

## Hong Kong RO Registration Procedures and Fees

*This quotation is valid until 31 March 2022.*

When a foreign company intends to set up a physical presence in Hong Kong for the purposes of marketing search and development and/or liaison with suppliers and customers, it could choose to set up a representative office (RO). A representative office is not allowed to engage in revenue generating business activities. If the company intends to carry out direct business activities in Hong Kong, it should set up a limited company or a branch office instead.

Our fee for handling the formalities of registering a representative office for a foreign company is USD280, inclusive of first year business registration fee. Upon request, we can also provide the business address for a fee of USD350 per annum.

The major material for the application for registration of a RO in Hong Kong include the registration documents of the foreign company. Those documents must be certified by a director of the foreign company.

As to the time frame, typical it takes around 2 to 3 days to register a RO in Hong Kong, but it is possible to do it within a day.

The fees stated in the quotation are for general reference only and is subject to change from time to time.

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## 1. Hong Kong RO Registration Fees and Services

Our fee for handling the registration of a representative office in Hong Kong for a foreign company is USD280, inclusive of first year business registration fee. In particular, our services include:

- (1) Answering questions regarding the registration and maintenance of a representative office (RO) in Hong Kong;
- (2) Providing guidance for the preparation of materials for registration application;
- (3) Application for business registration certificate (valid for one year);
- (4) Arrangement to one stamp for the representative office.

Note:

- (1) The fees stated above do not include courier charge, if any.
- (2) Client can choose to have the business registration certificate with a validity period of 3 years with the payment of the difference fee between the two certificates.

## 2. Optional Services

No.	Services	Fee (USD)
1	Business registration, per annum (Note 1)	350
2	Hong Kong Work Visa (Note 2)	1,220

Note:

- (1) Kaizen will provide a street address in Hong Kong to be used as business address for the registration of the RO. The minimum service term is 6 months, that is, the time frame needed for the registration of the RO and the application for work visa for the representative to work in Hong Kong, if applicable.
- (2) In the case where the foreign company will send one or more employees from other countries to work and operate its RO in Hong Kong, we can help apply for a work visa for the representative.

## 2. Payment Term and Method

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

### 3. Materials Required

For the registration of a RO in Hong Kong, the materials listed below are required:

- (1) A Certified Copy of the corporate documents of the foreign company including the Certificate of Incorporation and Articles of Association (or its equivalents);
- (2) The full address of the office premise to be used by the business address of the RO;
- (3) A copy of passport (only the page showing the particular of the holder) of the director who signs the application documents
- (4) A copy of residential address proof of the director who signs the application documents

The registration documents of the foreign company must be certified by a director of the foreign company. If the registration documents of the foreign company are not in English or Chinese, an English or Chinese translated copy is required.

### 4. Hong Kong RO Registration Procedures and Time Frame

The registration process will take 3 working days to complete, starting from the day we receive the duly signed application documents.

Step	Description	Day
1	Client confirms with Kaizen of the engagement for registration of a RO in Hong Kong; Kaizen issues an invoice to client for payment.	1
2	Client prepares and delivers the materials listed in section 3 above and at the same time, settles Kaizen's invoice;	Client schedule
3	Kaizen prepares the RO registration application documents and send them to client for signing;	2
4	Clients sign off the application documents and return them to Kaizen by courier;	Client schedule
5	Kaizen files the application documents with the Business Registration Office with payment of registration fee;	1-2
6	Kaizen collects the business registration certificate;	1
7	Kaizen delivers the business registration certificate to client;	1
<b>Total: 3 days up</b>		

### 5. Documents to be Returned to Client after Processing

The following documents will be returned to client as proof of transfer:

- (1) An original business registration certificate;
- (2) Copy of RO registration application documents;
- (3) A chop in the name of the RO.

### 6. Annual Maintenance

A RO in Hong Kong subjects to far less compliance requirements less what are required of a limited company. Practically, a RO is required to renew its business registration, file employer's return if it hires employees in Hong Kong.

Kaizen is a public accounting corporation licenced in Hong Kong and is equipped with experienced and knowledgeable professionals to provide all the services to maintain a RO in good standing. We list below the fees for some of our services for client's reference.

Item	Description	Amount (USD)
1	Business registration fee	33
2	Business registration certificate renewal service	60
3	Business address, per annum	350
4	Updating books of accounts, per annum	250 up
5	Filing of Employer's Return (Form 56A)	85
6	Filing of Employer's Return (Form 56B, per employee)	100

For a more detailed description of the compliance requirements of a RO, please refer to our article titled "Hong Kong RO Registration and Compliance Guideline Note".

*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:*

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