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Hong Kong Company Registration

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1. Corporate Shareholders, directors and secretary:

At least one shareholder, one director and one secretary is needed for a Hong Kong limited company, A natural person aged above 18 years old is eligible for a shareholder and director or both. Shareholder could also be acted by legal person, as far as corporate structure is concerned. In [Hong Kong](#) a statutory secretary should be acted by a Hong Kong natural or legal person for and on behalf of the company to ensure compliance with ongoing legal returns, accounts, audit and other requirements. Details of the company's directors, shareholders and secretary must be filed at the Companies Registry for public search.

2. Company Name of Hong Kong Company Registration

In Hong Kong, a trade name is much easier to define as long as you don't infringe trademark. Any company name of limited company should be ended with limited; you can choose only English name or Chinese name or both. If you like, you can add country name or city's name in front of or inside the company name, such as: France, USA, Italy, Japan, London, Beijing, Shenzhen, Shanghai and so on .

3. Business Scope of Hong Kong Company Registration

In principle, there aren't great restrictions on business scope of Hong Kong companies. But you are advised to define your business activities before you set up a Hong Kong company; it is your choice whether the business activities would be printed on the business registration license or not.

4. Registered Capital and paid-up capital of Hong Kong Company Registration

The registered capital for a Hong Kong limited company could be as low as HKD 10,000.00 and there is no need of capital paid up(Capital injection), while capital duty should be levied at the rate of 0.1% by the government based on the size of the registered capital. Shareholder or director could decide later on the size of paid-up capital according to your business going. If you want to use this company to invest in China, you'd better raise your registered capital as high as one million RMB so as to reach the criteria required by the Chinese government.

5. Processing Steps of Hong Kong Company Registration

Fill out an application form→Payment→Sign legal documents personally→Forward to Hong Kong government relevant departments immediately→Finish within 10-15 working days→Collect the documents at designated office of Tannet service network

6. Documents Required for business setup of [Hong Kong Company Registration](#)

If you want to have a company registered in Hong Kong, we are simply required to fill out an application form, together with copies of the Passports and sign personally the whole set of statutory documents. Tannet will cater to your registered address and legal secretary if necessary.

7. Tannet Services

Tannet services include one business registration license, one certificate of incorporation, four chops, one copy of share certificate, 16 copies of M & A, one copy of statutory book for directors record, one green paper box.

8. [Bank Account Opening](#):

Tannet is often honored as valuable business partners by many local or international banks in Hong Kong, Tannet's assistance in your bank account opening and follow up will make you easier to establish business relationship with banks. Tannet's services in bank account opening include bank recommendation, making appointment, certified true copy by CPA, working as a referee and guide for the whole processing, providing contact address, documents follow-up.

9. Legal secretary, commercial secretary of Hong Kong Company Registration

Although a legal secretary is a must for a Hong Kong limited company required by the local government, a commercial secretary would be an alternative offered by Tannet. Tannet commercial services include Information and data processing, taking order, trading documents processing, telephone answering, travel arrangements, meeting planning, telephone transfer, mailing service, research work, and telephone survey. A secretarial service could be done virtually through the Internet via e-mail, fax, telephone and the Internet to small, medium-sized, and home based businesses. Whatever gets the job done--non-traditional, but it works.

10. [Annual Return](#) of Hong Kong Company Registration

Each year the company must submit an annual return to the Hong Kong Companies Registry and the Hong Kong Inland Revenue. Tax return should also be done later annually. If failed doing so, penalties will be implemented accumulatively, you can't expect that the company will be suspended and cancelled eventually as China does, the maximum fine could be as high as HKD700 per day for per owner.

11. Accounting, auditing, tax layout and tax return:

If a company has business running on in Hong Kong, account book should be well kept monthly for an

annual audit before you carry on a tax return to the Inland Revenue. Tannet can arrange bookkeeping and auditing for you. Every company is required to appoint an auditor each year, an auditor must be qualified by virtue of the Hong Kong Chartered Public Accountants and completely independent of the company. Every company is required to finish tax return on 18th month from the date of company incorporated in Hong Kong. Submission of "nil" profits tax return without auditor's report and financial statement would be accepted for not yet commence business corporation, otherwise, the auditor's report and financial statements must be submitted together with profits tax return after making the account books ready. The services fee for completed "NIL" profits tax return is RMB 800.00. Book-keeping fee is RMB 3,500.00 and auditing fee is RMB 5,500.00 for the company whose turnover is less than HKD5 millions, surcharge is 0.1% on exceeding amount of turnover.

12. Taxation in Hong Kong :

Hong Kong has created an image of low tax and few tax environment, The distinctive taxes for enterprises are Income taxes (salaries tax, profits tax) , profit tax is levied at rate of 15% for unlimited and 16.5% for limited companies accordingly. Salaries tax ranges from 2% to 17% on your net income (before deduction of the allowances). There are several features of the Hong Kong tax system. For most commodities, there are no import tax and export tax.

13. Other services in Hong Kong :

Tannet provides SMEs with [assistance services](#) such as corporate legalization or notarization, bank reference letter, entry visa or work permit.

14. [Contact us](#)

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