

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 CapitalThe 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, Registered Office Address and Branch Office Address

ACS will act as the Company Secretary and provide the Registered Office address

Will the Company have a branch office or other operating office in Hong Kong? Yes No

If yes, the address is as follows: _____

Please note it is a legal requirement to advise the authorities of any operating or branch office address in Hong Kong.

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

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 fee of 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

Please note it is compulsory that ACS assist to open bank accounts if our nominee director services are used.

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 requirement of Hong Kong law that all companies prepare annual financial statements, arrange for an audit and submit an annual tax return to the Hong Kong tax authorities regardless of the level of business activity and regardless of whether the business activity takes place in Hong Kong or takes place overseas.

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. 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:

ACS encourage all clients to consider and satisfy themselves of the tax effects of owning and operating a Hong Kong company. ACS does not provide international tax advice and clients are therefore recommended to seek local tax advice in their country of residence with respect to any requirement to disclose their ownership of the Hong Kong company to their local tax authority and the tax status of the Hong Kong company in their country 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: HSBCHKHKKH

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.