



## HONG KONG SHELF READY MADE PRIVATE LIMITED COMPANY ON DEMAND (24:00) INCORPORATION

**HK\$ 9,560 (US\$ 1,240 - € 1,100)**

### HONG KONG SHELF READY MADE LIMITED COMPANY ON DEMAND INCORPORATION

A Hong Kong Shelf Ready Made Private Limited Company, to your own company name, with local company secretary and registered address for government mail ensuring compliance with basic requirements of Hong Kong company law, incorporated in 24:00.

- Company name search & Documents (NNC1 & Article of Association writing).
- Company documents : Article of Association (AA), Certificate of Incorporation (CI), Business Registration Certificate (BRC), NNC1.
- 1 year Office Registered address parking service (for Hong Kong administration mails only).
- 1 year Company Secretary legal basic parking service.
- 1 year Statutory docs + shares certificate(s) keeping in Hong Kong (mandatory).
- Shares transfer registration and Stamp Duty payment at Inland Revenue Department.
- Director(s) resignation/nomination registration at Companies Registry.
- Quarterly Report of Employment and Vacancies and Employer's Return Assistance management (5 returns/year).

#### **Understanding package price ---NO HIDDEN FEES---**

**HK\$ 9,560**

- Company Registry Incorporation tax	HK\$ 1,720
- Business Registration Certificate tax	HK\$ 2,250
- Company Secretary parking 1 year	HK\$ 1,080
- Office registered address parking in Central District 1 year	HK\$ 1,080
- Incorporation handling	HK\$ 800
- Express on demand	HK\$ 0
- Mail handling mandatory deposit (3 government letters)	HK\$ 150
- Printing	HK\$ 80
- Quarterly Report of Employment and Vacancies and Employer's Return Assistance management (5 returns/year)	HK\$ 1,200
- Shares transfer registration and Stamp Duty payment at IRD	HK\$ 600
- First Director resignation/Director nomination registration at CR	HK\$ 600

## II) AVAILABLE ADDITIONAL SERVICES IF NEEDED

You can choose here options to complete basic package and build package fitting your needs.

<b>CHOP SET</b>		
<input type="checkbox"/>	Seal, signature chop, round chop	<b>500</b> (€ 58 - US\$ 65)

<b>IDENTITY PRIVACY SERVICES to protect your ID on Public Registers</b>	
Individual Nominee Director starting from HKD 30,492 (USD 3,960)	Ask for quote

<b>MAIL HANDLING</b> (Mandatory service minimum deposit is included in pack offer)		
<input type="checkbox"/>	Mail handling and forwarding / mail (maximum 10 pages/item)	Costs + 30% + HK\$ 50

<b>CORPORATE BANK ACCOUNT opening in / outside of Hong Kong (overseas) assistance</b>		
<input type="checkbox"/>	<b>Apostille set of certified true copy of company documents</b> (CI, BRC, AA, NNC1) to open bank account overseas by yourself ( $\pm$ 7 days).	<b>3,000</b> (€ 345 - US\$ 390)
<input type="checkbox"/>	<b>Corporate bank account minutes writing</b> (for Hong Kong corporate bank account appointment meeting).	<b>750</b> (€ 86 - US\$ 98)
<input type="checkbox"/>	<b>Corporate bank account appointment booking</b> (HSBC, Hang Seng Bank). Appointment request might be rejected by Bank.	<b>750</b> (€ 86 - US\$ 98)
<input type="checkbox"/>	<b>Hong Kong Corporate bank account appointment advice</b> Advice and Business Plan Review.	<b>3,850</b> (€ 437 - US\$ 500)
<input type="checkbox"/>	<b>MSO-Account platform from Hong Kong Licensed Money Service Operator Platform for Company accounts:</b> company bank accounts, pre-loaded debit cards, full online banking, 25 types of currency accounts, low and fixed charges, 24-hour banking, high risk merchant card services. Opened in 7 to 10 working days after incorporation of company. Fund segregating management guarantees client's capital security. <b>Remotely opening. No need to come to Hong Kong.</b> <b>Internet Banking + reloadable bank card.</b>	<b>3,600</b> (€ 413 - US\$ 468)
<input type="checkbox"/>	<b>Corporate bank account opening assistance in Singapore with OCBC including company documents certification.</b> Must go Singapore to sign bank documents. Internet Banking + Debit MasterCard GBP, € or US\$. <b>No OFAC sanctioned countries.</b>	<b>3,850</b> (€ 437 - US\$ 500)

### III) COMPANY SERVICES RENEWAL FEES AFTER 1 YEAR (from HK\$ 6,215; USD 808; € 715)

Company Registry Annual Return filling and registration at Companies Registry	<b>540</b>
Company Registry Annual Return tax fee	<b>105</b>
Business Registration Certificate Annual tax fee	<b>2,250</b>
Company Secretary parking annual fee	<b>960</b>
Office Registered address parking annual fee	<b>960</b>
Mandatory keeping of statutory book and shares certificates	<b>200</b>
<b>Quarterly Report of Employment and Vacancies and Employer's Return Assistance management (5 returns/year)</b>	<b>1,200</b>
+ any additional service renewal (if any subscribed)	

Tax filing fee, accounting fee and audit fee (starting from HKD 6,000) should be quoted separately according to business size, workloads,.... Services rendered by independent auditor (legal obligation).

### IV) REQUIREMENTS TO REGISTER A HONG KONG PRIVATE LIMITED COMPANY

- 1 individual Director of any nationality minimum.
- 1 Shareholder. Shareholder(s) may be corporation(s) or individual(s) of any nationality.
- An individual Shareholder can also act as Director.
- The Company Secretary has to be a Hong Kong resident or a Hong Kong Corporation.
- A Hong Kong Private Limited Company must have a Registered Address in Hong Kong.

### V) SHELF READY MADE COMPANY ON DEMAND INCORPORATION PROCEDURES

#### **Step 1**

Send us copy of these documents:

- passport (or Hong Kong Identity Card) and residential address proof of all directors.
- passport (or Hong Kong Identity Card) and residential addresses of all shareholders. If shareholder is another corporation, please provide Certificate of Incorporation and office registered address proof.
- 3 company names you wish to incorporate.

#### **Step 2**

After availability's confirmation of the proposed name and full payment of Shelf Ready Made Private Limited Company reception, we will incorporate your Shelf Ready Made Company on demand in 4-6 hours, fill transfer documents and you will sign transfer documents in our office in Hong Kong.

#### **Step 3**

Following day we will register transfer documents at Inland Revenue Department, pay Stamp Duty and register Director(s) resignation/appointment at Companies Registry.

#### **Step 4**

Next day, you can start using your company. After 11:30 PM your company documents will be ready for pick up at our office on appointment, or sending to any address (ask-us for postage fees).

#### **Step 5**

Corporate bank account opening following ordered option.

If HSBC Hong Kong option is choose, please consider that you need to schedule your corporate bank account appointment **minimum 2-3 weeks in advance**.

Kindly note that all Director(s)/Shareholder(s) owning 10% or more shares/Beneficial Owner(s) should come to Hong Kong for corporate bank account opening appointment (English/Chinese).

### **VI) PAYMENT INFORMATIONS**

#### **Infos Payment (You must pay all bank wire transfer fees)**

Account Name: **PENA LIMITED**

Beneficiary Bank: **HSBC HONG KONG**

Beneficiary Bank address: **1 QUEEN'S ROAD CENTRAL, HONG KONG**

Beneficiary Bank Code: **004 (for local payment)**

Account number: **809643281838 (809-643281-838)**

Bank Identifier Code (SWIFT Code): **HSBCHKHHHKH**

Message: write the desired company name as a message in your bank wire transfer order.

**Thanks to send a copy of payment receipt by e-mail at: [office@pena.hk](mailto:office@pena.hk).**

### **VII) HOW TO ORDER?**

1. Check with us by email company name on demand you want availability and services quotation.
2. Make payment.
3. Fill completely following form.
4. Send us an e-mail to: [office@pena.hk](mailto:office@pena.hk) with application form + passport & last utility bill from each Director and Shareholder + payment proof. Incorporation is done in 24:00.
5. You will come to our office to sign transfer documents:  
PENA LIMITED  
8 Floor Kongling Building, 100 Jervois Street, Sheung Wan, Central District, HONG KONG  
Tel.: (+852) 28.15.68.26
6. Following day of documents transfer signature in our office we will register shares transfer and pay Stamp Duty at Inland Revenue Department and register first director(s) nomination at Companies Registry.
7. The following day your company documents will be ready for pick up in our office from 11:30 AM.

# HONG KONG COMPANY INCORPORATION FORM

We only consider fully completed forms with payment and requested documents copies.

<b>I. Company name</b>
Proposed name of the Company in order of preference:
1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>

<b>II. Nature of Business of the Company</b> (brief description of Company's business activities)
<input type="text"/>

<b>III. Share capital</b>
The common authorised share capital of the Company will be 10,000 shares of HK\$1.

<b>IV. Company Secretary and Registered Office Address for government mail</b>
PENA LIMITED or MY SECRETARY LIMITED will act as Company Secretary and provide Registered Office address.

Following Hong Kong Companies Ordinance, the identiti(es) of the Shareholder(s)/Director(s) are filed with the Companies Registry in Hong Kong and this information is available for public inspection at Company Registry.

Nominee Service may be used to provide confidentiality. Contact us for price and details.

**V. Particulars of Shareholders** (minimum one Shareholder individual or company)

(1) First Name(s):

Last Name(s):

Address:

**(with street name, N°, district)**

Postcode:  City:  Country:

Occupation:

Telephone:  E-mail:

Nationality and passport or HK ID N°. / Co N°:

Number of shares to be issued:

(2) First Name(s):

Last Name(s):

Address:

**(with street name, N°, district)**

Postcode:  City:  Country:

Occupation:

Telephone:  E-mail:

Nationality and passport or HK ID N°. / Co N°:

Number of shares to be issued:

If more than two Shareholders, please provide information on a separate attachment. If the shareholder(s) is / are corporations, full details of their corporate structure will be required.

For each beneficial owner please provide copy of the passport (or other form of I.D. documentation) and a copy of a document to prove the current residential address (e.g. an electricity bill or bank statement less than 3 months old).

(3) First Name(s):

Last Name(s):

Address:

**(with street name, N°, district)**

Postcode:  City:  Country:

Occupation:

Telephone:  E-mail:

Nationality and passport or HK ID N°. / Co N°:

Number of shares to be issued:

(4) First Name(s):

Last Name(s):

Address:

**(with street name, N°, district)**

Postcode:  City:  Country:

Occupation:

Telephone:  E-mail:

Nationality and passport or HK ID N°. / Co N°:

Number of shares to be issued:

If more than two Shareholders, please provide information on a separate attachment. If the shareholder(s) is / are corporations, full details of their corporate structure will be required.

For each beneficial owner please provide copy of the passport (or other form of I.D. documentation) and a copy of a document to prove the current residential address (e.g. an electricity bill or bank statement less than 3 months old).

Individual Nominee Shareholder + Declaration Of Trust: from USD 2,000/year/Nominee

**VI. Particulars of Directors** (minimum one Director that must be an individual)

(1) First Name(s):

Last Name(s):

Address:   
(with street name, N°, district)

Postcode:  City:  Country:

Occupation:

Telephone:  E-mail:

Nationality and passport or HK ID N°. :

(2) First Name(s):

Last Name(s):

Address:   
(with street name, N°, district)

Postcode:  City:  Country:

Occupation:

Telephone:  E-mail:

Nationality and passport or HK ID N°. :

If more than two Directors, please provide information on a separate attachment.

For each Director please provide copy of the passport (or other form of I.D. documentation) and a copy of a document to prove the current residential address (e.g. an electricity, water, phone bill or bank statement less than 3 months old).

Individual Nominee Director (1 year) + Power Of Attorney: from USD 3,960/year/Nominee



### VIII. Authorisation to Proceed

The undersigned person hereby acknowledge agreement to PENA LIMITED's standard Management Services Agreement and authorises PENA LIMITED to proceed with the incorporation/purchase of the above Hong Kong Company.

(1) First Name(s):

Last Name(s):

Address:   
(with street name, N°, district)

Postcode:  City:  Country:

Telephone:  E-mail:

Nationality and passport N°. or HK ID N°. / Co N°:

All documents, correspondence and Debit Notes will be sent to the address specified below:

Please keep in mind that Hong Kong is not offshore and that is a mandatory requirement for all Hong Kong companies to prepare annual audited accounts and file a tax return.

PENA LIMITED will assist you company with the provision of accounting services and tax return filing (PENA LIMITED will provide a quote for agreement prior to commencing any work).

Forward this complete document (page 1, page 2, page 3, page 4, page 5, page 6, page 7, page 8) by e-mail **office@pena.hk** or fax +852.28.15.59.68 with the copy of your payment, the copy of subscribers passports and residency proofs {Director(s) and Shareholder(s)}.

If corporate banking opening assistance service is subscribed, please provide business plan, business proofs if any available and business background (experience).