

CITIZEN'S SECRETARIAL SERVICES LIMITED
Compliance & Consultation

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



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

Sent To 致: _____ Fax: _____

Our Contact 聯絡人: _____ Tel: _____ E-mail: _____

FORMATION OF OVERSEAS LIMITED COMPANY INSTRUCTION

成立海外註冊有限公司委託書

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.

服務已包括協助申請開辦香港銀行戶口，惟銀行按現時實務准許與否，非本公司能夠保證範圍，尤涉及外地法人及財務的個案。

1. Place of Incorporation & Applied Share Capital (within US\$50,000) 註冊地點及認購股份(US\$50,000 內):

Place of Incorporation 註冊地點	Total Nominal Value 總面值	Number of Shares 股份數目	Each Share Nominal Value 每股面值

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. Correspondence Address 通訊地址：

4. Principal Activity & Fund Source 主要業務及資金來源：

5. Information for each Shareholder & Director is enclosed. 各股東及董事之資料現隨同附上。

I confirm that the information submitted are true and correct and hereby appoint you to undertake the formation of a **new overseas 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海外公司，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. For the body corporate, please provide copy of certificate of incorporation and information of its ultimate individual beneficial owner.

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。如屬法人團體,請提供註冊證明影印本及最終擁有人資料。

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