

## Hong Kong Company Incorporation Package #HKLLC05 - Incorporation plus Company Secretary plus Registered Office plus Corporate Bank Account

Hong Kong private limited liability company incorporation package for entrepreneurs who can NOT provide their own Company Secretary and Registered Office and who needs a corporate bank account in Hong Kong.

### 1. Scope of Services of Hong Kong Company Registration Package #HKLLC05

#### (1) Hong Kong Company Pre- & Post- Incorporation - USD650.00

- Name availability check
- Preparation of memorandum & articles of the company and other incorporation documents
- Preparation of registration forms
- Professional & Filing Fees
- Certificate of incorporation**
- Preparation of compliance corporate kit, including corporate seal, share certificates, register and minutes book
- Business Registration Certificate (Sample)**
- Minutes of first board meeting
- Resolution to open a bank account

#### (2) Corporate Secretarial Service - USD275.00 / Per Annum

Hong Kong Companies Ordinance requires all Hong Kong Companies to appoint a Company Secretary to handle on-going statutory compliance matters. Kaizen can act as the named Company Secretary for your Company to comply with CR requirements.

- Companies Registry (CR) Compliance Alert & Reminders
- Named Company Secretary registered with CR for 12 months
- Maintaining the statutory books, preparation of all relevant minutes for Directors' and Shareholders' meetings.

#### (3) Registered Office/Business Address - USD175.00 / Per Annum

Kaizen provides a Registered Address, which can be used for registered business address for your registration of your company. The address can be used on business cards, letterheads or any other official documents.

Whenever mails arrive, Kaizen provides notification via email and information of sender of the mails will be provided.

For every batch of mails forwarded, Kaizen will charge a handling fee of USD5 plus postage.

**(4) Hong Kong Bank Account - USD425.00**

Provide assistance to open corporate bank account with a leading international bank in Hong Kong, including preparation of certified incorporation documents as required by the bank, visiting the bank with client, forwarding Internet banking password and security device to client. Please note the bank requires at least a director or shareholder visit their branch personally for the purpose of due diligence.

**Detailed Bank Account Opening Procedures and Type of Bank Account Available**

**Total Package Price (1) + (2) + (3) + (4) = USD1,525.00**

**Price includes**

- Submission of incorporation documents within 2 working days after confirmation of payment.
- All evaluation & follow-ups are performed by Senior Corporate Consultants
- All services are performed under one roof

The Package Fees cover the Pre- & Post-Incorporation process including One Year Corporate Secretarial service and one year registered office services to take care of on going statutory requirements.

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

Requirements for Formation and registration of a Private Limited Company in Hong Kong

- Minimum 1 Shareholder + 1 Director + 1 Company Secretary
- Shareholders may be corporations or individuals
- The Shareholder can also act as Director
- The Company Secretary has to be Hong Kong resident or Hong Kong Corporation
- Sole shareholder and director cannot act as Company Secretary
- Minimum initial paid-up share capital is HKD1.00
- A Hong Kong Private Limited Company must have a Registered Address in Hong Kong

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

When you engage Kaizen to incorporate a 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.

*Step 1:*

Clients place an order for incorporation with Kaizen and provide the following documents and information to Kaizen by email or fax or post:

- (1) Proposed **company name** ([Hong Kong Company Names Guidelines](#)), either in English only or Chinese only or both;
- (2) One photocopy of passport and residential addresses of all shareholders, if shareholders are not Hong Kong residents; One copy of Hong Kong Identity Card and residential addresses of all shareholders, if shareholders are Hong Kong residents; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
- (3) One photocopy of passport (only the page showing the particulars of the holder) and residential addresses of all directors, if directors are not Hong Kong residents; One copy of **Hong Kong Identity Card** and residential addresses of all directors, if directors are Hong Kong residents; 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.
- (5) The name, occupation and residential address of the third party who will act as witness to the signature of the shareholder in the Memorandum and Articles of Association. The only requirement regarding the witness is

that she/he must be over the age of 18. If the client could come to our offices to sign the incorporation documents, we can provide the witness.

*Step 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.

Clients are advised to provide at least two proposed names in priority of preference in case that the most preferred one is gone and it could be replaced by the second preference.

*Step 3:*

After confirmation of the availability of the proposed name, Kaizen then prepares the following incorporation documents:

- (1) **Memorandum and Articles of Association** (also known as bylaws, constitutions), appointment of first directors and
- (2) Declaration of Compliance
- (3) **Notice of Appointment of First Secretary and Director** (Form D1)
- (4) **Consent to Act as Director** (Form D3)
- (5) **Notice of Situation of Registered Office**
- (6) Letter of appointment of first directors
- (7) Minutes of First Directors' Meeting

*Step 4:*

Kaizen then arranges to have the documents listed in Step 3 signed by the directors and shareholders and the witness.

You could come to our offices to sign the incorporation documents. In the case that clients could not come to our offices, Kaizen could arrange to deliver the incorporation documents to you for your signing. The original duly signed incorporation documents must then be returned to Kaizen for filing.

*Step 5:*

After the incorporation documents are duly signed, Kaizen then files the following documents with Companies Registry together with the appropriate fees for the application of **Certificate of Incorporation**:-

- (1) Memorandum and Articles of Association of the intended company.
- (2) Declaration of Compliance.

*Step 6:*

After 5 working days, Kaizen collects the Certificate of Incorporation from the Companies Registry.

*Step 7:*

Then, Kaizen complete some of the forms as listed in Step 2 (some of the information required for completion are only made available after the Certificate of Incorporation is available) and file them with the Companies Registry:-

- (1) Notification of Appointment of First Directors and Secretary
- (2) Notice of Consent to Act as Director
- (3) Notification of Situation of Registered Address
- (4) Any other documents if appropriate

*Step 8:*

Kaizen now proceeds to place an order for manufacturing of company seal and chop and printing of Memorandum and Articles of Association (the whole set of documents together is known as company kit).

*Step 9:*

Finally, Kaizen submits the form for application for Business Registration Certificate to Inland Revenue Department to apply for the Business Registration Certificate with payment of appropriate fee. The Business Registration Certificate is normally issued in one hour after submission of application form and payment of appropriate fee.

*Step 10:*

Kaizen arranges to deliver to you the Company Kit. The whole registration process is then completed. All the documents evidencing the legal existence of the Company is contained in the Company Kit and those items are what we returned to you after the Company is duly registered.

In particular, the **Company Kit** includes the following items:

(1)	Original copy of Certificate of Incorporation (sample <b>Certificate of Incorporation</b> )
(2)	Original copy of Business Registration Certificate (sample <b>Business Registration Certificate</b> )
(3)	10 printed copy of Memorandum and Articles of Association (sample <b>Memorandum and Articles of Association</b> )
(4)	20 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)	Duplicate copy of documents filed with <b>Companies Registry</b> in relation to the appointment of directors, secretary, location of registered office and one duly completed share certificate for each of the shareholders.

#### 4. Time Frame to Incorporate

<b>Procedures</b>	<b>Time</b>
Kaizen receives the duly signed original incorporation documents from client	Day 1
Kaizen delivers the duly signed Memorandum and Articles of Association to Companies Registry to apply for Certificate of Incorporation (if the incorporation documents arrived in our Hong Kong office after 4:30 p.m., the documents will be delivered to Companies registry on Day 2)	Day 1
Companies Registry issues the Certificate of Incorporation	Day 4
Kaizen collects the Certificate of Incorporation from Companies Registry	Day 5
Kaizen submits company activation documents to Companies Registry for filing purpose	Day 5
Kaizen applies for Business Registration Certificate from Business Registration Office	Day 6
Registration completed and company kit delivered to client	Day 6
Submit documents to the bank and obtain the bank account number, security device, Pin for Internet banking and/or PhoneBanking	Day 8
Internet banking activated	Day 11
Check books issued	Day 18

#### 5. Materials required for incorporation of Hong Kong company and Setting up of Bank Account

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 and residential addresses of all shareholders, if shareholders are not Hong Kong residents; One copy of Hong Kong Identity Card and residential addresses of all shareholders, if shareholders are Hong Kong residents; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
(3)	One photocopy of passport (only the page showing the particulars of the holder) and residential addresses of all directors, if directors are not Hong Kong residents; One copy of Hong Kong Identity Card and residential addresses of all directors, if directors are Hong Kong residents; 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.
(5)	The name, occupation and residential address of a third party who will act as witness to the signature of the shareholder. The only requirement regarding the witness is that she/he must be over the age of 18. If the client could come to our offices to sign the incorporation documents, we can provide the witness.
(6)	Basic background information of the new company, such as the principal business activities, the products to traded or services provided, the location of suppliers and customers, the expected turnover of the first year etc

#### 6. Time of Billing

Upon receipt of your order, we will issue an invoice to you for your settlement. We require full payment in advance.

## 7. Payment Method

We currently only accept Hong Kong Dollar check, cash or TT and credit card through Paypal. Please click here for payment methods.

For further information or assistance, please call us:

Hong Kong Office: +852 2341 1444  
Singapore Office: +65 6295 2884  
Shenzhen Office: +86 755 8268 4480  
Shanghai Office: +86 21 6439 4114  
Beijing Office: +86 10 6874 8420

or send email to [enquiries@bycpa.com](mailto:enquiries@bycpa.com).