

# CITIZEN'S SECRETARIAL SERVICES LIMITED

Company Secretarial and Accounting Services

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



(Operated by T. K. Lo & Company CPAs)

Sent To : \_\_\_\_\_ Fax: \_\_\_\_\_

Our Contact : \_\_\_\_\_ Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

## FORMATION OF HONGKONG LIMITED COMPANY INSTRUCTION

### 1. Share Capital (within HK\$10,000):

	Total Nominal Value	Number of Shares	Each Share Nominal Value
Authorized			
Apply For			

### 2. Proposed Company Name:

	English Name	Chinese Name
First Choice		
Second Choice		
Third Choice		

### 3. Registered Office/Correspondence Address:

\_\_\_\_\_

### 4. Principal Activity:

\_\_\_\_\_

### 5. Information for each Shareholder, Director & Company Secretary is enclosed.

I confirm that the information submitted are true and correct and hereby appoint you to undertake the formation of a **new Hong Kong company** at fee totally HK\$\_\_\_\_\_.

Deposit HK\$\_\_\_\_\_ is payable now for the expenditure of application.

Instructed by: \_\_\_\_\_ Dated: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Information of Shareholders & Directors**

*Please provide readable copies of Identify Card or Passport together with Residential Address proof, eg recent utilities bills or bank statement.*

Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	
Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	
Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	
Name	Shareholding %	Address
Occupation	Act as Director (Y/N)	

**Information of Company Secretary**

*Please provide readable copy of Hong Kong Identify Card.*

Name		Hong Kong Address
E-mail Address		

*Note: If any party above is of body corporate, please provide copy of certificate of incorporation and information of its ultimate individual beneficial owner.*