

# CITIZEN'S SECRETARIAL SERVICES LIMITED

Company Secretarial and Accounting Services

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



人人秘書服務有限公司

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

Sent To 致: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## FORMATION OF HONGKONG LIMITED COMPANY INSTRUCTION

### 成立香港註冊有限公司委託書

#### 1. Share Capital 股本:

	Currency 貨幣	Number of Shares 股份數目	Total Amount of Paid Up Share Capital 已繳股本總額
Apply For 認購			

#### 2. Proposed Company Name 擬定公司名稱 :

	English Name 英文名稱	Chinese Name 中文名稱
First Choice 首選		
Second Choice 次選		
Third Choice 三選		

#### 3. Registered Office/Correspondence Address 註冊/通訊地址 :

\_\_\_\_\_

#### 4. Principal Activity 主要業務:

\_\_\_\_\_

#### 5. Information for each Shareholder, Director & Company Secretary is enclosed. 各股東、董事及公司秘書之資料現隨同附上。

I confirm that the information submitted are true and correct and hereby appoint you to undertake the formation of a **new Hong Kong company** at fee totally HK\$ \_\_\_\_\_. Deposit HK\$ \_\_\_\_\_ is payable now for the expenditure of application. 本人提供的資料皆真實及正確,同意委託閣下成立一間**新的香港公司**,其服務費共港幣 \_\_\_\_\_ 元。現先繳付定金港幣 \_\_\_\_\_ 元用作申請支出。

Instructed by 委託人: \_\_\_\_\_ Dated 日期: \_\_\_\_\_

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

**Information of Shareholders & Directors 股東及董事之資料**

Please provide readable copies of Identify Card or Passport together with Residential Address proof, eg recent utilities bills or bank statement. 請提供清晰的身份証或護照及住址證明(如近期的水電費或銀行月結單)等影印本。

Name 姓名	Shareholding 股份%	Address 地址
Occupation 職業	Act as Director (Y/N) (是/否)本公司董事	
Name 姓名	Shareholding 股份%	Address 地址
Occupation 職業	Act as Director (Y/N) (是/否)本公司董事	
Name 姓名	Shareholding 股份%	Address 地址
Occupation 職業	Act as Director (Y/N) (是/否)本公司董事	
Name 姓名	Shareholding 股份%	Address 地址
Occupation 職業	Act as Director (Y/N) (是/否)本公司董事	

**Information of Company Secretary 公司秘書之資料**

Please provide readable copy of Hong Kong Identify Card. 請提供清晰的香港身份証影印本。

Name 姓名		Hong Kong Address 香港地址
E-mail Address 電郵地址		

Note: If any party above is of body corporate, please provide copy of certificate of incorporation and information of its ultimate individual beneficial owner. 如上述人士屬法人團體,請提供清晰的註冊證明影印本及最終擁有人資料。