

Hong Kong Representative Office Registration Package #HKRO02 - Registration Plus Bank Account

When a foreign company intends to set up a physical presence in Hong Kong for the purposes of marketing search and development and liaison with suppliers and customers, it could consider applying to set up a Representative Office. What follows is a description of our fees and the documents required for the registration of such a Representative Office in Hong Kong.

1. Hong Kong Representative Office Registration and Bank Account

Our fees, inclusive of official filing fee, for the registration of a Representative Office in Hong Kong and setting up a bank account with HSBC Hong Kong is USD1,135, including

- (1) Application for Business Registration Certificate
- (2) Payment of first year business registration fee
- (3) Provision of business address in Hong Kong for one year
- (4) Forwarding of Government mails
- (5) Production of one stamp for the Representative Office
- (6) Handling the establishment of a bank account for the Representative Office with HSBC Hong Kong

Note: the fee stated above does not include delivery fee for sending the application documents for your signing.

[Read more about our bank account opening services](#)

2. RO Registration and Bank Account Opening Time Frame

The registration of a RO will take 3 working days to complete, and it will take around 2 working days to open the bank account. However, please allow one to 2 weeks for the bank to process the Internet banking and issue of check books. These are estimates and based on the assumption that we have received all the documents required.

3. Required Documents

Before submitting the application, you are required to provide with us the following documents:

- (1) A copy of duly signed (by the director) Certificate of Incorporation of the company applying to register the RO
- (2) A copy of passport (only the page showing the particular of the holder) of the director who signs the application documents
- (3) A copy of residential address proof of the director who signs the application documents
- (4) A copy of passport and residential address proof of the authorised signatory of the bank account

4. Materials Given to Client after Registration and Account Opened

- (1) Original Business Registration
- (2) Internet banking security device
- (3) Check book (normally delivered to the business address of the RO directly by the bank)
- (4) Pins for Internet banking and phone banking and ATM card

5. Payment Term

We require full payment in advance before the commencement of application for registration.

In addition to the registration of RO, we can also assist you to apply for working visa for your employee who is to be transferred to and stationed in Hong Kong. Our fees for the working visa application is USD800. The time frame is around 4-6 weeks.

For further information or assistance, please call us:

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