

CITIZEN'S SECRETARIAL SERVICES LIMITED

Compliance & Consultation

Tel: (852) 2544 2323 Fax: (852) 2543 9762
citizen@tklo.com.hk www.tklo.com.hk



Hong Kong Company Secretary Retaining Service

Our annual Hong Kong Company Secretary Retaining Service includes handling all the following without additional service fee

- 1 Preparing annual return per requirement of Companies Ordinance
- 2 Preparing basic annual general meeting minutes
- 3 Certifying true copies for company's documents
- 4 Preparing documents for any change in existing directors' particulars
- 5 Preparing minutes for opening bank account
- 6 Signing employer return for dormant company
- 7 Signing annual return and other company secretarial documents per instruction of directors
- 8 Updating statutory records for the period concerned
- 9 Handling significant controller register

Note: Additional fee will be quoted for:

(1) no contact persons in Hong Kong and

(2) more than 9 persons acting as members and directors.

Hong Kong Company Law allows Hong Kong private limited company has all shareholder(s) and director(s) coming from overseas non-Hong Kong resident(s). It therefore maintains a requirement of the post of Company Secretary, being a Hong Kong resident or a Hong Kong company, in each Hong Kong company as a representative for discharging legal and communication obligations in dealing with the continuous registration, law compliance and running of the businesses of the company. If client does not have a Hong Kong resident staff member to act as Company Secretary, we can provide such service annually. Moreover, client can save the above-mentioned handling service charges during the retaining period.