

Hong Kong Limited Company Registration Services Application Form (RO-001)

*Mandatory fields

Application Information				
Company Name * (See Guideline 1)	Name in Chinese:		有限公司	
	Name in English:		Limited	
Registered Capital * (See Guideline 2)	<ul style="list-style-type: none"> The minimum share capital for any companies limited by shares must be \$1. Share capital is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy. <input type="checkbox"/> 10,000 <input type="checkbox"/> Customized share capital: _____ HK\$1/each 			
Purpose of incorporating the Company* (For running a business, briefly describe the business activities involved.)				
Shareholder's / Director's / Co. Sec.'s / Contact Person's Information (See Guideline 3)				
<ul style="list-style-type: none"> For additional member, please fill in the form VO-002. There should be at least one Shareholder and one Director. The Company Secretary must either be a Hong Kong Permanent Residence or a Hong Kong Company. Please also submit the ID/Passport copy of every contact person. Phase 2 of the New Inspection Regime of the Companies Register under the Companies Ordinance (Cap. 622) has commenced on 24 October 2022. Residential addresses of directors and full identification numbers ("IDNs") of directors are replaced with correspondence addresses and partial IDNs for public inspection. # Residential Address is protected information, will not be shown on the public record. https://www.cr.gov.hk/en/legislation/nir/faq/Phase2.htm Phone Number and Email Address are for BBC internal use only. 				
Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary			Choose at least one
Name on ID/Passport*	Chinese:		English:	
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *	Date of Birth*	YYYY-MM-DD
No. of Shares *		Phone Number *	Email*	
Usual Residential Addr. # *				
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.			
Shareholder's / Director's / Co. Sec.'s / Contact Person's Information (See Guideline 3)				
Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary			Choose at least one
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No. of Shares *		Phone Number *	Email*	
Usual Residential Addr. # *				
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.			
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Name on ID/Passport*	Chinese:		English:	
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *	Date of Birth*	YYYY-MM-DD
No. of Shares *		Phone Number *	Email*	
Usual Residential Addr. # *				
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.			

Service Plan

Service charge for different branches is different. Please choose a branch as your registered address for Plan R1-R4. (See Guideline 5)

<input type="checkbox"/> R0. Hong Kong Limited Company (Economy Pack) HK\$4,680 Business Registration (BR) Fee and Certificate of Incorporation(CI) Fee are included. Registered Address: _____ <ul style="list-style-type: none"> ● Company name search ● Prepare and submit necessary documents ● Company Registration (CI) Application ● Business Registration (BR) Application ● Articles of Association x 5 ● Pre-ink Circular Chop x 1 ● Necessary documents for bank account setup 	<table border="1"> <thead> <tr> <th colspan="2">Extra Item</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Pre-ink Circular Chop \$80</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Pre-ink Cheque Chop \$80</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Common Seal \$250</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Upgrade to Green-Box Set \$400</td> </tr> <tr> <td colspan="2">Includes:</td> </tr> <tr> <td>✓</td> <td>Articles of Association x 10</td> </tr> <tr> <td>✓</td> <td>Statutory book x 1</td> </tr> <tr> <td>✓</td> <td>Share certificates book x 1</td> </tr> <tr> <td>✓</td> <td>Pre-inked circular chop x 1</td> </tr> <tr> <td>✓</td> <td>Cheque Chop x 1</td> </tr> <tr> <td>✓</td> <td>Common Seal x 1</td> </tr> <tr> <td>✓</td> <td>Necessary documents for bank account setup</td> </tr> <tr> <td>✓</td> <td>Green Box x 1</td> </tr> </tbody> </table>	Extra Item		<input type="checkbox"/>	Pre-ink Circular Chop \$80	<input type="checkbox"/>	Pre-ink Cheque Chop \$80	<input type="checkbox"/>	Common Seal \$250	<input type="checkbox"/>	Upgrade to Green-Box Set \$400	Includes:		✓	Articles of Association x 10	✓	Statutory book x 1	✓	Share certificates book x 1	✓	Pre-inked circular chop x 1	✓	Cheque Chop x 1	✓	Common Seal x 1	✓	Necessary documents for bank account setup	✓	Green Box x 1
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✓	Necessary documents for bank account setup																												
✓	Green Box x 1																												
<input type="checkbox"/> Express Incorporation Service -HK\$100 <ul style="list-style-type: none"> ● Applicable for Plan R0-R4 ● By using the e-Registry Service (Gov. service) ● My e-Registry Account ID: _____ Password: _____ 																													

R1. Causeway Bay \$6,060 Sheung Wan \$5,800 Kwun Tong \$5,800 Tsim Sha Tsui \$5,800 Mong Kok \$5,680 Kwai Fong \$5,800

R0 services + Virtual Office Service Plan A for 1 year, includes

- By using BBC branch's address as your registered address
- Unlimited mails and parcels handling

R2. Causeway Bay \$7,660 Sheung Wan \$7,380 Kwun Tong \$7,380 Tsim Sha Tsui \$7,380 Mong Kok \$7,280 Kwai Fong \$7,380

R0 services + Virtual Office Service Plan B for 1 year, includes

- By using BBC branch's address as your registered address
- Unlimited mails and parcels handling
- Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)

R3. Causeway Bay \$7,780 Sheung Wan \$7,560 Kwun Tong \$7,560 Tsim Sha Tsui \$7,560 Mong Kok \$7,460 Kwai Fong \$7,560

R0 services + Virtual Office Service Plan C for 1 year, includes

- By using BBC branch's address as your registered address
- Unlimited mails and parcels handling
- Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)
- Display of company name on e-office directory

R4. Causeway Bay \$7,980 Sheung Wan \$7,560 Kwun Tong \$7,560 Tsim Sha Tsui \$7,560 Mong Kok \$7,460 Kwai Fong \$7,560

R0 services + Virtual Office Service Plan D for 1 year, includes

- By using BBC branch's address as your registered address
- Unlimited mails and parcels handling
- Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)
- Display of company name on e-office directory
- Provide shared fax number. Unlimited fax to email (faxes in PDF format)

Collecting your documents	<input type="checkbox"/> Causeway Bay <input type="checkbox"/> Sheung Wan <input type="checkbox"/> Kwun Tong <input type="checkbox"/> Tsim Sha Tsui <input type="checkbox"/> Mong Kok <input type="checkbox"/> Kwai Fong <input type="checkbox"/> SF Express (pay on delivery) : Recipient's name: _____ Contact No.: _____ Address: _____
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Register of Members, Register of Directors & Register of Company Secretary (See Guideline 6)

Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary – HKD\$400

- Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary
- This is a one-time service, no update would be allowed when the Registers are made.

Significant Controllers Register (See Guideline 7)

Prepare the Significant Controllers Register (SCR) – HKD\$300

Prepare the SCR with all necessary information. This is a one-time service, no update would be allowed when the SCR is made.

Serve as the Designated Representative of the Significant Controllers Register (SCR) – HKD\$1,000/year

Please note: In suspicion of the Customer is involved in any illegal activities, or subjected to any civil or criminal prosecution, BBC reserves all rights to resign from the position of the Designated Representative of the SCR with immediate effect.

Value-Added Options			
<input type="checkbox"/> Call Forwarding after office-hour at only HKD\$30/month Call(s) will be forwarded to your designated phone number during non-office hour.			
Mail Scan Service <input type="checkbox"/> \$100/Month for 10 mails <input type="checkbox"/> \$300/Month for 30 mails		<ul style="list-style-type: none"> ● Scan mail as PDF and send by email. ● Included 20 (A4) pages per mail. #If you have not applied this service and you wish to scan the mail, the service charge per mail is HKD\$20, limited to 20 (A4) pages of content. You may submit your order on bbc . me Platform.	
Mail Re-directing Service			
Type	Area and Delivery Fee	Forwarding Cycle	Monthly Fee
by post	Hong Kong Area only (20 mails and stamp fee included)	Every Friday	<input type="checkbox"/> \$70
		Every Month	<input type="checkbox"/> \$50
	Overseas or Mainland China (20 mails and stamp fee included)	Every Friday	<input type="checkbox"/> \$90
		Every Month	<input type="checkbox"/> \$75
by courier	S.F. Express Delivery fee payable at destination	Every Friday	<input type="checkbox"/> \$60
		Every Month	<input type="checkbox"/> \$60
Forward Address:		Recipient:	
		Tel:	

Terms & Conditions for Hong Kong Limited Company Incorporation

- This Service Agreement is entered into between Brilliant Business Centre Limited (the "Service Provider") and the applicant (the "Customer") for the Hong Kong Limited Company Incorporation service (the "Service"). Both parties agree and intend to be bound legally by the terms and conditions stated in this agreement.
- The Customer confirms that all information provided to the Service Provider in the Service is true and accurate. This information includes the company name, registered capital, registered address, and personal particulars of all shareholders in the company. Provision of false or incorrect information may result in the need for extra time and costs for the amendment or resubmission of documents afterward. In such cases, the Customer agrees to bear all related costs and responsibilities. The Company Registries may take up to a month to handle an amendment request.
- The Customer acknowledges and accepts that the "Company Name Search" service provided by Service Provider is only limited to name searches conducted via the Companies Registry's company search system. The said service does not include areas related to licenses, trademarks, or domain name.
- The Customer acknowledges and accepts all legal risks related to the use of a company name, including but not limited to infringement of other registered brand names and trademarks and any corresponding benefits deriving from such names.
- The Customer acknowledges that the Companies Registry may randomly request any company to provide reasons or explanation for the incorporation of a company and the said procedure may increase or lengthen the time needed for the incorporation procedures. The Customer agrees to hold the Service Provider free from any responsibility for any delays caused in such situations.
- The Customer acknowledges that the "Express Incorporation Service" is not applicable to company incorporations/applications that do not meet requirements set forth by the Companies Registry. In such cases, the Service Provider will switch to Standard Service Plan to process the Customer's incorporation application and will not be held responsible for the lengthened processing time.
- The Customer agrees to provide all necessary documents reasonably requested by the Service Provider to complete the company incorporation procedures. In any case that the Customer refuses to provide the required documents they acknowledge and accept that the incorporation procedures will not be completed. And as such, the Service Provider has the right to terminate the service agreement and will not be held responsible for or subject to any damage or loss claims regarding the ceased service.
- The Customer acknowledges and agrees that any request for withdrawal and refund of a subscribed company incorporation service will be subject to an administration fee of a minimum of HKD\$300 charged by the Service Provider, on condition that the Service Provider agrees to such request. In any case, the Service Provider has the right to reject such a request.
- The Service Provider will conduct professional appraisals of services requested by the Customer and reserves the right to make the final decision.
- Customers subscribing to Service Plans containing Virtual Office Service provided by the Service Provider confirm that they have read, understood, and agreed to the "Terms & Conditions for Virtual Office Services".

Terms & Conditions for Virtual Office Services

MAIN TERMS

- This agreement is offered by Brilliant Business Centre Limited (Service provider) and accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.
- This agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region ("HKSAR") and the parties hereby irrevocably submit to the non-exclusive jurisdiction of the Courts of the HKSAR.
- The Customer understands and agrees that they will have no right to occupy and access any part of the premises and any equipment or facilities within the premises of the Service Provider under this agreement.
- The Customer understands and agrees that if they use the registered address of the Service Provider to apply any license, they MUST get written approval from the Service Provider. Otherwise the Service Provider would terminate the service(s) with immediate effect and send objection to the related party.
- The Customer shall not publish or use the provided address, telephone number and fax number without the prior authorization from the Service Provider, before the commencement of services or after termination of services, or on behalf of a company or user not registered with the Service Provider. The Service Provider reserves all rights for claiming against all losses and expenses incurred.
- Before the commencement of service, during suspension period, or any situation without the prior authorization, the Service Provider will reject all mails, parcels, fax or any other objects sent to the Customer and will not handle all calls from the assigned telephone number. The Service Provider is not responsible to notify the Customer of such delivery. 30 days after the termination of service, any mails, parcels, fax or any other objects sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its.
- Under the following circumstances, the Service Provider reserves all rights to terminate services without any prior notice. The Service Provider shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing services.
 - 7.1 The Customer is running any business that is identified as direct or indirect competition to the Service Provider.
 - 7.2 The Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time; or to submit necessary documents required by the law of HKSAR;

- 7.3 In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities;
- 7.4 In suspicion of the Customer is using provided services to hold any promotional sales or public recruitment events;
- 7.5 In suspicion of the Customer is transferring or assigning any or part of the services to any other parties, without the prior authorization from the Service Provider;
- 7.6 The customer, or any contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc;
- 7.7 The Customer, or any contact person(s) of the Customer has caused any third party to disturb the operation at any service point of the Service Provider to claim for lost, protest, etc;
- 7.8 The Customer, or any contact person(s) of the Customer has caused the press and media to arrive at any service point of the Service Provider for interview, filming or taking photograph.
- 7.9 The Customer's company has been liquidated / wound-up, a Baliff's presence at the service point and has started effecting the execution of court orders and judgments, or the company has been dissolved.
- 7.10 The customers who fail to provide true and correct information, or necessary documents within the set time limit to the Service Provider for completion of customer due diligence procedures.
- 8 The Client shall acknowledge and agree in accordance with the Terms that the service provider does not guarantee to endorse an application for the Client regarding the declaration to including but not limited to the government and law enforcement agencies in relation to the use of our company's registered address as the Client's address. The service provider may require 7 to 14 days to review the relevant documents, and may induce additional charges for endorsing the associated documents. The service provider reserves the right to refuse to endorse any documents, and to submit the notification of termination of relevant authorization to the government and law enforcement agencies.
- 9 The Customer shall acknowledge and understand a local private company is required to display its registered name in a conspicuous position from the registered office or business venue. The Customer will have responsibilities for all penalties and legal liability from negligence.
- 10 (For Limited Company Only) The Customer shall acknowledge and understand every year annual return is required to be delivered to the Registrar of Companies for registration within 42 days after the anniversary of the date of the company's incorporation in that year (the prescribed time period), the Customer will be responsible for all penalties and legal liability from late delivery.
- 11 (For Limited Company Only) The Customer shall acknowledge and understand a local private company is required to obtain and maintain up-to-date beneficial ownership information by way of keeping a Significant Controllers Register, the Customer will be responsible for all penalties and legal liability from negligence.
- 12 Should any disputes arise, the decision of the Service Provider shall be final.

LIMITATION OF LIABILITY

- 13 The Customer acknowledges that due to the imperfect nature of verbal, written and electronic communications, the Service Provider is not responsible for any failure to render any service, any error or omission, or any delay or interruption of any service, the sole obligation is limited to the service charges during the affected period.
- 14 The Customer agrees to waive, and agrees not to make, any claims for damages, direct or consequential, including with respect to lost business or profits, arising out of any failure to furnish any service, any error or omission with respect there to, or any delay or interruption of services.
- 15 The Service Provider agrees that they are not allowed to sell or provide any information of the Customer to any third party without consent from the Customer.

CONTRACT PERIOD

- 16 The first contract period will be the period started from the date of service commenced to the last date of the period covered within the first payment. The contract period will be extended according to the period covered of each payment of the Customer afterward, and the content of this agreement will be applicable within the extended contract period.
- 17 If not renewing the subscribed service(s), the Customer should notify the Service Provider 30 days before service period ends, otherwise, the deposit (if any) cannot be refunded.
- 18 Service fee will not be refund for early termination.
- 19 The Service Provider reserves the right to terminate this Service Agreement for any reason, or no reason at all, at any time by delivering a thirty (30) days prior written notice to the Customer, or with immediate effect by paying an amount equivalent to thirty (30) days' service fee in lieu of notice. Any remaining service fee(s) and/or deposit(s) prepaid for the Service Plan will be reimbursed. In doing so, the Service Provider shall not be held liable for any responsibilities or claims.

ABOUT SERVICE AND PAYMENT

- 20 MAIL HANDLING SERVICES
 - 20.1 The total volume of mails and parcels shall not exceed 53cm x 32 cm x 23cm (Sum of the length of the sides less than 108cm). The Service Provider reserves rights to refuse receiving further mails and parcels which volume exceed the prescribed size.
 - 20.2 The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for the Customer.
 - 20.3 The handling charge of the parcel received for the Customer will be based on the storing time and the quantity, details as follows:

collect within first 3-day after the email notification sent	Free
collect after the first 3-day	HKS 20 / day / item

- 20.4 The Service Provider shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.
- 21 MAIL FORWARDING SERVICES
 - 21.1 If the mail forwarding services is required, the Customer should state at the time of application. Otherwise, the Customer should notice the Service Provider by email or written notice afterward every time.
 - 21.2 The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.
- 22 CALL SERVICES
 - 22.1 All call forwarding services apply to local telephone number only.
 - 22.2 If the designated number direct transferred by system is to be changed, a formal written notification should be submitted to the Service Provider on or before 1 working day prior to the effective day.
 - 22.3 During the office hour, the telephone services provided by the Service Provider can be only used for receiving calls, leaving messages and transferring calls on behalf of the Customer, not including any services related to product inquiries, making quotations and customer services.
- 23 The Customer shall pay the fees before the due date specified on the relevant invoices, or the Service Provider has the right to suspend the services to the Customer.
- 24 The Customer has the responsibility to make sure that their payments are received and identified by the Service Provider before the due date specified on the relevant invoices.
- 25 If Customer requests to reactive the services which has been suspended by the Service Provider due to late payment or overdue situation, the Service Provider shall charge the Customer the service fees for the suspended period.
- 26 If the Customer requires to make amendments to service instructions, contents or location, a written notice should be given to the Service Provider to the amendment take place, related service fees shall apply.
- 27 The Customer has acknowledged and agreed the latest version of Terms & Conditions for Virtual Office is located online (URL shows below). The Service Provider reserves the right to amend the Terms & Conditions from time to time without prior notice.
<https://www.bbcl.com.hk/us/online-document/virtual-office-terms-and-conditions>

CONFIRM YOUR APPLICATION

- I have read and agreed to the Terms and Conditions and declared that the information given above is true and accurate in each and every respect. I agree that Brilliant Business Centre Limited shall not be liable if the incorporation is rejected by Companies Registry. I also accept that any payments for this service is non-refundable under any circumstances.
- I understand that I MUST return the required documents duly signed to Brilliant Business Centre Limited for completing the application process within 12 days from the signing of this document, or I / my company shall be deemed liable for all the penalties and legal liabilities incurred. I also agree that if I fail to provide the required documents within a month, this application would be considered cancelled, and under such circumstance, there will be NO refund of any fees that have been paid for this application. Reconnection or reapplication fee may apply.
- (For Plan R1-4 user only) I acknowledge and understand a local private company is required to obtain and maintain up-to-date beneficial ownership information by way of keeping a "Significant Controllers Register" and "Members, Directors & Company Secretary Registers", I / my company will have responsibilities for all penalties and legal liability from negligence.

Authorized Signature(s)

Applicant Name(s)

Date

Corporate Email Service Plan			
<input type="checkbox"/> Plan E1 \$600/Year <ul style="list-style-type: none"> ● Quota: 2 GB ● Domain Name registration for 1 year (e.g. mycomp.com) ● Email Account x 10 (e.g. me@mycomp.com) ● Unlimited email forwarding ● Supports Webmail, IMAP, POP3 ● Supports Outlook, iPhone, Android ● Free parking page with basic company information ● FTP Account x 1 ● MySQL Database x 1 	<input type="checkbox"/> Plan E2 \$800/Year <ul style="list-style-type: none"> ● Quota: 4 GB ● Domain Name registration for 1 year (e.g. mycomp.com) ● Email Account x 20 (e.g. me@mycomp.com) ● Unlimited email forwarding ● Supports Webmail, IMAP, POP3 ● Supports Outlook, iPhone, Android ● Free parking page with basic company information ● FTP Account x 1 ● MySQL Database x 1 	<input type="checkbox"/> Plan E3 \$900/Year <ul style="list-style-type: none"> ● Quota: 6 GB ● Domain Name registration for 1 year (e.g. mycomp.com) ● Email Account x 30 (e.g. me@mycomp.com) ● Unlimited email forwarding ● Supports Webmail, IMAP, POP3 ● Supports Outlook, iPhone, Android ● Free parking page with basic company information ● FTP Account x 3 ● MySQL Database x 3 	
Domain Name Registration			
First Choice		Second Choice	
Category	<input type="checkbox"/> .com <input type="checkbox"/> .com.hk <input type="checkbox"/> .hk <input type="checkbox"/> .net <input type="checkbox"/> .co <input type="checkbox"/> .org <input type="checkbox"/> .org.hk <input type="checkbox"/> .info <input type="checkbox"/> Others _____		
Cloud Backup Service			
Services includes: <ul style="list-style-type: none"> ● PC Customer side program with 1 user-license ● Automated & Scheduled backup ● Supports multiple backup versions for download and restore ● Complete backup of all files in destined location ● 12 months of services 		<input type="checkbox"/> 10 GB Cloud Backup space, at HKD\$336/Year <input type="checkbox"/> 50 GB Cloud Backup space, at HKD\$696/Year <input type="checkbox"/> 100 GB Cloud Backup space, at HKD\$1,056/Year	
Business Card Printing Service Plan			
<input type="checkbox"/> 300 Cards (3 boxes) at HKD\$500 <ul style="list-style-type: none"> ● Choose a design template ● 2 persons included ● Each box contains 100 cards ● Total 300 pieces 	<input type="checkbox"/> 600 Cards (6 boxes) at HKD\$600 <ul style="list-style-type: none"> ● Choose a design template ● 4 persons included ● Each box contains 100 cards ● Total 600 pieces 	<input type="checkbox"/> 900 Cards (9 boxes) at HKD\$900 <ul style="list-style-type: none"> ● Choose a design template ● 6 persons included ● Each box contains 100 cards ● Total 900 pieces 	
Selected Card No.	Company Logo		<input type="checkbox"/> Yes <input type="checkbox"/> No

Business Card Content			
Company Name	<input type="checkbox"/> Same as Registered Name		
Address	<input type="checkbox"/> Same as Registered Address		
Website			
Tel		Fax	
Name		Title	
Phone		Email	
Name		Title	
Phone		Email	

Guidelines

Guideline 1: Company Name

- 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.
- A company name may be in Chinese or in English.

Guideline 2: Registered Capital

- 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.
- The minimum share capital for any companies limited by shares must be \$1.
- Share capital is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy.

Guideline 3: Shareholder's/ Director's Information

- Any limited company must have at least one shareholder and director. Non-HK residents can be a director and/or shareholder.
- The Chinese and English name of the directors and shareholders must be the same as ID card or passport.

Guideline 4: Company Secretary

- If the company has only one director, this director cannot also act as the secretary. (We can be your company secretary, additional charges apply.)
- The company secretary must be a HK resident.
- Shall there be any change of the particulars of the company which is not via BBC, please be reminded to send BBC a copy within 7-calendar-day after submitting. Otherwise, the AR would be prepared based on our information. If any amendment is required to do afterwards or the submitted AR is rejected by the CR, the client will be responsible for all induced administration fee and government's fine.

Guideline 5: Registered Address

- This address will be displayed on your business registration certificate and the public company registry database.
- If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company.

Guideline 6: Register Of Members, Register Of Directors & Register Of Company Secretary

- There are rights to inspect certain records which are required to be kept by companies under Cap. 32. Copies of the records may also be provided in some cases. Such records comprise registers, minutes, copies of resolutions and other documents required to be kept by a company.

Guideline 7: The Significant Controllers Register ("SCR")

- The Companies Ordinance (Cap.622) ("CO") has been amended to require a company incorporated in Hong Kong to identify persons who have significant control over the company ("significant controllers") and to maintain a significant controllers register ("SCR") to be accessible by law enforcement officers upon demand.
- The "Significant Controllers Register" should maintain the most updated information of the company's #significant controllers and it's *designated representative. Failure to comply with the above obligations is a criminal offence.

Additional Contact Person's Information (VO-002)

- Corporate accounts have a maximum of 3 contact persons. For additional contact person, the service charge is **HK\$50/month** per contact person.
- Please submit the ID/Passport copy of every contact person.

Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary Choose at least one			
Name on ID/Passport*	Chinese:		English:	
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *	Date of Birth*	YYYY-MM-DD
No. of Shares *		Phone Number *	Email*	
Usual Residential Addr. #	*			
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.			

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No. of Shares *		Phone Number *	Email*	
Usual Residential Addr. #	*			
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.			

Phase 2 of the New Inspection Regime of the Companies Register under the Companies Ordinance (Cap. 622) has commenced on 24 October 2022. Residential addresses of directors and full identification numbers ("IDNs") of directors are replaced with correspondence addresses and partial IDNs for public inspection

Residential Address is protected information, will not be shown on the public record.

<https://www.cr.gov.hk/en/legislation/nir/faq/Phase2.htm>