



HONG KONG PRIVATE LIMITED COMPANY INCORPORATION

**HK\$ 8,380 (US\$ 1,088)**

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

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

**HONG KONG LIMITED COMPANY INCORPORATION PACKAGE (6 business days)**

A new Hong Kong Private Limited Company, in 6 days after receipt of the original signed incorporation documents.

- Company name search & Documents (NNC1 writing & Article of Association drafting).
- Certificate of Incorporation, Business Registration Certificate & Share(s) certificates.
- **1 year Office Registered Address** parking service (for Hong Kong administration mails).
- **1 year Company Secretary** legal basic parking service for company registration.
- **1 year Significant Controllers Register** keeping and update.
- 1 year Statutory documents keeping in Hong Kong (mandatory).
- Quarterly Report of Employment and Vacancies Returns filling assistance.
- Corporate bank account opening appointment booking with **OCBC Wing Hang, Bank of East Asia**, HSBC or Hang Seng Bank and opening minutes writing.

**or** Neat business corporate bank account for SME companies remotely opening introduction (no OFAC sanctioned countries citizens and opening final decision to Neat Business only) / or Hong Kong Licensed Money Service Operator innovative banking like solution opening introduction.

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

**HK\$ 8,380**

- 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 (1 year) HK\$ 1,080
- Significant Controllers Register keeping and update (1 year) HK\$ 1,080
- Statutory documents keeping in Hong Kong (1 year) HK\$ 300
- Mail handling mandatory deposit (3 government letters included) HK\$ 240
- Printing HK\$ 90
- Quarterly Report of Employment and Vacancies Returns filling management HK\$ 540
- Free incorporation handling >>>Hong Kong Best Deal<<< ~~HK\$ 1,200~~
- Corporate bank account opening appointment booking OCBC Wing Hang, Bank of East Asia, HSBC or Hang Seng Bank. ~~HK\$ 2,310~~
- Neat business corporate bank account for SME companies remotely opening introduction (no OFAC sanctioned countries citizens and opening final decision to Neat Business only) / or Hong Kong Licensed Money Service Operator innovative banking like solution opening introduction ~~HK\$ 3,080~~

## II) AVAILABLE ADDITIONAL SERVICES IF NEEDED

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

<input type="checkbox"/>	<b>Chop set:</b> company seal, signature chop, round chop	<b>500</b> (€ 55 - US\$ 65)
<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)	<b>2,310</b> (€ 251 - US\$ 300)
<input type="checkbox"/>	Mail handling and forwarding / mail (maximum 10 pages/item)	Costs + 30% + HK\$ 50
<input type="checkbox"/>	Individual Nominee Director starting from HKD 92,400 (USD 12,000)	Ask for quote
<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 (± 5 days).	<b>3,200</b> (€ 348 - US\$ 416)
<input type="checkbox"/>	<b>Corporate bank account appointment booking and opening minutes writing.</b> Appointment request might be rejected by Bank.	<b>2,310</b> (€ 251 - US\$ 300)
<input type="checkbox"/>	<b>Hong Kong Corporate bank account appointment advice</b> Advice and Business Plan Review.	<b>3,080</b> (€ 335 - US\$ 400)
<input type="checkbox"/>	<b>Corporate bank account opening assistance in Puerto Rico (USA) with Euro Pacific Bank or Singapore with OCBC Singapore.</b> 2-3 weeks. No UN/OFAC sanctioned countries. No US/Canada/Russian/Ukrainian citizens and residents.	<b>3,850</b> (€ 419 - US\$ 500)

### III) COMPANY SERVICES RENEWAL FEES AFTER 1 YEAR (from HK\$ 8,295; US\$ 1,078)

Company Registry Annual Return filling and registration at Companies Registry	540
Company Registry Annual Return tax fee	105
Business Registration Certificate Annual tax fee	2,250
Company Secretary parking annual fee	1,080
Office Registered address parking annual fee	1,080
Company's Significant Controllers register updating and keeping annual fee.	1,080
Statutory documents keeping in Hong Kong (1 year)	360
Schedule Management of mandatory yearly accounting, audit, and Profits Tax Return (without auditor's fee for yearly accounting, audit & Profits Tax Return).	720
Quarterly Report of Employment and Vacancies Returns + Employer's Return filling Assistance management	1,080
+ any additional service renewal (if any subscribed)	

Profit Tax filing, accounting and audit fees (starting from HKD 6,000) should be quoted separately according to business size, workloads,... Services invoiced rendered by independent auditor (legal obligation), Hong Kong CPA practising accountant, that we will introduce or you will choose.

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

- 1 individual Director of any nationality minimum (that can also be Shareholder).
- 1 Shareholder. Shareholder(s) may be corporation(s) or individual(s) of any nationality.
- 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) HOW TO APPLY - SCHEDULE

#### Step 1

You will fill incorporation form and provide us the following documents and informations:

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.** Using our assistance for OCBC Wing Hang, Bank of East Asia, HSBC or Hang Seng Bank 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.

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);

→ 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).

### **VI) PAYMENT INFORMATIONS**

#### **Payment by remittance / wire bank transfer (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): **HSBCHKHHHKH.**

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**OR**  
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Account Name: **PENA LIMITED.**

Beneficiary Bank: **STANDARD CHARTERED BANK (HONG KONG) LIMITED.**

Beneficiary Bank Address: **15/F., PAYMENT CENTRE, STANDARD CHARTERED TOWER, 388 KWUN TONG ROAD, KOWLOON, HONG KONG.**

Beneficiary Bank Code: **003 (for local payment).**

Account number: **566716300047.**

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

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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 – SCHEDULE OF PROCESS?**

1. Check with us by email “company name availability” and services quotation.

2. 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.

3. We will send you completed AA and NNC1 incorporation form to print in 2 sets, sign and send us back by express mail to: PENA LIMITED 8 Floor Kongling Building, 100 Jervois Street, Sheung Wan, Central District, HONG KONG, Tel.: (+852) 28.15.68.26.

4. Incorporation start following day of documents arrival in HK. 4 working days later we will receive Companies Registry fax to pick up the official incorporation documents next day after 02:00 PM.

5. 6<sup>th</sup> working day you can start using your company.

# 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 with the incorporation/purchase of the below Hong Kong Company.

<b>Client Name</b>	
Phone N°	Email

<b>Company Name</b> 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

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

**Founder Member** 創辦成員

OR/AND

**Director** 董事

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

**Founder Member** 創辦成員

OR/AND

**Director** 董事

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