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Hong Kong Private Company - Nominee Company Secretary

1. Statutory Requirements

Every limited company must have a **Company Secretary** (Hong Kong Companies Ordinance) who will perform a variety of tasks crucial to the smooth running of the company, which includes ensuring that the company's statutory obligations are complied with.

2. Qualification for Company Secretary

The Company Ordinance requires that only the following persons are eligible to be appointed as Company Secretary of a Hong Kong private company:

- (1) Hong Kong ordinary resident over the age of 18; or
- (2) Hong Kong registered company; or
- (3) Company registered outside Hong Kong but has a place of business in Hong Kong

3. Our Nominee Company Secretary Services

We provide a **company secretarial service** to ensure that these important statutory requirements are fulfilled, leaving the day to day running of the company to the directors. We ensure that all the company's statutory requirements are met, including the filing of the accounts and annual returns (subject to the receipt of all requisite documents).

In particular, our Nominee Company Secretary Services are limited to:

- (1) Acting as Company Secretary of your Hong Kong company;
- (2) Prepare minutes of board meetings or board written resolution;
- (3) Preparation and filing of Annual Return;
- (4) Filing of documents at the Companies Registry including changes of registered office and secretary;
- (5) Updating and maintenance of statutory registers

4. Our Fees

Our fees for providing a Hong Kong local resident or a local company to act as Company Secretary are providing the related services listed in Section this service is **USD350.00** per annum. Our fees do not cover the Annual Return statutory filing of HKD105.

5. Optional Secretarial Services

As a licenced public accounting firm, we also provide a full array of corporate secretarial services, including but not limited to:

- ❖ Amendment of Articles and Association of Memorandum
- ❖ Increase of authorised share capital
- ❖ Reduction of share capital
- ❖ Issue and allotment of shares
- ❖ Updating and maintaining the Register of Members and Debenture Holders
- ❖ Arranging for charges to be registered and recorded in the Register of Charges
- ❖ Change of company name
- ❖ Transfer of shares
- ❖ Share buyback
- ❖ Appointment and resignation of directors
- ❖ Holding Annual General Meetings