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**7 · Company Secretary Detail**

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Use GIA Management (HK) Ltd to be your Secretary. (this is normal choice)

Use yours. (has to be either a Hong Kong resident or HK Company )

Name(Chinese)		Name(English)	
Address			
Passport/ID		Nationality	

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**8 · Register Office** (must be located in HK, mail box is not accept)

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We Provide. (this is normal choice)

Your Address :

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**9 · Witness to the document Signatures (if you company is a new company please fill up list)**

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Name

Address

Job  Executive Secretary  Management Consultant  other \_\_\_\_\_

**\* Note: All fees are due upon presentation of invoice and no refunds will be given after purchase.  
Corporate One reserves the right to amend its fee schedule without prior notice.**

# Notes for completion of Form HKG01

## General Requirements for Incorporation of Hong Kong Company

- (1) The proposed company name, which can be in English or Chinese only or both, can not be the same or too similar as one already registered with Companies Registry;
- (2) Each company incorporated in Hong Kong must have at least one shareholder, one director and a company secretary. However, a person can act in dual capacity. That is, one can act as shareholder, director and secretary at the same time.
- (3) Shareholder and director can be of any nationalities. However, Company Secretary must be a Hong Kong resident or a company incorporated or having a business address in Hong Kong. We can provide Company Secretary upon request. We also have incorporation package which includes Company Secretary (please click here for a detailed definition, powers and responsibilities of Company Secretary).
- (4) Each company must have a Hong Kong address to be used as Registered Office for communication with the Hong Kong Government. We can provide Registered Office upon request and we have incorporation package which includes a registered office. Of course, you can opt to use your own address as registered office.
- (5) There is no restriction on the amount of share capital and the share capital can be expressed in any currency other than HKD. However, all companies will be incorporated with a standard capital of HKD10,000 divided into 10,000 shares of HK\$1.00 each unless otherwise advised. Also, all shelf or readymade Hong Kong companies sold by us come with a standard capital of HK\$10,000 divided into 10,000 shares of HK\$1.00 each. You can always increase the share capital should you wish to do so. However, a capital duty of 0.1% on the amount of authorised share capital so increased is to be paid to Hong Kong Government. The maximum amount of capital duty is HK\$30,000.
- (6) Unless otherwise advised, the prices quoted for registration of Hong Kong company in this website apply to company with an standard share capital of HK\$10,000. You can always specify another amount higher than HK\$10,000, however, you will have to pay a capital duty of 0.1% on the amount in excess of HK\$10,000. The maximum amount of capital duty is HK\$30,000.
- (7) In accordance with Business Registration Ordinances, a company once incorporated, must apply to the Inland Revenue Department for a Business Registration Certificate within one month after its incorporation.

## Hong Kong Company Registration Procedures

### *Step 1:*

Clients provide to us the proposed company names, documents and information required. Then we shall check and confirm if the proposed company name is available for registration/registrable within one working day.

A proposed name could not be registered if it is the same as a registered name appearing on the Registrar's index of company names maintained by the Companies Registry. We will conduct a name search before filing the registration documents.

### *Step 2:*

After confirmation of the availability of the proposed name, we shall prepare all the incorporation documents, including Memorandum and Articles of Association, appointment of first directors and secretary, notice of registered office, minutes of first board meeting and application form for business registration certificate. Then, we will send the incorporation documents to clients for their signing. The clients sign the incorporation documents and then return them back to us.

*Step 3:*

After receipt of the duly signed incorporation documents from client; then we file the following documents with Companies Registry together with the appropriate fees for the application of Certificate of Incorporation:-

- (a) Memorandum and Articles of Association of the intended company.
- (b) A Statutory Declaration of Compliance.

*Step 4:*

In about 5 working days, we receive the Certificate of Incorporation from Companies Registry. Then, we will file the following documents with Companies Registry:

- (a) Notification of Appointment of First Directors and Secretary
- (b) Letter of Appointment of First Directors
- (c) Notice of Consent to Act as Director
- (d) Notification of Situation of Registered Address
- (e) Any other documents if appropriate

*Step 5:*

Finally, we submit the form for application for Business Registration Certificate to Inland Revenue Department to apply for the Business Registration Certificate with payment of appropriate fee. After obtaining the Business Registration Certificate from the Inland Revenue Department, the whole incorporation process is completed and the whole set of duly filed incorporation documents is delivered to clients.

## **Documents Required from Clients**

Before we can commence the registration process, we require the following document and information:

- (1) Proposed company name, either in English only or Chinese only or both;
- (2) One photocopy of passport and residential addresses of all shareholders, if shareholders are not Hong Kong residents; One copy of Hong Kong Identity Card and residential addresses of all shareholders, if shareholders are Hong Kong residents; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
- (3) One copy of passport and residential addresses proof of all directors, if directors are not Hong Kong residents; One copy of Hong Kong Identity Card and residential addresses of all directors, if directors are Hong Kong residents; if director is another corporation, please provide Certificate of Incorporation and registered office;
- (4) One copy of Hong Kong Identity Card and residential address of Company Secretary (applicable only when we are not appointed Company Secretary of the proposed company);
- (5) Address of Registered Office (applicable only when clients want to provide their own address situated in Hong Kong);
- (6) Amount of share capital, percentage of shareholdings if more than one shareholder.

## Documents given to Clients after Incorporation

Once the incorporation process is completed, we will hand over the following documents to clients:

- (1) Original copy of Certificate of Incorporation (sample)
- (2) Original copy of Business Registration Certificate (sample)
- (3) 10 printed copy of Memorandum and Articles of Association (sample)
- (4) 20 copies of blank share certificate
- (5) One statutory book (members register, directors register and share register)
- (6) One company chop and one Common Seal
- (7) Duplicate copy of documents filed with Companies Registry in relation to the appointment of directors, secretary, location of registered office.

## Payment Methods

Clients who residing in Hong Kong can pay our invoices by making cash or check deposits into our bank accounts listed below, or sending a check to

**Flat H, 13/F., Block 4, Kwun Tong Industrial Centre, 436 Kwun Tong Road, Hong Kong.**

Clients who residing everywhere else can wire the money to the accounts listed below.

Beneficiary:	Corporate One Limited
Banker:	HSBC Hong Kong
Address:	G/F., 71 Hoi Yuen Road, Kwun Tong, Hong Kong Tel: [852] 2341 0228 Fax: [852] 2797 0794
Account Number:	116-812199-838
SWIFT:	HSBCHKHHHKH
Banker:	China Construction Bank (Asia) Corporation Limited
Address:	G/F., 56 Hoi Yuen Road, Kwun Tong, Hong Kong Tel: [852] 2372 8500
Account Number:	009-644-3474818
SWIFT:	BOFAHKAX

### Remarks:

1. Bank services charges for wiring is to be paid by senders.
2. After the money is deposited or wired, please fax or email to us a copy of the deposit slip or remittance receipt for confirmation:  
- Email: [info@corporateone.com.hk](mailto:info@corporateone.com.hk) - Fax: +852 8143 1170