

**APPLICATION FORM FOR REGISTRATION OF H.K. LIMITED COMPANY/COMPANY**  
**SECRETARY SERVICES**  
**註冊香港有限公司/秘書服務申請書**

Please complete the form in BLOCK LETTERS 請以英文正楷填寫此表格。 If not applicable, please fill in "N/A" 如有不適用者，請填上“不適用”。

Information of Applicant / Company 申請人/公司資料			
Name in English 英文名稱		Contact No. 聯絡電話	
Email 電郵		Fax No. 傳真	
Contact Address 聯絡地址			

Choosing the Service Plan 所選擇之服務計劃
I / we hereby authorize Talent Rich Business Consultants Limited to handle the issue: 本人/我們現委托雋富商業顧問有限公司處理下列事宜:
Incorporation of H.K. Limited Company 新成立香港有限公司 – <input type="checkbox"/> Green Box 綠盒裝 <input type="checkbox"/> Express 特快裝

Proposed Company Name 擬選用之公司名稱		
Option 選擇1	Name in English 英文名稱	
	Name in Chinese 中文名稱	
Option 選擇2	Name in English 英文名稱	
	Name in Chinese 中文名稱	

Registered Office Address 公司註冊地址
<input type="checkbox"/> Use Talent Rich's address as business address 使用雋富的地址為公司營業地址 <input type="checkbox"/> (Only government mail receiving HK\$700 per year 只代收政府郵件，費用一年HK\$700)① <input type="checkbox"/> (Government + Business mail receiving HK\$1,000 per year 代收政府+商業郵件，費用一年HK\$1,000)①
<input type="checkbox"/> Use the following address as business address 以下列地址為公司營業地址

① We will contact you when there is mail for collection 當收到政府郵件時本公司會聯絡客戶收取

Correspondence address fee does not include additional mail forwarding charge 通訊地址收費並不包括其他郵件轉寄費用

Information of Director(s) and Shareholder(s) 董事及股東資料			
Position 身份	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Shareholder 股東 ( % shareholding 股權)		
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D. / Passport No. 香港身份證/護照號碼(*)		Nationality 國籍	
Business Registration No. 商業登記證號碼		Company No. 公司編號	
Address 地址(*)			
Information of Director(s) and Shareholder(s) 董事及股東資料			
Position 身份	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Shareholder 股東 ( % shareholding 股權)		
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D. / Passport No. 香港身份證/護照號碼(*)		Nationality 國籍	
Business Registration No. 商業登記證號碼		Company No. 公司編號	
Address 地址(*)			
Information of Director(s) and Shareholder(s) 董事及股東資料			
Position 身份	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Shareholder 股東 ( % shareholding 股權)		
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D. / Passport No. 香港身份證/護照號碼(*)		Nationality 國籍	
Business Registration No. 商業登記證號碼		Company No. 公司編號	
Address 地址(*)			

<b>Information of Company Secretary 公司秘書資料</b>			
<input type="checkbox"/> Appoint Talent Rich Business Consultants Limited as Company Secretary 委任雋富商業顧問有限公司為公司秘書。 (Special price for first year HK\$1,000 for appointing Talent Rich as Company Secretary when setting up a Company. 如開辦有限公司同時委任本公司為公司秘書，特惠首年費用HK\$1,000)			
<input type="checkbox"/> Appoint the following person/company as Company Secretary 委任下列人士為公司秘書： Note註：Sole Director cannot serve (in a position) concurrently as Company Secretary 唯一董事不可兼任公司秘書一職			
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D.No 香港身份證號碼(*)		Company Number 公司編號	
Address 地址(*)			

The information below is required to comply with Hong Kong and international Anti-Money Laundering and Counter-Terrorist Financing Laws, and to eliminate the risk that the legal operation of your company is affected in the future.

以下所提供的資料是為遵照本港及國際清洗黑錢及恐怖分子融資活動的體制，並除去未來公司在合法營運性上的風險

<b>Nature of Business 公司業務性質</b>	
<b>Sources of Fund 資金來源</b>	
<input type="checkbox"/> Personal Assets of Beneficial Owner 實益擁有人個人資產 <input type="checkbox"/> Borrowings/Loans 借款/貸款 <input type="checkbox"/> Public Listings 公開上市 <input type="checkbox"/> Others (please specify) 其他(請注明) _____	

<b>Bank Account 銀行戶口</b>	
If directors' meeting minutes is required for bank account opening purpose, please advise the name of proposed bank. 如需董事會議紀錄作開設銀行戶口之用，請提供銀行名稱	

(\*) Please provide copy of H.K.I.D. Card ; Passport/Certificate of Incorporation and Proof of Residential Address of ALL Director(s), Shareholder(s) and Company Secretary for verification purpose.

(\*) 請附上所有董事、股東及公司秘書之香港身份證；護照或公司註冊證書副本及住址證明，以供核對。

### **Terms and Remarks 條款及備註**

1. Standard Authorized Capital and Issued Capital is 10,000 shares of HK\$1 each, totally HK\$10,000. Unique request would be allowed.

標準公司註冊股本及發行股本為 10,000 股，每股HK\$1，合共HK\$10,000；亦可根據個別要求而定。

2. The number of directors or shareholders is limited to two; handling fee of HK\$100 should be collected for each extra director or shareholder.

如公司董事或股東人數超過兩位，額外每位需另付HK\$100 手續費。

3. Once this form is signed and sent to us, the order is confirmed. If client would like to cancel the order, cancellation charge of HK\$1,000 should be collected.

此表格經簽妥及交給我們，委託便已作實，如客戶欲取消委託，我們將收取HK\$1,000 手續費。

4. After all details of application are confirmed as final, handling fee of HK\$500 should be collected for each revision, i.e. name/address of company, particulars of shareholders'/ directors'/company secretary's etc.

當我們確定閣下之有關申請資料後，閣下如欲更改資料，如公司名稱/地址、股東、董事/公司秘書資料等，我們將收取每項HK\$500 文件處理費。

5. No refund for services fee and deposit.

任何情況下，不設退款。

6. Personal Information Statement: All personal information will be used for registration of the above company only.

個人資料搜集聲明：所有資料只用作註冊有關公司之用，絕不用於其他用途。

I / we hereby confirm that 本人/ 我們現確認：

1) I / we have obtained proper authorization from relevant person to sign this application form.

本人/ 我們已獲得相關人士之正式授權簽署此申請書。

2) I / we ensure all information provided is true and correct.

本人/ 我們證明所提供之資料正確無訛。

3) I / we understand and agree the above terms and remarks.

本人/ 我們明白和同意上述之條款及備註。

4) I / we agree to undertake all the costs and fees incurred.

本人/ 我們承諾按時足額支付所需之服務費用。

\_\_\_\_\_  
Signature & Company Chop (if any)

簽名及公司印（如適用）

Date 日期：

(The following is the banking information for payment 以下是本公司付款銀行資訊)

Hang Seng Bank Account number

恆生銀行戶口號碼 395-408768-883

Cheque Payable to

支票抬頭請寫 “Talent Rich Business Consultants Limited”