

Hong Kong Company Name Change 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.

Our fee for handling the formalities for change of name of a Hong Kong incorporated company is USD420. The fee covers the preparation of documents needed to effect the change of name, filing the documents with the Companies Registry, change of name in the business registration certificate. Our fee also includes payment of fees charged by the Hong Kong Companies Registry and the cost for two chops.

For the purpose of change of company name, client needs to provide a copy of the latest annual return, a copy of the Articles of Association of the company and the current business registration certificate.

Normally, the process for change of name of a Hong Kong company can be completed within 5 working days.

The new company name takes effect on the date on which the Companies Registry issues the certificate.

Upon collection of the certificate of change of name, you should send a copy of the certificate to your banker for them to update their records. It should be note that the bank may take two weeks or even longer time to update their records. As such, if you will need receive payments during this period of time, you should instruct the sender to send payment using the old company name.

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1. Fees for Change of Name of a Hong Kong Company

Our fee for handling the change of name (either only change of Chinese name, English name or both) of a Hong Kong incorporated company is USD420. The fee quoted here cover both our service fees, fees charged by the Companies Registry and two chops.

Our fee covers the following services in particular:

- (1) Performing a name availability check;
- (2) Preparation of shareholders minutes for change of company name;
- (3) Preparation of forms and documents for change of name;
- (4) Filing of name change documents with Companies Registry and payment of appropriate official filing fee;
- (5) Collecting Certificate of Change of Name from the Companies Registry;
- (6) Handling the change of name in the Business Registration Certificate;
- (7) Ordering a new set of chops with the new company name.

Note:

- (1) Please note the addition of a Chinese name or an English Name to an existing name is also considered as change of company name.
- (2) Courier charge will be charged and billed separately upon confirmation of delivery address.
- (3) Reprinting of Articles of Association (AA) to incorporate the new name is not required by the Company Ordinances and therefore we will not reprint the AA unless otherwise requested. Extra fees will be charged for reprinting of AA.

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 Required for Change of Company Name

The following materials are required for the application for change of company name:

- (1) Proposed new company name (English or Chinese or both)
- (2) Copy of Articles of Association
- (3) Copy of the latest Annual Return
- (4) Copy of Business Registration Certificate

If Kaizen is the company secretary of your Hong Kong company, then you are only required to provide us the proposed new name of the company.

4. Procedures for Change of Name

In a smooth case, it takes around 4 working days to get the name of a Hong Kong company changed after filing the necessary documents with the Companies Registry. The table below shows each step and the time needed.

Step	Description	Day
1	Client confirms with Kaizen of the engagement for change of name. Kaizen issues invoice for client's settlement.	1
2	Client delivers the materials listed in Section 3 and at the same time, settles Kaizen's invoice.	Client schedule
3	Kaizen prepares documents for change of company name and delivers them to client for signing.	1
4	Client signs off the name change documents and return the same to Kaizen by email (if Kaizen is not the company secretary of client's company, client should return the signed documents to Kaizen by courier).	Client schedule
5	Kaizen delivers the documents for change of name to the Companies Registry of HKSAR.	1
6	The Companies Registry reviews the application documents and if it finds them in good order, issues a Certificate of Change of Name.	2-5
7	Kaizen arranges to make a new stamp and common seal (if applicable)	2
8	Kaizen arranges to change the business registration certificate	1
9	Kaizen delivery the certificate and company chops to client. All procedures completed.	1
Total: 4 days up		

Note:

- (1) Please note that the change of a company name takes effect from the date of issue of Certificate of Change of Name, instead of the passing of the resolution changing the name.
- (2) Client should deliver a copy of the certificate of change of name to the bank where the company maintains bank accounts immediately after receipt of it from us.

5. Materials Returned to Client after Change of Name

After we complete the whole process, the following materials will be returned to you:

- (1) Certificate of Change of Name;
- (2) Business Registration Certificate with new company name;
- (3) Shareholders' minutes/written resolutions resolving to change of name;
- (4) Two chops (round chop and signature chop) with new company name.

If you wish to obtain more information or assistance, please visit our official website at www.kaizencpa.com or contact us through the following methods:

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