

CITIZEN'S SECRETARIAL SERVICES LIMITED

Company Compliance & Consultation Services

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人人秘書服務有限公司

Record-keeping period requirements should refer to local Ordinances as below.

| Ordinance | Section | Records | Keeping Period |
|----------------------|----------------------|---|--|
| AMLO 615 | Schedule 2 Part 3 | Information for Each Transaction | At least 5 years after completion |
| AMLO 615 | Schedule 2 Part 3 | CDD for Each Customer | At least 5 years after business relationship ended |
| HKCO 622 | s653L | Entries in SCR may be destroyed | 6 years after cessation to be a significant controller |
| HKCO 622 | s377 | Accounting records of a company | 7 years |
| HKCO 622 | s481 | Minutes of directors' meetings | 10 years |
| HKCO 622 | s483 | Written record of sole director | 10 years |
| HKCO 622 | s618 | Records of members resolutions | 10 years |
| HKCO 622 | s237 | Shares buy-back contracts | 10 years |
| HKCO 622 | s627 | Entries in Register of Members may be destroyed | 10 years after cessation to be a member |
| HKCO(WUMP) 32 | s283 | Disposal of books & papers of company (wound up or dissolved) | 5 years from the dissolution |
| HKIRO 112 | s51C & s51D | Business and rental records | 7 years after completion of the transactions |