



City E Corporate Services handles the day-to-day corporate matters of small to medium sized companies. We provide a wide range of services to our clients and joint venture companies, from the incorporation of companies, advice on company structure, annual returns, appointment and/ or change of Directors, to month and year-end accounts and annual audits. By bringing together a cohesive business community, we are able to deliver cost effective services designed to work within our clients' budgets to help them build a sound and prudent business platform on which to grow a business.

Company Incorporation

- Registered Business Address;
- Secretarial Services;
- Formation of Hong Kong Companies;
- Company Searches.
- Due diligence

Secretarial Services

- Yearly Company Secretarial fee HK\$2,800.00 per year
(See reverse side for additional fees for filling and share allocations)

Company Formation

- Incorporation and/or shelf company HK\$8,600.00
(Fee inclusive of BR certificate)

Month, Year-end Accounts and Audit

- Our "shoe box accounting package" is tailor made and designed to fit seamlessly into small and medium sized companies. Our clients are supplied with a custom-made "shoe box" where they simply collect and store accounting receipts, invoices, and cheque payments.
- On a monthly or quarterly basis, the "shoe box" is delivered back to us and we do the rest. From formulation of account schedule, basic bookkeeping, profit & loss to a full set of management accounts.
- On a year-end basis we prepare and formulate final year-end accounts ready for audit and tax submission.

A simple accounting procedure targeted and designed to be cost effective to meet our client's business requirements.

Business Health Check Services

There is nothing wrong in taking a second look, and that is exactly what City E does.

Upon acceptance of our services, we thoroughly review our client's present operation, accounts, billing and collection, company structure and conduct a full due diligence to determine the state of the business. A detailed report is then prepared that identifies weaknesses or areas of concern with recommendations for improvement.

City E Corporate Services Limited

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A member of City Entrepreneurs Limited Group of Companies