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## Hong Kong Private Company – Procedures and Fees for Allotment of Shares

### 香港公司发行新股份之程序和费用

#### 1. Our Service Fees for Processing Share Allotment

Our fees for handling an issue and allotment of shares in a Hong Kong private company are USD200 for the first new shareholder/allotee and USD100 each for the second and thereafter.

The issue and allotment here is limited to issue of new shares from existing registered capital. In any case that the existing registered capital is insufficient to allow such intended issue and allotment, the company may need to increase its registered capital first. We can also assist you to process the increase of registered capital. Please refer to our “**Hong Kong Private Company – Procedures and Fees for Increase of Registered Capital**” for details.

#### 2. Our Share Allotment Services

The fees stated in Section 1 include the following services in particular:

- (1) Reviewing Articles of Memorandum and Association and Register of Members
- (2) Preparation of Minutes of Directors' Meeting and share allotment documents
- (3) Filing share allotment documents with Companies Registry
- (4) Issuing new share certificate
- (5) Updating Register of Members
- (6) Delivery of new share certificate

Please note delivery charge is not included in the fees stated above.

### **3. Share Allotment Procedures**

- (1) The Company receives application(s) from potential investor(s) (or new shareholder(s));
- (2) The Board of Directors holds a Board Meeting and pass a resolution to resolve the issuance of new shares; Alternatively, a written resolution to resolve the issuance of new shares are signed by all directors;
- (3) The Company issues share certificate(s) to the new shareholder(s);
- (4) The Company updates the Register of Member;
- (5) The Company files a specified share allotment form with the Companies Registry within a month after allotment;

### **4. Materials Required for the Allotment of Shares**

The following materials are required for the purpose of issuing and allotment of shares in a Hong Kong private company:

- (1) A copy of the Memorandum and Articles of Association
- (2) The Register of Members
- (3) Share certificates
- (4) A copy of the latest Annual Return
- (5) The names and residential address (with proof) of the new shareholder(s)
- (6) Number of shares to be issued and allotted
- (7) The amount of consideration per share. If consideration is not in cash, please specify the particulars of the consideration

If Kaizen acts as Company Secretary of your Hong Kong company, then client is only required to provide item (5), (6) and (7).

## 5. Time Frame

Normally, the whole process for allotment of shares could be completed in 2-3 day, starting from the date we receive the duly signed allotment documents. If client can come to our Hong Kong office to sign the documents and rush service is required, then the whole process could be completed in a day. Extra fees will be charged for rush service.

## 6. Materials Returned after Completion

The following materials will be returned to client after the process for issuing and allotment of shares is completed:

- (1) A share certificate to each new shareholder
- (2) Updated Register of Members
- (3) A copy of minutes authorizing the issue and allotment
- (4) A copy of documents filed with the Company Registry in respect of the issue and allotment

## 7. Payment Term and Method

We will full payment in advance before commencement of service. Payment method will be provided upon confirmation of order.

Further reading:

**Hong Kong Company Maintenance and Compliance Guide (5) - Issuing and Allotment of Shares**