**CLIENT ACCEPTANCE & DATA FORM-HONG KONG COMPANY客户接纳及资料表 - 香港公司**

To enable us to form the company, please complete the following form and email it to [syip@morrison-co.net](mailto:syip@morrison-co.net) or fax it back to our office at (852) 2526 7611. Unless it is required to comply with the disclosure requirements of the laws, or as ordered by law enforcement bodies to make disclosure (and without communicating to you) pursuant to the laws and regulations, information collected shall be used for internal record only and will not be released without the prior consent of the client. We reserve the rights to release to your designated banker identification documents, address proof etc on behalf of the holder for the purpose of opening bank account or updating the bank records. (The Note Number in bracket refer to relevant paragraph in our “Brief notes on private limited companies incorporated in Hong Kong”)

为使我们能够帮助你顺利成立公司，请填写以下表格并通过电子邮件发送至syip@morrison-co.net或传真至（+852）2526 7611我们的办公室。除非法律要求即时披露，或执法部门依法强制指令我司未事先通知经客户的情况下而披露指定相关资料，所收集的信息会用于内部记录，未经客户事先同意不得发布。我们保留代你向指定的银行发放身份、住址证明文件的权利，以便开立银行账户或更新银行记录。 （括号内的注释编号，请参阅“在香港注册成立的私人有限公司的简介”中的相关段落）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To至: Eternal Gold Limited  2308, Dominion Centre,  43-59, Queen’s Road East,  Wanchai,  Hong Kong  添金有限公司  香港湾仔皇后大道东43-59号  东美中心23楼2308室 |  | Fax传真: (852) 2526 7611  Email  电邮: [syip@morrison-co.net](mailto:syip@morrison-co.net)  Date日期: | | |
|  |  |  | | |
| 1. NAME OF THE COMPANY公司名称: |  | (Chinese Name,if Any  中文公司名称，如需要) | | |
| 1st choice第一选择 |  | ( ) | | |
| 2nd choice第二选择 |  | ( ) | | |
| 3rd choice第三选择 |  | ( ) | | |
| 1. PRINCIPAL ACTIVITIES主要业务性质: |  |  | | |
|  | | | | |
| 1. EQUITY CAPITAL 资本(Note 1附注1): | | | | |
| Number of shares to be issued on incorporation注册成立时发行的股份数量 | | |  |  |
| Subscription price per share每股发行价 | | | HK$ |  |
| Total amount to be paid up on incorporation公司注册成立时应支付的股本金额 | | | HK$ |  |
| Number of shares currently planned to be issued in the foreseeable future, if any:  在可预见的未来，计划发行的股票数量（如有）： | | |  |  |
| Estimated time估计日期: Year年: 20\_\_\_, Month月:\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |
| Subscription price per share每股发行价 | | | HK$ |  |
| Total amount to be paid up on issue of shares应支付的股本金额 | | | HK$ |  |
| LOANS, IF ANY 贷款（如有）: | | | | |
| Name of Lender放款人姓名: | | |  |  |
| Estimated amount of the loan估计贷款金额: | | | HK$ |  |
| Collateral抵押品 : Interest rate利率: | | | HK$ |  |
| Repayment terms还款条款/日期: | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. REGISTERED SHAREHOLDER(S) / PROVIDERS OF FUNDS登记股东 / 资金提供者   (Information of the shareholder WILL BE shown in the Register of Members) (Note 2)  (下列股东姓名将会记录在股东名册上) (附注2) | | | | | |
| 1. Individual Shareholder个人股东 / Lender of loans 贷款人   Please provide HKID Card/Passport / Hong Kong and Macau Pass, copy of business card, copy of utility bill or other address proof dated in the past 3 months 请提供香港身份证/护照/往来港澳通行证)、推荐信(附夹样本)、公司咭片副本、三个月内政府公营机构账单副本或其它住址证明 | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 1. Full name姓名 |  | | (according to HKID/passport/Hong Kong and Macau Pass)  (必须跟香港身份证/护照/往来港澳通行证相同) | | | | | Shareholding proportion持股比例 (%) | |  | Number of shares held持股数量： | | |  | | Acting as nominee (\*Yes/No)  为代名股东 (\*是/否) | |  | (If answer is yes, please also complete Appendix I)  (如是，请填写附录一) | | | | | HKID no.  香港身份证号码 |  | Passport no /Hong Kong and Macau Pass no:  护照/往来港澳通行证号码：  Place/Country of issue发证地区/国家: | | |  | | | | | Home address 住址: |  | | | | | |  | | | | Job title职位: |  | Employer雇主: |  | | | | | Office Address办公地址: |  | | | | | | | Annual income  年收入: |  | | Source of funds for subscription of shares or making loan(s) to the Company:  认购股份或向公司提供贷款的资金来源： | | | | | Telephone电话: |  | | Fax传真: |  | | |  | | E-mail电邮: |  | | | | | | | | | | | |
| 1. Full name姓名 |  | | (according to HKID/passport/Hong Kong and Macau Pass)  (必须跟香港身份证/护照/往来港澳通行证相同) | | |
| Shareholding proportion持股比例 (%) | |  | Number of shares held持股数量： | |  |
| Acting as nominee (\*Yes/No)  为代名股东 (\*是/否) | |  | (If answer is yes, please also complete Appendix I)  (如是，请填写附录一) | | |
| HKID no.  香港身份证号码 |  | Passport no /Hong Kong and Macau Pass no:  护照/往来港澳通行证号码：  Place/Country of issue发证地区/国家: | | | |
| Home address 住址: |  | | | | |
| Job title职位: |  | Employer雇主: |  | | |
| Office Address办公地址: |  | | | | |
| Annual income  年收入: |  | | Source of funds for subscription of shares or making loan(s) to the Company:  认购股份或向公司提供贷款的资金来源: | | |
| Telephone电话: |  | | Fax传真: |  | |
| E-mail电邮: |  | | | | |

(continue with a new table on a separate sheet, if necessary如有必要，请在另表再续)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Corporate Shareholder法人股东/Lender of loans 法人贷款人   (Please provide copy of Certificate of Incorporation or its equivalent. In case of a private company, please provide a reference letter (sample attached), a copy of the certification of good standing, or its equivalent, from the compliance agent of its country of origin and a copy of its latest financial statements. In case of a public company, please provide a copy of the latest annual report and audited financial statements)  (请提供公司注册证明书副本或其相等证明副本。如是私人机构，请提供推荐信（附夹样本）、公司原注册地信託或公司服務持牌人发出的良好信誉证明或其相等证明书、最近期的年度财务报表；如是公营机构，请提供最近期的的周年报告副本。) | | | | | | | | |
|  | | | | | | | | |
| (1) | Company Name公司名称: | | | | | (according to Certificate Incorporation  必须跟公司注册证明书相同) | | |
| Shareholding proportion持股比例(%) | | | | | | Number of shares held持股数量： | |  |
| Acting as nominee? (\*Yes/No)  为代名股东? (\*是/否) | | | | | | (If answer is yes, please also complete Appendix I)  (如是，请填写附录一) | | |
| Date of incorporation公司成立日期 | | | | |  | Incorporation no.公司成立证书号码 | |  |
| Place of incorporation公司成立地区/国家： | | | | | |  | | |
| Registered Address注册地址： | | | |  | | | | |
| Brief description of nature of business业务性质简介： | | | | | |  | | |
|  |  |  | | | | | | |
| Business Address 营业地址: | | |  | | | | | |
|  |  | | | | | | | |
|  | Contact person name and position法人股东之联络人姓名及其职位: | | | | | |  | |
| Telephone电话: | | |  | | | Fax传真： |  | |
| E-mail电邮： | | |  | | |  |  | |
|  | | |  | | |  |  | |
| (2) | Company Name公司名称: | | | | | (according to Certificate Incorporation  必须跟公司注册证明书相同) | | |
| Shareholding proportion持股比例(%) | | | | | | Number of shares held持股数量： | |  |
| Acting as nominee? (\*Yes/No)  为代名股东? (\*是/否) | | | | | | (If answer is yes, please also complete Appendix I)  (如是，请填写附录一) | | |
| Date of incorporation公司成立日期 | | | | |  | Incorporation no.公司成立证书号码 | |  |
| Place of incorporation公司成立地区/国家： | | | | | |  | | |
| Registered Address注册地址： | | | |  | | | | |
| Brief description of nature of business业务性质简介： | | | | | |  | | |
|  |  |  | | | | | | |
| Business Address 营业地址: | | |  | | | | | |
|  |  | | | | | | | |
|  | Contact person name and position法人股东之联络人姓名及其职位: | | | | | |  | |
| Telephone电话: | | |  | | | Fax传真： |  | |
| E-mail电邮： | | |  | | |  |  | |

(continue with a new table on a separate sheet, if necessary如有必要，请在另表再续)5. DIRECTOR(S) 董事

(If a reserve director is to be appointed by a private company (Companies Ordinance Sect 455), please also complete Appendix II) (Note 3) (如果私人机构委任一名备任董事，请同时填写附录三) (附注3)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Individual Director个人董事   (Please provide HKID Card/Passport / Hong Kong and Macau Pass)  (请提供香港身份证/护照/往来港澳通行证相同) | | | | | | | | | |
| (1) Name姓名 | | |  | | | | (according to HKID/passport/Hong Kong and Macau Pass) (必须跟香港身份证/护照/往来港澳通行证相同) | | |
| HKID no.  香港身份证号码 | | |  | | Passport no /Hong Kong and Macau Pass no:  护照/往来港澳通行证号码：  Place/Country of issue发证地区/国家: | | | |  |
| Home address  住址: | | |  | | | | | | |
|  | | |  | | | | | | |
| (2) Name姓名 | | |  | | | | (according to HKID/passport/Hong Kong and Macau Pass) (必须跟香港身份证/护照/往来港澳通行证相同) | | |
| HKID no.  香港身份证号码 | | |  | | Passport no /Hong Kong and Macau Pass no:  护照/往来港澳通行证号码：  Place/Country of issue发证地区/国家: | | | |  |
| Home address  住址: | | |  | | | | | | |
|  | | |  | | | | | | |
| 5B Corporate Director法人董事 | | | | | | | | | |
| (Please provide copy of Certificate of Incorporation or its equivalent  请提供公司注册证明书副本或其相等证明副本) | | | | | | | | | |
| (1) Company Name 法人董事名称: | | |  | | | | (according to Certificate of Incorporation  必须跟公司注册证明书相同) | | |
| Date of incorporation  公司成立日期： | | | | |  | | Company/Reg no. 公司成立证书号码 | |  |
| Place of incorporation  公司成立地区/国家 | | | | |  | | | | |
| Registered Address注册地址： | | | | |  | | | | |
| Brief description of nature of business 业务性质简介： | | | | |  | | | | |
|  |  |  | | | | | | | |
| Business Address 营业地址: | | | |  | | | | | |
|  |  | | | | | | | | |
|  | Contact person name and position法人董事之联络人姓名及其职位: | | | | | | |  | |
| Telephone电话: | | | |  | | Fax传真： | |  | |
| E-mail电邮： | | | |  | |  | |  | |

(continue with a new table on a separate sheet, if necessary如有必要，请在另表再续)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. SECRETARY (Note 4) (Can be one of the directors resident in Hong Kong (if more than one director). (We can be appointed as the named Company Secretary at an annual fee plus fees for services rendered) 公司秘书((附注4) (可以是其中一位居港董事或以年费聘任我司(另加服务费)) | | | | | | | | |
| Name姓名 | |  | | | |  |  | |
|  | | (according to HKID/Certificate of Incorporation必须跟香港身份证/公司注册证明书相同) | | | | | | |
|  | |  | | | | | | |
| If individual, please provide copy of HKID Card  如属个人，请提供香港身份证 | | | | | | | | |
| |  |  |  | | --- | --- | --- | | HKID no. 香港身份证号码: |  |  | | Residential address in Hong Kong 香港住址: |  | | |  |  | |   If corporation, please provide copy of Certificate of Incorporation or Certificate of Registration issued | | | | | | | | |
| By Hong Kong Companies Registry.  如属法团，请提供公司注册证书或香港公司注册处发出的海外公司登记证明书 | | | | | | | | |
| Date of incorporation  公司成立日期: | | |  | Company Reg no.商业登记号码: | | |  | |
| Address in Hong Kong  香港地址 | | |  | | | | | |
|  | | |  | | | | | |
| 7a. | Registered Office (Note 5 and 7) (You can use our address as registered office at an annual fee) 注册地址 (附注5): (可以年费租用我司之办公室地址): | | | | | | | |
|  |  | | | | | | | |
| b. | Business Address  营业地点: | |  | | | | | |
|  | A branch business registration is required for trading under a separate trade name or branch office (current annual fee is HK$323 per annum如以另一商号或以分支机构营业，需要登记相关商号、分行业务（目前的年费为每年323港元） | | | | | | | |
| 8. FISCAL PERIOD: \*31 March/30 JUNE/30 SEPTMEBER/31 DECEMBER/#OTHERS:  会计年度: \*3月31日 / 6月30日 / 9月30日 / 12月31日 / #其它: | | | | | | | |  |
|  | | | | | | | |  |
| 9. AUDITORS核数师: | | | 待聘 | | | | | |
| 10. BANK ACCOUNT(S) (Note 6) 银行户口(附注6) | | | | |  | | | |
| Name of Bank银行名称： | | |  | | | | | |
| Signing Method签署方式： | | | Any \*one/two Directors signing \*singly/jointly  任何 \*一位 / 两位 董事签署 \*单名 / 联名 | | | |  | |
| If there are other authorized signatories, please specify:  如果有其它法定签署人，请列及明解释原因： | | | | |  | | | |
|  | | | | | | | (Singly **OR** Jointly  单名 **或** 联名) | |
|  | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| 1. Has any of the beneficial members, proposed registered members, directors and secretary at any time, anywhere in the world, ever been subject to a criminal conviction, declared bankrupt or insolvent or been a director or otherwise concerned in the management of a company which has been subject to a criminal conviction, an insolvent liquidation or been the subject of a judicial enquiry? If so, please give details. *(if not, please state None)*   有否任何实益股东、受推荐的注册股东、董事及秘书在任何时间、任何地方曾被刑事定罪、宣布破产、资不抵债或其曾管理或担任董事的公司涉及刑事定罪、清盘或司法调查？如有，请详细列明。 *(如不适用，请填上N/A)*   |  | | --- | |  | |  | |
| 1. NAME AND ADDRESS WHERE CORRESPONDENCE IS TO BE SENT AFTER THE INCORPORATION OF THE COMPANY请提供姓名及地址以便公司成立后用以邮寄有关资料之用  |  |  |  |  | | --- | --- | --- | --- | | Name姓名： |  | | | | For the attention of收件人： |  | | | | Address地址： |  | | | |  |  | | | | Telephone电话： |  | Fax传真： |  | | E-mail电邮： |  |  | | |
| This application form was completed by此申请由以下人士填写:   |  |  |  |  | | --- | --- | --- | --- | | Name姓名 |  | | | | Office held职位 |  | | | | Company公司名称 |  | | | | Telephone电话： |  | Fax传真： |  | | E-mail电邮： |  |  | |   Confirmation确认   1. I hereby confirm that the information and documents provided in this application form is correct to the best of my knowledge. 我特此确认以上于申请表上之资料及相关文件为正确无误。 2. I declare that the activities of this Company will not be/are not associated with any money laundering or terrorist financing activities. 我特此声明此公司之业务将不涉及洗黑钱及恐怖金融活动。 3. I acknowledge that no advice, whether express or implied, is provided or expected to be provided by you as to the tax effectiveness or efficacy of the company being acquired hereunder for the purposes intended. 我清楚明白没收到任何是关于收购后会否改善税务效率或功效之意见，不论是直接或是间接。 4. Copies of the identity record/passport/Certificate of Incorporation and reference letters required in this information sheet are enclosed herewith for your records. 随函附夹身份证文件/公司注册证明书副本及推荐信，以供参阅。 |
| Client/Director Signature客户/董事签署 Print Name正楷姓名  Date日期: |

* + - * Please delete where not applicable请删去不适用者

＃ Please specify if otherwise如属其它方法请阐明

**Appendix I**

BENEFICIAL OWNER 实益股东

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name姓名 |  | | (according to HKID/passport/Hong Kong and Macau Pass)  (必须跟香港身份证/护照/往来港澳通行证相同) | | | |
| Shareholding proportion持股比例 (%) | |  | Number of shares held持股数量： | | |  |
| HKID no.  香港身份证号码 |  | Passport no /Hong Kong and Macau Pass no:  护照/往来港澳通行证号码：  Place/Country of issue发证地区/国家: | | |  | |
| Home address 住址: |  | | | | | |
| Job title职位: |  | Employer雇主: |  | | | |
| Office Address  办公地址: |  | | | | | |
| Annual income  年收入: |  | | Source of funds for subscription of shares or making loan(s) to the Company:  认购股份或向公司提供贷款的资金来源： | | | |
| Telephone电话: |  | | Fax传真: |  | | |
| E-mail电邮: |  | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name  公司名称: | | | |  | | (according to Certificate Incorporation  必须跟公司注册证明书相同) | | |
| Shareholding proportion持股比例 (%) | | | |  | | Number of shares held持股数量： | | |
| Date of incorporation公司成立日期 | | | |  | | Incorporation no.  公司成立证书号码 | |  |
| Place of incorporation公司成立地区/国家： | | | | | |  | | |
| Registered Address注册地址： | | |  | | | | | |
| Brief description of nature of business业务性质简介： | | | | |  | | | |
|  |  | | | | | | | |
| Business Address 营业地址: | |  | | | | | | |
|  |  | | | | | | | |
| Contact person name and position  法人股东之联络人姓名及其职位: | | | | | |  | | |
| Telephone电话: | |  | | | | Fax传真： |  | |
| E-mail电邮： | |  | | | |  |  | |

**Appendix I** （Continued）

BENEFICIAL OWNER 实益股东

The following information WILL NOT BE shown in the Register of Members but WILL BE entered into the new Register of Significant controllers下列资料不会显示在股东名册中，但会被记入新的重要控制人登记册内:

|  |
| --- |
| Individual beneficial owner 个人(自然人)实益股东： |
| 1. Name 姓名 2. HKID Card/Passport/Hong Kong and Macau Pass number香港身份证/护照/往来港澳通行证号码 3. (a) Legal form : private limited company (b) Registration number : 123456 (c) Place of incorporation : Hong Kong (Governing Law) 4. Correspondence address通信地址（住址） 5. Nature of control 控股形式 6. Shareholding proportion持股比例 (%) |
| Corporate beneficial owner法人实益股东：   1. Name公司名称 2. Place of incorporation 公司成立地区/国家 3. Registration number公司成立证书号码 4. Registered Address注册地址 5. Nature of control 控股形式 6. Shareholding proportion持股比例 (%) |
|  |
|  |

Client/Director Signature客户/董事签署 Print Name正楷姓名

Date日期:

**Appendix II**

**RESERVE DIRECTOR**备任董事

(Please provide HKID Card/Passport / Hong Kong and Macau Pass)

(请提供香港身份证/护照/往来港澳通行证相同)

|  |  |  |
| --- | --- | --- |
| (Please provide HKID Card/Passport / Hong Kong and Macau Pass)  (请提供香港身份证/护照/往来港澳通行证相同) | | |
| Name姓名 |  | |
| HKID no.  香港身份证号码 |  | Passport no /Hong Kong and Macau Pass no:  护照/往来港澳通行证号码：  Place/Country of issue发证地区/国家: |
| Home address  住址: |  | |
|  |  | |

**Brief notes on private limited companies incorporated in Hong Kong**

1. ***CAPITAL***

There is no statutory upper or lower limit on capital. All shares issued have no nominal value.

1. ***SHAREHOLDER***

A Hong Kong company may be incorporated with one member who can be individual of any nationality or corporation of any place of incorporation and holds at least one share.

1. ***DIRECTOR***

A Hong Kong private company must have at least one director who is a natural person. The director may be resident outside Hong Kong. Corporate director is permitted but at least one director is a natural person and that the company concerned is not part of a group of companies, one or more of which are Hong Kong listed companies.

If a company is owned by one individual member who is also the sole director, the company may appoint, in a general meeting, a person (other than a body corporate) who has attained the age of 18 years as a reserve director to act in place of the sole director in the event of his death.

1. ***SECRETARY***

A Hong Kong company must have one company secretary (natural individual or a Hong Kong incorporated company ordinarily resides in Hong Kong). A sole director cannot also be the secretary of the company. A private company with only one director cannot appoint a body corporate as its secretary if the sole director of which is also the sole director of the private company concerned.

1. ***REGISTERED OFFICE/BUSINESS ADDRESS***

A Hong Kong company must maintain a local registered office, which must be a physical address (and not a post office box).

1. ***BANKS***

Bank accounts can be opened once a company is incorporated or at a later stage, depending on the company’s requirements. Most banks in Hong Kong require meeting with beneficial owner and bank account signatories for purpose of opening a bank account. In view of the latest developments in compliance / AML rules worldwide, banks may request business plans / clientele and, as in other major cities, success in securing a bank account cannot be guaranteed.

1. ***SIGNIFICANT CONTROLLERS REGISTER***

All Hong Kong companies, except listed companies, are required to identify a person / persons who has / have significant control over the company and maintain a Significant Controllers Register which will be accessible by law enforcement officers upon demand.

If a company has only one shareholder who beneficially owns 100% of the shares of the company, the particulars of this shareholder should be entered into the SCR of the company. If the company has one corporate shareholder, both the corporate shareholder and its beneficial (natural person) shareholder(s) holding 25% or more equity interest are required to be recorded in the SCR.

Each company must also designate at least one person as its representative to provide assistance to law enforcement officers in respect of the SCR.

1. ***ANNUAL COMPIANCE***

An annual audit and submission of local tax returns are required and fee level varies with the actual circumstances and complexities of the engagements.

Business registration is payable annually with annual fee at HK$ 2,250 per annum but currently reduced to HK$ 250 till 31 March 2021 or can be paid every three years upon payment of the three years’ fee in advance. A branch business registration is required for trading under a separate trade name or branch office (annual fee is HK$323 per annum but correctly reduced to HK$250 till 31 March 2021).

Annual filing of statutory information (such as shareholders, directors, secretary and debenture) of the Company is required.

1. ***LOCAL TAXATION***

Hong Kong is noted for its simple tax regime. Hong Kong profits tax is payable on Hong Kong sourced income at 16.5% for assessable profits, with a 50% reduction (i.e. 8.25%) in tax rate applicable on profits of up to HK$2 million (only one company within a group is eligible for this tax reduction).

There is no sales tax, no withholding tax on dividends but royalty / patent fees earned by overseas associated companies will be taxed under Hong Kong profits tax at 16.5%. (Royalty and patent fees paid to non-related overseas companies are subject to withholding tax of 4.95% and 4.5% respectively.)

**香港私人有限公司的简介**

1. ***资本***

香港特区政府对法定资本没有上限/下限, 所有已发行股票均无面值。

1. ***股东***

香港私人有限公司最少须有一名拥有该公司1股的股东, 自然人或法人，不论国藉/公司成立地点，均可成为股东。

1. ***董事***

香港私人公司(非公众公司)最少须有一名自然人担任董事，如该香港公司所属集团不含上市公司，可再委任法人担任董事。董事毋需是香港居民。

如该公司之唯一股东亦为其唯一董事, 该公司应考虑委任一名年满十八岁的自然人, 为其备任董事, 以备其唯一董事不幸去世时, 备任董事可履行该公司董事之责任。

1. ***公司秘书***

每间香港公司均须有一名居于香港的自然人或法人为公司秘书，可由董事兼任。如相关香港私人公司只有一名董事，则不能兼任，如其公司秘书是法人，双方不得委任相同的唯一董事。

1. ***注册办事处***

每间香港公司须有一个位于香港的注册办事处，而非邮箱。

1. ***银行户口***

公司成立后可根据需要，开设银行帐户。 香港的大多数银行都要求与实益拥有人和银行帐户签署人会面，以开设银行帐户。

1. ***重要控制人登記冊***

除上市公司外，所有香港公司均必须识别对公司具有重大控制权的人，并备存重要控制人登记册，执法人员可根据需要查阅该登记册。

如果公司只有一名股东实益拥有该公司100％的股份，则该股东的指定资料须纪录在重要控制人登記冊内。 如果公司有一名法人股东，则法人股东及其持有25％或以上股权的实益（自然人）股东均应记录在重要控制人登記冊内。

每间公司还必须指定至少一个人作为其代表，以备执法人员有需要时，提供相关的协助。

1. ***年度审查及其它主要规定***

香港公司须安排年度审计及提交报税表, 费用按实际情况厘定。商业登记须每年换领，商业登记年费为2,250港元（至2021年3月31日止暫降至年費250 港元），亦可登记选择一次性缴交三年的登记费，每三年换领。如以另一商号或以分支机构营业，需要登记相关商号、分行业务（目前的年费为323港元（至2021年3月31日止暫降至年費250 港元）)。

每年須向公司註冊處提交年報(股東、董事、公司秘書及按揭/押記貸款結餘等)。

1. ***LOCAL TAXATION***香港税务

香港以简单的税收制度而闻名。源自香港的收入以应课税利润， 按标准税率16.5％缴纳香港利得税。每集团可推选一家公司， 其首200万港元利润可按减半的税率（即8.25％）征税 ，余额将按16.5％的税率征税。

香港没有营业税，没有股息预扣税，但支付给海外联营公司的特许权使用费/专利费，将按香港利得税的16.5％征税。 （支付给不相关的海外公司的特许权使用费和特许权使用费分别为4.95％和4.5％。）

**Schedule of Fees and Charges for Hong Kong Private Companies**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  | | |  |  |  |
| **Cost of company** | | | | HK$ | | |  | US$ equivalent |  |
|  | **Activation of a shelf company**设立新公司服务 | | |  | | |  |  |  |
|  | (Standard Articles of Association, initial shareholder(s), director(s) | | |  | | |  |  |  |
|  | and company secretary nominated by clients, seal and company | | |  | | |  |  |  |
|  | statutory records kit, application of business registration) | | | 5,150 | | |  | *665* |  |
|  | |  | | --- | | 代客户办理设立全新之香港私营股本有限公司(标准公司组织章程 | | 大纲及细则、发股予首届股东、安排钢印及公司法定文件工具套， | | 已含设立新公司政府收费) | | | |  | | |  |  |  |
| **Disbursements**杂项代支费用 | | | |  | | |  |  |  |
|  | Purchase of a shelf company / incorporation of a new company 购买全新公司/成立新公司 | | | 3,000 | | |  | *386* |  |
|  |  | | | 8,150 | | |  | *1,051* |  |
|  | Business Registration Fee (1st year registration fee) – 首年商业登记费年费 | | |  | | |  |  |  |
|  | for fiscal year 2020/21 (1 April 2020 to 31 March 2021) | | | 250 | | |  | *32* |  |
|  | Company chops, Photocopying, transports etc公司钢印公章、影印费、差旅交通费等 | | | 300 | | |  | *39* |  |
|  | | | | 8,700 | | | *#* | *1,122* | *#* |
|  | #*Tailor made company at same fee but would take 2 weeks from confirmation of the company name by client and prepayment of HK$8,700 (US$1,122)*. 设立指定公司名称之全新公司需2星期(由确定公司名字及客户预付港币8,700元(US$1,122)起计算) | | |  | | |  |  |  |
| **Miscellaneous** | | | |  | | |  |  |  |
|  | Attending to the documentations and liaisons in connection with the following events (based on time spent) 协助草拟相关文件(按时收费): | | |  | | |  |  |  |
|  | * Opening of bank account 开立银行帐户 |  | | | | |  | |  |
|  | * Establishment of shareholding structure (other than the initial issue) and allotment of share(s)/ transfer of subscriber’s share(s) | | | |  | |  |  |  |
|  | 协助草拟股权结构（首次发行除外）股份分配/认购人股份转让 | |  | | | |  | |  |
|  | * Change of the Company’s name更改公司名称 | | | | |  |  |  |  |
| **Nominee Services 代任服务 （年费）** | | | | | |  |  |  |  |
|  | Resident secretary代任公司秘书 （另服务费） | | | | | 3,500 | pa | *450* | *pa* |
|  | Registered office注册办事处 | | | | | 3,000 | pa | *386* | *pa* |