

Non-Hong Kong Company Registration Procedures and Fees

The Non-Hong Kong company stated in this quotation refers to a branch office of a foreign company registered in accordance with the Hong Companies Ordinance and by which the foreign company carries out its business activities in Hong Kong.

The quotation is valid until 31 March 2022.

Our fee for the formation and registration of a Non-Hong Kong company are USD700. The fee quoted includes over service fee and the payment of official filing fees to the Hong Kong Government.

For the purpose of registration of a Non-Hong Kong company, the client needs to provide the information of the parent company and the directors, shareholders and secretaries of the parent company. Such as Hong Kong identity card or passport or Certificate of Incorporation, and address proof, such as utility bill or address of registered office.

The registration of a Non-Hong Kong company can be completed in around 14 days upon receipt of the signed application documents from client.

If the business to be carried out in Hong Kong requires extra licence or permit, we can help apply for such licence or permit and our fees will be quoted upon request.

The fees stated in this quotation are for general reference only and may be subject to change from time to time.

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1. Non-Hong Kong Company Registration Fees

Our fee for handling the registration of a Non-Hong Kong company (branch office) in Hong Kong in the name of a foreign company is USD700.

In particular, our fees cover the following services:

- (1) Name availability check;
- (2) Preparation of incorporation documents;
- (3) Professional service fees and government fees for the incorporation and first year business registration;
- (4) Submit the incorporation documents to the Companies Registry;
- (5) Collection of Certificate of Registration and Business Registration Certificate (valid for one year) from the Companies Registry once the company is duly incorporated;

Notes:

- (1) The fees stated are exclusive of delivery charge, if any.
- (2) The fee quoted above includes the business registration fee for one-year validity period of business registration certificate. Client can choose to have the business registration certificate with a validity period of 3 years with the payment of the applicable fees between the two certificates.

2. Optional Services

In addition to Non-Hong Kong company registration, we also provide the following supplementary services.

No.	Services	Fee (USD)
1	Acting as Authorised Representative, per annum (Note 1)	500
2	Business Address, per annum (Note 2)	350
3	CPA certification of incorporation documents (Note 3)	150
4	Bank account introductory services (Note 4)	1,000

Note:

- (1) Kaizen acts as the named Authorized Representative for your Non-Hong Kong company to comply with filing requirements of the Companies Ordinance.
 - (a) Companies Registry (CR) Compliance Alert & Reminders
 - (b) Preparation and filing of Annual Return

- (2) A Non-Hong Kong company is required to have a Hong Kong street address as its place of business. The address provided by Kaizen can be used for both the registration of your company and receiving mails from the Hong Kong Government and your business partners. Mails addressed to the Non-Hong Kong company will be handled by one of the following two ways:
 - (a) Kaizen will open, scan the mails received, and send the scanned copies to your designated email account once a month. The paper letters will be destroyed one month after the date the scanned mails are sent to you.
 - (b) Kaizen will forward mails received to the address designated by you once a month. Actual postage will be charged separately.

Kaizen will process mails with option (a) by default if no instruction has been received from you during incorporation. If mails are to be scanned and forwarded immediately, a handling fee of USD10 per batch/time will be charged.

- (3) Kaizen will help your Non-Hong Kong company open a corporate bank account with a bank in Hong Kong, including preparation of certified incorporation documents as required by the bank, reviewing of bank account application documents prepared by client and liaison with the bank in respect of the bank account application. Please note the bank requires at least a director visit their Hong Kong branch personally for the purpose of due diligence. It should also be emphasised that our role is limited to providing assistance and it is the sole discretion of the bank to decide whether to open the bank account or not. We do not assume any reliability should the bank decides not to open the bank account for you.
- (4) Kaizen certify the registration documents of the Non-Hong Kong company in the capacity of public accountant practicing in Hong Kong.

3. Payment Terms and Methods

Upon receipt of your confirmation of engagement, we will issue an invoice and email it together with the detailed wire instructions to you for your settlement. When you are initiating a transfer/wire, please mark our invoice or account number in the message section of the remittance receipt and email a copy of the same to us for our records. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

We currently only accept check, cash or TT and credit card payment through PayPal. If invoice is settled by PayPal, an extra 5% service fee will be charged.

4. Basic Structure of a Non-Hong Kong Company

- (1) Name of Non-Hong Kong company must be same with its parent company. If the name is already taken, it should create another name as its trading name;
- (2) Must have a local person or an accounting firm or lawyer appointed as its Authorized Representative;
- (3) No capital requirements
- (4) Must have a street address as its business address

5. Materials Required for Registration of Non-Hong Kong Company

- (1) A set of registration document of foreign company, including Certificate of Incorporation, Memorandum and Articles of Association, Register of Shareholders and Directors, or documents of a similar nature.
- (2) A copy of the latest audited financial statement or management accounts of the foreign company.
- (3) One photocopy of passport (or identity card for Hong Kong resident) and residential addresses proof (such as utility bill or telephone bill) in respect of each shareholder/beneficiary owner and director of the foreign company; if shareholder is another corporation, a set of corporate documents of the corporate shareholder;
- (4) A group chart detailing the relationship between the Non-Hong Kong branch and its ultimate beneficiary owner in the case where the shareholder of the foreign company is also a corporation;
- (5) Copy of identification and residential address proof documents of the person to be appointed as the authorised representative of the Non-Hong Kong company;
- (6) A duly completed Non-Hong Kong company registration order form (to be provided by Kaizen);

The identification documents of the foreign company must be certified by its director. The identification and address proof listed above must be certified by a staff of Kaizen, or by a practising accountant, lawyer or a bank manager.

If the corporate documents of the foreign company are not in English or Chinese, an English or Chinese translation is also required.

6. Non-Hong Kong Company Incorporation Procedures

Generally, the registration process of a Non-Hong Kong company can be completed in around 14 days, starting from the date we receive the duly signed application documents and assumes that the Companies Registry issues the Certificate of Registration within 7 working days.

Step	Description	Time (Day)
1	Clients place an order for incorporation with Kaizen; Kaizen issues an invoice to client for settlement.	Day 1
2	Client delivers the materials required, as listed in Section 4, to Kaizen by email and at the same time settles Kaizen's invoice.	Client's schedule
3	Kaizen arranges with client to have the identification documents of the shareholder(s) and director(s) of the foreign company certified by Kaizen or other attesting officers.	Client's schedule
4	Kaizen performs name availability search and confirm with client whether the proposed company name(s) is/are available for registration or not	1
5	Kaizen then prepares the registration documents and email them to client for signing	1
6	Client signs or arrange to have the registration documents signed and returns the duly signed registration documents to Kaizen.	Client's schedule
7	Kaizen delivers the duly signed incorporation documents to Companies Registry to apply for Certificate of Registration	1
8	Hong Kong Companies Registry reviews the registration documents and if it finds them in order, issues a Certificate of Registration of Non-Hong Kong company (branch)	7-14
9	Kaizen arranges to collect the Certificate of Registration and Business Registration Certificate	2
10	Kaizen delivers all corporate documents to client. Branch office registration completed.	1
		Total: 14 days up

7. Registration Documents Returned to Client after Registration

After the Non-Hong Kong company is officially registered, Kaizen will return the following materials to client for retention:

- (1) Original copy of Certificate of Registration;
- (2) Original copy of Business Registration;
- (3) Copy of Non-Hong Kong company registration application documents;
- (4) Two company chops.

8. Annual Maintenance

After a Non-Hong Kong company is officially registered in Hong Kong, it is required to comply with the compliance and maintenance requirements, including updating books of accounts, filing of annual return, filing of profits tax return and employer's return and etc.

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 Non-Hong Kong company in good standing. We list below the fees for some of our services for your reference. The fees listed in the table below represent the minimum maintenance costs that the investor of a Non-Hong Kong company should budget for and are provided as reference only. The actual cost could be higher.

Item	Description	Fees (USD)
Annual Compliance Requirements with Fixed Fees		
1	Annual Return Statutory Filing Fee	25
2	Business Registration Certificate renewal fee (Note 1)	33
3	Provision of Hong Kong Authorized Representative (per annum)	500
4	Provision of Registered Office (per annum)	350
	Subtotal:	908
Annual Compliance Requirements with Variable Fees		
5	Updating books of accounts (per annum)	300 up
6	Tax computation and filing of profits tax return	350 up
7	Filing of Employer's Return (Form 56A)	80
8	Filing of Employer's Return (Form 56B, per employee)	80

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

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