

**Incorporating/Purchasing a Hong Kong Private Limited Company 成立 / 購買香港有限公司**

**1. Name of the Company 公司名稱**

In English 英文: \_\_\_\_\_ Must end with "Limited" 必須以 Limited 結尾

In Chinese 中文: \_\_\_\_\_ 必須以「有限公司」結尾

**2. Share Capital (HK\$) 股本**

Number of shares 股份數量: **10,000** (recommended 建議) Value per share 每股面值: **HK\$1** (recommended 建議)

To be issued and fully paid 發行及實收: HK\$ \_\_\_\_\_

**3. Registered Office 註冊地址**



Rms 1318-20, Hollywood Plaza, 610 Nathan Rd, Mongkok, Kowloon, H.K. 香港九龍旺角彌敦道 610 號荷李活商業中心 1318-20 室  
(Free for the first year. HK\$1,900 from the second year onwards. 首年免費。翌年如續用，年費為 HK\$1,900。)

**4. Nature of Business 生意性質**

(e.g. trading / consulting / 貿易 / 顧問) \_\_\_\_\_ (Less than 60 English alphabets or 30 Chinese characters; 英文少於60字母; 中文少於30字)

**5. Date of Commencement of Business 開業日期** \_\_\_\_\_

**6. Name of Bank 開戶銀行** \_\_\_\_\_

**Authorized person(s) to sign cheques, etc. 授權簽支票人士** \_\_\_\_\_ and/or \_\_\_\_\_

**7. Particulars of Directors 董事資料**

(董事須為年滿十八歲及並非「未解除破產令」之人士)

<b>1. Name 姓名</b>	Residential Address 住址
English	
中文	
HKID/Passport No. 身份證/護照號碼	
Contact Tel 聯絡電話	Email 電郵
<b>2. Name 姓名</b>	Residential Address 住址
English	
中文	
HKID/Passport No. 身份證/護照號碼	
Contact Tel 聯絡電話	Email 電郵
<b>3. Name 姓名</b>	Residential Address 住址
English	
中文	
HKID/Passport No. 身份證/護照號碼	
Contact Tel 聯絡電話	Email 電郵
<b>4. Name 姓名</b>	Residential Address 住址
English	
中文	
HKID/Passport No. 身份證/護照號碼	
Contact Tel 聯絡電話	Email 電郵

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**8. Particulars of Shareholders 股東資料**

<b>1. Name 姓名</b>	Residential Address 住址	No. of shares held 持股數目
English		
中文		
HKID/Passport No. 身份證/護照號碼		
Contact Tel 聯絡電話	Occupation 職業 (例如「商人」)	
	Email 電郵	
<b>2. Name 姓名</b>	Residential Address 住址	No. of shares held 持股數目
English		
中文		
HKID/Passport No. 身份證/護照號碼		
Contact Tel 聯絡電話	Occupation 職業 (例如「商人」)	
	Email 電郵	
<b>3. Name 姓名</b>	Residential Address 住址	No. of shares held 持股數目
English		
中文		
HKID/Passport No. 身份證/護照號碼		
Contact Tel 聯絡電話	Occupation 職業 (例如「商人」)	
	Email 電郵	
<b>4. Name 姓名</b>	Residential Address 住址	No. of shares held 持股數目
English		
中文		
HKID/Passport No. 身份證/護照號碼		
Contact Tel 聯絡電話	Occupation 職業 (例如「商人」)	
	Email 電郵	

**9. Company Secretary 公司秘書** (Must be a Hong Kong resident or a body corporate having its registered office or place of business in Hong Kong 必需是香港居民又或是註冊地址設於香港的公司)

<input type="checkbox"/> RYA Management Limited (Rooms 1318-20, Hollywood Plaza, 610 Nathan Road, Mongkok, Kowloon, Hong Kong.) 慧雅管理有限公司 (香港九龍旺角彌敦道 610 號荷李活商業中心 1318-20室) Our service is FREE for the first year. You have no obligation to use our service in the coming years. (首年免費，翌年可選擇不續用)
<input type="checkbox"/> Name 姓名 : _____ Residential Address 住址 : _____ 註：唯一董事不可兼任秘書一職

To: RYA Management Ltd 致 慧雅管理有限公司 [Fax 傳真: (852) 2781 0816 Email 電郵: 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 HKIC of the above director(s) and shareholder(s).

本人現委託 貴司註冊/購買上述有限公司，費用為 **HK\$7,950** (此費用已包括香港特別行政區政府所徵收的「資本額登記費」HK\$1,730 及「商業登記及破產欠薪保障基金徵費」HK\$2,450)。本人已確保以上資料準確並附上董事及股東的身份證明文件。

(8/2011)

**Signed 簽名:**

Name 姓名: \_\_\_\_\_ E-mail 電郵: \_\_\_\_\_  
 Date 日期: \_\_\_\_\_ Telephone 聯絡電話: \_\_\_\_\_