

# 專業會計秘書服務有限公司

## Professional Accounting and Secretarial Services Limited

Flat A, 13/F., Waterloo Plaza, No. 53-55, Waterloo Road, Mongkok, Kowloon, Hong Kong.

Tel: 2690 9234 Fax: 2124 3051 E-mail: pass2690@yahoo.com.hk

Thanks for your acquiring/setting up a Private Limited Company incorporated in Hong Kong. Please kindly complete this application form in **hardcopy** and return together with appropriate fee by crossed cheque payable to **Professional Accounting and Secretarial Services Limited** for our processing.

For urgent case, please directly deposit cash or transfer to our HSBC (匯豐銀行) HKD C/A 139-136667-001 account name: **PROFESSIONAL ACCOUNTING AND SECRETARIAL SERVICES LIMITED** and fax the bank-in slip to us.

### 成立香港有限公司資料

#### Information regarding Incorporated Private Limited Company in Hong Kong

**1. Company Name proposed/selected (English and Chinese):**

擬用公司名稱 (中文及英文)

**2. Nature of Business:**

經營業務性質

**3. Details of Shareholders and Directors:**

股東及董事資料:

If Corporation, please give names and registered offices (如持股人為一有限公司，請填上該公司名稱及其註冊地址)

1. Full Name (English and Chinese):

Shareholder 股東

Director 董事

姓名 (中,英文)

Residential Address:

住址

HKID Card No., if non-resident, Passport No. and Issuing Country (香港身份證號碼，如非香港居民，護照號碼及其簽發國家):

Tel No. 電話號碼:

Email 電郵:

If shareholder, number of Share of HK\$1 each subscribed:

如是股東，認購每股HK\$1的股份數目:

\*Please provide copy of HKID Card or Passport. 請提供身份證或護照影印本。

2. Full Name (English and Chinese):

Shareholder 股東

Director 董事

姓名 (中,英文)

Residential Address:

住址

HK Identity Card number, if non-resident, Passport number and Issuing Country (香港身份證號碼，如非香港居民，護照號碼及其簽發國家):

Tel No. 電話號碼:

Email 電郵:

If shareholder, number of Share of HK\$1 each subscribed:

如是股東，認購每股HK\$1的股份數目:

\*Please provide copy of HKID Card or Passport. 請提供身份證或護照影印本。

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**4. Details of Company Secretary (a Natural Person MUST be ordinarily reside in HK or HK Limited Company):**

公司秘書資料 (必須通常居於香港的自然人或香港有限公司):

委任本公司為公司秘書

Full Name (English and Chinese):

姓名 (中,英文)

Correspondence address in HK:

香港的通訊地址

HKID Card No. or Company No., if non-resident, Overseas Passport No. and Issuing Country (香港身份證號碼或公司編號, 如非香港居民, 海外護照號碼及其簽發國家):

\*Please provide HKID Card copy. 請提供香港身份證影印本。

**5. Details of Designated Representative (to provide assistance relating to the company's Significant Controllers Register to a law enforcement officer):**

指定代表資料 (以提供與公司的重要控制人登記冊有關的協助予執法人員):

委任本公司為指定代表

Full Name (English and Chinese):

姓名 (中,英文)

Hong Kong contact address:

香港的通訊地址

HKID Card No.:

香港身份證號碼

Tel No. 電話號碼:

Email 電郵:

\*Please provide HKID Card copy. 請提供香港身份證影印本。

**6. Registered Office Address:**  本公司提供註冊地址 (只作收發政府信件之用)

註冊辦事處地址:

**7. Contact person and communication address after incorporation (if the Registered Office Address is provided by us OR we acting as Designated Representative):**

如註冊辦事處地址由本公司提供 或 委任本公司為指定代表, 請提供成立後的聯絡人及通訊地址:

Full Name (English and Chinese):

姓名 (中,英文)

Communication address:

通訊地址

Tel No. 電話號碼:

Email 電郵:

\*Please provide copy of HKID Card or Passport 請提供身份證或護照影印本

**8. Authorised person to collect incorporation documents after incorporation (if not collected by shareholder, director or secretary) 如成立後領取成立文件的人並非股東, 董事或秘書, 請提供領件人資料:**

Full Name (English and Chinese):

姓名 (中,英文)

HK Identity Card Number:

香港身份證號碼

\*Please provide HKID Card copy. 請提供香港身份證影印本。

**9. Please indicate how do you know our company? 閣下透過以下何種途徑得知本公司之服務?**

Yahoo

Google

Referral 朋友轉介

Others 其他:

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### 10. Applicant Information (申請人資料):

Name of applicant (must be director):

申請人 (必須為董事):

Correspondence Address:

通訊地址:

Tel No. 電話號碼:

Fax No. 傳真號碼:

Email 電郵:

I, Prospective Director of the above proposed Company, hereby confirm that all information provided are true and correct and I understand the Note 2 and 3 below. 本人乃將會是上述擬用公司的董事,謹此聲明以上提供的資料正確無訛及遵從下列附註2及3.

I/we have the duty to inform you in writing of any change in the above contact information, I/we assume all responsibility resulting from incorrect and/or incomplete contact information. 上述聯絡資料如有更改,本公司有責任於更改後以書面通知貴公司。如因聯絡資料不全而引致的一切後果,全部由本公司負責。

Signature & Date

簽名及日期

#### Note 1 (附註1):

Every company must make an annual return which should be filed with the Registrar of Companies once every year. It is the duty of the director(s) and the secretary to ensure that the return accurately reflects the affairs of the company as at the date of return so that members of the public can have ready access to the latest information of the company. Director(s) and secretary shall be liable to prosecution and, if convicted, default fines. 每間公司必須每年向公司註冊處處長提交一份周年申報表。公司董事及秘書有責任確保申報表正確反映公司於申報表日期的狀況,以便公眾人士可隨時查閱。如未有遵從,董事及秘書可被檢控,一經定罪,可被處以失責罰款。

In order to avoid high registration fee, join our Secretarial services preparing Annual Return and filing with the Companies Registry on your behalf. 為避免繳付高註冊費,可使用本公司的秘書服務,準備及按時提交週年申報表。

#### Note 2 (附註2):

If your application has been submitted and eventually be rejected by Companies Registry, the lodgment fee of HK\$295 paid to Companies Registry is non-refundable. 如果你的申請已呈交公司註冊署但最終未獲批准註冊,包含在註冊費中的存放費用港幣295元則不可退回。

#### Note 3 (附註3):

Once this form is signed and sent to us, the order is confirmed. If client would like to cancel the order, cancellation charge of HK\$1,000 should be collected by us, if acquiring readymade company, the whole price are non-refundable. 此表格經簽妥及交給我們,委託便已作實,如客戶欲取消委託,我們將收取HK\$1,000手續費,如屬購買現成公司則不設任何退款。

#### Note 4 (附註4):

Personal Information Statement: All personal information will be used for registration of the above company only. 個人資料搜集聲明: 所有資料只用作註冊有關公司之用,絕不用於其他用途。