



## Registration of a Hong Kong Company (F01)

Contact person : \_\_\_\_\_ Email : \_\_\_\_\_  
Telephone : \_\_\_\_\_ Fax : \_\_\_\_\_

A (Super Sale Package\* Choose 1 Com sec Plan) ;  B (Green Kit Package \* Choose 1 Com sec Plan)  
 C (Independent Green Kit)  D (Ready-made Company)  
Choose one:  Standard method - 8 Working days ;  Express method - 2 working days, \$800 extra cost  
**Significant Controller Register (see P5)**  SCR \$790  SCR + designated representative \$990  No Need

Company Name : \_\_\_\_\_ (English)  
(first preferred) \_\_\_\_\_ (Chinese)  
Company Name : \_\_\_\_\_ (English)  
(Second preferred) \_\_\_\_\_ (Chinese)  
Preset registered capital: HK\$10,000.00  
divided into 10,000 Shares (HK\$1.00 each)

Capital : HK\$ 10,000 Nature of Business : \_\_\_\_\_  
Issued Capital : \_\_\_\_\_ Value per share : HK\$ 1.00

Shareholder Name( English ) : \_\_\_\_\_ Shares held \_\_\_\_\_ Shares  
 Director Name:(Chinese) \_\_\_\_\_ HKID/Passport/CR Number \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile \_\_\_\_\_ Issued Country : \_\_\_\_\_  
Address : \_\_\_\_\_

Shareholder Name( English ) : \_\_\_\_\_ Shares held \_\_\_\_\_ Shares  
 Director Name:(Chinese) \_\_\_\_\_ HKID/Passport/CR Number \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile \_\_\_\_\_ Issued Country: \_\_\_\_\_  
Address : \_\_\_\_\_

**Company secretary :**  S1 Basic plan  S2 Deluxe Plan  R1 Registered Office Plan  
If you are not using us as company secretary, please provide your co. sec information below.

Co. Sec. Name(English) : \_\_\_\_\_  
( Chinese ) : \_\_\_\_\_ HKID/Passport/Company Number : \_\_\_\_\_  
Email : \_\_\_\_\_ Mobile \_\_\_\_\_ Issued Country : \_\_\_\_\_  
Address : \_\_\_\_\_

### Registered & Business Office :

Where did you find us :  referral  leaflet  email marketing  Yahoo  Google  HKTDC  other \_\_\_\_\_  
Use our service because:  Price  Service attitude  Recommended  Location  Existing client  Other \_\_\_\_\_  
Your preferred bank:  Hang Seng Bank  HSBC \*  Bank of China (HK)  Standard Chartered \*  
 Bank of East Asia  Others \_\_\_\_\_

\* Extra cost HK\$150 needed for bank A/C opening with **HSBC** and **Standard Chartered**

**Declaration:** We understand once Sino Accounting has prepared We authorize Sino Accounting to apply on all relevant documents, registration process, due to whatever company's behalf an e-registry a/c and file doc reasons from us, is ceased; we still have to pay the service fee. online by e-signature (Express method if chosen)

**At the same time, please also email us all Company Shareholders' and Directors' HKID OR Passport. Please also prepare address proof.**

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_



信諾會計商業服務

SINO ACCOUNTING  
& CORPORATE SERVICE

Rm. 305, 3/F., Wing Tuck Comm. Centre.,  
177-183 Wing Lok Street., Sheung Wan, Hong Kong

Tel : (852) 3708 0000

Fax : (852) 3011 5200

Web: www.taxation-hk.com

Plans for registering a Hong Kong Company (Standard method)

# You have to subscribe for **one secretarial plan** as part of package for this option

Plan	Super Sale Package	Green Kit Package	Independent Green Kit	Ready-made Company
	A	B	C	D
Our Service fee	\$1,580	\$2,080	\$2,580	\$7,500
Reg. fee (Gov. fee)	\$1,720	\$1,720	\$1,720	Included
B.R. fee (Gov. fee)	\$2,200	\$2,200	\$2,200	Included
<b>TOTAL</b>	<b><u>\$5,500 #</u></b>	<b><u>\$6,000 #</u></b>	<b><u>\$6,500</u></b>	<b><u>\$7,500</u></b>
Date required	10 working days	10 working days	10 working days	3 working days
Service Plan <i>*Exclusively prepared by our company</i>	Co. Name Search Certificate of Inc. Biz. registration cert. Memo. & articles of Association 10 copies Incorporation form Documents for banks Memorandum for newly inc. companies* Free local doc courier	Co. Name Search Certificate of Inc. Biz. registration cert. Memo. & articles of Association 10 copies Incorporation form. Documents for banks Memorandum for newly inc. companies* Free local doc. couriers Share Certificates Co. Statutory Book Common Seal Signature chop Rounded pre-inked chop Green elegant box	Co. Name Search Certificate of Inc. Biz. registration cert. Memo. & articles of Association 10 copies Incorporation form Documents for banks Memorandum for newly inc. companies* Free local doc. couriers Share Certificates Co. Statutory Book Common Seal Signature chop Rounded pre-inked chop Green elegant box	N/A Certificate of Inc. Biz. registration cert. Memo. & articles of Association 10 copies Incorporation form Documents for banks Memorandum for newly inc. companies* Free local doc. couriers Share Certificates Co. Statutory Book Common Seal Signature chop Rounded pre-inked chop Green elegant box

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### **Plan S1: Secretary Service (Basic Plan)**

Annual Fee : HK\$1,890 **(\$200 discount for company incorporation client)**

Contents : Essential Company minutes (e.g. AGM)  
Annual Return to Gov't (Gov't fee\$105)  
Change of Registered Office  
Change of Business Address  
Change of Directors or Secretary  
Consultancy service on tax matters.  
Special price in subscribing tax service

**(Unlimited times of Service within 1 year)**

### **Plan S2: Secretarial Service (Deluxe Plan)**

Annual Fee : HK \$2,390 **(\$200 discount for company incorporation client)**

Contents : **All Contents in Basic Plan**  
Increase of Co. Share Capital  
Share transfers of shareholders  
Change of Company Name  
Declaration of Trust preparation

**(Unlimited times of Service within 1 year)**

### **Plan R1 Registered Office Plan**

Annual Fee : HK\$1,890

Contents : - Provide a registered office for  
Government and business letters and  
small parcels.  
- Inform company directors upon receipt of  
such documents or parcels.

### **General Notes for filling F01 Form in Registration of a Company.**

- Note 1** The proposed name of the Company should Not be the same with those registered in Companies Registry. Special names containing Bank, University, misleading wording or similar to government department or are not allowed to be used.
- Note 2** Registered capital is now abolished by HK Companies Registry. There is still issued share capital to be used. The amount HKD10,000 can act as an advice for the issued share capital that is commonly used in Hong Kong.
- Note 3** A Company should contain at least 1 shareholder and 1 director (Same person allowed) and another Company secretary. Individual of whatever nationality can be either the shareholder / director or both.
- Note 4.** Company secretary should be Hong Kong residents or Hong Kong corporations, the post can be taken up be company director. However, in case the Company shareholder already take up the post of director, he CANNOT take up the post of secretary at the same time.
- Note 5.** The registered office of the Company must be a physical address in Hong Kong. P.O. Box addresses is NOT allowed. (Client are welcome to use our registered office address service)
- Note 6.** (i) Please fax / email F01 form to us after duly completed.  
(ii) Shareholders / directors are required to signed off at relevant space of document provided by us.  
(iii) After registration, Client may use the documents prepared by us for bank account opening purposes.
- Note 7.** In some cases, the service fee may be higher for situations such as followings:-  
- Shareholders / directors are more than 3 persons;

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- Branch business registration certificate is to be obtained.
- Extra pre-inked chop or bank account opening documents.
- Extra Memorandum and Articles of Association

**Note 8.** Bill payments

- In general, clients have to pay for the total invoiced amount when they return the signed documents to us.

**Note 9** Payment methods

- (i) By cash at our office
- (ii) Cheques issued by banks registered in Hong Kong, made payable to “*Sino Accounting and Corporate Service*”
- (iii) Telegraphic Transfer with details:-  
Beneficiary Bank: **HSBC Hong Kong**  
Bank address: **No.1 Queen’s Road Central, Hong Kong**  
Account Number: **004-819-161795-001**  
Beneficiary Name: **Sino Accounting & Corporate Service**

Note: The exchange rate is US\$1.00 for HK\$7.70, supposed USD is used for TT.  
Client has to pay the bank charges for **both** sides.

**Notes to Non-Hong Kong Residents in registration a Company**

2. Documents for identification

- Mainland China clients: Either Passport copy **OR** copy of China ID cards.
- Taiwan and other country clients: Passport Copy

3. Directors, shareholders and correspondence address

- All documents are based on English version. It is essential for clients to provide names and correspondence address of directors and shareholders in English.

4. Company secretary and Registered office service

- Overseas clients are strongly recommended to use our Secretarial service after registrations in order to comply with some local regulations such as filing of Annual Returns to Hong Kong government. Late filing leads to heavy penalties or even prosecutions.
- Clients are also welcome to use our registered office service in collecting government and business correspondences.

5. Document transfer

- If documents are required to be transferred to locations outside Hong Kong, We can made such kind of arrangements for you; Documents regarding Asian countries required at least \$150, if the whole company kit is concerned is to be sent, a minimum charge of HK\$350 is required (For Non-Asian Countries, please contact us for details)

6. Opening Company Bank Accounts

- Most Banks in Hong Kong request all the company directors to *present* and sign off relevant documents *in person* during the bank account opening process. All directors should be aware that valid VISA to Hong Kong is being held before the contacting bank for opening a company account.
- Directors are required to contact individual banks for the bank accounting opening procedures and making up appointments.



### Re: Significant Controller Register

There was an new Companies Ordinance came in to effect regarding the Significant Controller Register. (This also applies to newly incorporated company in HK), You may see the following video for some introduction by HK Companies Registry:-

<https://www.youtube.com/watch?v=j76LkWvieqo&feature=youtu.be>

According to the The Companies (Amendment) Ordinance 2018, the Ordinance has come into operation on **1 March 2018**. **There are 2 main procedures needed to comply with :-**

- (1) Identify and ascertain a person / persons who has / have significant control over the company; and
- (2) Maintain a significant controllers register to be accessible by law enforcement officers upon demand.

Meanwhile, the Company needs to appoint one **designated representative** to provide assistance relating to the company's significant controllers register to a law enforcement officer.

Generally, a **significant controller** refers a person (i) holds directly or indirectly, more than 25% of the issued shares / voting rights in the company. Or (ii) he has right to appoint or remove a majority of the board of directors of the company. Or (iii) he has the right to exercise significant influence or control over the company

A company's **designated representative** must be either a shareholder, director or an employee of the company who is a natural person resident in Hong Kong **or**, alternatively, an accounting professional, a legal professional or a person licensed to carry on a business as trust or company service provider.

You may prepare the above by yourself and send us a soft copy for reference.  
Or you may appoint us for performing the above procedures.

#### **Our services and fees are shown as follows:-**

- (1) Prepare a significant controller register
- (2) Update significant controller register annually
- (3) Act as designated representative of the company

**(Prerequisite: Residing in HK / AC or legal professional / Licensed company service provider )**

**Service (1):** One-off payment – HK\$ 1580 / US\$ 200

**New Client Special price (Also joining company formation service):** **HK\$790 / US\$100**

**Service (1) to (3):** Annual special fee – HK\$ 1980 / US\$ 260

**New Client Special price (Also joining company formation service):** **HK\$990 / US\$130**