

# CITIZEN'S SECRETARIAL SERVICES LIMITED

Company Secretarial and Accounting Services

Tel: (852) 2544 2323 Fax: (852) 2543 9762



人人秘書服務有限公司

## SERVICE FEE CIRCULAR

Come into effect on **1 January 2021**

The fees below are for the reference of our general services. The final fee quotations or charges are depending on the complications and cost disbursements involved.

Service	Fee HK\$	Time
<b>COMMENCING BUSINESS</b>		
Formation of a Hong Kong Limited Company	3,500	9 Days
Acquisition of a Shell Hong Kong Limited Company		3 Days
<i>Formation Disbursement</i>		
First Year Business Registration Fee (wef 1 April 2019)	250	
Company Articles, Statutory Records, Common Seal, Signature Chop, Share Certificates Book, etc	3,800	
Total Amount	7,550	

<b>Registration of Trade Association, Clan Association, Religious and Charitable Body</b>		
Registration of company limited by guarantee and not having a share capital pursuant to Hong Kong Companies Ordinance and drafting of tailor-made Articles	45,000-60,000	Three to Nine Months



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<b>ANNUAL SERVICES</b>		
Nominee Shareholder- one (p.a.)	3,500	N/A
<b>Hong Kong Company Secretary Retaining Services (p.a.)</b> including all the following without additional service fee. <ol style="list-style-type: none"> <li>1 Preparing annual return per requirement of Companies Ordinance</li> <li>2 Preparing basic annual general meeting minutes</li> <li>3 Certifying true copies for company's documents</li> <li>4 Preparing documents for any change in existing directors' particulars</li> <li>5 Preparing minutes for opening bank account</li> <li>6 Signing employer return for dormant company</li> <li>7 Signing annual return and other company secretarial documents per instruction of directors</li> <li>8 Updating statutory records for the period concerned</li> <li>9 Handling significant controller register</li> </ol> (Note: Additional fee will be quoted for (1) no contact person in HK and (2) numerous members and directors cases.)	3,200 up	N/A
Acting as Designated Representative	1,500 up	N/A
Registered Office (p.a.), free of charge for the company name strip/display costs, company kit custody and normal mail redirection & fax transmission	2,800	N/A
Company Kit Custody (p.a.)	1,200	N/A



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<b>OWNERSHIP &amp; MANAGEMENT</b>		
<i>(15% surcharge will be added for non-active clients due to extra costs and procedures to verify validity of existing records before our performance of service)</i>		
Transfer HK Company's Shares-one (each), exclude stamp duties (Note: fee will be increased according to the complication of procedures, eg valuation of properties and business for stamp duties purposes)	3,000 up	14 Days
Change HK Company's Name, excluding filing fee \$295 & printing charges, common seal and signature chop \$705	3,200	14 Days
Allotment Share Capital for the HK Company, excluding printing charges \$140 and charges on updating register and issuing new share certificate	3,500	1 Day
Change of HK Company's Director – One	1,000	1 Day
Change of HK Company's Registered Office	1,500	1 Day
HK Company's Annual Return, including Filing fees \$105	1,200	1 Day
Attending members or directors meeting to guide the progress of proper voting procedures (for members more than 20 and not including sending notice and preparing minutes services)	28,000	NA



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<b>MISCELLANEOUS SERVICES</b>		
Significant Controller Register Handling	2,000 up	N/A
Employment Visa Application	10,000 up	N/A
Attending to court penalty for tax or registration matters	4,500 up	N/A
Alteration of Articles and reprinting	5,500 up	14 Days
Repurchase of Shares By Profits	45,000 up	2 Months
Repurchase of Shares By Non-Profits or Reduction of Share Capital, including Gazette Fee and Newspaper Fee	90,000 up	4 Months
Statutory Records Updating Service		
Several identified items	500	2 Days
Others	500 up	5 Days
Certify True Copy per One Set Document	200 up	1 Day
Conference Room Booking (per hour)	1,000	N/A
Preparation of Minutes	1,200 up	2 Days
<i>Government Records Searching Services, included disbursement</i>		
Annual Return	200 up	1 Day
Business Registration Data	200	2 Days
Land Search for owner of property	200	1 Day
<b>CLOSING BUSINESS</b>		
Deregistration HK Co, including Government fee \$690	7,200	2 Days
Coming Annual Return for Company in the course of Deregistration	1,200	N/A
Liquidation a HK Co, including Gazette Fee about \$20,000, but excluding service of acting as liquidator	70,000 up	6 Months up



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<b>BVI COMPANY WITH US\$50,000 SHARE CAPITAL</b>		
Formation of a BVI Ltd Co	19,000	12 Days
Acquisition of a shell BVI Ltd Co	19,000	2 Days
Annual Registration Renewal Cost, including our charges \$5,000 and general address and correspondence services	11,000	N/A
Transfer of BVI Company's shares - One	3,000	1 Day
Change of BVI Company's Director - One	1,800	1 Day
Allotment of BVI Company's shares	4,000 up	2 Days
Incumbency	2,700 up	3 Days
Good Standing Certification	3,000 up	7 Days
Acting as Company Secretary (p.a.)	2,000	1 Day
Company Kit Updating for New Client	1,000 up	3 Days