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TRUST CAN ONLY BE EARNED

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New Zealand Company Incorporation Standard 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 (NZCLS1) is ideal for foreign investors who can provide their own local director.

Our fee for this standard package is NZD9,000. 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 #NZCLS1 - Services and Fees

Our fee for handling the registration of a private company limited by shares in New Zealand with a standard constitution is NZD9,000. 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 the authorities.

(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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(c) New 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.

Note:

(1) The above quotation does not include the provision of New Zealand residents to act as nominee directors. In order to comply with the requirements of New Zealand Corporations Act regarding the appointment of local directors, our fee for provision of nominee director service is NZD200 per month (NZD 2,400 per annum) for the New Zealand company. While acting as Nominee Director, Kaizen will collect a refundable security deposit of NZD 1,500. This security deposit will be full refunded to you when we cease to provide the nominee service, provided there are no outstanding fees at the time of termination. In addition, clients are required to provide a suitable indemnity to Kaizen so as to protect our nominee director(s).

(2) 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.

(3) 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.

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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.

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 as supporting.

The identification documents and address proof of shareholders and directors are subject to certify by Kaizen's staff, notary offices, attorneys, accountants, or bank managers. You may visit any of our branches to complete the 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

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 share.

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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:

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