KAIZEN 啓源
www.kaizencpa.com
TRUST CAN ONLY BE EARNED

KAIZEN CPA LIMITED
啓源會計師事務所有限公司
Rooms 2101-05, 21/F., Futura Plaza
111 How Ming Street, Kwun Tong, Hong Kong
香港觀塘巧明街111號富利廣場21樓2101-05室
T: +852 2341 1444
E: info@kaizencpa.com

SHENZHEN 深圳
Rooms 1203-06, 12/F.
Di Wang Commercial Centre
5002 Shennan Road East
Luohu District, Shenzhen, China
中國深圳市羅湖區深南東路5002號
地王商業中心12樓1203-06室
T: +86 755 8268 4480

SHANGHAI 上海
Room 1201, 12/F., Tower A
Guangqi Culture Plaza
2899A Xietu Road, Xuhui District
Shanghai, China
中國上海市徐匯區斜土路2899甲號
光啓文化廣場A座12樓1201室
T: +86 21 6439 4114

BEIJING 北京
Room 303, 3/F.
Interchina Commercial Building
33 Dengshikou Street
Dongcheng District, Beijing, China
中國北京市東城區燈市口大街33號
國中商業大廈3樓303室
T: +86 10 6210 1890

TAIPEI 台北
Room 303, 3/F., 142 Section 4
Chung Hsiao East Road
Daan District, Taipei
Taiwan 10688
台灣台北市大安區忠孝東路四段
142號3樓之3
郵編: 10688
T: +886 2 2711 1324

TOKYO 東京
308 BIZMARKS Akasaka
2-16-6 Akasaka, Minato-Ku, Tokyo
Japan 107-0052
日本東京都港區赤坂二丁目16番6號
BIZMARKS赤坂308室
郵編: 107-0052
T: +81 3 5776 2637

SINGAPORE 新加坡
138 Cecil Street, #13-02 Cecil Court
Singapore 069538
T: +65 6438 0116

KUALA LUMPUR 吉隆坡
Menara Suezcap, Tower 2
E-13A-3A, No. 2 Jalan Kerinchi
Gerbang Kerinchi Lestari
59200 Kuala Lumpur, Malaysia
T: +60 19 2177 344

NEW YORK 紐約
202 Canal Street, Suite 303, 3/F.
New York, NY 10013, USA
T: +1 646 850 5888

LONDON 倫敦
Room 5, 2/F., 39-41 High Street
New Malden, Surrey
KT3 4BY, UK
T: +44 20 3910 8392

New Zealand Company and Bank Account Package

Unless otherwise indicated, the New Zealand company stated in this quotation refers to a private company limited by shares incorporated in New Zealand in accordance with the New Zealand Companies Act 1993.

Our New Zealand Company Incorporation Standard Package (NZCLS3) is ideal for foreign investors who can provide their own local director.

Our fee for this standard package is NZD14,000. The fee includes the provision a named company secretary, a street address in New Zealand as registered office for one year and payment of registration fees to New Zealand Companies Office.

For company registration purpose, client will need to provide us with a copy of duly certified identification and residential address proof (such as utility bills, phone bills, or bank statements etc.) of each director and founder member of the intended company, a duly completed New Zealand Company Incorporation Order Form.

A New Zealand company can be incorporated within 5 business day, provided that the proposed name or the business activity to be carried out by the intended company do not require special licence or permit.

Our fee stated in this quotation is for general reference and may be subject to change.

1. New Zealand Company Incorporation Standard Package #NZCLS3 - Services and Fees

Our fee for handling the registration of a private company limited by shares in New Zealand with a standard constitution is NZD14,000. In particular, our fee covers the following services.

(1) New Zealand Company Incorporation - Pre- & Post-Incorporation

(a) Advising client on the structure of the proposed company and maintaining a New Zealand limited liability company;
(b) Assist in collecting and preparing relevant materials for company registration;
(c) Perform a "Know Your Customer" ("KYC") due diligence process;
(d) Conducting availability search;
(e) Preparation of the Constitution of the company and registration forms;
(f) Payment of registration fees to New Zealand Companies Office;
(g) Certificate of incorporation from Companies Office; and
(h) Company Extract from Companies Office.

(2) Basic Annual Compliance Services

(a) Corporate Secretarial Service

Although the law does not require the appointment of a company secretary, we highly recommend that one is appointed so as to ensure that the company does not miss the deadline for filing various returns. Kaizen can act as the named Company Secretary for your New Zealand Company to comply with the New Zealand Companies Act:

(i) Annual Compliance Alert & Reminders
(ii) Named Company Secretary registered with Companies Office for 12 months
(iii) Forwarding mails and messages from ASIC

(b) Registered Office Address Service

According to the requirements of New Zealand companies Act, the registered office address of the New Zealand company must be a located at New Zealand. Kaizen will provide an address to be used as the registered office for New Zealand company and receive government letters (Companies Office) for one year.

Kaizen could receive business letters and couriers on behalf of clients, Kaizen will charge NZD1,200 annually (excluding the courier charges). For every batch of mails forwarded, Kaizen will charge an additional fee upon request.

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(3) Zealand Business Number (NZBN), IRD Number and Goods and Services Tax (GST) Registration

New Zealand Business Number (NZBN) is a unique 13-digit number that identifies a business or organization to the government or community.

IRD Number is a unique tax number given by the Inland Revenue Department. It is necessary for organizations uses its IRD number to keep track of its tax. The format of the IRD number varies, appearing as either an eight or nine-digit number

Goods and Services Tax (GST) is a tax of 15% on most goods, services and other items sold or consumed in New Zealand. Registering for GST is optional for businesses earning less than $60,000 annually.

Kaizen will handle the application for Business Number, IRD Number and registration of Goods and Services Tax (GST) after the company is duly registered.

(4) Nominee director Service (Representative director)

According to the New Zealand Companies Act, every New Zealand private company must appoint a New Zealand resident as a director. To facilitate foreign investors with company set up in New Zealand, Kaizen can provide a New Zealand resident nominee director to fulfill the registration prerequisite.

The nominee director is only provided to fulfill the requirements for company registration and will not be involved in the operation and management of the company.

(5) Bank Account Opening Assistance Service

Kaizen will assist in opening an online corporate bank account (Wise) for your New Zealand company. For applications at a physical bank in New Zealand, a separate service fee of NZD 5,000 will apply. Please note that the director's physical presence in New Zealand is not required for the applications.

Our bank account opening services are limited to assisting with the preparation of application forms and an initial review of the application documents provided by the client. The decision to accept and approve the account opening application rests solely with the bank. Kaizen assumes no responsibility if the application is rejected by the bank, and the service fee is non-refundable. The nominee director is provided solely to fulfill the requirements for company registration and will not be involved in the operation or management of the company.

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Note:

(a) While serving as Nominee Director, Kaizen will collect a refundable security deposit of NZD 1,500. This deposit will be fully refunded upon termination of the nominee service, provided there are no outstanding fees. Additionally, clients are required to obtain suitable indemnity insurance for the nominee director.

(b) Our fees for nominee director services for a dormant New Zealand company are NZD 2,400 per year. For an actively operating company with an annual turnover not exceeding NZD 5 million, the annual fee is NZD 3,500. If the annual turnover is between NZD 5 million and NZD 10 million, the fee for the nominee director service will be provided as a separate quote.

(c) During the use of Kaizen's nominee director service, the company shall also engage Kaizen's accounting services or financial statement audit and tax reporting services for the same period.

(d) The fees quoted above is exclusive of courier charge, if any.

2. Payment Terms and Methods

Upon receipt of your confirmation of engagement, we will issue and email our invoice together with the wiring instruction to you for your settlement. Please write our invoice number or account number in the message section of the remittance receipt and send a copy of the same to us after fund is remitted. Because of the nature of the services, we require full payment in advance. Also, once service is commenced, no service fee will be refunded except in special cases.

We currently accept Hong Kong Dollar check, cash or TT and credit card through PayPal only. If payment is settled through PayPal, an extra 5% services fee will be charged.

3. Basic Structure of a New Zealand Company

The minimum requirements of a New Zealand company are as follows:

- One shareholder, one director and one registered office.
- Shareholders can be natural person or corporation. No restriction on nationality.
- Director must be nature person and at least one director must be a New Zealand local resident.
- A shareholder can be appointed as director.
- Minimum issued and paid-up capital is NZD 1 and 1 share issued.

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4. Materials Required

Client needs to provide the following documents and information to Kaizen by email or fax or post for the purpose of incorporation:

(1) The copy of the passport and address proof issued within 3 months of shareholders (For example, utility bill, telephone bill or bank statement); if the shareholder is a legal person, the Certificate of Incorporation, corporate documents showing the registered address, Register of Directors, Register of Members and passport and address proof issued within 3 months of ultimate beneficial owners holding with more than 10% shares;
(2) The copy of the passport and the address proof issued within 3 months of directors (For example, utility bill, telephone bill or bank statement);
(3) If shareholder is a legal person, please provide an organization chart certified by director.
(4) Filling the "KYC Questionnaires" and "Overseas Company Incorporation Order Form" provided by Kaizen.

Acceptable address proof can be a utility bill or bank statement. Information of director/shareholder (full name and full address), document type, document issuing date and name of issuing authority must be clearly stated. If the document is not written in English, you are required to provide an English translation document for reference and support.

The identification documents and address proof of shareholders and directors are subject to certify by Kaizen's staff, notary public, attorneys, or certified accountants. You may visit any of our branches in person or arrange online video verification if needed.

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5. New Zealand Company Incorporation Procedure

Under normal circumstances, the company name and the business scope do not need an extra license or permit, the whole process for company registration takes around 12 to 14 working days. The Business Number (NZBN), IRD Number and GST Number will take around 28 working days. The table below details the procedures with time frame for the registration for reference.

Step	Description	Day (estimated)
1	Clients place an order for incorporation with Kaizen and provide the documents and information required to Kaizen by email or fax or post. Kaizen issue an invoice to clients for settlement.	Clients' Schedule
2	Kaizen performs a name availability search with ASIC to confirm the availability of the proposed company name.	2
3	After confirmation of the availability of the proposed name, Kaizen then prepares incorporation documents.	2-3
4	Kaizen then arranges with client to sign the incorporation documents. The original duly signed incorporation documents must then be returned to Kaizen for filing.	Clients' Schedule
5	Kaizen will proceed with the Companies Office for registration. If it goes smoothly, Companies Office will issue the Certificate of Incorporation in a couple of working days.	12-14
6	Application for NZBN, IRD Number and GST Registration	28
7	Kaizen arranges the corporate kit send to the client	Clients' Schedule
	Total	2 to 3 months

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6. Materials Returned to Client

After the company is duly registered with the Companies Office, we will hand over the following items to the client:

(1) Certificate of Incorporation;
(2) Company Extract;
(3) Consent to act as Director; and
(4) Application for shares.

7. Annual Maintenance

Once the company is officially registered, it is required to comply with the compliance and maintenance requirements imposed by the Companies Act. For example, a company shall prepare the year-end statements and declaration about the corporate tax, etc. Kaizen could provide the following services to our clients, such as accounting and tax advisory services, assisting in the entry of accounting data, preparation of various declarations and accounts, and reasonable tax-saving measures. In addition, Kaizen could also provide salary calculation services to our clients. For details, please kindly contact our professional consultants.

If you wish to obtain more information or assistance, please visit the official website at www.kaizencpa.com or contact us through the following methods:
Tel: +852 2341 1444
Mobile : +852 5616 4140, +86 152 1943 4614
WhatsApp/ Line/ Signal/ Wechat: +852 5616 4140
Skype: kaizencpa
Email: info@kaizencpa.com

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