

請用正楷填寫本申請表上各欄，並在適當的方格內加上"✓"號。

Please complete all sections in BLOCK LETTERS and mark "✓" where applicable

成立香港有限公司申請表

Application for Incorporation of Hong Kong Limited Company

Section A - Information of Applicant / Contact Person

姓名	_____	電郵	_____
Name	_____	email	_____
電話	_____	傳真	_____
Tel	_____	Fax	_____
地址	_____		
Address	_____		

Section B - Information of Proposed new company

擬採用的公司英文名稱(第一選擇)
1st choice of Proposed company name in English : _____

擬採用的公司中文名稱(第一選擇) - 如有
1st choice of Proposed company name in Chinese (if any) : _____

擬採用的公司英文名稱(第二選擇)
2nd choice of Proposed company name in English : _____

擬採用的公司中文名稱(第二選擇) - 如有
2nd choice of Proposed company name in Chinese (if any) : _____

業務性質
Nature of Business : _____

公司註冊地址
Registered Office Address in Hong Kong : _____

公司組成時的股本及最初的股份持有情況

Share Capital and Intial Shareholdings on the Company's Format :

- 基本 Basic
 其它 Other

Total No. of ordinary shares issued	Paid up Value	Unpaid Value
1 / per shareholder	HK\$1 / per share	HK\$0.00

(According to Hong Kong Company Ordinance, each Limited Company should maintain a registered office in HK. S & G can provide "Registered / Virtual Office Service". Please refer to below "Optional Service") (根據香港公司法條例，有限公司必須擁有香港註冊地址。盈豐會計秘書服務有限公司可提供公司註冊地址/虛擬辦公室服務，詳情請參閱以下 <自選服務>)

Optional Service for "Registered / Virtual Office Service" 註冊地址/虛擬辦公室 自選服務

	<input type="checkbox"/> Registered Office Services 註冊地址服務 Annual Fee: HK \$1,200 年費只需 HK \$1,200	<input type="checkbox"/> Virtual Office Services A 虛擬辦公室服務 A Annual Fee: HK \$6,000 年費只需 HK \$6,000	<input type="checkbox"/> Virtual Office Services B 虛擬辦公室服務 B Annual Fee: 6,880 年費只需 HK \$6,880
Using S & G Office for receiving letters and parcels. 由盈豐會計秘書服務有限公司提供之一年公司註冊地址服務	✓	✓	✓
Redirect Letters / Parcels to Hong Kong designated address. (Charge: Postage Fee + HK\$50 per letter, Postage Fee + HK\$200 per parcel (below 2kg)) 轉寄信件或包裹。(每封信件收費:郵資+HK\$50，每件包裹收費:郵資+HK\$200(2公斤以下))	✓	✓	✓
Customers can make use of the registered office at their letter paper and business cards for business corresponding address. 客戶可把本公司之地址作為商業用途並印於 貴公司之信紙及咭片上。	✓	✓	✓
Phone answering services by professional secretary with individual phone number* for messages taking. 提供獨立電話號碼*並由專業秘書以客戶公司名字接聽來電及留言轉告。	✗	✓	✓
Provision of individual fax number* (send and receive fax messages up to 500 pages per month) and Fax will be transmitted directly to a designated email. 提供獨立傳真號碼*供客戶網上收發傳真。每月接收/發送頁數500頁。	✗	✗	✓

*Customer will be assigned a phone / fax number by S&G. If customer wants to use their own phone / fax number, S&G will NOT liable for the installation fee and monthly fee.

*客戶將被分配一個電話/傳真號碼，如客戶希望使用自己的電話/傳真號碼，盈豐會計秘書服務有限公司將不承擔其安裝費和月費。



Section C - Information of Shareholder(s) and Director(s) /

All Shareholders' and Directors' must provide a copy of HK Identity Card or Passport AND Residential Address Proof (e.g Utility Bills issued within 3 months or Bank Statements issued within 3 months by Financial Institutions in EU/FATF countries, or Valid Driving License / National Identity Card with address, etc)

所有股東及董事必須提供香港身份證或護照副本及住址證明(如最近3個月內發出之水費單、電費單、銀行月結單或附有地址之有效駕駛執照/國民身份證等)

For Corporate Shareholder or Director, please provide the organization chart and certified by Director showing the % shareholdings owned by each individual and the ultimate beneficial owners of the company. And every private company must have at least one director who is a natural person.

對於由企業出任股東或董事之公司，請提供相關企業之公司架構資料及由董事認證之股權分佈及其最終實益擁有人之資料。每間私人公司必須有至少一名董事為自然人。

Shareholder / Director 1 股東/董事一

Form for Shareholder/Director 1 including fields for Name in English, Name in Chinese, HKID No, Passport No, Position & Shares, and Residential Address.

Shareholder / Director 2 股東/董事二

Form for Shareholder/Director 2 including fields for Name in English, Name in Chinese, HKID No, Passport No, Position & Shares, and Residential/Registered Address.

Reserve Director (Apply for sole Member/Director of a private Limited Company) (If any)

備任董事 (適用於只有一名成員/董事之私人有限公司) (如有)

Form for Reserve Director including fields for Name in English, Name in Chinese, HKID No, Passport No, Telephone, Fax, and Residential Address.



Section D - Information of Company Secretary

Every private company incorporated in Hong Kong must have a Secretary and at least one Director/Shareholder. A Sole Director of a private company shall not also be the Secretary of the company. The name of the Shareholder/Director and Company Secretary must same as the Identity Documents (Please provide a copy of Hong Kong Identity Card or Certificate of Incorporation.)

S & G Secretarial Service Ltd provide company secretarial services to our valued customers. Please refer to below "Optional Service".

每一間在香港註冊成立的私人有限公司必須有一名秘書和至少一名董事/股東。一家私人公司的唯一董事不得兼任公司秘書。股東/董事及公司秘書的名稱必須與香港身份證明文件相同。請提供香港身份證明文件之副本以供核對。

盈豐秘書服務有限公司提供公司秘書服務，詳情請參閱以下 <自選服務>

英文名稱
Name in English : _____

中文名稱
Name in Chinese (if any) : _____

香港身份証號碼 / 公司編號
HKID No. / Company No. : _____

地址
Address : _____

Optional Service 自選服務

申請盈豐會計秘書服務有限公司之公司秘書服務

Apply for Company Secretarial Service with S & G Accounting and Secretary Ltd

- 全面公司秘書服務計劃 (非本港居民及本港居民皆適用) - 年費只須HK\$2,998
Full Secretarial Service Plan (Suitable for both non Hong Kong Residents and Hong Kong Residents) - HK\$2,998 per year
- 標準公司秘書服務計劃 (適用於本港居民及對公司條例具有相關知識之人士) - 年費只須 HK\$1,898
Standard Plan (Only suitable for Hong Kong Residents with basic knowledge of Company Secretary's duties - HK\$1,898 per year
- 基本公司秘書服務計劃 (適用於本港居民及對公司條例具有基本知識之人士) - 年費只須 HK\$998
Basic Plan (Only suitable for Hong Kong Residents with some knowledge of Company Secretary's duties - HK\$998 per year

Section E - Witness (No need to complete this section if all parties can sign this form at our office)

英文姓名 : _____ 中文姓名 (如有) : _____

Name in English : _____ Name in Chinese (if any) : _____

地址 : _____

Address : _____

Section F - Declaration

I / We hereby certify that the information given in this form are true to the best of my knowledge and belief. I / We also understand and agree to the service fee and details of the services provided by S & G Accounting and Secretary Ltd (S & G).

本人/吾等特此證明，本表格內所提供之資料乃真實無誤。同時本人/吾等也理解相關服務內容並同意繳付相關之服務費。

Personal Information Collection Statement : All personal information collected are for registration of above company and the related after-sales services only.

收集個人資料聲明：所有資料只用作註冊有關公司及提供日後相關服務之用，絕不用於其他用途。

Signature of Applicants / Contact Person 申請人/聯絡人簽署

Signature of Witness 見證人簽署

Signature of Shareholder / Director 1 股東/董事一簽署

Signature of Shareholder / Director 2 股東/董事二簽署

Signature of Reverse Director (if applicable) 備任董事簽署 (如適用)

Signature of Company Secretary 公司秘書簽署
(No need to sign if using our Company Secretarial Service)
(如使用本公司之秘書服務,則無需簽署)

如英文本與中文譯本有任何歧義，概以英文本為準。
In case of any discrepancy between the English version and its Chinese translation, the English version shall prevail.

End

If Customer(s) apply for our Registered Office / Virtual Office Services, please complete this form.
如客戶選用本公司之公司註冊地址服務 / 虛擬辦公室服務，請填妥以下資料。

註冊地址服務 / 虛擬辦公室 服務指示

Instruction for handling Mails, Incoming Call and Incoming Fax

Section A - Handling of Mails	(For Registered Office / Virtual Office Services A & B.	A B)	
通知方式 Method of Notification	<input type="checkbox"/> 無須通知 No action	<input type="checkbox"/> 以電郵通知 Notify by email	<input type="checkbox"/> 以電話通知 Notify by telephone
郵件轉發處理方法 Method of Forwarding Mails	<input type="checkbox"/> 親臨本公司領取 Keep in our office for collection by person <input type="checkbox"/> 掃描信件到指定的電子郵件地址 Scan the letter and email to your designated email address 電子郵件地址 email address : _____ <input type="checkbox"/> 轉寄到指定工商 / 海外地址 Forward to the designated local / overseas address <input type="checkbox"/> 快遞到指定工商 / 海外地址 Courier to designated business address / overseas address 指定地址 Designated address : _____		
轉發頻率 Frequency of Forwarding	<input type="checkbox"/> 每星期一次 Once per week	<input type="checkbox"/> 每月一次 Once per month	
快遞帳戶 User Account of Courier	如選擇快遞到指定地址，請提供快遞帳戶 Please provide user account for courier to designated address <input type="checkbox"/> DHL <input type="checkbox"/> UPS <input type="checkbox"/> FEDEX User Account No 帳戶號碼: _____		

Section B - Handling of Telephone Calls	(For Virtual Office Services A & B.	A B)
公司名字接聽來電 Name of Company for answering incoming call (以四個中文字或兩個英文字為限) 4 Chinese words or 2 English words		
公司業務範圍 / 產品或服務之簡介 Business Nature / Introduction of Product(s) or Service(s)		
接聽來電處理方法 Method of Handling Incoming Calls	<input type="checkbox"/> 留言後以電郵通知 Take message and notify by email 電子郵件地址 email address : _____	

Section C - Handling of Fax	(For Virtual Office Services B.	B)
傳真處理服務轉至電郵 Fax Forward to Email	<input type="checkbox"/> 傳真轉至以下電郵 Fax will be forwarded to following email _____	

Section D - Declaration, Terms and Conditions

I/ We (Customer(s)) hereby agree and understand the following terms and conditions

- 1 I / We hereby certify that the information given in this form are true to the best of my knowledge and belief. I / We also understand and agree to the service fee and details of the services provided by S & G Accounting and Secretary Ltd (S & G).
本人/吾等特此證明，本表格內所提供之資料乃真實無誤。同時本人/吾等也理解相關服務內容並同意繳付相關之服務費。
- 2 I / We have no right to occupy and access any part of the premises and any equipment or facilities within the premises of S&G.
本人/吾等明白及同意在本合約中沒有賦予本人/吾等佔用或使用任何盈豐會計秘書服務有限公司的辦公室、設備或設施的權力。

Continue to P.2 去第2頁



盈豐會計秘書服務有限公司

S & G Accounting and Secretary Ltd

- 3 Before the commencement of service(s) and/or after termination of service(s), S & G have the right to reject all mails, parcels, fax, or any other objects sent to customer(s) and will not handle all Calls / Fax from the assigned Telephone / Fax number. S & G is not responsible to notify customer(s) of such delivery. 30 days after the termination of services, any mails, parcels, fax or any other objects sent to or left at S&G office shall be at the disposal of S&G at its absolute discretion.
- 服務開始前或/及終止服務後，盈豐會計秘書服務有限公司有權拒絕接收所有的郵件，包裹，傳真或發送給客戶的任何物件和不會處理從指定電話/傳真號碼的所有來電及傳真。盈豐會計秘書服務有限公司無需通知客戶以上各項之送達。終止服務30天後，盈豐會計秘書服務有限公司有其絕對權處置留在盈豐會計秘書服務有限公司辦公室內的任何郵件，包裹，傳真及任何物件。
- 4 Under the following circumstances, S & G have the rights to terminate services without any prior notice. S & G shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing service(s).
- 在下列情況下，盈豐會計秘書服務有限公司有權終止服務而不作任何事先通知。盈豐會計秘書服務有限公司不承擔任何法律責任，也不為停止服務承擔任何索賠或賠償責任。
- a) Customer(s) has failed to settle any service fees, handling fees, reimbursements of postage, or renew business registration on time.
客戶未能按時繳付任何服務費，手續費，郵資費用，或按時更新商業登記。
- b) In suspicion of customer(s) is involving or carrying out a fraud and / or any illegal or improper activities
客戶被懷疑涉及或進行欺詐和/或任何非法或不正當活動。
- c) In suspicion of customer(s) is using provided service(s) for promotion sales, public recruitment and any hotline function(s).
客戶涉嫌利用服務作市場推介會、招聘服務或任何熱線電話用途。
- 5 I / We hereby agree that due to the imperfect nature of verbal, written, and electronic communication, S & G is not responsible for any failure to render any service(s), any error or omission, or any delay or interruption of any service(s), the sole obligation is limited to the services charges during the affected period. Customer(s) also agree to waive , and not to make, any claim for damages, direct or consequential, including with respect to lost business or profits, arising out of any failure to furnish any service(s), any error or omission with respect there to, or any delay or interruption of services.
- 本人/吾等同意由於語言，文字和電子通訊的不完善及限制。如因服務受阻、延誤、中斷、或錯漏。盈豐會計秘書服務有限公司的責任只限於其服務受影響時段的服務費。盈豐會計秘書服務有限公司不會因上述原因而負上其他責任。客戶也同意不會因服務受阻、延誤、中斷或任何錯漏而引致的直接或間接損失(包括業務及其收益或利潤之損失)而提出索償。
- 6 Customer(s) agree that they will not transfer or assign any parts of the service(s) to any other parties.
- 客戶同意不會把服務轉移或分配予第三者使用。
- 7 If Customer(s) terminates the service(s), all the prepaid service fees will not refund.
- 如客戶終止服務，所有已繳付之服務費將不獲退回。
- 8 If S & G is no longer able to provide the service(s) or terminate your service(s) within/after your paid period, a 30-day formal notice/email will be given to customer(s) (except for the situation stated in term 4), and the prepaid service fees will be refunded to customer(s) on pro-rata basic.
- 如盈豐會計秘書服務有限公司未能提供服務或提前終止相關服務。盈豐會計秘書服務有限公司將在30天前向客戶作出正式書面/電郵通知(於第4條列明的情況除外)，同時盈豐會計秘書服務有限公司將按比例退回已繳付之服務費。
- 9 Customer(s) understand and agree that the service(s) details, terms and conditions, and disbursement schedule will be renewed irregularly. Before any modification, S & G will give not less than a 30-days notice to customer(s)
- 客戶理解並同意，服務之內容、條款及細則和收費將不定期更新。任何修改之前，盈豐會計秘書服務有限公司將給予客戶不少於30天的通知。

I have read and agree to above Declaration, Terms and Conditions

本人/吾等已閱讀並同意以上聲明，條款與細則

Signature of Applicants 申請人簽署

如英文本與中文譯本有任何歧義，概以英文本為準。

In case of any discrepancy between the English version and its Chinese translation, the English version shall prevail.

End