



(Accounting, Secretarial and Taxation Services)

**INCORPORATION OF A LIMITED COMPANY IN HONG KONG**

**註冊香港有限公司表格**

**A) CONTACT PERSON/聯絡人**

B) Name (Eng): \_\_\_\_\_ (姓名): \_\_\_\_\_  
Tel No.(電話): \_\_\_\_\_ Fax No.(傳真): \_\_\_\_\_  
E-mail (電郵): \_\_\_\_\_  
Address (公司地址): \_\_\_\_\_  
\_\_\_\_\_

**C) PROPOSED COMPANY NAME /公司名稱選擇**

	Company Name (English)	公司中文名稱
1 <sup>st</sup> choice 第一選擇		
2 <sup>nd</sup> choice 第二選擇		
3 <sup>rd</sup> choice 第三選擇		

Nature (業務性質): \_\_\_\_\_  
Address (註冊地址)\*: \_\_\_\_\_  
\_\_\_\_\_

\* The Hong Kong Law stated that the registered office must be in Hong Kong. 註冊地址必須位於香港。

**D) SHARES 股本**

Authorized Share Capital 註冊資本:

BASIC 基本\*(HK\$10,000 divided into 10,000 shares of face value of \$1 each)  
預設基本註冊資本為 HK\$10,000 分作 10,000 股，每股面值 HK\$1.00

OTHER 其他 (HK\$\_\_\_\_\_ divided into \_\_\_\_\_ shares of face value of \$\_\_\_\_\_ each)  
註冊資本為 HK\$\_\_\_\_\_ 分作\_\_\_\_\_股，每股面值 HK\$1.00

Issued Share Capital 發行股數:  
HK\$\_\_\_\_\_ divided into \_\_\_\_\_ shares of face value of \$1 each)



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HK\$ \_\_\_\_\_ 分作 \_\_\_\_\_ 股，每股面值 HK\$1.00

- \* The default authorized share capital for a company is \$10,000. \$1 dollar will be charged for every additional \$1,000 authorized share capital as a capital tax by the Hong Kong government. The max amount of tax collected will be \$30,000.

預設註冊資本為 HK\$10,000 分作 10,000 股，每股面值 HK\$1.00。如註冊資本多於 HK\$10,000。每增加 HK\$1,000 需要繳納 HK\$1 於香港政府作為股本稅。上限為 HK\$30,000。

**E) DIRECTORS & SHAREHOLDERS 股東及董事資料**

1. Position:  Directors 董事

Shareholders 股東(No of shares held/持股數目: \_\_\_\_\_)

Name (English): \_\_\_\_\_ (中文姓名): \_\_\_\_\_

Tel No.(電話): \_\_\_\_\_ Fax No.(傳真): \_\_\_\_\_

E-mail(電郵): \_\_\_\_\_

ID /Passport/Company CI No 身份証/護照/公司號碼: \_\_\_\_\_

Issued Country 簽發國家: \_\_\_\_\_ Nationality 國籍: \_\_\_\_\_

Residential Address 住址: \_\_\_\_\_

2. Position:  Directors 董事

Shareholders 股東(No of shares held/持股數目: \_\_\_\_\_)

Name (English): \_\_\_\_\_ (中文姓名): \_\_\_\_\_

Tel No.(電話): \_\_\_\_\_ Fax No.(傳真): \_\_\_\_\_

E-mail(電郵): \_\_\_\_\_

ID /Passport/Company CI No 身份証/護照/公司號碼: \_\_\_\_\_

Issued Country 簽發國家: \_\_\_\_\_ Nationality 國籍: \_\_\_\_\_

Residential Address 住址: \_\_\_\_\_

3. Position:  Directors 董事

Shareholders 股東(No of shares held/持股數目: \_\_\_\_\_)

Name (English): \_\_\_\_\_ (中文姓名): \_\_\_\_\_

Tel No.(電話): \_\_\_\_\_ Fax No.(傳真): \_\_\_\_\_

E-mail(電郵): \_\_\_\_\_

ID /Passport/Company CI No 身份証/護照/公司號碼: \_\_\_\_\_

Issued Country 簽發國家: \_\_\_\_\_ Nationality 國籍: \_\_\_\_\_



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Residential Address 住址: \_\_\_\_\_

\_\_\_\_\_

**F) COMPANY SECRETARY 公司秘書\***

(For using Amax's company secretary service, please leave it blank) 如欲使用本公司之秘書服務, 則無需填寫此項

Name (English): \_\_\_\_\_ (中文姓名): \_\_\_\_\_

Tel No.(電話): \_\_\_\_\_ Fax No.(傳真): \_\_\_\_\_

E-mail(電郵): \_\_\_\_\_

ID /Passport/Company CI No 身份証/護照/公司號碼: \_\_\_\_\_

Issued Country 簽發國家: \_\_\_\_\_

Address 地址: \_\_\_\_\_

\_\_\_\_\_

*	The Hong Kong Law stated that there must be a Secretary and at least one Director/Shareholder for a private company incorporated in Hong Kong. The secretary post must not be taken by the same sole Director/Shareholder.
	如公司只有一名董事、該名董事則不能兼任公司秘書一職。

**G) DECLARATION 聲明**

We hereby certify that the above information provided is true to the best of our knowledge and belief. 我們確認上述資料正確。

Signatures of Directors/Shareholders 董事/股東簽署:

[ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]  
Director/Shareholder 1    Director/Shareholder 2    Director/Shareholder 3

Date 日期: \_\_\_\_\_

Signature of Contact Person 聯絡人簽署: \_\_\_\_\_