

CITIZEN'S SECRETARIAL SERVICES LIMITED

Company Secretarial and Accounting Services

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人人秘書服務有限公司

SERVICE FEE CIRCULAR

Come into effect on 21 October 2011

Service	Fee HK\$	Time
COMMENCING BUSINESS		
Formation of a Hong Kong Limited Company	2,800	9 Days
Acquisition of a Shell Hong Kong Limited Company with authorised share capital HK\$10,000		3 Days
<i>Formation Disbursement</i>		
First Year Business Registration Fee (wef 1 August 2011)	2,450	
Company Memorandum & Articles, Statutory Records, Common Seal, Signature Chop, Share Certificates Book, etc (Where authorised share capital more than HK\$10,000, it will add 0.1% Government Capital Fee thereon)	3,700	
Total Amount	8,950	

Registration of Trade Association, Clan Association, Religious and Charitable Body		
Registration of company limited by guarantee and not having a share capital pursuant to Hong Kong Companies Ordinance and drafting of tailor-made Memorandum & Articles	15,000-48,000	One to Five Months



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ANNUAL SERVICES		
Nominee Shareholder- one (p.a.)	2,500	N/A
Nominee Shareholder- two (p.a.)	3,700	N/A
Nominee Director- one (p.a.)	6,000	N/A
Nominee Director- two (p.a.)	10,000	N/A
Hong Kong Company Secretary Retaining Services (p.a.) including all the following without additional service fee. <ol style="list-style-type: none"> 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 will be quoted for (1) no contact person in HK and (2) numerous members and directors cases.)	2,800 up	N/A
Registered Office (p.a.), free of charge for the first name strip costs, company kit custody and normal mail redirection & fax transmission	2,600	N/A
Company Kit Custody (p.a.)	500	N/A
HK Landline Telephone Number Message Box Service (p.a.)	600	N/A
Company Phone Operator (p.a.)	3,000	N/A



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OWNERSHIP & MANAGEMENT		
<i>(15% surcharge will be added for non-active clients due to extra costs and procedures to verify validity of existing records before our performance of service)</i>		
Transfer HK Company's Shares-one (each), exclude stamp duties (Note: fee will be increased according to the complication of procedures, eg valuation of properties and business for stamp duties purposes)	1,600 up	14 Days
Transfer HK Company's Shares-two (each), exclude stamp duties	1,300 up	14 Days
Change HK Company's Name, excluding filing fee \$295 & printing charges, common seal and signature chop \$705	2,500	14 Days
Increase HK Company's Authorised Share Capital, excluding capital fee 0.1% & printing charges \$140	2,200	1 Day
Allotment for the HK Company's Unissued Authorised Share Capital	2,200	1 Day
Increase HK Company's Authorised Share Capital and allotment for them at the same time, excluding capital fee 0.1% & printing charges \$140	2,600	1 Day
Change of HK Company's Director		
One	700	1 Day
Two or above (each)	600	
Change of HK Company's Registered Office	700	1 Day
HK Company's Annual Return, including Filing fees \$105	1,200	1 Day



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MISCELLANEOUS SERVICES		
Employment Visa Application	9,000 up	N/A
Alteration of Memorandum or Articles and reprinting of M&A	4,000 up	14 Days
Repurchase of Shares	32,000 up	14 Days
Statutory Records Updating Service		
Several identified items	500	2 Days
Others	500 up	5 Days
Certify True Copy per One Set Document	150 up	1 Day
Conference Room Booking (per hour)	500	N/A
Preparation of Minutes	500 up	2 Days
<i>Government Records Searching Services, included disbursement</i>		
Company Name Search	100 - 200	1 Day
Latest Annual Return	160 up	3 Days
Business Registration Data		
Extract information on the Register	150	3 Days
Certified extract information on the Register	200	3 Days
Land Search for owner of property	200	1 Days
CLOSING BUSINESS		
Deregistration HK Co, including Government fee \$690	5,200	2 Days
Coming Annual Return for Company in the course of Deregistration	605	N/A
Liquidation a HK Co, including Gazette Fee about \$10,000, but excluding service of acting as liquidator	35,000 up	6 Months up



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BVI COMPANY WITH US\$50,000 SHARE CAPITAL		
Formation of a BVI Ltd Co	9,500	12 Days
Acquisition of a shell BVI Ltd Co	9,500	2 Days
BVI Company's Annual Cost, including our charges \$2,300	7,370	N/A
Transfer of BVI Company's shares		
One	1,600	1 Day
Two (each)	1,300	
Change of BVI Company's Director		
One	900	1 Day
Two or above (each)	800	
Allotment of BVI Company's shares		
Incumbency	1,700	3 Days
Good Standing Certification		7 Days
Acting as Company Secretary (p.a.)	500	1 Day
Company Kit Updating for New Client	700 up	3 Days