



Raleigh Consultant Limited

速豐顧問有限公司

Office Use Only	
Cust. Code	AR

Tel : (852) 8208 0339

Fax: (852) 8208 0229

E-mail: admin@raleighhk.com

Application form of HK Company Registration

Contact Person: _____ Email: _____

Tel.: _____ Fax: _____

First choice of the company name: (Chinese) _____

(English) _____

Second choice of the company name: (Chinese) _____

(English) _____

Registered Office Address: _____

Business Nature: _____

Company Secretary: A Provided by Raleigh Consultant

B Provided by Applicant

Name: _____ HK ID/CI No.: _____

Residential/Registered Address: _____

Registered Share Capital: A Tailor-made Company

B Ready-made Company

Standard capital of HK\$10,000 divided into 10,000 shares of HK\$1.00

Capital Share excess HK\$10,000: HK\$ _____ divided into _____ shares of HK\$ _____

* * Capital Share excess HK\$10,000 shall be charged 0.1% stamp duty * *

Shareholder Name: _____ ID Card / Passport / CI No. _____

Director (Chinese): _____ Country: _____ Hold: _____

Address: _____ Tel.: _____

Shareholder Name: _____ ID Card / Passport / CI No. _____

Director (Chinese): _____ Country: _____ Hold: _____

Address: _____ Tel.: _____

Shareholder Name: _____ ID Card / Passport / CI No. _____

Director (Chinese): _____ Country: _____ Hold: _____

Address: _____ Tel.: _____

Source of knowing us: Magazines Newspaper Leaflets Referral Internet: _____

****Required document(s): Copies of ID/ passport of all shareholders, directors and company secretary****

I/We apply to the Raleigh Consultant Limited for Hong Kong company registration as indicated above to be registered by me/us. I/We acknowledge that I/We have read and understood fully all of HK law and agree to be bound by them.

Signature: _____

Date: _____



Tel: (852) 8208 0339 Fax: (852) 8208 0229 E-mail: admin@raleighhk.com

Hong Kong Company Registration Agreement

Nominating Party:

Trustee:

Raleigh Consultant Limited

Because of the expansion, Raleigh Consultant Limited is being nominated by _____ in assisting for the formation of limited company in Hong Kong. Both parties agree to observe and perform the terms and conditions as follows:

1. Nominating Party shall provide the Trustee with copies of identity cards or passport of any country of director(s), shareholder(s) and company secretary and the associated residential address of them.
2. Nominating Party shall fill in the application form of HK Company Registration for providing the details of proposed company name, share capital, registered office address, director(s), shareholder(s) and so on.
3. The information given by the Nominating Party must be correct and valid. Failure to provide the valid information may result in the Trustee being unable to process the instructions.
4. Details of Services provided by the Trustee:
 - a) We will check the availability of the proposed name whether it can be registered in the Companies Registry;
 - b) After the confirmation of the availability of the company name, we will prepare all the required incorporation documents;
 - c) We can arrange to deliver the incorporation documents to clients for signature by courier. Moreover, clients shall also come to our offices to sign the incorporation documents. They must then be returned to us for filing;
 - d) With all documents signed, we will then file the Memorandum and Articles of Association of the intended company and Declaration of Compliance with the Companies Registry together with the appropriate fees for the application of Certificate of Incorporation;
 - e) Having collected the Certificate of Incorporation, we will then proceed to print the company's Memorandum and Articles of Association, make a company seal, 2 perma chops, a statutory book and a green box and issue shares to share subscribers;
 - f) We will afterwards apply for and collect the Business Registration Certificate and pay for the first year business registration fee (HK\$2,600).
 - g) Once the whole incorporation process is completed, we will then deliver all documents evidencing the legal existence of the Company to clients by courier. Moreover, clients shall also come to our offices to collect the incorporation documents.

5. Payment:
- a) Formation Fee: (HKD / Renminbi / USD) _____
(Inclusive of government charges & one complete company kit)
 - b) Pre-paid 100% Formation Fee: (HKD / Renminbi / USD) _____ with the application and agreement form of HK Company Registration
 - c) Share capital excess HK\$ 10,000 shall be charged 0.1% stamp duty.
6. Required Time:
Within 14 working days after receiving all the required incorporation documents duly signed by the client.
7. Once the forms have been signed and faxed to us, the order is confirmed. There would be no refund if client would like to cancel the order. After the details of application are confirmed as final, HK\$300 will be charged as handling fee for revised upon application data, i.e. name of company, shareholders / directors' particulars etc.
8. If problems raised by the directors / shareholders of the Nominating Party result in the Trustee being unable to fulfill the responsibility of the company secretary, the Trustee will not be liable for any losses and legal responsibilities.
9. The Nominating Party and the Raleigh Consultant Limited hereby declare that they fully understand the above provisions and further agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.

Confirmed and signed by:

Nominating Party

Raleigh Consultant Limited

Date: _____

Date: _____