

Registration of Hong Kong Company - List of Required Documents

1. Draft company name (Chinese / English)
2. Nature of the company's business
3. Identification documents (e.g. passport, ID card) and proof of address (utility bills, bank statements, etc.) for all shareholders/directors
4. Declared share capital (registered capital), with a minimum of HKD 10,000.
5. Value per share

Our company's fee for the incorporation of a Hong Kong limited company is HKD 15,000.

It includes:

1. Certificate of Incorporation (CR)
2. Business Registration Certificate (BR) with first-year registration fees
3. 10 copies of Articles of Association
4. Share certificates and statutory record registers
5. one Common Seal, one Company Chop, one Authorized Signature Stamp
6. One set of notarized documents by a certified public accountant (for bank account opening)

Other Services Introduction:

1. Hong Kong Company Registered Address
(Provided by our company at an annual fee of HKD 3,500)
2. Hong Kong Company Secretary
(Provided by our company at an annual fee of HKD 3,500)
3. Notarized Bank Account Opening Documents by Certified Public Accountant
(HKD 2,800 per set)
4. Bank Account Opening Documentation Preparation and Application
(Starting from HKD 28,000 per account)
5. Annual Audit / Annual Return Filing
(Starting from HKD 5,000)
6. Tax Filing Services
(Starting from HKD 5,000)

Processing Time:

New company registration: 3 weeks

Purchase of pre-registered shelf company: 7-10 working days

Bank account opening: 2-3 months

(For Foreigners) Opening a Business Bank Account for a Limited Company in Hong Kong - Required Documents List

1. Passport (If a Chinese work visa is held, it must also be provided)
2. If holding a Foreigner's Work Permit in China, it must also be provided
3. Proof of address (utility bills such as water, electricity, or gas in the applicant's name)
4. Personal bank statement (for 3 months or more)
5. Personal resume
6. Educational certificates, proof of special skills, professional qualifications, awards, etc. (if required)
7. Tax documents

(For Chinese Citizens) Opening a Business Bank Account for a Limited Company in Hong Kong - Required Documents List

1. Passport
2. Identity Card
3. Proof of address (utility bills such as water, electricity, or gas in the applicant's name)
4. Personal bank statement (for 3 months or more)
5. Personal resume
6. Educational certificates, proof of special skills, professional qualifications, awards, etc. (if required)
7. Tax documents

(For Hong Kong Residents) Opening a Business Bank Account for a Limited Company in Hong Kong - Required Documents List

1. Passport
2. Hong Kong Identity Card
3. Proof of address (utility bills such as water, electricity, or gas in the applicant's name)
4. Personal bank statement (for 3 months or more)
5. Personal resume
6. Educational certificates, proof of special skills, professional qualifications, awards, etc. (if required)
7. Tax documents

Required Documents for Hong Kong Company

1. Notarized Bank Account Opening Documents by Certified Public Accountant
2. Lease Agreement
3. MPF Proof - if applicable
4. Company Insurance - if applicable
5. Office Photos (10 or more)
6. Company Cooperation and Affiliation Documents(Any cooperation agreements, contracts, or affiliation agreements related to the company's business.)
- *Utility and Management Fee Payment Proof (if required)
7. Company Promotional and Product Materials (Company brochures, promotional materials, website)
8. Company's Bank Account Opening Application Letter
9. Tax Documents (if applicable)

Documents Required for Other Overseas Companies (Including China)

1. Company License
2. Lease Agreement
3. Social Security Proof (any documentation related to social security or employee protection)
4. Office Photos (More than 10)
5. Company Bank Account (3 months or more)
6. Company Cooperation and Affiliation Documents(Any cooperation agreements, contracts, or affiliation agreements related to the company's business.)
7. Past Audit and Tax Compliance Records (1-2 years)
8. Company Promotional and Product Materials (Company brochures, promotional materials, website)

Please Answer the Following Questions (For Bank Approval purposes only)

Q 1: Does the company hold any Hong Kong/overseas bank accounts?

Answer:

Q 2: Has the company's bank account ever been cancelled?

Answer:

Please complete the following Company Information Declaration Form (For Bank Approval Use Only)

企業賬戶審查問卷 Questionnaire for Corporate Account Review

公司名稱 Company Name:	
商業登記証號碼 Business Registration No.:	公司網站 (如有) Company Website (if any):
公司註冊証書號碼 Certificate of Incorporation No. :	

商業性質/行業 Nature of Business	
☐ 服務 Service ☐ 顧問 Consultancy ☐ 金融 Finance ☐ 物流 Logistics ☐ 貿易/批發/零售/製造* Trading/Wholesale/ Retail / Manufacturing* *刪去不適用者 *Please delete as appropriate 如有貨倉/商店, 請註明其地址 If maintain Warehouse/Shop ,Please provide address of the Warehouse/Shop 貨倉/商店地址 Address of the Warehouse/Shop: _____ ☐ 投資控股, 投資類型 Investment Holding, Type of Investment : _____ ☐ 其他, 請註明 Others, please specify: _____	
業務類別(請註明產品, 服務類型等) Business Activities (Please specify the products, type of services etc.)	

貴公司是否有提名協議 / 信託架構 Is the company presence any Nominee Arrangement?: ☐ Yes ☐ No
 如有, 請說明此提名協議 / 信託架構安排的原因 If Yes, please indicate the reason(s) of such Nominee Arrangement:

商業資料 Business Information	
主要業務營運國家 Country Where Major Business is Operated ☐ 香港 HK ☐ 中國 China ☐ 美國 US ☐ 其他地區, 請註明 Other areas, please specify _____	銷售市場所在國家 Country of Sales Market ☐ 香港 HK ☐ 中國 China ☐ 美國 US ☐ 其他地區, 請註明 Other areas, please specify _____
聯繫公司, 如有 Associated Companies , If any , please specify 所在國家 Place of Country: _____ 公司名稱 Company Name: _____	主要供應商所在國家(如有) Country of Major Suppliers, if any ☐ 香港 HK ☐ 中國 China ☐ 美國 US ☐ 其他地區, 請註明 Other areas, please specify _____
僱員人數 Number of Employees: ☐ 香港 HK _____ ☐ 中國 China _____ ☐ 其他地區, 請註明 Other areas, please specify _____	資金來源地 Country(s) of Source of Funds (Applicant can tick more than one box and specify the major countries) (可選擇多於一個地方及列明主要來源國家) ☐ 香港 HK ☐ 中國 China ☐ 美國 US ☐ 其他地區, 請註明 Other areas, please specify _____
未來持續資金來源 (請選擇所有適用的項目) Principal Source of Fund for the Future (Select all applicable) ☐ 營業收入 Business Income ☐ 合夥人的投資 Investment by Business Owner / Partner ☐ 企業貸款 Business Loans ☐ 物業/資產出售 Sale of Assets/Property ☐ 房地產投資 Real Estate Investment ☐ 其他投資回報 Other Return on investment, 請註明 please specify _____ ☐ 捐款 (僅適用於非牟利機構) Donation (Applicable for Non-profitable organization only) ☐ 其他, 請註明 Others, please specify _____	行業經驗 Years of Experience in Business _____ 年 / Year(s) 預計年度營業額 Anticipated Annual Sales Turnover (港幣 HK\$): 金額 Amount : _____

預期每月支出數量 Expected Monthly Number of <u>Outward</u> Payments: ☐ 1-20 ☐ 21-50 ☐ >50 每月涉及支出總金額(港幣 HK\$) Monthly Transaction Volume of <u>Outward</u> Payments (HK\$): _____ 支出付款方式 Mode of <u>Outward</u> Payments: (可選擇多於一 may select more than 1) ☐ 現金 Cash ☐ 匯票/支票 Demand Draft/Cheques ☐ 電匯 Telegraphic Transfer ☐ 自動轉帳 Auto-Pay ☐ 信用證 Letter of Credit ☐ 非信用證托收 Non-LC Documentary Trade ☐ 其他, 請註明 Others, please specify _____	預期每月收入數量 Expected Monthly Number of <u>Inward</u> Payments: ☐ 1-20 ☐ 21-50 ☐ >50 每月涉及收入總金額(港幣 HK\$) Monthly Transaction Volume of <u>Inward</u> Payments (HK\$): _____ 收款方式 Mode of <u>Inward</u> Payments: (可選擇多於一 may select more than 1) ☐ 現金 Cash ☐ 匯票/支票 Demand Draft/Cheques ☐ 電匯 Telegraphic Transfer ☐ 自動轉帳 Auto-Pay ☐ 信用證 Letter of Credit ☐ 非信用證托收 Non-LC Documentary Trade ☐ 其他, 請註明 Others, please specify _____
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如業務性質為貿易 / 批發及製造業，必須填寫 To be completed by Trading / Wholesale & Manufacturing Business

主要供應商全名(首五名) Full Name of Major Supplier (TOP 5)	所在國家 Place of Country	商品性質 Nature of Goods / Products	佔總營業額之 大約百分比 Approx. % of Annual Sales	結算方法 Method of Settlement	貨品運輸方式： (陸運，船運，空運等) Delivery method: (By Land, Vessel, Air etc.)
1.					
2.					
3.					
4.					
5.					

主要客戶全名(首五名) Full Name of Major Customer / Buyer (TOP 5)	所在國家 Place of Country	商品性質 Nature of Goods / Products	佔總營業額之 大約百分比 Approx. % of Annual Purchases	結算方法 Method of Settlement	貨品運輸方式： (陸運，船運，空運等) Delivery method: (By Land, Vessel, Air etc.)
1.					
2.					
3.					
4.					
5.					

如業務性質為製造業，必須填寫 To be completed by Manufacturing Business

1. 貴公司的生產設備設置在哪裡？

Where are your company manufacturing facilities located? _____

2. 貴公司會否外購其他製造公司代勞部分的生產程序？如有，請列明外購公司的名稱，及其所屬國家或地區？

Does your company outsource manufacturing to 3rd parties? If yes, who are the 3rd parties and country of manufacturing? _____**如業務性質為投資控股公司，必須填寫 To be completed by Investment Holding Company**

請提供所有 獨資經營者/合夥人/主要股東/最終受益擁有人以及對貴公司行使最終控制權的個人的財富來源

Please provide details and source of wealth of the Sole Proprietor/Partner(s) /Ultimate Beneficial Owner and any individual(s) who exercises ultimate effective control over your company.

姓名 Name: _____ 護照/香港身份證號碼 Passport/HKID No: _____

國籍 Nationality: _____ 出生日期 Date of Birth: _____

身份 Capacity: 獨資經營者/合夥人/ 最終受益擁有人/ 最終控權人 * (*刪去不適用者)

Sole Proprietor /Partner / Ultimate Beneficial Owner / Ultimate controller* (*Please delete as appropriate)

財富來源 Source of Wealth☐ 收入儲蓄 Savings from Employment Income (包括自願 Include self-employed)

顧主名稱 Name of Employer: _____ 行業 Industry: _____

受顧年期 Year(s) of Employment: _____ 職位 Position Held: _____

☐ 繼承/受贈 Inheritance/ Gift:

饋贈者名稱 Name of Benefactor: _____ 與饋贈者關係 Relationship to Benefactor: _____

☐ 投資/買賣物業* Investment /Property Sales *

投資種類/物業國家 Type of Investment / Country of Property: _____

*刪去不適用者 *Please delete as appropriate

☐ 其他，請註明 Others, please specify _____

FOR BUSINESS OPERATING COMPANY

COMPANY NAME 公司名稱: _____

Referred by 介紹人: _____

BACKGROUND OF THE COMPANY 企業背景資料

Purpose of Account 開戶目的 _____

Nature of Business / Industry 商業性質/行業 _____

Major Trading Products 主要貿易產品 _____

Principal Place of Business 主要營業地址 _____

Annual Sales Turnover 年度營業額 _____

Years of Experience in Business 行業經驗 / 年限 _____

Sales Target Market 銷售目標市場 _____

Major Supplies & Countries (by %) 主要供應商及所在國家 1 _____
2 _____
3 _____
4 _____
5 _____

Major Buyers & Countries (by %) 主要買家及所在國家 1 _____
2 _____
3 _____
4 _____
5 _____

Delivery / transportation mode for goods or services 貨物/服務的交貨/運輸方式 _____

Import / Export Companies, with warehouse for goods 進口/出口公司，有儲物倉庫: Yes 是 / No 否

Warehouse Location 倉庫所在地點 _____

Anticipated major methods & terms of payment/settlement between the buyers & suppliers of trade transactions 買家與賣家之間的主要貿易交易支付/結算條款 _____

Number of Employees & Countries 僱員人數 _____

Type of Source of Funds 資金來源類型: _____ Business Owner 公司所有者;
_____ Sales proceeds 銷售款;
_____ Return on investment 投資回報;
_____ Others, please specify 其他，請註明 _____

Means of Source of Funds 資金來源方式: _____ Cash 現金; _____ Cheque 支票; _____ Demand Draft 匯票; _____ Telegraphic Transfer 電匯
_____ Others, please specify 其他，請註明 _____

Origin of Source of Funds 資金來源地: _____ HK 香港; _____ China 中國; _____ US 美國;
_____ Others, please specify 其他，請註明 _____

Anticipated account activities 預期帳戶活動:

Anticipated Monthly Volume and Type of Activity 賬戶收支月交易量

Deposits 存款: No. of items 交易量 (宗): _____ Anticipated Total Dollar Amount 涉及總金額: _____

Withdrawals 支取: No. of items 交易量 (宗): _____ Anticipated Total Dollar Amount 涉及總金額: _____

FOR INVESTMENT HOLDING COMPANY

COMPANY NAME 公司名稱：_____

Referred by 介紹人：_____

BACKGROUND OF THE COMPANY 企業背景資料

Purpose of Account 開戶目的_____

Major Investment Products 主要投資產品 _____

Investment Target Market 投資目標市場 _____

Principal Place of Business 主要營業地址 _____

Annual Turnover 年度投資額 _____

Years of Experience in investment 投資經驗 / 年限 _____

UBO's source of wealth from which country 最終擁有人的資產來源地 _____

Sources of wealth of the UBO(s) 最終擁有人的資產來源：

() Employment 受僱；

() Business Ownership 企業權有人；

Pls provide business name & business nature 請提供企業名稱及業務 _____

() Investment-Financial Product 投資 - 金融產品；

() Investment-Property 投資 - 物業；

() Others 其他：_____

Investible funds Amount 可投資資金金額 HKD _____

Total net worth of UBO(s) 最終擁有人的總淨資產 HKD _____