



信諾會計商業服務
SINO ACCOUNTING
& CORPORATE SERVICE

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

TEL : (852) 3708 0000
FAX : (852) 3011 5200

WEBSITE: www.taxation-hk.com

Registration of an Overseas Company (F02)

Please complete and fax it with your passport to us.

Contact person : _____
Telephone : _____

Email : _____
Fax : _____

A ☐ Brand new Company B ☐ Ready-made Company Place of incorporation _____
Company Name (English) _____
(first preferred) (Chinese) _____ (if any) _____
Company Name (English) _____
(Second preferred) (Chinese) _____ (if any) _____

Default registered capital: HK\$50,000.00 Capital : US\$ 50,000 Par Value : US\$ 1.00
divided in to 50, 000 Shares (US\$1.00 each) Issued Capital : _____ No. of share _____

Shareholder	Name (English) : _____	HKID / Passport No : _____
Director	Name (Chinese, if any) _____	Issued Country : _____ Shares held : _____
Address : _____		

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Address : _____		

Shareholder	Name (English) : _____	HKID / Passport No : _____
Director	Name (Chinese, if any) _____	Issued Country : _____ Shares held : _____
Address : _____		

Shareholder	Name (English) : _____	HKID / Passport No : _____
Director	Name (Chinese) : _____	Issued Country : _____ Shares held : _____
Address : _____		

Your preferred bank for account opening purpose in Hong Kong:-

(Extra cost will be incurred for different bank account for preparing relevant documents e.g. Letter of good standing)
Pricelist shown at Page 2 has NOT yet included bank documents charges. e.g. letter of good standing.
Company Correspondence Address : _____

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 _____

Declaration: We understand once Sino Accounting has prepared all relevant documents, registration process, due to whatever reasons from us, is ceased; we still have to pay the service fee.

We confirm that the above information is true & Correct, and we will make the payment when relevant documents are signed

Date of Application: _____

Signature: _____

信實可靠 專業承諾

Professional Quality at Competitive Price



Plans for registration of a Overseas Company

The following plans are available for overseas company' registration:

Type of incorporation	The setting-up costs	Extra costs for Chinese name	No of days required
Brand new company	HK\$8,880	HK\$ 780	<i>Around 14 working days</i>
Ready-made company	HK\$8,880	HK\$ 780	<i>Around 3-4 working days</i>

Service Package

Co. Name Search.
Certificate of incorporation
Memorandum and articles of association.
Share Certificates
Co. Statutory Book.
Common Seal & Signature chop.

Set up procedures for brand new Companies

1. The proposed name of the Overseas Company should Not be the same with those registered in corresponding Companies Registry. ;
2. Customers provide information on shareholders and directors of the Company (in this F02 form and fax to us), and make payment directly to the Company or deposited in the company's bank account in Hong Kong HSBC Bank: **819-161795-001**) ;
3. Our agents will apply for registration and prepare relevant documents;;
4. Waiting for the company to issue a certificate of incorporation
5. Production of Company seal, pre-inked chop, statutory books, share certificates, and relevant documents.
6. Clients collect all information and documents, and proceed to open bank accounts.

Gentle REMINDER

- (1) Subsequent annual renewal fee: **HK\$8,880.**
- (2) In case bank a/c opening is required, please let our staff know in advance. As more documents are to be prepared, extra cost is required. Kindly let inform our staff before incorporation of company.