

Non-Hong Kong Company Registration Standard Package

This Non-Hong Kong Company (branch) registration package, which comes with an authorized representative and registered office, is suitable for foreign company which can NOT provide their own local authorized representative and registered office. This package is valid until 31 March 2022.

Our fee for this standard Non-Hong Kong company registration package is USD1,500. Our fee covers the registration of a Non-Hong Kong company itself and statutory requirement of an authorized representative and a Hong Kong business street for one year and the payment of official filing fees to be paid to the Hong Kong Government.

For the purpose of registration of a Non-Hong Kong company, client needs to provide to us a set of duly certified (by a director) corporate documents of the foreign company and the certified true copy of the identification and residential address proof of each shareholder and director of the foreign company.

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 so requested, Kaizen can help client to open a bank account in Hong Kong for the new Non-Hong Kong company for a fee of USD1,000.

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 this standard package is USD1,500 and includes handling the registration of a Non-Hong Kong company (branch office) in Hong Kong in the name of a foreign company, provision of one registered office authorised representative and a business address for one year. In particular, our fee cover the following services.

(1) Non-Hong Kong Company Pre- & Post- Incorporation

- (a) Name availability check
- (b) Preparation of incorporation documents
- (c) Professional service fees and government fees for the incorporation and first year business registration
- (d) Submit the incorporation documents to the Companies Registry
- (e) Collection and forwarding of Certificate of Registration and Business Registration Certificate (valid for one year).

(2) Hong Kong Authorized Representative Service

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

(3) Business Address

Kaizen provides a Hong Kong street address as the business address of your Hong Kong branch office. Mails addressed to your Hong Kong branch will be handled on one of the following two ways:

- (a) Kaizen will open, scan the letters received, and send them to client by email once a month and the original letters will be destroyed after one month.
- (b) Kaizen will forward mails to the address designated by client once a month. Actual postage will be charged separately.

Mails will be handled with option (a) by default. If mails are to be handled immediately upon receipt, an extra fee of USD10 per batch will be charged.

Notes:

- (a) The fees stated are exclusive of delivery charge, if any.
- (b) 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. Payment Terms and Methods

Upon confirmation of engagement, we will issue an invoice and email it together with wire instructions to you for your settlement. Please quote invoice number in the message section of the remittance receipt. Because of the nature of services, we require full payment in advance. Once our service is commenced, no service fees will be refunded.

Kaizen currently accepts Hong Kong Dollar, cash or TT and credit card payment through PayPal. If payment is settled through PayPal, an extra 5% service fee will be charged.

3. Basic Structure of a Non-Hong Kong Company

- (1) Name of Non-Hong Kong company must be same with the foreign company. If the name is already taken, it should adopt another name as its trading name;
- (2) Must have a local resident 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

4. 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 and director of the foreign company; if shareholder is another corporation, a set of corporate documents of the corporate shareholder;
- (4) A duly completed and signed Non-Hong Kong Company Registration 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.

5. 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, at the same time arrange making of company chops.	2
10	Kaizen delivers all corporate documents to client. Branch office registration completed.	1
Total: 14 days up		

6. 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 for each employee)	80
	Sub-total:	730
	TOTAL:	1,638 up

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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