



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](http://www.taxation-hk.com)

**Company Deregistration (F05)**

Contact : \_\_\_\_\_

Tel : \_\_\_\_\_

Kindly email to us after completion

Email : \_\_\_\_\_

Fax : \_\_\_\_\_

Company (Eng.) : \_\_\_\_\_

(中文) : \_\_\_\_\_

Company No. : \_\_\_\_\_

Current address : \_\_\_\_\_

Incorp. Date : \_\_\_\_\_

BR Number : \_\_\_\_\_

Last audit (year) : \_\_\_\_\_

Date of cessation : \_\_\_\_\_

**You have to answer the followings frankly :-**

- Co. outstanding debt \* YES but can be solved before doc filing to CR ☐ \* NO ☐
- Property, motor vehicle and machinery YES ☐ NO ☐
- On-going / possible litigation YES ☐ NO ☐
- Outstanding BR. fee / tax/ court penalty YES ☐ NO ☐
- Others , Pls specify : \_\_\_\_\_

**\* (For external debt, Company has to settle all creditors debts before applying deregistration.  
If not, you maybe challenged by Companies Registry for making false declaration).**

**Signing director**

Name (English) : \_\_\_\_\_

(中文) : \_\_\_\_\_

Correspondance  
address : \_\_\_\_\_

ID / Passport No. : \_\_\_\_\_

Nationality \_\_\_\_\_

Share % : \_\_\_\_\_

**Other director**

Name (Eng) : \_\_\_\_\_

(中文) : \_\_\_\_\_

Name (Eng) : \_\_\_\_\_

(中文) : \_\_\_\_\_

Where did you find us : \_\_\_\_\_

☐ friends ☐ Leaflets ☐ Notice board ☐ Internet (Yahoo) ☐ Internet (Google)

Use our service

because:

☐ Price ☐ Service attitude ☐ Referrals ☐ Location ☐ Existing client ☐ Others \_\_\_\_\_

**Declaration:** We understand once Sino Accounting has prepared all relevant documents, deregistration 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

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

信實可靠 專業承諾

Professional Quality at Competitive Price



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## Deregistration Process

1) Corporation may carry out deregistration according to Companies ordinance, but have to fulfill the following conditions:

- The Company had never commenced business **OR**
- The Company already cease business for 3 months before applying deregistration **AND**
- The Company has no unpaid debts;
- In case there are debts, deregistration is still allowed if:  
the debt is waived by creditors / directors / subscribers.

Fees :	Our Service fee	\$2,980
	Gov't fee (CR)	\$ 420
	Gov't fee (IRD )	<u>\$ 270</u>
	<b>TOTAL (HK\$)</b>	<b><u>\$3,670</u></b>

Other procedure required : Filing of Annual return (OR you may prepare it by yourself)

Processing time : **At least 1 year**

Service provided

- Deregistration documents and minutes,
- Notice for non-objection-for-deregistration,
- Companies registry successfully-deregistration letter,
- Free-of-charge document delivery.

### Documents required

1. **Latest Annual returns** , Or other documents showing current company director / shareholders ;
2. Copy of CI and business registration cert.
3. **Latest audit report** (if Company had commenced business before)

**Before Company carry out deregistration, you must obtain a notice-for-no-objection for deregistration from Commissioner of Inland Revenue Department**

For obtaining this notice, the Company have to pay all the unpaid tax or business registration fee. As such, IRD may request the Company to hand in necessary tax returns, audit reports in order to make an assessment. On the other hand, when deregistration is in progress, annual return still have to be filed with Companies Registry unless deregistration process is successfully completed.