**註冊香港有限公司專業服務申請表**

**Hong Kong Limited Company Registration Service Application Form**

**注意!** Easy Marketing®將根據客戶於此申請表上填寫地址的語言 (中文或英文) 製備公司章程細則，需要中文版本之公司章程細則的客戶必須劃一以中文填寫所有地址!   
**ATTENTION!** The Company’s Articles of Association will be prepared in the same language (Chinese or English ONLY) as all addresses   
provided by client on this application form. For Chinese version, please make sure to fill in all addresses in Chinese!

| **公司資料　Company Information** | | | | | |
| --- | --- | --- | --- | --- | --- |
| 擬註冊公司名稱 Proposed Company Name  *(見附件一填寫表格指引)*  *(See Guidelines in Appendix A)* | 英文名稱 English Name | | t | | |
|
| 中文名稱 Chinese Name | | t | | |
|
| 擬註冊公司地址 Proposed Company Registration Address | 所有地址必須以各單字首字為大楷及全寫寫出, 並以同一語言填寫 (中文或英文) All addresses must be written in the same language (Chinese/English), full form. First letter in each word should be capitalized  Shop/Room, Floor, Commercial/Industrial Building  Street No.  Complex/Community, District  Hong Kong | | | | |
| ☐ Easy Marketing® 提供之 **荃灣** 商業地址 **Tsuen Wan** commercial address provided by Easy Marketing  ☐ Easy Marketing® 提供之 **葵芳** 商業地址 **Kwai Fongt** commercial address provided by Easy Marketing  ☐ Easy Marketing® 提供之 **火炭** 商業地址 **Fo Tan** commercial address provided by Easy Marketing  ☐ Easy Marketing® 提供之 **中環** 商業地址 **Central** commercial address provided by Easy Marketing | | | | |
| 公司組成時的股本  Total Number of Shares Proposed to be Issued  *(見附件一填寫表格指引)*  *(See Guidelines in Appendix A)* | 股本總數  Share Capital |  | | 業務性質\*  Business Nature\* |  |
| 每股值  Each Share | HKD 1 | | 最多可填寫三項業務性質，不可填寫機構。  Maximum of 3 natures. Cannot be Corporation |
| 會計年度終結日 Financial Year End Date | ☒31st Mar　　　 ☐ 31st Dec　　　 ☐ 自訂日期　Customized Date:  *建議日期為成立公司後十五個月內　15 months after incorporation will be the suggested date* | | | | |

| **股東、董事、公司秘書及公司聯絡人資料**  **Shareholder, Director, Company Secretary and Main Contact Person Information** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 申請人身份 Applicant’s Position | ☐主要聯絡人  　 Main Contact | ☐ 股東Shareholder　 ☐ 董事Director　 ☐ 公司秘書Company Secretary  *唯一董事不能兼任公司秘書　A sole director cannot be the Company Secretary* | | | | | |
| 英文姓名 Full Name in English | ) | | | | 持股量  Number of Shares | (只適用於股東)  (Shareholder only) | |
| 中文姓名 Full Name in Chinese |  | | 性別 Gender |  |
| 身份證/護照號碼 I.D. / Passport No. |  | | 簽發國家 Issuing Country | |  | | |
| 聯絡電話 Contact Number |  | | 手提電話 Mobile Number | |  | | ☐ **WhatsApp** |
| 住址/聯絡地址 Residential / Correspondence Address  (董事必須提供住址　Director must provide residential address) |  | | | | 即時通訊軟體Instant Messenger |  | |
| 用戶名/號碼  AC Name / No. |  | |
| 電郵地址 E-mail |  | | | | | | |
| **若申請人多於兩位，每增加一位申請人之附加費用為HKD100。　An additional of HKD100/person will be charged if there are more than 2 applicants.** | | | | | | | |

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

| **股東、董事、公司秘書及公司聯絡人資料**  **Shareholder, Director, Company Secretary and Main Contact Person Information** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 申請人身份 Applicant’s Position | ☐主要聯絡人  　 Main Contact | ☐ 股東Shareholder　 ☐ 董事Director　 ☐ 公司秘書Company Secretary  *唯一董事不能兼任公司秘書　A sole director cannot be the Company Secretary* | | | | | |
| 英文姓名 Full Name in English | ) | | | | 持股量  Number of Shares | (只適用於股東)  (Shareholder only) | |
| 中文姓名 Full Name in Chinese |  | | 性別 Gender |  |
| 身份證/護照號碼 I.D. / Passport No. |  | | 簽發國家 Issuing Country | |  | | |
| 聯絡電話 Contact Number |  | | 手提電話 Mobile Number | |  | | ☐ **WhatsApp** |
| 住址/聯絡地址 Residential / Correspondence Address  (董事必須提供住址　Director must provide residential address) |  | | | | 即時通訊軟體Instant Messenger |  | |
| 用戶名/號碼  AC Name / No. |  | |
| 電郵地址 E-mail |  | | | | | | |
| **若申請人多於兩位，每增加一位申請人之附加費用為HKD100。　An additional of HKD100/person will be charged if there are more than 2 applicants.** | | | | | | | |

| **股東、董事、公司秘書及公司聯絡人資料**  **Shareholder, Director, Company Secretary and Main Contact Person Information** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 申請人身份 Applicant’s Position | ☐主要聯絡人  　 Main Contact | ☐ 股東Shareholder　 ☐ 董事Director　 ☐ 公司秘書Company Secretary  *唯一董事不能兼任公司秘書　A sole director cannot be the Company Secretary* | | | | | |
| 英文姓名 Full Name in English | ) | | | | 持股量  Number of Shares | (只適用於股東)  (Shareholder only) | |
| 中文姓名 Full Name in Chinese |  | | 性別 Gender |  |
| 身份證/護照號碼 I.D. / Passport No. |  | | 簽發國家 Issuing Country | |  | | |
| 聯絡電話 Contact Number |  | | 手提電話 Mobile Number | |  | | ☐ **WhatsApp** |
| 住址/聯絡地址 Residential / Correspondence Address  (董事必須提供住址　Director must provide residential address) |  | | | | 即時通訊軟體Instant Messenger |  | |
| 用戶名/號碼  AC Name / No. |  | |
| 電郵地址 E-mail |  | | | | | | |
| **若申請人多於兩位，每增加一位申請人之附加費用為HKD100。　An additional of HKD100/person will be charged if there are more than 2 applicants.** | | | | | | | |

| **股東、董事、公司秘書及公司聯絡人資料**  **Shareholder, Director, Company Secretary and Main Contact Person Information** | | | | | | | |
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| 申請人身份 Applicant’s Position | ☐主要聯絡人  　 Main Contact | ☐ 股東Shareholder　 ☐ 董事Director　 ☐ 公司秘書Company Secretary  *唯一董事不能兼任公司秘書　A sole director cannot be the Company Secretary* | | | | | |
| 英文姓名 Full Name in English | ) | | | | 持股量  Number of Shares | (只適用於股東)  (Shareholder only) | |
| 中文姓名 Full Name in Chinese |  | | 性別 Gender |  |
| 身份證/護照號碼 I.D. / Passport No. |  | | 簽發國家 Issuing Country | |  | | |
| 聯絡電話 Contact Number |  | | 手提電話 Mobile Number | |  | | ☐ **WhatsApp** |
| 住址/聯絡地址 Residential / Correspondence Address  (董事必須提供住址　Director must provide residential address) |  | | | | 即時通訊軟體Instant Messenger |  | |
| 用戶名/號碼  AC Name / No. |  | |
| 電郵地址 E-mail |  | | | | | | |
| **若申請人多於兩位，每增加一位申請人之附加費用為HKD100。　An additional of HKD100/person will be charged if there are more than 2 applicants.** | | | | | | | |

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

**\*\*\* 請選擇 \*\*\* Please select**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

**遵從法規　Compliance:**

1. 根據《商業登記條例》第 310 章的規定，就同步商業登記申請註冊的法團而言，有關公司須在它開始經營業務當日起計的 1 個月內，以書面通知稅務局局長其業務資料，包括業務名稱、業務描述及業務性質、營業地址及開業日期。不遵辦上述任何事項，即屬違法，可處最高 5,000 元罰款及監禁一年。

Pursuant to Business Registration Ordinance Cap. 310, where the company incorporated and registered under the one-stop company incorporation and business registration regime, it is required to notify the Commissioner of Inland Revenue in writing within one month of the date of commencement of their businesses. The business particulars concerned include business name, description and nature of business, business address and date of commencement of business. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is $5,000 and imprisonment for one year.

1. 根據《公司條例》，本地私人公司須每年於公司成立為法團之日在該年中的周年日後的42日內(訂明時限)，向公司註冊處處長交付周年申報表登記。請緊記：
   * 公司如未有在訂明時限內交付周年申報表，屬刑事罪行，失責公司及其每名責任人可被檢控。
   * 公司註冊處處長無權延長交付周年申報表的法定期限。
   * 如交付周年申報表的訂明時限的最後一天是星期六，該限期仍會維持不變。

According to the Companies Ordinance, a local private company must in respect of every year deliver its annual return to the Registrar of Companies for registration within 42 days after the anniversary of the date of the company's incorporation in that year (the prescribed time period). Please pay attention to the following:

* + It is a criminal offence to fail to deliver the annual return within the prescribed time period. On default, the company and every responsible officer are liable to prosecution.
  + The Registrar of Companies does not have power to extend the statutory time limit for the delivery of annual return.
  + If the due date for delivering the annual return falls on a Saturday, the deadline for delivering the return will remain unchanged.

1. 根據《公司(披露公司名稱及是否有限公司)規例》(第 622B 章)第3(1)條訂明，公司須在其註冊辦事處及 其每個業務 場所以可閱字樣，持續地展示其註冊名稱。如公司未能遵從此規定，該公司及其每名責任人均屬 犯罪，可處罰款 10,000 元。

Pursuant to sections 3(1)of the Companies (Disclosure of Company Name and Liability Status) Regulation (Cap.622B), a company must display continuously its registered name in legible characters at its registered office and every business venue of the company. If the company fails to comply with the requirements to display or state its name in the manner described in sections 3 and 4, the company and every responsible person of the company commit an offence and is liable to a fine up to $10,000.

1. 按照香港《公司條例》，有限公司必須聘用由香港會計師公會註冊及認可提供法定審計服務之執業會計師審計公司的年度帳目。

According to the Hong Kong Companies Ordinance, all Hong Kong limited companies must engage certified public accountants registered and authorized to provide statutory audit services by the Hong Kong Institute of Certified Public Accountants to audit their financial statements.

**客戶聲明書Client Acknowledgement**

☐ 本人(服務申請人)不願意預繳週年申報表政府費用：本人明白本公司應按照遵從法規第2項內容每年於訂明時限內遞交週年申報表到政府部門，但本人不願意預繳週年申報表政府費用。本人明白不預繳此政府收費將有機會導致Easy Marketing有限公司未能於訂明時限內遞交本公司之週年申報表文件。若當中產生任何政府罰款或違法法律責任，本公司將一力承擔，Easy Marketing有限公司不需負上任何責任 (包括法律責任及有關政府罰款)，特此聲明。本人已閱讀及明白以上備註1至4之內容，並同意此聲明書之內容，現簽署本頁底部以確認以上聲明。  
I do not wish to prepay the government charge for Annual Return and I hereby declare the following: I understand that the company should submit an annual return to the government yearly within the prescribed time limit according to Compliance 2. However, I do not wish to prepay the government charge for Annual Return. I understand that there is an opportunity that Easy Marketing fails to submit my Company’s Annual Retrun within the prescribed time limit since I will not prepay the government charge for Annual Return. The Company will be responsible for all government fines or illegal legal liabilities. Easy Marketing is not responsible for any government fines or illegal legal liabilities. I have read and understood the above remarks (1-4) and agree to the above acknowledgement. By signing at the bottom of this page, I confirm the above acknowledgement.

| 簽署:  Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 申請人全名:  Full Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 身份:  Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- | --- | --- | --- | --- |

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

| **申請及繳費注意事項 Important Notes for Application and Payment** |
| --- |
| 1. 填妥並簽署申請表後，需連同以下證明文件與申請表一併電郵/傳真/郵寄至本公司: Please submit the completed and signed application form along with the following information to us by email/fax/mail:    * **所有申請人之身份證件** **Hong Kong Identity Card or Passport copy of all applicant(s).**    * **所有申請人之住址證明** **Proof of Residential Address of all applicant(s).**    * **公司註冊證明書及商業登記證** **The Applicant’s Certificate of Incorporation and Business Registration Certificate  (如申請人屬法人團體**  **Only applies to corporation applicants)** 2. 成功遞交所需申請文件後本公司將檢查申請表內資料並進行公司名稱查冊，確定名稱未被已註冊之公司使用後將電郵報價單給閣下，完成付款手續後需將有關付款證明電郵/傳真/郵寄至本公司。本公司確認收到相關款項後服務方可生效。 After successfully submit all required application documents, we will perform a Company Name Search to ensure the proposed Company Names are not yet used by other existing limited companies and send you the quotation for payment purposes. You will be required to return the payment information via email/fax/mail. Service starts ONLY when payment is made and verified. 3. 繳費方式 Payment Method (請先與Easy Marketing職員確認總金額 Please contact Easy Marketing to confirm the total cost):    * **現金 Cash** 前往本公司以現金繳費　 Paying by Cash in Person    * **存款 Cash Deposit** 存款到本公司之匯豐銀行戶口 Making Cash Deposit to Our HSBC Account    * **支票 Cheque** 前往本公司遞交/郵寄/入票 Bringing Payment Cheque to us in Person/by Post    * **轉賬Bank Transfer** ① 匯豐銀行 Transferring Fund from HSBC Account② 非中銀戶口 (客戶自付銀行手續費) Transferring Fund from Other Banks (Bank Handling Fee paid by client)   *如以遞交支票形式付款，支票抬頭請寫上「****易推廣有限公司****」或「****Easy Market Limited****」，並於支票背面後寫上貴公司名稱。 如以存入支票形式付款，請根據以上指示，存入支票後來於銀行收據背面寫上貴公司名稱並將正本或副本交回本公司。*  For Cheque Payment, please make cheque payable to “Easy Market Limited” and write your company name on its back. For Cheque Payment, please follow the instructions above and write your company name on the back of the bank receipt, then return it (original copy OR photocopy) to us.   1. 銀行賬戶詳細資料 Bank Account Detailed Information (以非港幣繳付費用之客戶請先向Easy Marketing職員索取外幣戶口資料 For non-HKD payments, please obtain the Foreign Currency Bank Account information from Easy Marketing before making a payment): 帳戶名稱 Account Name: **Easy Market Limited *易推廣*有限公司** 銀行名稱 Bank Name: **HSBC 匯豐銀行** 港幣戶口 HKD Account: **521-092809-838** |

在以下兩項陳述前方之空格內加上剔號“*✓* ”或交叉“x”、於橫線上簽署、填上簽署人姓名及簽署日期後方可遞交申請。  
This application form can only be submitted after ticking the 2 boxes, signing above the line, filling in signer’s name and signature date below.  
  
☐　本人茲證實上述資料確實無誤，並已閱讀及同意本申請表 (包括附件一及“條款和條件”) 內所列之所有條款和條件。

　　I declared that the information given above is true and accurate in each and every respect. I have read the application form (including Appendix A, B, C, D and “Terms and Conditions”) and agree to all of the terms and conditions stated in it.

☐　本人明白及同意所有費用 (包括所有政府收費及服務費) 於繳付予Easy Marketing後一概不能退還。

　　I understand and agree that all fees (including government charges and service fees) cannot be refunded after payment has been made.

| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  客戶簽署　Applicant’s Signature | 客戶姓名 Name：  日期 Date ： |
| --- | --- |

請問閣下從以下哪些途徑得知**「Easy Marketing」**? How did you hear about “Easy Marketing”?

| ☐ | 電視廣告 TV Advertisement | ☐ | Youtube廣告 | ☐ | 巴士廣告 (路訊電視) Bus Ad. (Road Show) | ☐ | 面書 Facebook | ☐ | 的士 Taxi |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ | 網絡搜索 Web Search | ☐ | 別人介紹 Referral | ☐ | 展覽 Exhibition | ☐ | 宣傳單張 Leaflets | ☐ | 其他 Others: |

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**附件一: 成立香港有限公司指引**

**Appendix A: Guidelines for Incorporating a Hong Kong Limited Company**

| **公司名稱　Company Name** |
| --- |
| 1. 有關擬訂有限公司名稱需要注意的事項，可以去這裡參考 : http://www.cr.gov.hk/tc/publications/docs/name-c.pdf。 先選擇擬註冊成立公司的名稱，我們會進行查冊。你亦可透過公司註冊處的網上查冊中心查閱公司名稱<http://www.icris.cr.gov.hk/csci/>。 查閱時請使用「以全名查冊」模式並輸入完整的擬用公司名稱。   The company name guidelines can be found at this site <http://www.cr.gov.hk/en/publications/docs/name-e.pdf>. Choose a name for the company you wish to incorporate and we will conduct a company name search for you. Or you can also use the free name search service provide by the Company Registry <http://www.icris.cr.gov.hk/csci/>. Please use the search mode "Exact Name Search" and input the full and exact intended company name.   1. 公司名稱可選擇以一個中文名稱、一個英文名稱、或者一個中文名稱及一個英文名稱註冊。英文名稱可包含英文字母、標點符號及亞拉伯數字；而中文名稱可包含中文字、標點符號及亞拉伯數字。   A Company can be registered using only one Chinese name, one English name, or one Chinese name and one English name at the same time. The English name can contain English letters, punctuation marks and Arabic numerals. The Chinese name can contain Chinese characters, punctuation marks and Arabic numerals. |
| **公司組成時的股本　Total Number of Shares Proposed to be Issued** |
| 1. 股本必須為整數，而每位股東至少持有一股。   The total number of share must be a whole number. Each shareholder holds at least 1 share.   1. 當你成立一間持有限股本的公司，你負責公司債務的責任將不多於你持有公司股本的價值。   You are forming a private company limited by shares, the liability to you is limited to the issued shares value.   1. 公司股本並不相等於公司於銀行開戶的存款額，開戶的存款額視乎不同銀行的需求。   Share capital of the Company is not the minimum deposit in the bank account. The actual minimum deposit depends on the bank’s policy. |
| **股東/董事資料　Shareholder’s/ Director’s Information** |
| 1. 任何一間有限公司必須有一位或以上的董事及股東，董事與股東可同為一人。非香港居民亦可作董事或股東。   Any limited company must have at least one shareholder and director, the director and shareholder can be the same person. Non-HK residents can be a director and/or shareholder.   1. 董事及股東所填寫的中英文姓名必須與身份證或護照上的姓名相符。   The Chinese and English name of the directors and shareholders must match the Hong Kong identity card or passport. |
| **公司秘書　Company Secretary** |
| 1. 所有香港公司必須聘請一位法定公司秘書。若是以個人義，需一般長期居留本港；若是以團體名義，則必須在香港有其註冊辦事處。   Every Hong Kong company must have a Company Secretary who must, if an individual, ordinarily reside in Hong Kong or if a body corporate, must have its registered office in Hong Kong.   1. 如公司只有一位董事，該董事不能同時兼任秘書。本公司可以作為公司秘書，需另收費。   If the company has only one director, this director cannot act as the named Company secretary. Easy Marketing may act as your Company’s named secretary, additional charges apply.   1. 公司秘書並不是董事或高級行政人員之私人秘書，而是公司其中一名高級行政人員。   Company Secretary is not the private secretary of a director or executive but one of the senior executive of the Company. |
| **註冊地址　Registered Address** |
| 1. 註冊地址為商業登記證上所顯示的業務地址以及商業登記署所查冊到的業務地址。若以商業地址作為登記地址，會令客人對公司規模增加信心。本公司亦有提供註冊辦事處服務，需另收費。   The registered address will be shown on your Business Registration Certificate (BR) and the public company registry database. If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company. We provide registered address service, additional charges apply. |