

<b>Shenzhen, China</b> Rooms 1203-06, 12/F. Di Wang Commercial Centre 5002 Shennan Road East Luohu District, Shenzhen T: +86 755 8268 4480	<b>Shanghai, China</b> Room 603, 6/F., Tower B Guangqi Culture Plaza 2899A Xietu Road Xuhui District, Shanghai T: +86 21 6439 4114	<b>Beijing, China</b> Room 303, 3/F. Interchina Commercial Bldg. 33 Dengshikou Street Dongcheng District, Beijing T: +86 10 6210 1890	<b>Taipei, Taiwan</b> Room 303, 3/F. 142 Section 4 Chung Hsiao East Road Daan District, Taipei T: +886 2 2711 1324	<b>Singapore</b> 138 Cecil Street #13-02 Cecil Court Singapore 069538 T: +65 6438 0116	<b>New York, USA</b> 202 Canal Street Suite 303, 3/F. New York NY 10013, USA T: +1 646 850 5888
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## Hong Kong Company Maintenance and Compliance Guide (3) - Change of Name

### 1. General Requirement on Company Name

The name of a Hong Kong company could be in English only or Chinese only or in both English and China. If the name is in English, it must be ended with "Limited", and if in Chinese, be ended with "有限公司".

### 2. What is Change of Name

Change of English name, change of Chinese name, addition of English name or addition of Chinese name are all regarded as change of company name and must go through the same procedures.

### 3. Procedures for Change of Name

To effect a change in the name of a company (which includes the adoption or abandonment of a formal English or a Chinese version of the name), the Company should complete the procedures as below:

- (1) The shareholders must approve of the change in name by special resolution;
- (2) The new name must then be registered with the Registrar.

It normally takes about 5 working days from the time of the filing of the specified form giving notice of the change of name for the certificate of change of name to be issued. The change in name is effective from the date on such certificate.

### 4. Procedures after Change of Name

After Companies Registry issued the Certificate on Change of Name, they will notify the Business Registration Office (of the Inland Revenue Department) for issuing a new Business Registration Certificate bearing the new company name to the registered office of the company. The Business Registration Office will issue the new certificate within 1 week after the company name has changed.

Also, the Company should order a new common seal and adopt the new seal as common seal of the Company by a board resolution if company have adopted a common seal before.

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

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

*Tel: +852 2341 1444*

*Mobile : +852 5616 4140, +86 152 1943 4614*

*WhatsApp/ Line/ Wechat: +852 5616 4140*

*Skype: kaizencpa*

