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 | memo-pad**M A Group** - Management and Accounting ProfessionalOur Services: |
|  | *Company Formation, Accounting, Tax Planning, Tax Filing, Full Corporate Service, Company Secretary, Provision of Registered Office,**Provision of Virtual Office, Provision of Nominee Shareholder, Provision of Nominee Director, Auditing, Trade Services. Notarization and Apostil,* *Trade Mark Registration and more …………* *Email:* *info@magroup.com.hk* *Telephone: +852 2341 0168 Fax: +852 3743 4524 Web:www.magroup.com.hk* |
|  | **This is a fillable form. Please complete the form and sign it back to us by email (scanned copy) at** **info@magroup.com.hk** **or by fax at +852 3743-4524.**Incorporation FormMetopro Associates Limited |
|  | Basic Information for Company Incorporation |

Proposed Company Name:

|  |  |  |
| --- | --- | --- |
| Item | Company Name in English | Company Name in Chinese (if any) |
| 1 | [company name] | [company name in Chinese] |
| 2 | [company name] | [company name in Chinese] |
| 3 | [company name] | [company name in Chinese] |

Nature of Business (not more than 35 words)

|  |
| --- |
| [nature of business] |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Company Structure

|  |  |  |
| --- | --- | --- |
| 1 | Registered Capital | HK$[. ] divided by [.] no. of share **OR**US$[. ] divided by [.] no. of share Suggested HK$10,000 divided by 10,000 nos. of share |
| 2 | Total nos. of shareholder (Founder Member) | [nos. of shareholder.]Nos. |
| 3 | Total no. of director | [ nos. of director]Nos. |
| 4 | Licensed Company Secretary | Yes [ ]  We appoint Metopro Associates LimitedNo [ ]  We appoint our own company secretaryOur own company secretary will be:-

|  |  |
| --- | --- |
| Name | name |
| License no. | License no. |
| Address | address |

Remark:The company secretary MUST hold a valid license in comply with new Companies (amendment) Ordinance since 1 March 2018. |
| 5 | Designated Representative of keeping the Significant Controllers Register | Yes [ ]  We appoint Metopro Associates LimitedNo [ ]  We appoint our Designated RepresentativeOur own Designated Representative will be:-

|  |  |
| --- | --- |
| Name | name |
| Address | address |

Remarks: The Significant Controllers Registers (SCR) MUST be kept in the registered office or any location in Hong Kong. The company must appoint the Designated Representative for keeping the SCR and subject to inspection by Law Enforcement Officers. |
| 6 | Registered Office (and/or) Virtual Office | Virtual Office [ ]  provided by Metopro Associates LimitedRegistered Office [ ]  provided by Metopro Associates LimitedNo. [ ]  Our Virtual office or registered office will be situated at: [address] |
| 7 | Required service for bank account opening | Yes [ ]  No [ ]   **If choose yes**, we will send the Annex A (Information and Documents required for bank account opening”Remarks:Please note that we only assist our clients (applicants) to provide the basic company documents. The banks may conduct a serious due diligence to the clients. The banks may request the clients to provide business proof, including but not limited to (a) Sales Orders (b) Purchase Orders (c) invoices etc. of the proposed company and/or its related companies. The banks may also request the clients to open the bank account in person and check the background of each shareholder, director during the course of interview. The successful of bank account opening will solely depend on the background of the clients. |

 |

# Basic Company Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Business Activity[ ]  Own real estate property[ ]  Hold shares in private companies[ ]  Hold financial investment[ ]  Trading- provide details of product traded

|  |  |  |
| --- | --- | --- |
| Main Products | Location of Suppliers | Location of Buyers |
| Main products | Location of Suppliers | Location of Buyers |
| Expected Annual Turnover  | US$ Expected annual turn over |

[ ]  Consultancy Service – provide details of services provided

|  |  |
| --- | --- |
| Consultancy Service | Location of customers |
| Main consultancy service | Location of customers |
| Expected Annual Turnover  | US$ Expected annual turn over |

[ ]  OthersPlease provide details

|  |
| --- |
| Others |

 |
| Physical Office Address (other than virtual office)

|  |  |
| --- | --- |
| Office address | Office address |
| Main contact person | Main contact person |
| Local telephone no. | Local telephone no. |
| Local fax no. | Local fax no. |
| Mobile phone no. | Mobile phone no. |
| Email address | Email address |

Remarks: The physical office address may refer to the actual business address. It can be anywhere other than Hong Kong. |

Source of Company Funding

|  |  |
| --- | --- |
| [ ]  Funds from beneficial owners[ ]  Funds from shareholders[ ]  Funds from a third party (incl. borrowings and loans)[ ]  Other – please specify

|  |
| --- |
| Others |

 |

Shareholder- (Individual)

Please provide the passport copy and residential address proof of each shareholder

If shareholders are more than 2 nos. please use the supplement sheets of shareholder (individual)

Shareholder (1)

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Tax Residency (if known) | Tax Residency |
| Residential Address | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |
| No. of shares to be held | No. of shares to be held |

Source of fund and wealth of shareholder (1)

|  |  |
| --- | --- |
| [ ]  | Salary / Employment Income – please confirm occupation, industry and employer (incl. company website). |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Investment Income – please confirm nature or type of investment and countries where investments are made. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Inheritance / Family Wealth – please provide details on how funds inherited were derived prior to inheritance. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Others – please confirm in details as to origin of wealth / company funding |
| Please describe | Please describe |

Shareholder (2)

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Tax Residency (if known) | Tax Residency |
| Residential Address | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |
| No. of shares to be held | No. of shares to be held |

Source of fund and wealth of shareholder (2)

|  |  |
| --- | --- |
| [ ]  | Salary / Employment Income – please confirm occupation, industry and employer (incl. company website). |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Investment Income – please confirm nature or type of investment and countries where investments are made. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Inheritance / Family Wealth – please provide details on how funds inherited were derived prior to inheritance. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Others – please confirm in details as to origin of wealth / company funding |
| Please describe | Please describe |

Shareholder- (Corporation)

Please provide the copy of Certificate of Incorporation of the Corporation.

Please provide the passport copy and residential address proof of each shareholder and director of the Corporation.

If corporate shareholders are more than 2 nos. please use the supplement sheets of shareholder (Corporation).

Corporate Shareholder (1)

|  |  |
| --- | --- |
| Company Name | Company name |
| Company No. | Company no. |
| Place of Incorporation | Place of incorporation |
| Date of Incorporation | Date of incorporation |
| Registered office address | Registered office address |
| Contact person | Contact person |
| Telephone no. | Telephone no. |
| Email address | Email address |
| Nos. of share to be held | Nos. of share to be held |

Corporate Shareholder (2)

|  |  |
| --- | --- |
| Company Name | Company name |
| Company No. | Company no. |
| Place of Incorporation | Place of incorporation |
| Date of Incorporation | Date of incorporation |
| Registered office address | Registered office address |
| Contact person | Contact person |
| Telephone no. | Telephone no. |
| Email address | Email address |
| Nos. of share to be held | Nos. of share to be held |

Director- (Individual)

Please provide the passport copy and residential address proof of each director of the company

If directors are more than 2 nos. please use the supplement sheets of director (individual)

Director (1)

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Residential Address | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |

Director (2)

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Residential Address | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |

Director- (Corporation)

Please provide the copy of Certificate of Incorporation of the Corporation.

Please provide the passport copy and residential address proof of each shareholder and director of the Corporation.

If corporate directors are more than 2 nos. please use the supplement sheets of director (Corporation).

Corporate Director (1)

|  |  |
| --- | --- |
| Company Name | Company name |
| Company No. | Company no. |
| Place of Incorporation | Place of incorporation |
| Date of Incorporation | Date of incorporation |
| Registered office address | Registered office address |
| Contact person | Contact person |
| Telephone no. | Telephone no. |
| Email address | Email address |

Corporate Director (2)

|  |  |
| --- | --- |
| Company Name | Company name |
| Company No. | Company no. |
| Place of Incorporation | Place of incorporation |
| Date of Incorporation | Date of incorporation |
| Registered office address | Registered office address |
| Contact person | Contact person |
| Telephone no. | Telephone no. |
| Email address | Email address |

Beneficiary owner(s)

Please provide the passport copy and residential address proof of each beneficiary owner of the company

If beneficiary owners are more than 2 nos. please use the supplement sheets of beneficiary owner

Beneficiary owner (1)

If the beneficiary owner (1) is the same shareholder (1) (please insert the full name of the shareholder 1], then the particulars of beneficiary owner (1) is not required. Otherwise, please complete the followings.

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Tax Residency (if known) | Tax Residency |
| Residential Address | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |
| No. of shares to be held | No. of shares to be held |

Source of fund and wealth of beneficiary owner (1)

|  |  |
| --- | --- |
| [ ]  | Salary / Employment Income – please confirm occupation, industry and employer (incl. company website). |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Investment Income – please confirm nature or type of investment and countries where investments are made. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Inheritance / Family Wealth – please provide details on how funds inherited were derived prior to inheritance. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Others – please confirm in details as to origin of wealth / company funding |
| Please describe | Please describe |

Beneficiary owner (2)

If the beneficiary owner (2) is the same shareholder (2) (please insert the full name of the shareholder 2], then the particulars of beneficiary owner (2) is not required. Otherwise, please complete the followings.

|  |  |
| --- | --- |
| Surname (family name) | Surname – (family name) |
| Other name (given name) | Other name |
| Chinese name (if any) | Chinese name |
| Date of Birth | Date of birth |
| Nationality | Nationality |
| Passport no. or HKID | Passport no. or HKID |
| Tax Residency (if known) | Tax Residency |
| Residential Address | Residential address |
| Telephone no. | Telephone no. |
| Mobile no. | Mobile no. |
| Email Address | Email address |
| No. of shares to be held | No. of shares to be held |

Source of fund and wealth of beneficiary owner (1)

|  |  |
| --- | --- |
| [ ]  | Salary / Employment Income – please confirm occupation, industry and employer (incl. company website). |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Investment Income – please confirm nature or type of investment and countries where investments are made. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Inheritance / Family Wealth – please provide details on how funds inherited were derived prior to inheritance. |
| Please describe | Please describe |

|  |  |
| --- | --- |
| [ ]  | Others – please confirm in details as to origin of wealth / company funding |
| Please describe | Please describe |

Declaration:

I/We hereby confirm the information provided by me (us) are true and correct and I/we appoint Metopro Associates Limited (Service Company) to incorporate a Hong Kong Company based on the information that I/We provided.

I/We further confirm that I/We will not execute nor request Metopro Associates Limited and/or its representatives to execute any transactions (see followings, a to h) which are illegal in Hong Kong or elsewhere, and/or ultra vires the Memorandum and Articles of Association of the Company, and/or unethical or likely to impair the Service Company’s reputation, and that the Company will not be used inter alia for the following activities, if we conduct any illegal transactions in Hong Kong or elsewhere, we understand Metopro Associates Limited will terminate all the services without compensation and/or report to the Law Enforcement Officers immediately

* + 1. Money Laundering
		2. To receive the proceeds of drug trafficking
		3. To receive the proceeds of criminal activities
		4. Terrorist activities
		5. Trading in arms and weapons
		6. To assist in fraud
		7. To carry on licensable activity, e.g. banking, insurance, investment business without such licence
		8. To enter into any other illegal prohibited or otherwise unauthorized activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by: (your full name)

Date: (insert date)