

# CITIZEN'S SECRETARIAL SERVICES LIMITED

Company Secretarial and Accounting Services

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## Hong Kong Company Secretary Retaining Service

Our annual Hong Kong Company Secretary Retaining Service includes handling all the following without additional service fee.

- 1 Preparing annual return per requirement of Companies Ordinance
- 2 Preparing basic annual general meeting minutes
- 3 Certifying true copies for company's documents
- 4 Preparing documents for any change in existing directors' particulars
- 5 Preparing minutes for opening bank account
- 6 Signing employer return for dormant company
- 7 Signing annual return and other company secretarial documents per instruction of directors
- 8 Updating statutory records for the period concerned

*Note: Additional fee on the top of our standard charges will be quoted only for cases of (1) no contact person in Hong Kong and (2) numerous members and directors, due to the likely extra costs to be incurred in postal, communication and documents handling. Disbursement of the government's or third party charges will be reimbursed.*

Hong Kong Company Law allows Hong Kong private limited company has all shareholder(s) and director(s) coming from overseas non-Hong Kong resident(s). It therefore maintains a requirement of the post of Company Secretary, being a Hong Kong resident or a Hong Kong company, in each Hong Kong company as a representative for discharging legal and communication obligations in dealing with the continuous registration, law compliance and running of the businesses of the company. If client does not have a Hong Kong resident staff member to act as Company Secretary, we can provide such service annually. Moreover, client can save the above one to eight kinds of handling service charges during the retaining period.