

## Hong Kong Company Director Removal Procedures and Fees

*Unless otherwise indicated, the private company mentioned anywhere in this quotation refers to a private company limited by shares incorporated in accordance with the Hong Kong Companies Ordinance.*

When a director of a Hong Kong registered company refuses to resign as a director, the shareholders of the Hong Kong Company may pass an ordinary resolution to removal the director who refuse to resign from his office.

Our fee for handling the removal a director of a Hong Kong incorporated company is USD400. Our fee covers the preparation of all relevant notice of meetings and minutes of meetings, but does not cover the cost of attending the shareholders' meeting.

For the purpose of removal of director, client needs to provide a copy of the Certificate of Incorporation, a copy of the latest Annual Return, a copy of the Articles of Association of the company.

Normally, the process for removal of director of a Hong Kong company can be completed within 5 weeks, including notice period of 28 days.

The fee stated in this article is for general reference only and is subject to change from time to time.

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## 1. Services and Fees for Removal of Director

Our fee for handling the formalities for removal of a director of a private company registered in Hong Kong is USD400 per person. Our fee covers the following services in particular:

- (1) Review of Articles of Association of the subject company;
- (2) Preparation of Special Notice, Minutes of Directors' Meeting, Minutes of Shareholders' Meeting and forms for removal and resignation of director specified by to the Companies Registry;
- (3) Liaison with client regarding the location, date and time of shareholders' meeting;
- (4) Delivery of notice to parties entitled to attend the meetings of directors and
- (5) Filing of the relevant form with the Hong Kong Companies Registry.

Note:

- (1) Our fee quoted above does not include attending the shareholders' meeting for the removal of director;
- (2) Please note delivery charge are not included in the fees stated above.

## 2. Payment Terms and Methods

Upon receipt of your confirmation of engagement, we will issue and send an invoice together with the wiring instructions to you for your settlement. When you arrange the payment, please put our invoice number of account number in the message section and then send email a copy of the remittance receipt to us for our records. Because of the nature of service, we require full payment in advance. And once the service is commenced, no refund of service fee will be made.

We accept cash, HKD check, TT and credit card through Paypal. An extra handling fee of 5% will be charged if paid by Paypal.

## 3. Materials needed to be Provided by Clients

In order to enable us to prepare the documents for removal of director, client will need to prepare and deliver the following materials to us:

- (1) A photocopy of Certificate of Incorporation
- (2) A copy of Articles of Association of the subject company;
- (3) A copy of the latest Annual Return and register of directors;
- (4) Documents for subsequent changes after the latest Annual Return, if any.

If Kaizen is acting as company secretary of your Hong Kong company, then you do not need to provide these documents.

#### 4. Procedures and Time Frame for Removal of Director

The process for removal of director takes 5 weeks, including the notice period. The process for removal of director is illustrated in the table below.

Step	Description	Day
1	Client confirms with Kaizen of the engagement for removal of director, and at the same time deliver to Kaizen the materials listed in Section 3.	1
2	Kaizen issues and send its invoice to client and client settles our invoice.	Client's schedule
3	Kaizen liaises with client on the grounds for removal of director, location and date and time of mode of shareholders' meeting.	Client's schedule
4	Kaizen prepares documents for the removal of director.	1
5	Kaizen delivers notice of meeting to all parties eligible to attend the meet.	1
6	Client holds the meeting and notifies Kaizen the results of the meeting;	28
7	Kaizen files the documents for removal of director with the Companies Registry and updates the register of directors	1
8	Kaizen delivers filed documents and minutes to client for retention purpose.	1
<b>Total: 5 weeks up</b>		

#### 5. Documents to be delivered to Client

The following documents will be returned to client:

- (1) Special Notice for removal of director
- (2) Minutes of Directors' Meeting and Minutes of Shareholders' Meeting
- (3) Copy of the Form filed to the Companies Registry
- (4) Updated register of director

*If you wish to obtain more information or assistance, please visit our official website at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following means:*

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