD5,000,000)	8,000
8	Tax computation and filing of profits tax return	1,600
9	Filing of Employer's Return (per employee)	600
	Sub-total:	19,800
	<b>TOTAL:</b>	<b>29,850</b>

For a more detailed description of the compliance requirements and the related costs, please refer to our another memorandum titled “[Hong Kong Company Compliance and Maintenance Fees Schedule](#)”.