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Hong Kong Private Company - Procedures and Fees for Change of Name

1. Fees for Change of Name of a Hong Kong Company

Our fees for handling the change of company name (either only change of Chinese name, English name or both) for your Hong Kong incorporated company are USD360.

Please note the addition of a Chinese name to an existing English name or the addition of an English Name to an existing Chinese name is also considered as change of company name.

2. Our Name Change Service

Our fees stated in Section 1 above cover the following services in particular:

- (1) Performing a name availability check
- (2) Preparation of shareholders minutes for change of company name
- (3) Filing of name change documents with **Companies Registry** and payment of appropriate official filing fee
- (4) Collecting **Certificate of Change of Name** from the Companies Registry
- (5) Ordering a new set of chop and seal with the new company name
- (6) Delivery of new Certificate and chops

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

3. Materials Required for Change of Name of a Hong Kong Company

The following documents and materials are required for the application for change of company:

- (1) Proposed new company name (English or Chinese or both)
- (2) Resolution of shareholders' meeting (prepared by Kaizen)
- (3) Duly completed and signed form designated for change of company name (prepared by Kaizen)
- (4) A copy of Memorandum and Articles of Association

If Kaizen acts as Company Secretary of your Hong Kong company, then you are only required to provide us the proposed new name of the company.

4. Time Frame

It normally takes 1 week to get the Certificate of Change of Name after submission of relevant application documents to the Hong Kong Companies Registry. Please note that the change of a company name takes effect from the date of issue of Certificate of Change of Name, instead of the passing of the resolution changing the name.

Please note with the recently introduced online filing system, the change of name could be completed in two days.

5. Procedures for Change of Name

- (1) Check availability/registrability of the proposed new company name;
- (2) Hold an extraordinary General Meeting (EGM) to change the name
- (3) Submission of application of change of name to the Hong Kong Companies Registry
- (4) Issue of Certificate of Change of Name
- (5) Arrange a new set of common seal and company stamp in the new company name

6. Materials Returned to Client after Change of Name

After we complete the whole process, the following materials will be returned to you:

- (1) Certificate of Change of Name
- (2) Shareholders' minutes/written resolutions authorising change of name
- (3) Common Seal and stamp with the new name

Please note reprinting of Memorandum and Articles of Association (MAA) to incorporate the new name is not required by the Company Ordinances and therefore we will not reprint the MAA unless otherwise requested. Extra fees will be charged for reprinting of MAA.

7. Payment Term and Payment Methods

We require full payment in advance before commencement of services. Payment methods will be provided upon confirmation of order.