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## Costs and Procedures for Registering a New Seychelles International Business Company

### 1. Costs for Registering a New Seychelles Company

We will help to incorporate an international business company in Seychelles with a standard registered capital of USD50,000. Our fees for the registration of such a company is USD950. In particular, our incorporation services include:

- (1) Preparation of incorporation documents and filing of the documents with the Registrar for incorporation;
- (2) Payment of official filing fee
- (3) Provision of registered office service (first year)
- (4) Provision of registered agent service (first year)
- (5) One company kit, including common seal and chop

Note:

- (1) The fee quoted above excludes before delivery charge. The amount of courier charge will be advised upon confirmation of delivery address.
- (2) Chinese name is available at an extra fee of USD200.

### 2. Materials to be provided by Client

Client needs to provide the following documents and information to Kaizen by email or fax or post for purpose of incorporation:

- (1) Proposed company name, either in English only or both English and Chinese;
- (2) One photocopy of passport and residential addresses proof (such as utility bill or telephone bill) in respect of each shareholder; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
- (3) One photocopy of passport and residential addresses proof (such as utility bill or telephone bill) in respect of each director; if director is another corporation, please provide Certificate of Incorporation and registered office;
- (4) Percentage of shareholdings if more than one shareholder. Unless otherwise advised, the amount of issued capital will be USD1 (one share at USD1 each) if there is only one shareholder;
- (5) Basic background information of the new company, such as the principal business activities, the products to be traded or services to be provided, the location of suppliers and customers, the expected turnover of the first year etc.

### 3. Step by Step Guide to Register Your Seychelles Company through Kaizen

- (1) Client places an order for incorporation with Kaizen and provides the documents and information listed in Section 2 to Kaizen by email or fax or post.
- (2) Kaizen performs a name availability search in the Register of Companies in Seychelles and confirms with clients whether the proposed company name(s) is/are available for registration or not. Clients are advised to provide at least two proposed names in priority of preference in case that the most preferred one is gone and it could be replaced by the second preference.
- (3) After confirmation of the availability of the proposed name, Kaizen then issues an invoice of our service fees and email it to client for settlement.
- (4) After confirmation of payment, Kaizen prepares incorporation documents and submit them to the Register of Companies for incorporation.
- (5) After 2 to 3 working days, the Registrar of Companies issues the Certificate of Incorporation. Then our associate in Seychelles will deliver it to our Hong Kong office.
- (6) Then, Kaizen prepares other post-incorporation documents and deliver the corporate documents by email to client for signing. Alternatively, client can come to our offices to sign the corporate documents and collect the company kit in person.
- (7) Upon receipt of the duly signed corporate documents from client, Kaizen will then dispatch the company kit to client by courier.

### 4. Estimated Time Frame

It is estimated that the whole registration process would take any around 7 working days and takes around 7 days to open a corporate account. The table below shows the estimated time frame for each of the steps for the registration process.

Step	Description	Time
1	Kaizen receives the documents required for incorporation from client	Day 1
2	Kaizen checks name availability and confirms with client the search results	Day 2
3	Client sends payment to Kaizen	Day 2
4	Kaizen or its associate in Seychelles files the incorporation documents with the Registrar of Companies	Day 3
5	The Registrar of Companies issues the Certificate of Incorporation	Day 6
6	The Certificate of Incorporation being delivered to Hong Kong	Day 10
7	Kaizen prepares other corporate documents and sends them to client for signing	Day 11
8	Client returns the duly signed documents back to Kaizen by email or fax	Day 12
9	Company kit being delivered to Client	Day 13

## 5. Registration Documents Returned to Client after Registration

After the Seychelles IBC is officially registered, Kaizen will return the following documents and materials for retention:

- (1) Original copy of Certificate of Incorporation;
- (2) 3 printed copy of Memorandum and Articles of Association (sample Memorandum and Articles of Association);
- (3) One copy of share certificate for each shareholder;
- (4) Resolution appointing first director(s);
- (5) One statutory book (members register, directors register and share register);
- (6) One company chop and one Common Seal;

## 6. Time of Billing and Payment Methods

Upon receipt of your order, we will issue an invoice to you for your settlement. We require full payment in advance before commencement of service.

We currently only accept Hong Kong Dollar check, cash or TT and credit card through Paypal. Please click [here](#) for payment methods. An extra fee of 5% will be charged if payment is made by Paypal.

## 7. Annual Maintenance

- (1) Annual Maintenance Fee  
Starting from the year following the registration, a Seychelles company is required to pay an annual renewal fee of USD700 (applicable to company with registered capital of no more than USD500,000) to maintain in good standing. In particular, the annual maintenance fee covers the following services:
  - (a) Annual licence fee
  - (b) Annual registered agent fee
  - (c) Annual registered office fee
- (2) Time of Payment  
The annual renewal fee needs to be paid not later than 30 November every year following the year of incorporation. We will send a renewal notice to all our clients 3 months before the due date for payment. If you do not receive our renewal notice by 31 October, please inform us accordingly.

## 8. Optional Services

- (1) Certificate of Incumbency  
Upon request, we can apply for a Certificate of Incumbency immediately after the company is duly registered at a cost of USD200. The Certificate of Incumbency is normally required by bank for bank account opening.
- (2) Bank Account Opening  
Upon request, Kaizen can arrange to assist client to open a corporate bank account in Hong Kong for his Seychelles company. Our fees for this service are USD450 per bank account.

(3) CPA Certification

Upon request, Kaizen can arrange to prepare CPA certified corporate documents at a cost of USD100 per set. This type of certification is normally required by banks for bank account opening purpose. .

**9. Important Notes**

- (1) Both the shareholder and director of a Seychelles international business company can be individual or corporation and they can be the same person. Also, there is no restriction on their nationality.
- (2) The standard capital of a Seychelles company is USD50,000, divided into 50,000 shares of USD1 each.
- (3) A Seychelles company can have a Chinese name. However, the meaning of the Chinese name must be the same as the English name.