

## Incorporating/Purchasing a Hong Kong Private Limited Company

**1. Name of the Company** (A company name may be in either English alone, Chinese alone, or in both English and Chinese)

In English : \_\_\_\_\_ (must end with "LIMITED")

In Chinese : \_\_\_\_\_ (must end with "有限公司")

**2. Share Capital (HK\$)**

Number of shares : **10,000** (recommended)

Value per share: **HK\$1** (recommended)

To be issued and fully paid : HK\$ \_\_\_\_\_

**3. Registered Office**

Rooms 1318-20, Hollywood Plaza, 610 Nathan Road, Mongkok, Kowloon, Hong Kong. (free of charge)  
 You may use our office address as the registered office free of charge for the first year. (HK\$1,900 from the 2nd year onwards)

\_\_\_\_\_

**4. Nature of Business** (e.g. trading, consulting etc) \_\_\_\_\_

(Less than 60 English alphabets or 30 Chinese characters)

**5. Date of Commencement of Business** \_\_\_\_\_

**6. Name of Bank**     HSBC     Hang Seng Bank     Others: \_\_\_\_\_

Authorized person(s) to sign cheques, etc. \_\_\_\_\_ and/or \_\_\_\_\_

**7. Particulars of Directors** (must be over 18 years old and not an undischarged bankrupt)

<b>1. Name</b>	Residential Address
English	
Chinese	
HKID/Passport No.	
Contact Tel	Email
<b>2. Name</b>	Residential Address
English	
Chinese	
HKID/Passport No.	
Contact Tel	Email
<b>3. Name</b>	Residential Address
English	
Chinese	
HKID/Passport No.	
Contact Tel	Email
<b>4. Name</b>	Residential Address
English	
Chinese	
HKID/Passport No.	
Contact Tel	Email

(Continued)

**8. Particulars of Shareholders**

<b>1. Name</b>	Residential Address	No. of shares held
English		
Chinese		
HKID/Passport No.	Occupation (e.g. Merchant)	
Contact Tel	Email	
<b>2. Name</b>	Residential Address	No. of shares held
English		
Chinese		
HKID/Passport No.	Occupation (e.g. Merchant)	
Contact Tel	Email	
<b>3. Name</b>	Residential Address	No. of shares held
English		
Chinese		
HKID/Passport No.	Occupation (e.g. Merchant)	
Contact Tel	Email	
<b>4. Name</b>	Residential Address	No. of shares held
English		
Chinese		
HKID/Passport No.	Occupation (e.g. Merchant)	
Contact Tel	Email	

**9. Company Secretary** (Must be a Hong Kong resident or a body corporate having its registered office or place of business in Hong Kong)  
Our service is **FREE** for the first year. You have no obligation to use our service in the coming years.

Name	Address
RYA Management Ltd (free of charge)	Rooms 1318-20, Hollywood Plaza, 610 Nathan Road, Mongkok, Kowloon, H.K.
Others:	

**To: RYA Management Ltd [Tel : (852) 2781 0282 Fax : (852) 2781 0816 Email : info@rccpa.com.hk]**

I hereby give you instruction to proceed with the set up / purchase of the company at **HK\$7,950** (included Capital Fee HK\$1,730, Business Registration Fee and Government Levy HK\$2,450) on my behalf.

I have done my best to ensure the above information is accurate and enclosed copies of passport(s) or Hong Kong Identity Card(s) of the above mentioned director(s) and shareholder(s).

Signed :

(8/2011)

Name : \_\_\_\_\_ Contact telephone : \_\_\_\_\_

Date : \_\_\_\_\_ E-mail : \_\_\_\_\_