



HENDERSON FIDUCIARY

SOLA VIRTUS NOBILITAS

24 Hour / Regular Hong Kong Company Incorporation

If you are interested in using this service, please email the requested information below to information@henderson-fiduciary.com. Alternatively give us a call at (852) 9628 6004 to arrange your incorporation or to find out more.

24 Hour Hong Kong Company Incorporation:

Our “24 Hour Setup and First Year’s Fees: Hong Kong SAR” package incorporates a Hong Kong company within 24 hours, (subject to the 24 Hour Incorporation Service Hours below), and subject to the following requirements:

- Payment in advance of incorporation fees
- Clear order placed via email order / request
- Complete information (please see required information from page 2 onwards)

Our 24 Hour Hong Kong Company Incorporation package includes the standard first year’s annual fees in our “Setup and First Year’s Fees: Hong Kong SAR” package, the full list available on our fee schedule.

Please note that the charge does not include courier services, which are charged separately if the client requests local or overseas courier services for delivery/collection of government forms.

Regular Hong Kong Company Incorporation:

Regular, non-expedited, incorporation is also available at a lower charge and will generally take 7 working days plus time for signature of forms and couriering them to us, to process and incorporate upon submission of all documents to the government.

Information required and all terms for Regular Incorporation are the same as 24 Hour Incorporation.

We can incorporate other types of companies, (e.g. Companies Limited by Guarantee, Charities, Unlimited Companies), but the information required will be different. Please reach out to us for more information.

24 Hour Incorporation Service Hours: (Hong Kong Time)

*Monday 9:00AM – Friday 12:00PM (cutoff time)

*Orders received during late-night Hong Kong Time will be processed at 9:00AM the next morning

Hong Kong Company Set Up Information Required:

Please provide:

1. Three company names in order of preference, (in case your first choice is not available);
2. The Company's email address, (if not available then just state N/A);
3. Total number of ordinary shares to be issued, (e.g. 100 shares total);
4. Ordinary share value currency, (e.g. HKD, USD);
5. Ordinary shares value per share, (e.g. HKD1.00 per share);
6. Any requirements for special classes of shares? (Y / N);

If Yes, then please specify the powers, currency and value per share of the special classes of shares and ensure that the distribution of special classes of shares to shareholders are detailed in part 8/;

7. Please list the Directors of the Company;
8. Please list the shareholders of the company and the number of shares allocated to each shareholder, (including special classes of shares, if applicable);
9. Please provide a colored copy passport for **all** Directors and shareholders. If a Director or shareholder is a body corporate then please provide:
 - Certificate of Incorporation;
 - Memorandum & Articles of Association;
 - Register of Directors & Members;
 - Passport & Proof of Address, (dated within 3 months), of all Directors and Ultimate Beneficial Owners, (shareholders with or more than 25% shareholding), of the body corporate;
 - Organisational Chart showing all Ultimate Beneficial Owners;
10. Please provide a latest proof of address dated within 3 months, (bank statement or utility bill) for **all** Directors and Ultimate Beneficial Owners;
11. Please provide a description of the business nature of the Company and all intended trading activities of the Company and geographic locations of trade;
12. **IF** the company intends to be an investment holding company, please detail:
 - a. The type and geographic regions of the investments of the Company; (e.g. publicly listed US securities and bonds / real estate/ private shares etc.)

b. IF the Company invests or intends to invest into **private companies**, then*:

- i. What is the expected trading industry of the private companies being invested into?
- ii. What are the expected geographic operating regions of these private companies?
- iii. What is the expected % shareholding that the Company holds in its investments?

(if **no investments into private companies, then please ignore 12b. (i) (ii) and (iii))*

13. Please state whether you prefer a duration of 1 year or 3 years for the Business Registration Certificate, (please note that our recommendation is 1-year, which is generally cheaper, 3-year registration costs an additional HKD4,000.00);

14. Please state if there any requirements for modified Articles of Association? If not, we will use standard Articles without an objects clause;

15. Please provide the email address and phone number of all Directors and Ultimate Beneficial Owners, (shareholders with more than 25% shareholding);

16. Are there any requirements for alternate / reserve Directors? (If so please list them, and provide their passport and proof of address dated within 3 months, as well as the Director they are alternate to);

17. Company Address, (we will provide an address if none stated);

18. Are paper share certificates required? (Y/N).

Notes:

- Please note that a private company in Hong Kong must have at least one natural individual person as a Director.
- Hard copy form incorporation takes 14-21 days upon the lodgment of the incorporation forms to the Hong Kong Companies Registry.
- Please do not use your local post office services and instead opt for dedicated courier services such as DHL or FedEx. This will ensure your incorporation is completed in a timely fashion.
- After receipt of the above information in full, we will issue forms for your signature. Please sign them and courier the originals to our office address.
- The incorporation package fee only includes the fees for the corporate kit. Courier of the corporate kit to your office address will incur additional charges.
- Please sign and courier all documents to our offices within **10 days** after signatures so we can deliver them to the HK regulators within a timely fashion.
- We require Certified True Copy copies of your due diligence documents.

Please email the information to information@henderson-fiduciary.com with the email subject:

“24 Hour Hong Kong Company Incorporation Request – [INSERT NEW COMPANY NAME]” for 24 Hour Incorporation orders; **or**

“Regular Hour Hong Kong Company Incorporation Request – [INSERT NEW COMPANY NAME]” for regular non-expedited orders;

within our Service Hours to arrange your incorporation.