



Procedures of Company Incorporation in Hong Kong

Date: 1 July 2025

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Preliminary stage

1. Conduct the company name search in the web site of the Companies Registry
2. Drafting the Service Confirmation with the breakdown of services and fees
3. Sign back the Service Confirmation if the client agree with our services and fees
4. Complete the Application Form:
 - Insert the proposed company name in English and/or Chinese
 - Descript the nature of business
 - Advise the basic company structure
 - a. The register capital and nos. of shares
 - b. The nos. of shareholders and nos. of shares hold by the related shareholders
 - c. The nos. of directors
 - d. Select the services provided by us
 - e. briefly advise the products or service and its volume and turnover
 - f. The location of suppliers, buyers etc.
 - g. The contact details of the Company
 - h. Provide the contact detail of each shareholder/director
 - i. Descript the source of wealth of each shareholder/director
 - j. Signing on the last page of the application form

Due diligence stage

1. Provide the passport copy of each shareholder and director
2. Provide the residential address proof of each shareholder and director
 - a. The passport copy and residential address would be certified by the local solicitor, notary public or certified public accountants etc.
 - b. The certifiers would provide the full name, professional title, practicing no., contact address, telephone no. email etc.

In some cases, we may conditionally (to be accessed case by case) accept the alternative ways as follows:-

- Scan the passport copy of each shareholder and director
- Take a photo of holding the passport by the related shareholder/director

Remarks:

- The residential address proof may refer to the utility bills, such as telephone bills, gas bills, electricity bills, bank statements, credit card statements etc.
- The above documents must show the full name and the address of the related shareholder/director
- The valid date are within the last three months of the documents issued.
- Documents not in English or Chinese will need to be translated in full and accompanied by a translation certificate.

Final Stage

1. Drafting the statutory documents to be signed by the related shareholder/director of the proposed company.
2. Filing the statutory documents at the Companies Registry
3. The Companies Registry and Inland Revenue Department will issue the Certificate of Incorporation and Business Registration Certificate within 5-6 working days upon application

Post Incorporation Stage

1. Order the company kit with company chops, common seal, minute book, article of association
2. Drafting the first written resolutions of the directors
3. Update the Register of Members, Directors, Company Secretary
4. Prepare the Signification Controllers Register

Optional – bank account opening

1. We may assist our clients to provide the certified copies of all the company documents to the banks
2. Booking the appointment with the banks (if necessary)

Remarks:

- Our role is only provide the certified company documents to the banks
- The clients should provide the business proof upon request by the bank