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Hong Kong Company Incorporation Package #HKLLC04 Incorporation plus Company Secretary plus Registered Office

Hong Kong private limited liability company incorporation package for entrepreneurs who can NOT provide their own Company Secretary and Registered Office.

1. Scope of Services of Hong Kong Company Registration Package #HKLLC04

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

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

(2) Corporate Secretarial Service - USD320.00 / 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.

<input checked="" type="checkbox"/>	Companies Registry (CR) Compliance Alert & Reminders
<input checked="" type="checkbox"/>	Named Company Secretary registered with CR for 12 months
<input checked="" type="checkbox"/>	Maintaining the statutory books, preparation of all relevant minutes for Directors' and Shareholders' meetings.

(3) Registered Office/Business Address - USD200.00 / Per Annum

Kaizen provides a Registered Address, which can be used for registered business address for the 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.

Total Package Price (1) + (2) + (3) = USD1,170.00

The fee quoted above includes registration fee and first year business registration fee paid to the Hong Kong Government, but excludes before delivery charge. The amount of courier charge will be advised upon confirmation of delivery address.

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 documents and information listed in Section 4 to Kaizen by email or fax or post.

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 incorporation documents and then arranges to have the documents 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.

Please note for online registration, the incorporation documents will be submitted to the Companies Registrar without physical signature.

Step 4:

Kaizen then files duly signed incorporation documents with the Companies Registrar for registration.

Step 5:

After 5 working days, Kaizen collects the Certificate of Incorporation and Business Registration Certificate from the Companies Registry and the Business Registration Office respectively.

Step 6:

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 7:

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.

4. Time Frame to Incorporate

Note: Online registration is possible now and therefore the company registration part could be completed in as less as 2 working days, instead of 6 days stated in the table below.

Step	Description	Time
1	Kaizen receives the duly signed original incorporation documents from client	Day 1
2	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
3	Companies Registry issues the Certificate of Incorporation	Day 4
4	Kaizen collects the Certificate of Incorporation from Companies Registry	Day 5

5	Kaizen submits company activation documents to Companies Registry for filing purpose	Day 5
6	Kaizen applies for Business Registration Certificate from Business Registration Office	Day 6
7	Registration completed and company kit delivered to client	Day 6
8	Submit documents to the bank and obtain the bank account number, security device, Pin for Internet banking and/or PhoneBanking	Day 8
9	Internet banking activated	Day 11
10	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:

Item	Description
(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. Unless otherwise advised, the amount of issued capital will be HKD1.00 (one share) if there is only 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 be traded or services to be provided, the location of suppliers and customers, the expected turnover of the first year etc

6. Registration Documents Returned to Client after Registration

Item	Description
(1)	Original copy of Certificate of Incorporation (sample Certificate of Incorporation)
(2)	Original copy of Business Registration Certificate (sample Business Registration Certificate)
(3)	10 printed copy of Memorandum and Articles of Association (sample Memorandum and Articles of Association)
(4)	10 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 Companies Registry in relation to the appointment of directors, secretary, location of registered office and one duly completed share certificate for each of the shareholders.

7. Time of Billing

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

8. Payment Method

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

IMPORTANT NOTE:

Hong Kong is set to abolish the registration capital duty effective from 1 June 2012. As such, our fees for registration of company in Hong Kong will apply to all registrations regardless the amount of authorised capital after that date.