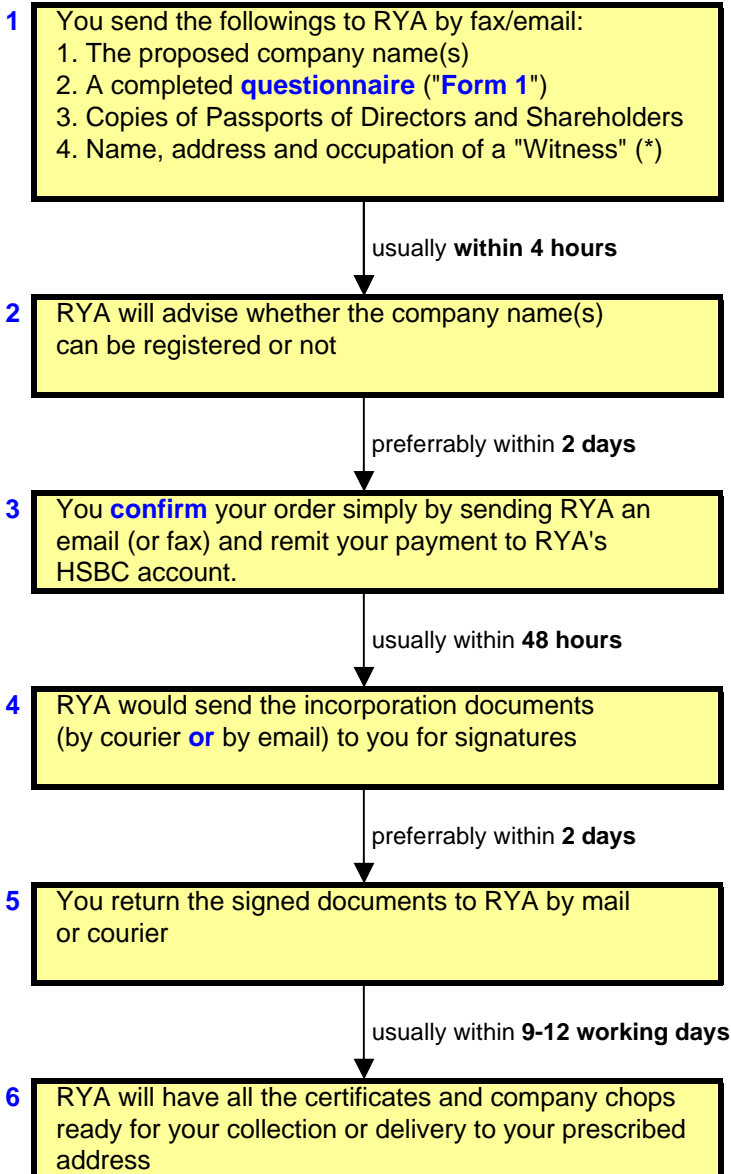


Dear client,

Thank you for your enquiry about **setting up a company in Hong Kong**.

We are pleased to outline the steps of incorporation as below:



After sales services:

- RYA would act as the **company secretary** of the company at no charge for the first year
- RYA would act as the **tax representatives** of the company at no charge for the first 2 years
- **Free secretarial advisory** via email

If you have any questions, please contact:

RYA Management Limited
Rooms 1318-20, 13/F, Hollywood Plaza,
610 Nathan Road, Mongkok, Kowloon, Hong Kong.
Tel: (852) 2781 0282 Fax: (852) 2781 0816
Email: info@rccpa.com.hk Web: www.rccpa.com.hk

Remarks:

(*) If the director(s) and/or shareholder(s) will not be coming to Hong Kong to sign the incorporation documents, we need you to provide the name, address and occupation of a person who is over 18 years old and will **witness** the signatures of "shareholders". The witness's details will be printed on the Memorandum and Articles ("M&A").

Name search:

If the desired company name is already registered, you need to think of another name.

HSBC Account Number: 017-380767-001

Account Name : RYA MANAGEMENT LIMITED
HSBC's swift code : HSBCHKHCHK

It is better for us to send the documents to you by courier because we would indicate clearly where to sign on the documents with **colour tapes** and pencil mark so that you will be less likely to miss a signature.

You are recommended to return them to us by **registered post** or **DHL**.

What would you get?

1. Original Certificate of Incorporation
2. Original Business Registration Certificate
3. Minutes of First Board Meeting
4. Resolution of appointment of first directors
5. Transfer of subscriber shares, if appropriate
6. A book of share certificates
7. Copies of statutory documents filed with the Companies Registry
8. 2 sets of Certified True Copies of documents for opening of bank accounts
9. 1 statutory kit (this would be kept in our office)
10. 18 copies of Memorandum and Articles
11. 1 common seal (a metallic chop)
12. 1 pre-inked company chop
13. 1 pre-inked round chop
14. 1 statutory book (to be kept in our office)