



Service Fees for Company Formation

Incorporation Service:

- Standard company kit, including:
 - 1 statutory book (minute book, register book, etc.)
 - 20 copies of Memorandum and Articles of Association (M&A)
 - 20 copies of share certificate
 - 1 common seal made of metal
 - 1 Pre-ink chip + 22mm Round Chop
- Application for Business Registration Certificate
- Preparation of all forms and filing to government departments
- First Minute for Opening Bank Accounts

Government Fees:

- Business Registration Certificate (BR) for one year (HK\$2,600)
- Certificate of Incorporation (CI) (HK\$1,720)
- Capital Fee for authorized share capital (CF) of HK\$10,000 (HK\$10)

Total Fees: 8,600 (price includes BR, CI and CF fee)

Company Secretarial Services (Per Annum)

- Maintaining proper statutory records
- Handling statutory correspondence
- Preparation and filing of Annual Return
- Preparation of minutes of meeting of shareholders and directors
- Change of director or secretary
- Change in particulars of directors or secretary
- Change of registered office/ company address

Yearly charge: 2,800

Other Services Fee

• Prepare annual return and board minutes (Per Year)	600	*
• Registered office (per annum)	2,000	
• Nominee Shareholder (each per annum)	3,000	
• Increase in Authorized Share Capital and allotment of shares	1,200	
• Share Transfer - Each Set	1,000	*
• Share Transfer - Additional Set	300	
• Application of Business Registration/Branch	200	*
• Consolidation of Shares	1,200	
• Filing of change of director /secretary /registered address	500	*
• Change of company name	2,000	*
• Change of Directors	500	
• Change of Registered Office	500	
• Account Opening Handling Charges	1,500	
• Dedicated Telephone Line (per annum)	1,200	
• Filing of set-up, change of partner or closure of sole proprietorship or partnership	500	*

(*) Excluding Government Fee