

Incorporation Order Form

Hong Kong Limited Company

1. Company Name

Tailor-Made Company

Preference	Company Name in English	Company Name in Chinese (if applicable)
1		
2		
3		

***Note: Company name may either be: 1) only in English Name or 2) only in Chinese Name or 3) both in English and Chinese Name.*

2. Shareholders

- Minimum 1 shareholder required and a maximum of 50 shareholders are permitted.
- Corporate shareholder(s) is allowed, please provide company name, registration number, country of registration and registered address.

Shareholder(s)	Name	No. of share	Address	Occupation
1				
2				
3				

***Note:*

- *Please provide a copy of Passport / HKID card for all shareholder(s)*
- *Minimum 1 share (equal to HK\$1) must be issued by the company to shareholder(s)*
- *Default number of share is 10,000 shares unless otherwise specified by clients*

3. Director

- Minimum 1 director required.
- Corporate director(s) is allowed, please provide company name, registration number, country of registration and registered address.
- According to the new Companies Ordinance effective in 2014, at least 1 natural person must be appointed as director.

Please indicate if shareholder(s) in section 2 will be appointed as director(s). Yes No
 If "No", please fill in the table below.

Director(s)	Name	Identity/Passport No.	Issuing Country	Address
1				
2				
3				

***Note: Please provide a copy of Passport / HKID card for all shareholder(s)*

4. Company Secretary

- Minimum 1 company secretary is required.
- Company Secretary must either be a natural person aged 18 or above who ordinarily resides in Hong Kong or a body corporate which has its registered office or a place of business in Hong Kong

Would you like to appoint Company Setup as company secretary? Yes No
 If "No", please fill in the table below.

Name	HKID / CR No.	Hong Kong Residential Address

5. Registered Address

- A Hong Kong registered address is required
- Registered address can be different from the business operation address

Would you like to engage Company Setup for Registered Address Service? Yes No
 If "No", please fill in the table below.

Registered Address

6. Business Registration Certificate (1-Year Certificate)

- A Business Registration Certificate (BR) must be applied and renew annually
- A business nature must be stated on the business registration certification for statistical purposes
- Changes on business nature in the future is permitted

Business Nature:

****Note:**

- Unless otherwise specified, we will specify "Corporation" (CORP) as the default business nature for clients as this is most flexible

7. Corporate Bank Account Opening (Optional Service)

- Requirements and procedures of application may be varied depending on the bank selected in Hong Kong
- Most banks required all signatories to be witnessed at the bank in Hong Kong
- Minimum bank balance is required for all banks in Hong Kong or monthly fee will apply
- Duration of account opening ranges from 1-week to 1-month depending on the corporate structure and KYC (Know Your Customers) procedures

Please provide below identity documents for bank operators:

- Passport copy or HKID card (original must be presented to banker for verification)
- Residential address proof (e.g. utility bill, bank statement issued within 3 months or valid ID card)

Bank for corporate account opening	<input type="checkbox"/> HSBC <input type="checkbox"/> DBS <input type="checkbox"/> Hang Seng
Internet banking required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ATM card required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who is / are the operator for this bank account?	Please specify:
Signing Instruction for bank account (e.g Cheque)	<input type="checkbox"/> Singly <input type="checkbox"/> Jointly Other, please specify

****Note:**

We offer non-refundable bank account opening services and refundable package.

For non-refundable bank account opening service, the bank reserves the final discretion with regards to the approval of application.

For refundable bank account opening service, please contact us more details to proposal@set-up-company.com.

Service Order

Please return the complete application form with the clearly scanned file to proposal@set-up-company.com.

1. Identification document (e.g. passport/HKID) of all shareholder(s), director(s), and bank operators.
2. Residential address proof of all shareholder(s), director(s) and bank operators.

Contact person(s):

Name:	
Primary Email:	
Secondary Email:	
Telephone:	
Fax:	
Address:	

Name:	
Primary Email:	
Secondary Email:	
Telephone:	
Fax:	
Address:	

Declaration: I/We hereby give consent to Business China to incorporate above company, and declare that all the information given in this application is true and accurate. I understand that registration fee will be payable upon acceptance of my application.

Signature of Applicant:

Name of Applicant:

Date: