

Hong Kong Representative Office Registration Package #HKRO03 - Registration Plus Working Visa

1. Hong Kong Representative Office Registration and Hong Kong Working Visa Application

Our fees, inclusive of official filing fee, for the registration of a Representative Office in Hong Kong and application for Hong Kong working visa are USD1,475, 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) Application for Hong Kong Working Visa (one person)
- (7) Payment of Hong Kong working visa/investment visa application fee

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

2. RO Registration and Working Visa Application Time Frame

The registration of a RO will take 3 working days to complete, and it will take around 4-6 weeks to process the working visa application. 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) Corporate documents of the foreign company
- (5) A copy of the latest financial statements of the foreign company
- (6) Proof of academic qualification of the applicant
- (7) Proof of working experience of the applicant

4. Materials Given to Client after Registration and Account Opened

- (1) Original Business Registration
- (2) Working Visa

5. Payment Term

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

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

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