

CITIZEN'S SECRETARIAL SERVICES LIMITED  
Compliance & Consultation

Tel: (852) 2544 2323 Fax: (852) 2543 9762  
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(Operated by T. K. Lo & Company CPAs)

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

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

**FORMATION OF HONGKONG LIMITED COMPANY INSTRUCTION**

*Our service includes the assistance to open HK bank account. As it is subject to the approval of bankers according to their prevailing regulation and practice, we cannot guarantee the success of opening and continuous operation, especially for the cases involving foreign entity and finance.*

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. For the body corporate, please provide copy of certificate of incorporation and information of its ultimate individual beneficial owner.

Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	
Name	Shareholding %	Address
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## Information of Company Secretary

Name		Hong Kong Address
E-mail Address		