

Hong Kong Company Incorporation Form

1. Company Name

Proposed name of the Company in order of preference:

- a. _____
- b. _____
- c. _____

2. Nature of Business of the Company

Brief description of business activities of the Company:

3. Share Capital

The authorised share capital of the Company will be 10,000 shares of HK\$1 Yes No

If no the authorised share capital will be _____ shares of HK\$_____

Please note for any increase in the authorised capital of the Company over HK\$10,000 an additional HK\$1 of capital duty per HK\$1,000 of share capital or part thereof is payable to the Government.

4. Particulars of Shareholders

(a minimum of ONE Shareholder is required and may be an individual or a company)

Please provide particulars of the beneficial owner(s):

- (i) Name _____
Address/Registered Office _____
Occupation _____
Nationality and passport/I.D. No. / Co No. _____
Number of shares to be issued _____
- (ii) Name _____
Address/Registered Office _____
Occupation _____

Nationality and passport/I.D. No. / Co No. _____

Number of shares to be issued _____

If more than TWO Shareholders, please provide information on a separate attachment. If the shareholder(s) is / are corporations, full details of their corporate structure will be required.

For each beneficial owner please provide copies of the passports (or other form of I.D. documentation) and a copy of a document to prove the current residential address (e.g. a utility bill). The copies must be certified by a lawyer as 'certified true' copies or the originals can be presented to us in Hong Kong.

Note: The identities of the Shareholders is filed with the Companies Registry in Hong Kong and this information is available for public inspection at the Registry or via the internet. Nominee Shareholders may be used to provide confidentiality.

ACS to provide nominee Shareholders to represent the above beneficial owner(s) Yes No

A stamped declaration of trust will be prepared between the nominee shareholder and the beneficial owner indicating the shares are held in trust for the beneficial owner.

5. Particulars of Directors

(a minimum of ONE Director is required and may be an individual or a company)

Please provide particulars of the director(s)

(i) Name _____

Address/Registered Office _____

Occupation _____

Nationality and passport/I.D. No. / Co No. _____

(ii) Name _____

Address/Registered Office _____

Occupation _____

Nationality and passport/I.D. No. / Co No. _____

If more than TWO Directors, please provide information on a separate attachment. If the Director(s) is / are corporations, full details of their corporate structure will be required.

For each director please provide copies of the passports (or other form of I.D. documentation) and a copy of a document to prove the current residential address (e.g. a utility bill). The copies must be certified by a lawyer as 'certified true' copies or the originals can be presented to us in Hong Kong.

Note: The identities of the Directors is filed with the Companies Registry in Hong Kong and this information is available for public inspection at the Registry or via the internet. Nominee Directors may be used to provide confidentiality.

ACS to provide nominee Directors to represent the above persons Yes No

The provision of nominee directors is subject to the satisfactory completion of our due diligence questionnaire and subject to the terms of our nominee directors agreement. A security deposit equivalent to the annual fee is required.

6. Company Secretary and Registered Office Address

ACS to act as Company Secretary / provide Registered Office Yes No

If no, the following party who must be a Hong Kong resident will act as Company Secretary

Name _____ HKID _____

The registered office address in Hong Kong will be _____

7. Virtual Office Services

ACS can provide Virtual Office Services to enable the Company to have a business presence in Hong Kong. The services below can be provided separately or as a package (package rates apply – see fee sheet).

Correspondence address

a. ACS to provide a correspondence address for use by the company as its business address in Hong Kong Yes No

b. If no, the Hong Kong correspondence address of the Company will be _____

Telephone Answering

a. ACS to provide a dedicated telephone number to the Company and telephone answering services Yes No

b. The following message is to be used for telephone answering:

c. Is auto forwarding service required? Yes No

A further USD20 per month (plus an additional USD250 deposit) is required for auto forwarding telephone service. Auto forwarding can only be set up at the time of installation of the line.

8. Assistance to Open Bank Accounts

a. ACS to assist to open bank account(s) Yes No

b. Details of bank and account type:

Bank name:

Account type(s) and currency _____

c. ACS to provide signatories Yes No

If no, please detail the names of the signatories and the signing arrangement:

- d. ACS to assist with the arrangement of internet access to the above account including liaison with bank after account opening Yes No

For each signatory, please provide copies of the passports (or other form of I.D. documentation) and a copy of a document to prove the current residential address (e.g. a utility bill). The copies must be certified by a lawyer as 'certified true' copies or the originals can be presented to us in Hong Kong. The following conditions apply to the opening of a bank account

- (a) ACS must be appointed as the Company Secretary.
(b) Client must complete our account opening questionnaire.
(c) Client must attend a meeting in Hong Kong with the bank.
(d) Client may be required to provide a reference letter from their existing banker.

9. Accounting Services

It is a requirement for all Hong Kong companies to prepare annual audited accounts and file a tax return.

ACS to assist with the provision of accounting services and tax return filing (ACS will provide a quote for agreement prior to commencing any work) Yes No

If yes, the year end date of the Company will be

March

June

September

December

10. Trade Support Services

ACS provides a range of trade support services including re-invoicing services, administration of letters of credit, attending to shipping documentation and liaison with suppliers on behalf of clients etc. Our services are designed to avoid the need to hire your own staff in Hong Kong.

We would like to learn more of ACS's trade support services Yes No

11. Payroll Service

ACS provides a range of payroll services to assist clients who plan to hire staff to be based in Hong Kong. Please indicate if you would like to receive further information.

Assistance to set up Mandatory Provident Fund (A Mandatory Provident Fund is required by companies who hire staff in Hong Kong) Yes No

Monthly payroll services Yes No

Assistance with visa applications (A valid visa is required for all non HK residents working for the company in HK) Yes No

12. Authorisation to Proceed

The undersigned person(s) hereby acknowledges agreement to ACS's standard Management Services Agreement and authorises ACS to proceed with the incorporation/purchase of the above Hong Kong Company. All documents, correspondence and Debit Notes will be sent to the address specified below:

(i) Name _____ Signature _____

Address _____

Nationality and passport/I.D. No. _____

Contact Tel & Fax Nos _____ Email _____

(ii) Name _____ Signature _____

Address _____

Nationality and passport/I.D. No. _____

Contact Tel & Fax Nos _____ Email _____

Important Note:

Please be advised in most jurisdictions the profits earned by an offshore company would be deemed taxable if that company was being managed from the onshore jurisdiction.

If the directors of the offshore company are resident in an onshore jurisdiction or if a bank account is being operated over the internet from the onshore jurisdiction it could be deemed to indicate management of the offshore company is taking place from the onshore jurisdiction.

Clients should be wary of the need to disclose such arrangements and are encouraged to take local advice within their jurisdiction of residence. ACS offers offshore resident nominee directors and bank account signatories and would be pleased to work with your advisors to determine whether these services are appropriate for your jurisdiction of residence.

13. ACS Bank Account Details

Please arrange payment to:

Account Name: Asian Corporate Services Limited

Bank: Hongkong & Shanghai Banking Corporation Ltd.

Branch: Head Office, 1 Queen's Road, Central, Hong Kong.

Account Number: (004) 600-625-628-201 (US Dollar)
(004) 600-625-628-001 (HK Dollar)

SWIFT Code: HSBCHKHHHKH

Message: Please include proposed name of the Company as a message in your payment instruction.

REMARKS: Please send bank advice with payer's details by fax to (852) 28771319 or email to info@acshk.com for confirmation.