



華才秘書服務有限公司

TOPMASTER SECRETARIAL SERVICES LIMITED

HK COMPANY APPLICATION FORM 成立香港公司之申請表格

To: TOPMASTER SECRETARIAL SERVICES LIMITED (華才秘書服務有限公司)
Attn. Ms. Amy Mok (莫小姐) / Ms. Rhoda Liu (廖小姐)
Fax: (852) 2850-5306 Tel: (852) 2851-3373

Please fill in this form legibly by typewriting 請以正楷填寫此表格

Please return this filled form by fax or by email together with an initial deposit.
請傳真或電郵此表格予本公司處理，並連同安排繳付服務訂金。

From: Contact Person (聯絡人): _____
Tel (電話號碼): _____
Fax (傳真號碼): _____
Email (電郵地址): _____
Correspondence address (通信地址):
English address (英文地址): _____

Chinese address (中文地址): _____

Postal code (郵遞區號): _____

1. PROPOSED COMPANY NAME 擬定公司名稱

English (公司英文名稱): _____

Chinese (公司中文名稱): _____

Name search required? 名稱需要查察? Yes 是 _____ No 否 _____

2. DESCRIPTION AND NATURE OF BUSINESS 業務描述及業務性質

3. AUTHORISED CAPITAL 註冊資本

HK\$ _____ divided into _____ shares of HK\$ _____ each
共港幣 _____ 元，分爲 _____ 股，每股港幣 _____ 元

Standard Authorised Capital: HK\$10,000 divided into 10,000 shares of HK\$1 each

標準註冊資本爲：共港幣 10,000 元，分爲 10,000 股，每股港幣 1 元

4. SHAREHOLDERS' DETAILED INFORMATION 股東詳細資料

(A) Shareholders by natural persons 個人名義股東

Please attach clear copy of the shareholders' HKID card / valid passport and residential address proof (e.g. utility bills, driving license, bank statements...etc.)

請連同股東之香港身份證副本／有效護照副本、中國身份證副本及住址證明(如：電話費帳單、管理費帳單 或 銀行對帳單 等)

(1) Acting as director (兼任公司董事) Yes 是 No 否

English name (英文姓名) _____

Chinese Name (中文姓名) _____

Residential Address (住宅地址) _____

Occupation (職業) _____ Nationality (國籍) _____

HKID Card No./ Passport No. (香港身份證號碼/護照號碼) _____

Tel (電話號碼): _____

Fax (傳真號碼): _____

Email (電郵地址): _____

No. of shares held (持有股份數量) _____

(2) Acting as director (兼任公司董事) Yes 是 No 否

English name (英文姓名) _____

Chinese Name (中文姓名) _____

Residential Address (住宅地址) _____

Occupation (職業) _____ Nationality (國籍) _____

HKID Card No./ Passport No. (香港身份證號碼/護照號碼) _____

Tel (電話號碼): _____

Fax (傳真號碼): _____

Email (電郵地址): _____

No. of shares held (持有股份數量) _____

(B) Shareholders by corporations 公司名義股東

(1) Acting as director (兼任公司董事) Yes 是 No 否

English name (英文名稱) _____

Chinese Name (中文名稱) _____

Registered Office Address (註冊辦事處地址) _____

Company No. (公司編號) _____

Authorized Representative (公司代表人) _____

No. of shares held (持有股份數量) _____

5. DIRECTORS' DETAILED INFORMATION 董事詳細資料

(A) Directors by natural persons 個人擔任董事

Please attach clear copy of the directors' HKID card / valid passport and residential address proof (e.g. utility bills, driving license, bank statements...etc.)

請連同董事之香港身份證副本 / 有效護照副本、中國身份證副本及住址證明(如：電話費帳單、管理費帳單 或 銀行對帳單 等)

(1)

English name (英文姓名) _____

Chinese Name (中文姓名) _____

Residential Address (住宅地址) _____

Occupation (職業) _____ Nationality (國籍) _____

HKID Card No./ Passport No. (香港身份證號碼/護照號碼) _____

Tel (電話號碼): _____

Fax (傳真號碼): _____

Email (電郵地址): _____

(2)

English name (英文姓名) _____

Chinese Name (中文姓名) _____

Residential Address (住宅地址) _____

Occupation (職業) _____ Nationality (國籍) _____

HKID Card No./ Passport No. (香港身份證號碼/護照號碼) _____

Tel (電話號碼): _____

Fax (傳真號碼): _____

Email (電郵地址): _____

(B) Directors by corporations 公司擔任董事

(1)

English name (英文名稱) _____

Chinese Name (中文名稱) _____

Registered Office Address (註冊辦事處地址) _____

Company No. (公司編號) _____

Authorized Representative (公司代表人) _____

6. PROPOSED REGISTERED OFFICE ADDRESS 擬定公司註冊地址

Please fill in 'To be provide by Topmaster', if you would like to use our registered office service for the Company

如欲選用本公司註冊地址服務，請填上「由華才提供」

7. COMPANY SECRETARY 公司秘書

Please fill in 'To be provide by Topmaster', if you would like to use our annual company secretarial service for the Company

如欲選用本公司周年公司秘書服務，請填上「由華才提供」

English name (英文姓名) _____

Chinese Name (中文姓名) _____

Residential Address (住宅地址) _____

Occupation (職業) _____ Nationality (國籍) _____

HKID Card No./ Passport No. (香港身份證號碼/護照號碼) _____

8. BANK ACCOUNT INSTRUCTIONS 開立銀行帳戶資料:-

Name of proposed bank (擬用銀行名稱): _____

Type of account (戶口種類): _____

(HK\$ C/A, Multi-currency S/A, US\$ fixed deposit, etc.)

(港幣往來、多種貨幣儲蓄、美元定期等)

Name of signatory(ies):- 授權簽署人之全名	Signing 簽名形式	<input type="checkbox"/> sign solely 一人簽署生效
		<input type="checkbox"/> anyone sign singly 其中一人簽署生效
		<input type="checkbox"/> any ____ of ____ to sign jointly 其中____ 人一同簽署生效
		<input type="checkbox"/> other _____ 其它

9. Please enclose copies of identity card/passport of all directors, shareholders, authorized signatories, certificate of incorporation, and business registration certificate for our record. (請連同董事、股東、公司代表之身份証/護照、公司註冊證書、商業登記證等 之 複印本 給本公司)

Signature 簽名: _____

Full name 正楷全名: _____

Date 日期: _____