

# CITIZEN'S SECRETARIAL SERVICES LIMITED

Company Secretarial and Accounting Services

Tel: (852) 2544 2323 Fax: (852) 2543 9762



## REGISTERED OFFICE & MAIL REDIRECTION

Hong Kong Company Law requires Hong Kong company to maintain a registered office in Hong Kong to ensure the compliance with the legal communication requirements with the company. Non-Hong Kong addresses, 'care of' addresses or post office box numbers are all not acceptable.

Many modern businesses, even a global enterprise, do not need to establish permanent place as office in Hong Kong to operate their activities due to the convenient traveling, transportation, electronic communication and logistic services. Clients can make use our Registered Office & Mail Redirection Service to comply with the law requirement, and to take care their business postal delivery and collection. Company or business name strip will be displayed in our address for identification and postal purposes. Unless there are a great number of mails or courier services to be handled under client's instruction, no postage will be charged for our services. For our clients of Hong Kong company, our service will also save the company annual custody charges on statutory records keeping in our address on the client behalf.

For our clients of non-Hong Kong company or personal business, we are delighted to provide similar services as their accommodation addresses to handle their postal requirements and to avoid the troublesome to set up separate office with the attendance of permanent staff member.

Free of charge fax transmission receiving and forwarding service, excluding disbursements, will be offered to the clients using our Registered Office & Mail Redirection Service, and they will also have priority in booking our conference rooms for business meeting.

If client needs us handle urgent mails or small packages, please inform us in advance to ensure our proper and timely handling.