

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

Seychelles IBC Incorporation Procedures and Fees

The Seychelles company mentioned in this quotation refers to an international business companies (“IBCs”) incorporated under the International Business Companies Act 1994 as amended (the “IBC Act”) of Seychelles.

Summary

Our fees for the formation and registration of an International Business Company (IBC) in Seychelles are HKD8,900. The fees quoted include our professional registration service, provision of a registered agent and registered office service for one year and the payment of official filing fees to the Seychelles Government. In short, our fees cover all formalities to bring a Seychelles IBC into existence.

For the purpose of registration of an IBC in Seychelles, the client needs to provide the proposed name of the company, the amount of registered capital, identity proof, such as passport or Certificate of Incorporation, and address proof, such as utility bill or address of registered office, of each person who will be the shareholder and director.

The registration of an IBC in Seychelles can be completed in two working days. However, 2 to 3 more working days should be allowed for delivery of Certificate of Incorporation to reach Hong Kong and for the making of company chop.

Upon request, Kaizen can assist you to set up a corporate bank account with Hong Kong or Singapore for a fee of HKD6,000. This fee covers the preparation of CPA certified corporate documents for the purpose of bank account opening. Please note, however, our service is limited to providing assistance and we cannot guarantee that bank account can be opened successfully.

1. Seychelles Company Registration Fees

Our fees for handling the registration of a Seychelles International Business Company with a registered capital of USD50,000 is HKD8,900. In particular, our fees cover the following services:

- (1) Preparation of incorporation documents and filing of the documents with the Registrar for incorporation;
- (2) Filing of initial register of directors
- (3) Payment of official filing fee
- (4) Provision of registered office service (first year)
- (5) Provision of registered agent service (first year)
- (6) One company kit, including common seal and chop

Note:

- (1) The fee quoted above excludes before delivery charge. The amount of courier charge will be advised upon confirmation of delivery address.
- (2) Readymade company is available in Seychelles. The fee for purchasing readymade company is the same.
- (3) Chinese name is available. If Chinese name is required or the readymade company purchased comes with a Chinese name, an extra fee of HKD2,000 will be charged.

2. Optional Services

No.	Services	Fee (HKD)
1	Additional Chinese name	2,000
2	Hong Kong mailing address (Note 1)	3,600
3	Certificate of Incumbency	2,340
4	Certificate of Good Standing	2,340
5	CPA Certification (Note 2)	800
6	Bank account introductory services	6,000

Note:

- (1) Unless otherwise agreed, mails will be forwarded once a month. Delivery charges will be billed separately.
- (2) Fee for bank account introductory service also include a set of CPA certified corporate documents.

3. Materials to be provided by Client

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

- (1) Proposed company name, either in English only or both English and Chinese;
- (2) One photocopy of passport and residential addresses proof (such as utility bill or bank statement) in respect of each shareholder; if shareholder is another corporation, please provide Certificate of Incorporation and registered office;
- (3) One photocopy of passport and residential addresses proof (such as utility bill or bank statement) in respect of each director; if director is another corporation, please provide Certificate of Incorporation and registered office;
- (4) Amount of share capital, percentage of shareholdings if more than one shareholder. Unless otherwise advised, the amount of issued capital will be USD1 (one share at USD1 each) if there is only one shareholder;
- (5) Basic background information of the new company, such as the principal business activities, the products to be traded or services to be provided, the location of suppliers and customers, the expected turnover of the first year etc.

The identification and residential address proof documents of the shareholders and directors need to be certified by Kaizen's staff or a CPA or lawyer or attesting officer.

4. Registration Procedures and Estimated Time Frame

It is estimated that the registration process would take around 5 working days. The table below shows the estimated time frame for each of the steps of the registration process.

Step	Description	Timeline (Estimated)
1	Kaizen receives the documents required for incorporation from client	Day 1
2	Kaizen checks name availability and confirms with client the search results	Day 2
3	Client sends payment to Kaizen	Day 2
4	Kaizen or its associate in Seychelles files the incorporation documents with the Registrar of Companies	Day 3
5	The Registrar of Companies issues the Certificate of Incorporation	Day 4
6	The Certificate of Incorporation being delivered to Hong Kong	Day 9
7	Kaizen prepares other corporate documents and sends them to client for signing	Day 9
8	Client returns the duly signed documents back to Kaizen by email or fax	Day 10
9	Company kit being delivered to Client	Day 10

5. Registration Documents Returned to Client after Registration

After the company is officially registered, Kaizen will return the following documents and materials for retention:

- (1) Original copy of Certificate of Incorporation;
- (2) 3 printed copy of Memorandum and Articles of Association (sample Memorandum and Articles of Association);
- (3) 10 copies of blank share certificate;
- (4) One statutory book (members register, directors register and share register);
- (5) One company chop and one Common Seal;

6. Time of Billing and Payment Methods

Upon receipt of your order, we will issue an invoice to you for your settlement. We require full payment in advance. We currently only accept Hong Kong Dollar check, cash or TT and credit card through PayPal. If payment is settled through PayPal, extra 5% services fee will be charged.

When you arrange your payment, please indicate our invoice number in the remittance receipt so as to enable us to locate your payment.

7. Annual Maintenance

A Seychelles company is required to pay an annual renewal fee of HKD7,000 (applicable to company with registered capital of no more than USD50,000) each year after the year of registration to maintain in good standing. In particular, the annual maintenance fee covers the following services:

- (1) Annual licence fee
- (2) Annual registered agent fee
- (3) Annual registered office fee

The annual renewal fee needs to be paid not later than 30 November every year following the year of incorporation. We will send a renewal notice to all our clients 3 months before the due date for payment. If you do not receive our renewal notice by 31 October, please inform us accordingly.

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