



Metopro Associates Limited

Management and Accounting Professional

Member of MA Group

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Management Service

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Object: Provision of comprehensive package to overseas clients who want to set up a permanent based in Hong Kong but lack of manpower and resources.

Comprehensive Package:

1. Accounting Service
2. Payroll Service
3. Staff Recruitment and Termination, layoff etc.
4. Insurance for company and staff including but not limited to Employees' Compensation Insurance, Medical Insurance, Health Insurance, Key Man Insurance for Expatriate Employee etc.
5. Mandatory Provident Fund (MPF)
6. Provision of Bank authorized Signatory
7. Employer's Return

Remarks:

- All the services are in comply with Companies Ordinance, Inland Revenue Ordinance, Employment Ordinance, Workman Compensation Ordinance, MPF Ordinance etc.
- Our client may request the full package or stand alone service of items (1) to (7)
- Length of Service Period will not less than ONE year and renew every year
- Comprehensive management service does not cover:
 - a) Auditing
 - b) Submission of profits tax return
 - c) Salaries Tax Return for individual employee
 - d) Company Secretary
 - e) Provision of virtual and/or registered office