

Shenzhen, China	Shanghai, China	Beijing, China	Taipei, Taiwan	Singapore	New York, USA
Rooms 1203-06, 12/F. Di Wang Commercial Centre 5002 Shennan Road East Luohu District, Shenzhen T: +86 755 8268 4480	Room 603, 6/F., Tower B Guangqi Culture Plaza 2899A Xietu Road Xuhui District, Shanghai T: +86 21 6439 4114	Room 303, 3/F. Interchina Commercial Bldg. 33 Dengshikou Street Dongcheng District, Beijing T: +86 10 6210 1890	Room 303, 3/F. 142 Section 4 Chung Hsiao East Road Daan District, Taipei T: +886 2 2711 1324	138 Cecil Street #13-02 Cecil Court Singapore 069538 T: +65 6438 0116	202 Canal Street Suite 303, 3/F. New York NY 10013, USA T: +1 646 850 5888

Registration of Sole Proprietorship Business in Hong Kong

Registration Procedures

When you engage Kaizen to register your sole proprietorship business, please follow the procedures described below.

1. You place an order with Kaizen for the registration of sole proprietorship with payment of fees;
2. You provide to Kaizen the following information by email or fax:
 - (1) Proposed name of the sole proprietorship;
 - (2) Name, residential address and Hong Kong identity card number of the owner (sole proprietor);
 - (3) Detailed business address of the proposed sole proprietorship business;
 - (4) Business nature of the sole proprietorship;
 - (5) Commence date of the sole proprietorship
3. According to the information in point 2, Kaizen fill out and deliver the original registration application form to you by post;
4. You sign the application form and return it to Kaizen together with a photocopy of the sole proprietor's Hong Kong identity card by post;
5. Kaizen arranges to submit the registration application form to the Business Registration Office and at the same time, make the payment of business registration fee;
6. Kaizen collects the Business Registration Certificate and forward it to you.

Registration Costs

1. Registration only (with your own business address)
Our fees for assisting the registration of a sole proprietorship business without providing the business address are USD245. The fees already cover the payment of first year business registration fee.
A detailed breakdown of our fees is provided below:
 - (1) Our registration service charge: USD182
 - (2) First year business registration fee: USD33
 - (3) Production of one set of chops: USD30

2. Registration and provision of business address

Our fees for assisting the registration of a sole proprietorship business and provision of business address are USD580. The fees already cover the payment of first year business registration fee.

A detailed breakdown of our fees is provided below:

- (1) Our registration service charge: USD182
- (2) First year business registration fee: USD33
- (3) Provision of first year business address: USD335
- (4) Production of one set of chops: USD30

If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at www.kaizencpa.com or contact us through the following and talk to our professionals:

Email: info@kaizencpa.com, enquiries@kaizencpa.com

Tel: +852 2341 1444

Mobile : +852 5616 4140, +86 152 1943 4614

WhatsApp/ Line/ Wechat: +852 5616 4140

Skype: kaizencpa

