



M A Group - Management and Accounting Professional

Our 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 Form

Metopro Associates Limited

Basic Information for Company Incorporation

Proposed Company Name:

Item	Company Name in English	Company Name in Chinese (if any)
1		
2		
3		

Nature of Business (not more than 35 words)

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Company Structure

1	Registered Capital	<p>HK\$ divided by no.of share</p> <p>OR</p> <p>US\$ divided by no. of share</p> <p>Suggested HK\$10,000 divided by 10,000 nos. of share</p>						
2	Total nos. of shareholder (Founder Member)	no.						
3	Total no. of director	no.						
4	Licensed Company Secretary	<p>Yes We appoint Metopro Associates Limited</p> <p>No We appoint our own company secretary Our own company secretary will :-</p> <table border="1"> <tr> <td>Name</td> <td></td> </tr> <tr> <td>License no.</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> </table> <p>Remark: The company secretary MUST hold a valid license in comply with new Companies (amendment) Ordinance since 1 March 2018.</p>	Name		License no.		Address	
Name								
License no.								
Address								
5	Designated Representative of keeping the Significant Controllers Register	<p>Yes We appoint Metopro Associates Limited</p> <p>No We appoint our Designated Representative</p> <p>Our own Designated Representative will be:-</p> <table border="1"> <tr> <td>Name</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> </table> <p>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.</p>	Name		Address			
Name								
Address								
6	Registered Office (and/or) Virtual Office	<p>Virtual Office provided by Metopro Associates Limited</p> <p>Registered Office provided by Metopro Associates Limited</p> <p>No Our Virtual office or registered office will be situated</p>						
7	Required service for bank account opening	<p>Yes No If choose yes, we will send the Annex A (Information and Documents required for bank account opening"</p> <p>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.</p>						

Basic Company Information

Business Activity

- Own real estate property
- Hold shares in private companies
- Hold financial investment
- Trading- provide details of product

Main Products	Location of Suppliers	Location of Buyers
Expected Annual Turnover	US\$	

Consultancy Service – provide details of services provided

Consultancy Service	Location of customers
Expected Turnover	US\$

Others

Please provide details

Physical Office Address (other than virtual office)

Office Address	
Main contact person	
Local telephone no.	
Local fax no.	
Mobile phone no.	
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

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)	
Other name (given name)	
Chinese name (if any)	
Date of Birth	
Nationality	
Passport no. or HKID	
Tax Residency (if known)	
Residential Address	
Telephone no.	
Mobile no.	
Email Address	
No. of shares to be held	Nos.

Source of fund and wealth of shareholder (1)

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

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

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

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

Shareholder (2)

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

Source of fund and wealth of shareholder (2)

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

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

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

	Others – please confirm in details as to origin of wealth / company funding
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 No.	
Place of Incorporation	
Date of Incorporation	
Registered office address	
Contact person	
Telephone no.	
Email address	
Nos. of share to be held	Nos.

Corporate Shareholder (2)

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

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)	
Other name (given name)	
Chinese name (if any)	
Date of Birth	
Nationality	
Passport no. or HKID	
Residential Address	
Telephone no.	
Mobile no.	
Email Address	

Director (2)

Surname (family name)	
Other name (given name)	
Chinese name (if any)	
Date of Birth	
Nationality	
Passport no. or HKID	
Residential Address	
Telephone no.	
Mobile no.	
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 No.	
Place of Incorporation	
Date of Incorporation	
Registered office address	
Contact person	
Telephone no.	
Email address	

Corporate Director (2)

Company Name	
Company No.	
Place of Incorporation	
Date of Incorporation	
Registered office address	
Contact person	
Telephone no.	
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)	
Other name (given name)	
Chinese name (if any)	
Date of Birth	
Nationality	
Passport no. or HKID	
Tax Residency (if known)	
Residential Address	
Telephone no.	
Mobile no.	
Email Address	
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	

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

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

	Others – please confirm in details as to origin of wealth / company funding
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)	
Other name (given name)	
Chinese name (if any)	
Date of Birth	
Nationality	
Passport no. or HKID	
Tax Residency (if known)	
Residential Address	
Telephone no.	
Mobile no.	
Email Address	
No. of shares to be held	

Source of fund and wealth of beneficiary owner (2)

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

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

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

	Others – please confirm in details as to origin of wealth / company funding
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

- a. Money Laundering
- b. To receive the proceeds of drug trafficking
- c. To receive the proceeds of criminal activities
- d. Terrorist activities
- e. Trading in arms and weapons
- f. To assist in fraud
- g. To carry on licensable activity, e.g. banking, insurance, investment business without such licence
- h. To enter into any other illegal prohibited or otherwise unauthorized activity.

Signed by:

Date: