

# INCORPORATION OF HONG KONG COMPANY

## Procedure and Introduction

### Tailor-made company – Registration procedure and time required

	<u>Content</u>	<u>Time required</u>
1.	Client can propose a company name to us. Then, we will conduct a name search to check whether the name is available or not.	Within 1 day
2.	To fill in the application form and provide us the copies of identification documents.	Upon client's arrangement
3.	We will prepare all the documents accordingly.	1-2 working day
4.	Client can either come to our office to sign the documents or instruct us to deliver the documents to the designated location for signatures. Client is required to pay the total service fee to us upon signature.	Upon client's arrangement
5.	Submitting the applications with appropriate fee.	1 working day
6.	Waiting for the issue of the Certificate of Incorporation from the Companies Registry.	5-6 working days
7.	After the Certificate of Incorporation is issued, we will arrange the production of the company kit and apply for the Business Registration Certificate.	4 working days
8.	Preparing documents for opening bank accounts	Within 1 day
9.	Finally, we will notify client to collect the following documents and to go to open bank account. - Company kit (including common seal, 2 pre-inked stamps, statutory register and minutes book, company share certificate book and company memorandum and articles of association) - Certificate of incorporation - Business registration certificate - Documents for opening bank account	Within 1 day

### Notes

1. Authorized capital of 10,000 shares at HK\$1.00 each is generally set. If increase of authorized capital is required, then, 0.1% amount/fee of authorized capital increased is required to be paid to the Companies Registry as capital duty. The ceiling capital duty is HK\$30,000.
2. Registered office address must be located in Hong Kong. (Note : We provide registered office address service. Please contact us for details.)
3. Each company is required to have at least 1 director and 1 shareholder. They can be corporation or individual. For individual, he/she must be at least 18 years old.
4. Each company is required to have 1 company secretary. They must be another H.K. limited company or resident in Hong Kong. If there is only 1 director in the company, the director must not be the company secretary at the same time.
5. We also provide services to act as directors, shareholders or secretary on client's behalf. Please contact us for details.