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## **Hong Kong Private Company – Procedures and Fees for Increase of Authorised Capital**

### **1. Our Fees**

Our fees for handling the application for increase of authorised capital are USD200.

This is limited to handling the increase of authorized capital of the same class. If the increase of authorized capital involves creation of additional class of shares, extra fees will be charged.

### **2. Our Services**

The fees cover the following services in particular:

- (1) Reviewing Articles of Memorandum and Association and Register of Members
- (2) Preparation of Minutes of Shareholders' Meeting and other necessary documents
- (3) Filing documents for the increase with Companies Registry and payment of capital duty
- (4) Delivery of documents for the increase of capital to client

Please note that delivery charge, if any, is not included in the fees stated above..

### **3. Documents and information needed to be provided by clients**

In order to enable us to prepare the documents for transfer of shares, we need to have the following information and documents:

- (1) A copy of the Memorandum and Articles of Association of the subject company
- (2) A copy of the latest Annual Return

- (2) Register of Members (shareholders) and Register of Directors
- (4) The amount of shares to be increased (amount of authorised capital to be increased)

If Kaizen acts as company secretary of your Hong Kong company, then you are only required to provide us with the amount of authorized capital to be increased.

#### **4. Time Frame for Processing an Increase of Capital**

The increase of authorised could be completed in one day. The process works like this:

- (1) Review Memorandum and Articles of Association and previous filings and Register of Capital
- (2) prepare resolution (or arrange extra ordinary general meeting) to effect the increase
- (3) File specified form with the Hong Kong Companies Registry

#### **5. Capital Duty**

The Hong Kong Government has decided to abolish the capital duty starting from 1 June 2012. No capital duty is required for both incorporation and/or increase of capital after 1 June 2012.

#### **6. Materials Returned after Completion**

The following materials will be returned to client after the process is completed:

- (1) Shareholders' written resolution or minutes of shareholders authorizing increase of authorized capital
- (2) 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.