

Company Secretary's Information 公司秘書

(See Guideline 4 見附錄 4)

Company Secretary Service (additional charges apply HK\$890)
公司秘書服務 (需另收費 HK\$890)

Appointed person or company
閣下所指定之公司或個人

Name / Company Name 姓名 / 公司名稱	英文 English	中文 Chinese
HK ID No./Passport No./CI No. 香港身份證/外國護照號碼/公司註冊號碼		
Residential Address / Registered Address 住宅地址 / 公司註冊地址	英文 English	

Registered Address 註冊地址

(See Guideline 5 見附錄 5)

Address 地址	英文 English
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For HSBC Bank Account Only 只限於滙豐銀行開立戶口

Director's declaration (additional charges apply HK\$150)
董事證明信 (需另收費 HK\$150)

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Com Kit	<input type="checkbox"/> Y <input type="checkbox"/> N	Com Sec	<input type="checkbox"/> Y <input type="checkbox"/> N	VO Pack	<input type="checkbox"/> Y <input type="checkbox"/> N
Pick-Up Centre	Sign Location		/ email		

I permit all information to be released to a third-party accounting firm for completing the registration. I understand that one set of Memorandum & Articles will be taken as a record and I understand the administration of Limited Company Registration do not relate to Jumpstart Business Centre. I also accept that the payment for this service is non-refundable under any circumstances.

本人同意以上資料交由香港會計師作為申請有限公司之用途，並同意其中一份公司章程作紀錄之用，亦明白有限公司之審核過程與盟諾商務中心無關。本人明白及接受在任任何情況下，已繳交的費用是不可退回。

I certify that all information are true:

本人核證以上資料均正確無誤:

Date

日期

Signature

簽署

Email Address

電郵地址

Customer's Name

委託人姓名

Telephone No.

聯絡電話

Please submit the following documents for application 請提供以下文件

*** Individual director / shareholder / company secretary**

- Hong Kong ID Card or passport copy
- Residential address proof with a date not earlier than 6 months

*** Corporate directors / shareholder / company secretary**

- For newly established HK Company : BR, CI and Form NC1 copy
- For HK Company established over one year : BR, CI and latest Annual Return (Form AR1) copy
- For Overseas Company : copy of Certificate of Incorporation, register of members and register of directors

*** 個人董事 / 股東 / 秘書**

- 香港身份證及護照副本
- 最近六個月內之住宅地址證明

*** 公司董事 / 股東 / 秘書**

- 新成立香港公司: 商業登記證、公司註冊證書及表格 NC1 副本
- 成立一年以上的香港公司: 商業登記證、公司註冊證書及最近一期的周年申報表副本
- 海外公司: 公司註冊證書、股東名冊及董事名冊副本。

Remarks:

- Personal Information Statement: All personal information will be used for establishment of the above company only.
個人資料搜集聲明: 所有資料只用作成立有關公司之用，絕不會用作其他用途。
- Administration fee HK\$300 will be charged when there are any changes after this application form is submitted.
遞交此申請表後，如更改任何資料，需另繳行政費為港幣三百元。

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Guidelines for Completing Form BR001-10

Guideline 1 : Company Name 附錄一：公司名稱	<p>Choose a name for the company you wish to incorporate, we'll conduct a company name search to make sure the name has not been used. 先選擇擬註冊成立公司的名稱，我們會進行查冊。</p> <p>A company name may be in Chinese or in English. 公司名稱可用中文或英文註冊。</p>
Guideline 2 : Registered Capital 附錄二：註冊資本	<p>You are forming a private company limited by shares. The liability is limited to the assets of the company and the value of the issued shares. 當你成立一間持有限股本的公司，公司債務將不多於貴公司的資產及發行股本的價值。</p> <p>The minimum share capital for any companies limited by shares must be \$1. The majority of limited companies incorporate with \$10,000 shares capital as this is the amount included in registration fee of \$1,730. If the share capital needs to be increased, additional capital fee must be paid. 任何一間持股的有限公司，所持股本最少為\$1。而大部分的有限公司持股量為\$10,000，主要原因是政府註冊費\$1730是包括發行股本\$10,000或以下。當公司成立後，如需增加資本，便需繳交增加資本登記費。</p> <p>Share capital is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy. 貴公司所持有的股份並不相等於公司於銀行開戶的存款數目，視乎不同銀行的需求。</p>
Guideline 3 : Shareholder's / Director's Information 附錄三：股東 / 董事資料	<p>Any limited company must have at least one shareholder and director. Non- HK residents can be a director and/or shareholder. 任何一間有限公司必須有一位或以上的董事及股東，非香港居民亦可作董事或股東。</p> <p>The Chinese and English name of the directors and shareholders must be the same as ID card or passport. 董事及股東所填寫的中英文姓名必須與身份證或護照上的姓名一樣。</p> <p>Authorized Signatory must be a director of the corporate shareholder and corporate director. 授權簽署人必須為公司股東或公司董事的其中一位董事。</p>
Guideline 4 : Company Secretary 附錄四：公司秘書	<p>If the company has only one director, this director cannot also act as the secretary. (We can be your company secretary, additional charges apply.) 如公司只有 1 位董事，該董事不能同時兼任秘書。(以本公司作為公司秘書，需另收費。)</p> <p>Please provide the residential address of an individual secretary in Hong Kong. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable. 請申報個人秘書在香港的住宅地址。非香港地址、「轉交」地址及郵政信箱號碼恕不接受。</p> <p>If the individual secretary does not have the HKID card number, please provide the HK residential address proof. 如該名人士並非香港身份證持有人，請遞交香港住宅地址證明。</p>
Guideline 5 — Registered Address 附錄五：註冊地址	<p>The full address of the company's registered office must be stated. Non-Hong Kong addresses, 'care of' addresses and post office box numbers are not acceptable. 申報的註冊地址必須為詳細地址。非香港地址、「轉交」地址及郵政信箱號碼恕不接受。</p> <p>This address will be displayed in your business registration certificate and the public company registry database. 此地址為商業登記証上所列印的地址以及在商業登記處所查冊到的地址。</p> <p>If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company. 若以商業地址作為登記地址，會令客人對公司規模增加信心。</p>

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