

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 HONGKONG LIMITED COMPANY INSTRUCTION

1. Share Capital:

	Currency	Number of Shares	Total Amount of Paid Up Share Capital
Apply For			

2. Proposed Company Name:

	English Name	Chinese Name
First Choice		
Second Choice		
Third Choice		

3. Registered Office/Correspondence Address:

4. Principal Activity:

5. Information for each Shareholder, Director & Company Secretary is enclosed.

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.

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
Occupation	Act as Director (Y/N)	
Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	
Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	

Information of Company Secretary

Please provide readable copy of Hong Kong Identify Card.

Name		Hong Kong Address
E-mail Address		

Note: If any party above is of body corporate, please provide copy of certificate of incorporation and information of its ultimate individual beneficial owner.