



HONG KONG PRIVATE LIMITED COMPANY INCORPORATION

HK\$ 4,520 (US\$ 587 - EUR 525)

**BASIC FULL PACKAGE CREATION & 1 YEAR SERVICES
+ CORPORATE BANK ACCOUNT OPENING APPOINTMENT**

HONG KONG BEST PACKAGE → FREE INCORPORATION : HANDLING = HKD 0 ←

ALL IN ONE INCORPORATION PREMIUM PACKAGE OFFER

SERVICES	PRICE HK\$
→ Company Registry Incorporation tax	1,720
→ Business Registration Certificate tax (1 year)	250
→ Company incorporation fee	0
→ Company Secretary parking service 1 year → Office registered address parking service 1 year → Register of Significant Controllers keeping service 1 year → Statutory documents & registers keeping in Hong Kong → Incorporation handling → Mail handling {3 government letters} → Employment and Vacancies Returns Quarterly Report filling assistance	2,550
→ Corporate bank account opening minutes paperwork writing	540
→ Corporate bank account opening appointment with OCBC Wing Hang	2,310
TOTAL	4,520
	(USD) 587

No Hidden fees: company incorporation taxes and all basic mandatory parking services for 1 year.

REQUIREMENTS TO REGISTER A HONG KONG PRIVATE LIMITED COMPANY

- 1 Director. Director(s) may be individual(s) of any nationality.
- 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.

AVAILABLE ADDITIONAL SERVICES

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

<input type="checkbox"/>	Chop set: company signature chop, and company round chop	265 (€ 31 - US\$ 35)
<input type="checkbox"/>	Rush incorporation on demand : company incorporation in 4 hours and fully ready in 2 days (depending if ordered in HK or Overseas)	2,310 (€ 269 - US\$ 300)
<input type="checkbox"/>	Mail handling and forwarding / mail (maximum 10 pages/item)	Costs + 30% + HK\$ 50
<input type="checkbox"/>	Individual Nominee Director to hide real Director ID in Public Register starting from HKD 92,400 (USD 12,000)	Ask for quote
<input type="checkbox"/>	Apostille set of certified true copy of company documents (CI, BRC, AA, NNC1) to open bank account overseas by yourself (± 5 days).	2,465 (€ 287 - US\$ 320)
<input type="checkbox"/>	Corporate bank account appointment booking & opening minutes writing (HSBC, Hang Seng Bank).	2,310 (€ 269 - US\$ 300)
<input type="checkbox"/>	Hong Kong Corporate bank account appointment advice Advice and Business Plan Review.	2,310 (€ 269 - US\$ 300)
<input type="checkbox"/>	Corporate bank account opening assistance in Puerto Rico (USA) with Euro Pacific Bank. Internet Banking + Debit MasterCard US\$. 2-3 weeks. No US/Canada citizens and residents. No OFAC sanctioned countries. Remotely opening. No need to come to Hong Kong or Puerto Rico.	3,850 (€ 448 - US\$ 500)
<input type="checkbox"/>	Corporate bank account opening assistance in Singapore with OCBC. Internet Banking + Debit MasterCard US\$. 3-5 weeks. No OFAC sanctioned countries. Minimum first deposit USD 30,000 non frozen. Meeting with bank officer in Singapore once pre-approval confirmed.	3,850 (€ 448 - US\$ 500)

BASIC MANDATORY RENEWAL FEES AFTER ONE YEAR

Company Registry Annual Return tax fee	105
Business Registration Certificate Annual tax fee	2,250
Company Registry Annual Return filling and registration at Companies Registry	360
Documents printing	90
Company Secretary parking annual fee	1,080
Office Registered address parking annual fee	1,080
Significant Controllers register updating and keeping annual fee	1,080
Mandatory keeping of statutory registers, shares certificates, CI, BRC and NAR1	360
Schedule Management of mandatory yearly accounting, audit, and Profits Tax Return	720
Quarterly Report of Employment and Vacancies Returns + Employer's Return filling Assistance management	1,080
TOTAL	8,205

HOW TO APPLY - SCHEDULE

Step 1

You will fill incorporation form and provide us the following documents and informations by e-mail to: office@pena.hk (kindly note that this mail box is encrypted and do not join over 10 Mo pieces) :

1. 3 names of Company either in English only or Chinese only or both by preference order;
2. Certified true copies of passport (or Hong Kong ID) and recent residential addresses proofs of each director and shareholder. If shareholder is another corporation, please provide all its Certificate of Incorporation, BRC, Registers, Certificate of Incumbency and address proof;
3. The scope of business;
4. Amount of share capital, percentage of shareholdings if more than one shareholder.

Then we will confirm if the proposed company name is available for registration within 1 working day.

Step 2

Confirmation of name availability, issuing invoice with payment instructions for client's settlement and writing incorporation documents (Articles of Association; Incorporation Form) for client's signing. Next day after express mail arrival with original signed documents we will apply for your company Certificate of Incorporation and Business Registration Certificate at Companies Registry.

Step 3

After 5 working days, we will collect Certificate of Incorporation and Business Registration Certificate at Companies Registry after receiving its fax confirming company is incorporated.

Step 4

Following day afternoon (day 6), you will sign mandatory first documents we will write as Company Secretary and can start using your company.

Step 5 Corporate bank account opening following your choice.

→ in Hong Kong by yourself (**bank appointment must be booked 2-3 weeks in advance**).

a. Free OCBC Wing Hang corporate bank account appointment booking and opening minutes writing (business plan, business proofs and residency proofs must be communicated 2 weeks in advance).

b. Handling corporate bank account appointment booking by yourself.

c. Using our option (HKD 2,310 - USD 300) for appointment with any other bank of your choice (HSBC, Hang Seng Bank). 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;

→ by yourself in countries of your choice with an Apostille Kit of company documents;

→ using our assistance for remotely Neat business corporate bank account for SME opening with Standard Chartered Bank or Money Service Operator internet banking corporate banking solution opening (in both case you must satisfy Know Your Customer compliance and be approved by supplier).

PAYMENT INFORMATIONS (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.**

Bank Identifier Code (SWIFT Code): **HSBCHKHCHKH.**

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.

HONG KONG COMPANY INCORPORATION FORM

PENA LIMITED 8 Floor Kongling Building, 100 Jervois Street, Sheung Wan, Central District, HONG KONG
Tel.: (+852) 28.15.68.26 - Fax: (+852) 28.15.59.68 - E-mail: office@pena.hk - <http://www.pena.hk/>

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

The undersigned person hereby acknowledge agreement to PENA LIMITED's standard Management Services Agreement and authorises PENA LIMITED to proceed company incorporation/purchase.

Client Name	
Phone N°	Email

Company Name ended by "LIMITED" is mandatory			
English Name 成立公司英文名稱	LIMITED		
Chinese Name 成立公司中文名稱	有限公司		
Registered Office 香港註冊地址	8/F KONGLING BUILDING, 100 JERVOIS STREET, CENTRAL DISTRICT, HK		
Company Secretary 首任秘書	PENA LIMITED		
Share Capital 擬註冊股本	Standard (HK\$ 10,000 divided into 10,000 shares of HK\$ 1 each)		
	HKD	divided into	shares of HKD each
Business Nature 業務性質	<input type="checkbox"/> Investment 投資	<input type="checkbox"/> Holdings investments 持股投資	<input type="checkbox"/> Trading 貿易
	<input type="checkbox"/> Others 其他		

1. The number of directors or shareholders is limited to three in our incorporation pack offer. Additional handling fee of HKD300 should be collected for each extra director or shareholder.

如公司董事或股東人數超過三位，每位需額外另付 HKD300 手續費。

2. After all details of application are confirmed as final, handling fee of HKD300 should be collected for each revision, such as name/address of company, particulars of shareholders'/ directors' etc.

當本公司確定閣下有關申請資料後，閣下欲更改資料，如公司名稱，股東，董事，本公司將收取每項 HKD300 文件處理費。

3. For each Director and Shareholder: provide certified true copy of passport (or Hong Kong I.D.) and certified true copy of residency proof less than 2 months old (phone bill not acceptable).

對於每位董事和股東：提供經過真實認證的護照（或香港身份證號碼）以及少於 2 個月的居住證明的真實副本（電話賬單不可接受）。

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 Profit Tax Return.

Founder Member 創辦成員

OR/AND

Director 董事

Shareholder/Director 創辦成員/董事		<input type="checkbox"/> Individual 個人		<input type="checkbox"/> Corporate 法人團體	
Surname 英文名稱					
Name 姓名					
Chinese Name 中文姓名					
Passport N° & country 護照號碼及國家名稱					
Residential Address 住址					
Occupation 職業					
Phone N° 電話號碼				Email 電子郵件	
Shares to be taken 股份數目					

Founder Member 創辦成員

OR/AND

Director 董事

Shareholder/Director 創辦成員/董事		<input type="checkbox"/> Individual 個人		<input type="checkbox"/> Corporate 法人團體	
Surname 英文名稱					
Name 姓名					
Chinese Name 中文姓名					
Passport N° & country 護照號碼及國家名稱					
Residential Address 住址					
Occupation 職業					
Phone N° 電話號碼				Email 電子郵件	
Shares to be taken 股份數目					

Founder Member 創辦成員

OR/AND

Director 董事

Shareholder/Director 創辦成員/董事		<input type="checkbox"/> Individual 個人		<input type="checkbox"/> Corporate 法人團體	
Surname 英文名稱					
Name 姓名					
Chinese Name 中文姓名					
Passport N° & country 護照號碼及國家名稱					
Residential Address 住址					
Occupation 職業					
Phone N° 電話號碼				Email 電子郵件	
Shares to be taken 股份數目					