



## Hong Kong Limited Company Incorporation Form

### 香港公司註冊申請表

#### Contact Information 聯絡資料

Contact Person:

聯絡人:

Phone Number

電話號碼:

Email 電郵:

#### Incorporation Method 成立方式

☐ New Incorporation 全新公司

☐ Greenbox Package 綠盒裝

☐ Economic Package 經濟裝

☐ Express Service 特快服務  
+HK\$1,000

☐ Purchase Shelf Company 購買現成公司

#### Company Name 公司名稱

Guideline 1 附錄 1

1<sup>st</sup> Choice 第一選擇

2<sup>nd</sup> Choice 第二選擇

English:

英文:

Chinese:

中文:

English:

英文:

Chinese:

中文:

#### Nature of Business 業務性質

☐ Corp (For express service 特快服務預設)

☐ Import and Export 出入口

☐ IT Services 資訊科技服務

☐ Design and Advertising 設計及廣告

☐ Trading 貿易

☐ Others 其他: (Maximum 60 characters 最多 60 字)

#### Registered Capital 註冊股本

Guideline 2 附錄 2

☐ HK\$10,000, 10,000 shares 股

☐ Total Registered Capital 註冊股本: HK\$

Number of Shares:

股份數目:

#### Company Secretary 公司秘書

Guideline 3 附錄 3

☐ Subscribe Company Secretary package (HK\$1,500/year) 訂購公司秘書套餐(每年 HK\$1,500)

☐ Appoint your own person or company 閣下所指定之公司或個人

☐ Individual 個人

☐ Company 公司

English Name 英文名稱:

Chinese Name 中文名稱:

Identification Number 證件號碼:

☐ HKID Card 香港身份証

☐ Passport 外國護照

☐ Certificate of Incorporation 公司註冊證明

Country of Issue 簽發國家:

Residential/Registered Address 住宅/註冊地址: (English Address Only 英文地址)

#### Registered Address 註冊地址

Guideline 4 附錄 4

(English Address Only 英文地址)



聰誠會計師事務所有限公司

聰誠資產管理有限公司

Good Faith CPA Firm Company Limited

Good Faith Asset Management Company Limited

你的個人及企業財富管理專家

Your Personal and Corporate Wealth  
Management Experts!

## Hong Kong Limited Company Incorporation Form

香港公司註冊申請表

### Shareholder/Director 股東/董事

Guideline 附錄 5

Individual Shareholder/Director

個人股東/董事

☐ Shareholder 股東 ☐ Director 董事

Subscribed Capital 認購股本:HK\$

English Name:

英文名稱:

Chinese Name:

中文名稱:

Identification # 證件號碼:

☐ HKID Card 香港身份證 ☐ Passport 護照

☐ Certificate of Incorporation 公司註冊證明

Country of Issue 簽發國家:

Residential/Registered Address 住宅/註冊地址:

(English Address Only 英文地址)

### Shareholder/Director 股東/董事

Guideline 附錄 5

☐ Company 公司 ☐ Individual 個人

Authorized Signatory (Name) 授權簽署人:

☐ Shareholder 股東 ☐ Director 董事

Subscribed Capital 認購股本:HK\$

English Name:

英文名稱:

Chinese Name:

中文名稱:

Identification # 證件號碼:

☐ HKID Card 香港身份證 ☐ Passport 護照

☐ Certificate of Incorporation 公司註冊證明

Country of Issue 簽發國家:

Residential/Registered Address 住宅/註冊地址:

(English Address Only 英文地址)

### Express Service Authorization 特快服務授權

- ☐ The director(s) named above hereby authorize Good Faith Asset Management Company Limited to apply for a user in the e-Registry service by the Companies Registry for the purpose of incorporation and filing statutory documents. 以上董事授權聰誠資產管理有限公司在公司註冊處註冊易開設戶口用作成立公司及提交文件等用途。

### For Opening HSBC Account 開立匯豐銀行戶口

- ☐ Director's declaration (HK\$500) 董事證明信 (HK\$500)

### Terms and Signature 條款及簽署

I permit all information to be released to a third-party for completing the registration. I agree that Good Faith CPA Firm Company Limited and Good Faith Asset Management Company Limited shall not be liable if the incorporation is rejected by the Companies Registry. I also accept that any payments for this service is non-refundable under any circumstances. 本人同意以上資料交由第三者作為成立有限公司之用途，亦明白及接受如公司註冊處不接納本申請，聰誠資產管理有限公司及聰誠會計師事務所有限公司不需負上任何責任。本人明白及接受在任何情況下，已繳交的費用是不可退回。

Signature 簽署

Name 姓名:

Date 日期:



## Hong Kong Limited Company Incorporation Form 香港公司註冊申請表

Please submit the following documents with this form. 請提供以下文件

### For each individual director/shareholder/ company secretary 每位個人董事 / 股東 / 秘書

- Copy of Hong Kong ID Card or Passport 香港身份證及護照副本
- Address proof dated within the last 6 months 最近六個月內之住宅地址證明

### For each Hong Kong company acting as corporate director/shareholder/company secretary 每間香港公司董事 / 股東 / 秘書

- Copy of Business Registration Certificate (BR) 商業登記證副本
- Copy of Certificate of Incorporation (CI) 公司註冊證書副本
- Copy for Form NNC1 submitted to the Companies Registry 表格 NNC1 副本
- Copy of the latest Annual Return or Form NAR1 (if the company is established for over a year) 最近一期的周年申報表副本 (如公司以成立超過一年)

### For each overseas company acting as corporate director/shareholder/company secretary 每間海外公司董事 / 股東 / 秘書

- Copy of the Certificate of Incorporation 公司註冊證書副本
- Copy of the Register of Members 股東名冊副本
- Copy of the Register of Directors 董事名冊副本
- (For Express Service 如使用特快服務) Copy of Hong Kong Business Registration Certificate (BR) 香港商業登記證副本

**Remark:** There will be an administration fee of HK\$450 for changes after this form is received. However, depending on the progress, your changes may require additional services and charges. 備註：本公司收到申請表後，如須更改任何資料，需繳行政費為港幣四百五十元。同時，視乎進度，可能需要額外服務及收費。

### Guidelines 附錄

#### Guideline 1: Company Name 附錄 1：公司名稱

Company name can be either in English, Traditional Chinese or both 公司名稱可以用英文，繁體中文或中英同用

- Company name must end with "Limited" 公司名稱最後必須是『有限公司』  
Company name must be unique 公司名稱不可以於其他公司相同

#### Guideline 2: Registered Capital 附錄 2：註冊股本

You are forming a private company limited by shares, meaning the liability is limited to the assets of the company and the value of the issued shares. 你現在成立一間持有限股本的公司，公司債務將不多於貴公司的資產及發行股本的價值。

Registered capital or sometimes referred as share capital, is not the minimum balance in your bank account. 註冊股本不等於公司於銀行開戶的最低存款數目。

The minimum registered capital is HK\$1. 註冊股本最少為 HK\$1。

#### Guideline 3: Company Secretary 附錄 3：公司秘書

If the company has only 1 director, this director cannot also act as the secretary. 如公司只有 1 位董事，該董事不能同時兼任秘書。

Good Faith Asset Management Company Limited offers Company Secretary Package which includes acting as your company secretary, board meeting minutes and submitting annual return. 聰誠資產管理有限公司提供公司秘書套餐，可以代替出任公司秘書，編寫周年股東大會會議記錄，呈報本周年年報。

#### Guideline 4: Registered Address 附錄 4：註冊地址

Registered address is your official address where the government communicates with you. 註冊地址是你的官方地址，政府機關會主要以書信方式寄到註冊地址。

- This address is shown on your business registration certificate and the Companies Registry's public database. 註冊地址會印在商業登記證上以及在公司註冊處查冊得到。

Must be a valid address in Hong Kong, PO Box is not accepted. 註冊地址必須是有效的香港地址亦不能是郵政信箱。

#### Guideline 5: Director, Shareholder 附錄 5：董事，股東

Starting in 2014, each company must have at least 1 individual director. 2014 年起，公司必須要有一位個人董事。

A corporate shareholder is a limited company that owns shares. Similarly, a corporate director is a limited company acting as a director of the company instead of a real person. 公司股東是指一間公司持有另一間公司的股份，公司董事是指董事由一間公司出任。