

Shenzhen Office, China
 Room 2508, Shenhua Comm.
 Bldg., 2018 Jiabin Road,
 Luohu District, Shenzhen
 Tel: +86 755 8268 4480
 Fax: +86 755 8268 4481

Shanghai Office, China
 Room 1022, YunSun Tower
 2025 Zhongshan Road West
 Xuhui District, Shanghai
 Tel: +86 21 6439 4114
 Fax: +86 21 6439 4414

Beijing Office, China
 Room 501, Block A, Houking
 Century Plaza, 108 Zhichun
 Road, Haidian District, Beijing,
 Tel: +86 10 6210 1890
 Fax: +86 10 6210 1882

Singapore Office
 9 Penang Road
 #07-15 Park Mall
 Singapore 238459
 Tel: +65 6883 1061
 Fax: +65 68831024

Singapore Company Incorporation Order Form 新加坡公司注册表格

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN BY FACSIMILE OR EMAIL 请尽量完成以下表格，然后以传真或电邮或邮寄到：

To: Kaizen Corporate Services Limited 启源商务咨询有限公司 Room 2101-03, Futura Plaza, 111 How Ming Street, Kwun Tong, Hong Kong 香港观塘巧明街 111 号 富利广场 2101-03 室 Tel 电话: +852 2341 1444 Fax 传真: +852 2341 1414 Email 电邮: info@bycpa.com	From:
--	--------------

1 CONTACT PERSON 联系人

	Name in Chinese 中文姓名	
	Name in English 英文姓名	
	Tel/Fax Number 电话/传真号码	
	Cell Phone Number 手机号码	
	Email Address 电子邮件	
	Mailing Address 邮件地址	
NOTE: Please notify Kaizen on any change of above particulars. 注：以上数据如有任何变更，请实时通知启源。		

2 STRUCTURE OF THE SINGAPORE COMPANY 新加坡公司的架构

2.1	Proposed Company Name 拟注册之公司名称
	First Choice 第一选择
	Second Choice 第二选择

	Note: the name of the company could only be in English. 注：公司名称只可以是英文。	
2.2 Share Capital 注册资本		
	Authorised Capital 授权注册资本	
	Paid up Capital 实际发行资本	
Note: Unless otherwise indicated, the standard authorised capital of S\$100,000 will be adopted. 注：除非另有说明，或者将采用标准注册资本新加坡币 100,000 元。		
2.3 Registered Address 注册地址		
	Address in English 英文地址	
Note: Do not fill out this part if use Kaizen's Registered Office service. 注：如使用启源的注册地址服务，则无需填写此项。		
2.4 Particulars of Shareholders 股东信息		
	(1) Shareholder 股东	
	Name in English 英文名称	
	Name in Chinese 中文名称	
	Nationality/Place of Incorporation 国籍/注册地	
	Passport/ID/Comp any No. 护照/身份证/公司 注册编号	
	Residential/Regist ered Address 住址/注册地址	
	Date of Incorporation 注册日期	
	Tel./Fax. 电话/传真	
	Email Account 电子邮箱	
	Shareholding 持股量	
	(2) Shareholder 股东	

	Name in English 英文名称	
	Name in Chinese 中文名称	
	Nationality/Place of Incorporation 国籍/注册地	
	Passport/ID/Company Registration No. 护照/身份证/公司注册编号	
	Residential/Registered Address 住址/注册地址	
	Date of Incorporation 注册日期	
	Tel./Fax. 电话/传真	
	Email Account 电子邮箱	
	Shareholding 持股量	
<p>Note: Please use Continuation Sheet A if more than two shareholders. 注：如多于两名股东，请使用续页 A。</p>		
2.5	Particulars of the Directors 董事资料	
	(1)	Director 董事
	Name in English 英文名称	
	Name in Chinese 中文名称	
	Nationality 国籍	
	Passport/ID No. 护照/身份证编号	
	Residential Address 住址	
	Tel./Fax. 电话/传真	
	Email Account 电子邮箱	
	(2)	Director 董事
	Name in English 英文名称	
	Name in Chinese 中文名称	
	Nationality 国籍	

	Passport/ID No. 护照/身份证号码	
	Residential Address 住址	
	Tel./Fax. 电话/传真	
	Email Account 电子邮箱	
<p>Note: If more than two Directors, please use Continuation Sheet B. One of the director must be a local Singapore resident. 注：如多于两名董事，请使用续页 B。其中一个董事必需是新加坡居民。</p>		
2.6	Particulars of Company Secretary 公司秘书资料	
	Name in English 英文名称	
	Name in Chinese 中文名称	
	Singapore ID No. 身份证号	
	Residential Address 住址	
	Tel./Fax. Number 电话/传真	
	Email 电邮	
<p>Note: Do not fill out this part if Kaizen's Company Secretary service is used. 注：如使用启源的代理秘书服务，则无需填写此部分。</p>		
2.7	Particulars of Witness to the Signature(s) of Subscribers 股东签署见证人数据	
	Name in English 英文名称	
	Name in Chinese 中文名称	
	Residential Address 住址	
	Occupation 职业/职位	
<p>Note: If you are not signing the Memorandum and Articles of Associations in front of our staff, please provide here the particulars of a witness who will be witnessing your signature. The witness could be anyone over the age of 18. 注：如果您不是在我们的同事面前签署公司章程，麻烦您提供一个第三者作为您于签署公司章程时的见证人。该见证人必须年满 18 岁。</p>		
2.8	Scope of Business 营业资料	
	Business Activities 主要经营业务	
	Place of Operation 业务经营地	
	Estimated Turnover	

of the First Year 估计首年营业额	
Location of Customers 客户所在地	
Location of Suppliers 供货商所在地	

3 Particulars of the Bank Account 公司账户资料

Note: If you also engage Kaizen to open the bank account for you, please fill out this part.
注: 如您同时委托启源代理开户, 请填写次部分。

Branch Name 分行名称	
Name of Authorised Signer(s) 授权签署人姓名	
Signing Instructions 签署指示	
Check Book required 是否需要支票	
ATM Card Required 是否需要提款卡	
Estimated Number of Transactions per Month 预计月交易次数	
Estimated Turnover 预计每个月的交易额 (进出金额总和)	
Principal Mode of Transaction 主要交易方式	电汇 / 支票 / 现金

4 Method of Payment 付款方式

(1)	By Telegraphic Transfer 以电汇付款
	By telegraphic transfer to our account at 电汇到本公司以下账户 Banker: Hongkong & Shanghai Banking Corporation Ltd. 银行: 香港汇丰银行 Bank address: G/F., Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, Hong Kong 银行地址: 香港观塘开源道 71 号王子大厦地下 Beneficiary: Kaizen Corporate Services Limited 收款方: 启源商务咨询有限公司 Multi-currencies Account: 116-713777-838 账户号码: 116-713777-838 Swift Code: HSBCHKHCHKH
(2)	By Check 以支票付款
	By cheque made out in favour of 'Kaizen Corporate Services Limited' addressed to Room 2103, Futura Plaza, 111 How Ming Street, Kwun Tong, Hong Kong

		支票抬头写: 启源商务咨询有限公司
--	--	-------------------

5 Service Fees 服务费用		
Item 项目	Description 描述	Amount (USD) 金额 (美元)
1	Official Filing Fee 政府注册费	
2	Complete Company Kit 公司套装	
3	First Year Company Secretary 首年公司秘书	
4	First Year Registered Office 首年注册地址	
5	Our Service Fees 本公司的服务费	
6	Delivery 快递费	
7	Setting up Bank Account (HSBC) 协助开设银行账户	
	Total 总数	

Note: USD1.00 = HKD7.80; HKD1.00 = RMB0.84
注: 1 美元 = 港币 7.80 元; 港币 1 元 = 人民币 0.84 元

6 Declaration 声明/Authorization 授权	
<p>The undersigned person(s), hereby declare that all the information I/we have provided in this form is true and correct and hereby authorise Kaizen Corporate Services Limited to proceed with the incorporation/purchase of the above Hong Kong Company and all documents correspondence and Debit Notes will be sent to the address specified below 本人, 即下列签署人, 特此声明本人于此注册表格所提供的所有数据均为真实及正确, 并授权启源商务咨询有限公司负责本表格所述公司的注册事宜, 关于注册此公司的所有文件及账单, 应该发送到下列地址或电子信箱:</p>	
Name 名称	
Signature 签署	
Mailing Address 邮件地址	
Passport/ID No. 护照/身份证号码	
Tel/Fax No. 电话/传真号码	
Email 电邮	

Schedule 1 – Checklist of Documents Provided
附表 1 – 注册文件清单

No. 序号	Name of Documents 文件名称	Check (✓) 剔(✓)
1	This incorporation order form 本注册表格	
2	A photocopy of the passport or Hong Kong Identity Card or Certificate of Incorporation of each director 每个董事的护照或身份证或注册证书复印件一份	
3	A photocopy of the residential address proof of each director 每个董事的住址证明复印件一份	
4	A photocopy of the passport or Hong Kong Identity Card or Certificate of Incorporation of each shareholder 每个股东的护照或身份证或注册证书复印件一份	
5	A photocopy of the residential address proof of each shareholder 每个股东的住址证明复印件一份	

Continuation Sheet 续页 A – Particulars of Shareholder 股东数据

2.4	Particulars of Shareholders 股东数据	
	(3)	Shareholder 股东
	Name in English 英文名称	
	Name in Chinese 中文名称	
	Nationality/Place of Incorporation 国籍/注册地	
	Passport/ID/Company Registration No. 护照/身份证/公司注 册编号	
	Residential/Registere d Address 住址/注册地址	
	Date of Incorporation 注册日期	
	Tel./Fax. 电话/传真	
	Email Account 电子邮箱	

Continuation Sheet 续页 B – Particulars of Director 董事资料

2.5	Particulars of the Directors 董事资料	
(3)	Director 董事	
	Name in English 英文名称	
	Name in Chinese 中文名称	
	Nationality 国籍	
	Passport/ID No. 护照/身份证编码	
	Residential Address 住址	
	Tel./Fax. 电话/传真	
	Email Account 电子邮箱	