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## Mauritius Company Registration Procedures and Fees

*The Mauritius company in this article, unless otherwise advised, refers to Authorized Company introduced in the Finance (Miscellaneous Provisions) Act 2018 and regulated under the Financial Service Act 2007.*

*This type of company is suitable for company whose business activities and place of management are outside Mauritius. It does not have the access to Mauritius' the Double Tax Avoidance Agreement and is considered as a foreign company for tax purpose.*

### Summary

Our fees for the formation and registration of an Authorised Company in Mauritius are USD4,700. The fees quoted include our registration service, provision of a registered agent and registered office service for one year and the payment of official filing fees to Mauritius Government. In short, our fees cover all formalities to bring an Authorised Company into existence.

For the purpose of registration, client needs to provide the proposed name of the company, the amount of registered capital, identity proof, such as 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.

In general, the registration can be completed around seven to eight working days. However, two to three more working days should be allowed for delivery of Certificate of Incorporation to reach Hong Kong and for the making of company chop.

If so requested, Kaizen can help client to open a bank account for a new company. Our fees for this service are USD800. 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.

## 1. Fees and Scope of Services of Mauritius Company Registration

We will help to incorporate an Authorised Company in Mauritius with a fee of USD4,700 per company. In particular, our incorporation services cover the followings:

- (1) Preparation of incorporation documents and filing of the documents with the Registrar for incorporation;
- (2) Payment of official filing fee, including FSC Licence Processing Fee;
- (3) Provision of registered office service (first year) ;
- (4) Provision of registered agent service (first year) ; and
- (5) One company kit, including common seal and chop.

Note:

- (1) The fee quoted above excludes delivery charge, additional services fees / government fees incurred during the incorporation process (if any). The courier charge will be advised upon confirmation of delivery address.
- (2) Readymade company is not available in Mauritius.
- (3) Chinese name is available. If Chinese name is required, an extra fee of USD760 will be charged.

## 2. Optional Services

No.	Services	Fees (USD)
1	Additional Chinese name	760
2	Hong Kong mailing address (annum) (Note 1)	260
3	Bank account opening (Note 2)	800
4	Certificate of Incumbency	650
5	Certificate of Good Standing	650
6	CPA certification (per document)	40
7	Lawyer certification (per set)	TBC

Note:

- (1) A service fee of USD7 plus actual delivery fee will be charged for each batch of mails forwarded.
- (2) Fee for bank account introductory service also include a set of CPA certified corporate documents.

### 3. Payment Terms and Methods

We currently accept Hong Kong Dollar check, cash or TT and credit card payment through PayPal only. If payment is settled through PayPal, an extra 5% service fee will be charged. Upon confirmation of order, we will issue fee note and email it together with detailed wire instructions to you. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

### 4. Registration Procedures and Estimated Time Frame

It is estimated that the whole registration process would take any around 11~12 working days. The table below shows the estimated time frame for each of the steps for the registration process for your reference only.

Step	Description	Time
1	Client places an order for incorporation with Kaizen and provides the documents and information listed in Section 5 to Kaizen by email or fax or post	Client's Schedule
2	Client arranges to have the identification documents and residential address proof of the shareholder(s) and director(s) certified by Kaizen or other attesting officers	Client's Schedule
3	Kaizen checks name availability and confirms with client the search results	Day 1
4	Kaizen or its associate in Mauritius files the incorporation documents with the Registrar of Companies	Day 2
5	The Registrar of Companies issues the Certificate of Incorporation	Day 6
6	The Certificate of Incorporation being delivered to Hong Kong	Day 10
7	Kaizen prepares other corporate documents and sends them to client for signing	Day 11
8	Client returns the duly signed documents back to Kaizen by email or fax	Day 12
9	(If client also engages Kaizen for bank account opening service) Kaizen send incorporation documents and other supporting documents to the bank for preliminary review and make appointment with the bank officer on behalf of client for meeting with the officer	Day 12
10	Company kit being delivered to Client	Day 18

## **5 Materials to be provided by Client**

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, either in English only or both English and Chinese;
- (2) One photocopy of passport and residential addresses proof (such as utility bill or bank statement) in respect of each shareholder; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
- (3) One photocopy of passport and residential addresses proof (such as utility bill or bank statement) 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 USD1 (one share at USD1 each) if there is only one shareholder;
- (5) Detail background information of the new company, such as the principal business activities, location of management, source of fund, the products to be traded or services to be provided, the location of suppliers and customers, the expected turnover of the first year etc.;
- (6) FATCA and CRS Form (to be provided by Kaizen).

The identification documents and residential address proof listed above must be certified by a staff of Kaizen, or by a CPA, lawyer or attesting officer. Client can visit any of our offices with the original copy of the documents of the shareholders and directors and our staff will perform certification, or client could have the documents certified by an accountant or lawyer or attesting officer in the place where she/he resides.

## **6. 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;
- (2) Memorandum and Articles of Association;
- (3) Share Certificates(s);
- (4) Other Incorporation Documents;
- (5) One Company Chop and one Common Seal.

## 7. Annual Maintenance

Currently, starting from the year following the registration, a Mauritius company is required to pay an annual renewal fee of USD2,950 to maintain in good standing. In particular, the annual maintenance fee covers the annual license fee, annual registered agent fee and annual registered office fee.

Required by the Mauritius Government, every company must file Annual Financial Summary and Annual Tax Return even the company is exempted from all forms of taxation in Mauritius. The fee for preparing the Annual Financial Summary and Annual Tax Return is charged case by case depending on operation of the company.

The annual renewal fee must be settled by Anniversary Date every year. We will send a renewal notice to all our clients 2 months before the due date for payment. If you do not receive our renewal notice one month before the Anniversary Date, please inform us accordingly.

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

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

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

**Skype:** kaizencpa

**E:** [info@kaizencpa.com](mailto:info@kaizencpa.com)