

# CITIZEN'S SECRETARIAL SERVICES LIMITED

Company Secretarial and Accounting Services

Tel: (852) 2544 2323 Fax: (852) 2543 9762



(Operated by T. K. Lo & Company CPAs)

Sent To : \_\_\_\_\_ Fax: \_\_\_\_\_

Our Contact: \_\_\_\_\_ Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

## FORMATION OF **OVERSEAS** LIMITED COMPANY INSTRUCTION

### 1. Place of Incorporation & Applied Share Capital (within US\$50,000):

Place of Incorporation	Total Nominal Value	Number of Shares	Each Share Nominal Value

### 2. Proposed Company Name:

	English Name	Chinese Name
First Choice		
Second Choice		
Third Choice		

### 3. Correspondence Address:

\_\_\_\_\_

### 4. Principal Activity & Fund Source:

\_\_\_\_\_

### 5. Information for each Shareholder & Director is enclosed.

I confirm that the information submitted are true and correct and hereby appoint you to undertake the formation of a **new overseas company** at fee totally HK\$ \_\_\_\_\_.  
Deposit HK\$ \_\_\_\_\_ is payable now for the expenditure of application.

Instructed by: \_\_\_\_\_ Dated: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Information of Shareholders & Directors**

*Please provide readable copies of Identify Card or Passport together with Residential Address proof, eg recent utilities bills or bank statement.*

Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	
Name	Shareholding %	Address
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Name	Shareholding %	Address
Occupatio	Act as Director (Y/N)	
Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	
Name	Shareholding %	Address
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***Note:** If any party above is of body corporate, please provide copy of certificate of incorporation and information of its ultimate individual beneficial owner.*