

Seychelles IBC Incorporation Procedures and Fees

The Seychelles company mentioned in this quotation refers to an international business companies (“IBCs”) incorporated under the International Business Companies Act 1994 as amended (the “IBC Act”) of Seychelles.

Our fee for the formation and registration of an IBC in Seychelles is USD1,750. The fee includes provision of a registered agent and registered office service for one year, filing of ultimate beneficiary owner and the payment of official filing fees to the Seychelles Government. In short, our fees cover all formalities to bring a Seychelles IBC into existence.

For the purpose of registration of an IBC in Seychelles, the 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.

The registration of an IBC in Seychelles can be completed in 2 working days. However, 2 to 3 more working days should be allowed for delivery of Certificate of Incorporation to reach Hong Kong and for the making of company chop.

A Seychelles company is required to pay a renewal fee, to file accounting documents and financial summary and a register of beneficiary owner once a year. Detailed information of these compliance requirements are stated in Section 7.

Upon request, Kaizen can assist you to set up a corporate bank account for a fee of USD850. This fee covers the preparation of CPA certified corporate documents for the purpose of bank account opening. Please note, however, our service is limited to providing assistance and we cannot guarantee that bank account can be opened successfully.

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1. Seychelles Company Registration Fees

Our fees for handling the registration of a Seychelles International Business Company with a registered capital of USD50,000 is USD1,750. In particular, our fees cover the following services:

- (1) Preparation of incorporation documents and filing of the documents with the Registrar for incorporation
- (2) Preparation and filing of initial Register of Directors
- (3) Preparation and filing of Register of Beneficial Owners
- (4) Payment of official filing fee
- (5) Provision of registered office service (first year)
- (6) Provision of registered agent service (first year)
- (7) One company kit, including common seal and chop
- (8) Filing of Ultimate Beneficial Owners Information with the Financial Intelligence Unit (“FIU”).

Note:

- (1) The fee quoted above excludes before delivery charge. The amount of courier charge will be advised upon confirmation of delivery address.
- (2) A company with more than 50,000 authorized shares will be subject to higher official filing fee.
- (3) Readymade company is available in Seychelles. The fee for purchasing readymade company is the same.
- (4) Chinese name is available. If Chinese name is required or the readymade company purchased comes with a Chinese name, an extra fee of USD260 will be charged.

2. Optional Services

No.	Services	Fee (USD)
1	Additional Chinese name	260
2	Hong Kong/Singapore/Taiwan/Mainland China/UK/US mailing address (<i>Note 1</i>)	450
3	Certificate of Incumbency	300
4	Certificate of Good Standing	300
5	CPA certification (<i>Note 2</i>)	120
6	Bank account introductory services (<i>Note 3</i>)	850

Note:

- (1) Unless otherwise agreed, mails will be forwarded once a month. Delivery charges will be billed separately.
- (2) A set is limited to five documents. Extra fee applies if more than 5 documents.
- (3) Fee for bank account introductory service also include a set of CPA certified corporate documents.

3. Time of Billing and Payment Methods

Upon receipt of your confirmation of engagement, we will issue and send an invoice together with the wiring instructions to you for your settlement. When you arrange the payment, please put our invoice number or client number in the message section and then email a copy of the remittance receipt to us for our records. Because of the nature of service, we require full payment in advance. And once the service is commenced, no refund of service fee will be made.

We accept cash, HKD check, TT and credit card through PayPal. An extra handling fee of 5% will be charged if paid by PayPal.

4. Materials Required for Company Registration

The materials required for the registration of an IBC in Seychelles generally include:

- (1) Copy of passport and residential address proof of each director. Where the director is a corporation, a set of corporate documents, such as Certificate of Incorporation, Memorandum and Article of Association and Register of Members and Directors or documents of similar nature.
- (2) Copy of passport and residential address proof of each shareholder. Where the director is a corporation, a set of corporate documents, such as Certificate of Incorporation, Memorandum and Article of Association and Register of Members and Directors or documents of similar nature.
- (3) Where a shareholder is not the ultimate beneficial owner, a copy of passport and residential address proof of the ultimate beneficiary owner.
- (4) A group chart detailing the relationship between the company to be registered and its ultimate beneficiary owners who holds more than 20% of interest in the company.
- (5) A duly completed and signed Company Incorporation Order Form (Provide by Kaizen)

The identification and residential address proof documents must be certified by Kaizen, a CPA, a lawyer or an attesting officer. Kaizen will perform certification by video call or clients can visit any of our offices with the original copy of the identification documents and our staff will perform certification. If the certification is not performed by us, please state the full name, detail address, capacity, telephone no. or email address of the certifier on the documents.

A valid proof of address includes water and electricity bill or bank statement which include holder's full name, full residential address, issuing date, name of issuing authority etc. The document must be issued in English. Otherwise, certified translation will be required.

5. Registration Procedures and Estimated Time Frame

It is estimated that the registration process would take around 2-3 working days, plus 3 working days for delivery. The table below shows the estimated time frame for each step for your reference.

Step	Description	Days
1	Client confirms engagement with Kaizen for Seychelles company registration and delivers the materials listed in Section 4 to Kaizen by email or post.	Client's schedule
2	Kaizen issues and email an invoice (detailing the services) to client and client arranges payment of our invoice.	Client's schedule
3	Client arranges to have the identification documents of the shareholder(s) (Ultimate Beneficial Owner(s)) and director(s) certified an attesting officer. Client can also arrange with Kaizen to have the certification performed by video conference.	Client's schedule
4	Kaizen performs name availability search and reservation	1
5	Kaizen or its associate in Seychelles files the incorporation documents with the Registrar of Companies	1
6	The Seychelles Registrar of Companies issues the Certificate of Incorporation	2
7	Kaizen prepares corporate documents (appointment of first director(s), first board meeting or written resolution and share certificate(s)) and sends them to client for signing	1
8	Client signs off the corporate documents and return the same to Kaizen by email or courier	Client's schedule
9	Client returns the duly signed documents back to Kaizen by email or post	1
10	Whole process completed; company kit being delivered to Client	1
Total:		5 up

6. Registration Documents Returned to Client after Registration

After the Seychelles company is officially registered, Kaizen will return the following materials to client for retention:

- (1) Original copy of Certificate of Incorporation;
- (2) 3 printed copies of Memorandum and Articles of Association;
- (3) Appointment of First Director, First Board Written Resolution, Registers of Directors, Members and others;
- (4) Issued Share Certificates(s);
- (5) One signature chop and one Common Seal.

7. Annual Compliance

(1) Annual Renewal

The current annual maintenance costs for the second and subsequent years of a standard Seychelles International Business Company are USD910 (applicable to company with registered capital of no more than USD50,000). The annual maintenance costs include annual franchise or license fees, annual registered office and registered agent fee.

The annual renewal fee needs to be paid not later than one month before the anniversary date of incorporation. We will send a renewal notice to you 3 months before the due date for payment by email. If you do not receive our renewal notice, please inform us accordingly. If you do not receive our renewal notice before the due date, please inform us accordingly.

(2) Filing of Accounting Record and Annual Financial Summary

An IBC is required to lodge its accounting record at the registered office in Seychelles on not less than bi-annual basis (two times per year) and an IBC (except the holding companies with an annual turnover below USD3,750,000 (non-large companies)) is also required to prepare an Annual Financial Summary within 6 months after company financial year end and keep in the registered office address in Seychelles. Kaizen will charge a services fee of USD250 for the initial data collection, uploading and submission of information. In addition, for ledger and financial summary preparation, our service fee is USD250 for dormant company or company with less than 50 transactions. Separate quotation will be given if more than 50 transactions.

(3) Filing of Ultimate Beneficial Owners Information

All Seychelles registered companies must provide the information of its ultimate beneficiary owner (UBO) to the Financial Intelligence Unit (“FIU”) once a year. If no natural person meets the above statements, the natural person who hold the position of a senior managing official will be classified as the beneficial owner. Any change to the beneficial owner must be reported to FIU within 14 days. Our fee for preparation and filing of ultimate beneficiary owner is USD250 per annum. This fee will be billed together with our annual renewal fee.

For detailed information about UBO filing, please refer to [Seychelles Beneficial Ownership Act and Regulation, 2020](#).

If you wish to obtain more information or assistance, please visit our official website at www.kaizencpa.com or contact us through the following means:

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