

APPLICATION FORM FOR REGISTRATION OF H.K. LIMITED COMPANY

註冊香港有限公司資料申請書

Please complete the form in **BLOCK LETTERS** 請以英文正楷填寫此表格。 If not applicable, Please fill in "N/A" 如不適用者,請填上「不適用」。

Choosing the Service Plan 所選擇之服務方案	
I / We hereby authorize Unity Offices to handle the issue: 本人/我們現委託 統一商務中心 處理下列事宜: <input type="checkbox"/> Incorporation of H.K. Limited Company 新成立香港有限公司 <input type="checkbox"/> Purchase of Ready Made H.K. Limited Company 購買現成香港有限公司 Company ID 公司編號: _____	
Proposed Company Name 擬選用之公司名稱	
Option 選擇 1	Name in English 英文名稱 <hr/> Name in Chinese 中文名稱
Option 選擇 2	Name in English 英文名稱 <hr/> Name in Chinese 中文名稱
Remark: A company may be registered with an English name, a Chinese name or an English name and Chinese name. A company name with a combination of English words/letters and Chinese characters is not allowed. 備註: 公司可註冊一個英文名稱及/ 或一個中文名稱, 但不得使用英文字/字母與中文字組合而成的名稱。	
Registered Office Address 公司註冊地址	
<input type="checkbox"/> Use Unity Offices' address as registered office address 使用統一商務中心的地址為公司註冊地址 <input type="checkbox"/> Unit 308, 3/F., Chevalier House, 45-51 Chatham Road South, Tsimshatsui, Kowloon, Hong Kong 香港九龍尖沙咀漆咸道南 45-51 號其士大廈 3 樓 308 室 <input type="checkbox"/> 18/F., Chinaweal Centre, 414-424 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝斐道 414-424 號中望商業中心 18 樓	
<input type="checkbox"/> Use the following address as registered office address 使用下列地址為公司註冊地址 Address 地址: _____	
Address for the Keeping of Significant Controllers Register and Name of the Designated Representative for Keeping Of Significant Controllers Register 主要控制人登記冊存放地址及重要控制人登記冊之指定代表	
<input type="checkbox"/> Appoint Unity Offices as the Designated Representative and Use Unity Offices' address as the address for the keeping of significant controllers register 委任統一商務中心為指定代表及使用統一商務中心的地址為主要控制人登記冊存放地址。	

Same as register office address and Make arrangement of myself / ourselves

與公司註冊地址相同及客戶自由處理

Name of the designated representative for keeping of significant controllers register

重要控制人登記冊之指定代表: _____

Address of the designated representative for keeping of significant controllers register

重要控制人登記冊之存放地址: _____

Nature of Business 公司業務性質

Geographic Location of Business Activities 公司業務地區

Information of Director(s) and Shareholder(s) 董事及股東資料

Position 身份	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Shareholder 股東 (% shareholding 股權)		
Share Capital to be Subscribed 認購的股本	Shares Proposed to be Issued to the Member 建議向該成員發行的股份數目		
	Number of share(s) 股份數目	Currency 貨幣	Total Amount 總款額
		HKD	
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D / Passport No 香港身份證/護照號碼		Nationality 國籍	
Company No 公司編號		Business Registration No. 商業登記證號碼	
Address 地址			

Information of Director(s) and Shareholder(s) 董事及股東資料

Position 身份	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Shareholder 股東 (% shareholding 股權)		
Share Capital to be Subscribed 認購的股本	Shares Proposed to be Issued to the Member 建議向該成員發行的股份數目		
	Number of share(s) 股份數目	Currency 貨幣	Total Amount 總款額
		HKD	
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D / Passport No 香港身份證/護照號碼		Nationality 國籍	
Company No 公司編號		Business Registration No. 商業登記證號碼	
Address 地址			

Information of Director(s) and Shareholder(s) 董事及股東資料			
Position 身份	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Shareholder 股東 (% shareholding 股權)		
Share Capital to be Subscribed 認購的股本	Shares Proposed to be Issued to the Member 建議向該成員發行的股份數目		
	Number of share(s) 股份數目	Currency 貨幣	Total Amount 總款額
		HKD	
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D / Passport No 香港身份證/護照號碼		Nationality 國籍	
Company No 公司編號		Business Registration No. 商業登記證號碼	
Address 地址			

Information of Director(s) and Shareholder(s) 董事及股東資料			
Position 身份	<input type="checkbox"/> Director 董事 <input type="checkbox"/> Shareholder 股東 (% shareholding 股權)		
Share Capital to be Subscribed 認購的股本	Shares Proposed to be Issued to the Member 建議向該成員發行的股份數目		
	Number of share(s) 股份數目	Currency 貨幣	Total Amount 總款額
		HKD	
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D / Passport No 香港身份證/護照號碼		Nationality 國籍	
Company No 公司編號		Business Registration No. 商業登記證號碼	
Address 地址			

Ultimate Beneficial Owner (UBO) Information 實質權益擁有人資料			
Are the Beneficial Owner(s) the same as the Shareholder(s)? 實質權益擁有人是否和股東相同? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No, Please provide following details of the Beneficial Owner(s). 否，請提供以下資料。			
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D / Passport No 香港身份證/護照號碼		Nationality 國籍	
Address 地址			
Detailed Source of Fund 資金來源			

Information of Company Secretary 公司秘書資料 Appoint Unity Offices or its related party as Company Secretary

我們現委任統一商務中心或其關聯方為公司秘書

 Appoint the following person as Company Secretary 委任下列人士為公司秘書

Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D. No 香港身份證號碼			
Address 地址			

Information of Designated Representative 法定代表資料

Name in English 英文名稱		Name in Chinese 中文名稱	
Position 身份		Phone \ Mobile 電話	
Address 地址			

Appoint Unity Offices as Designated Representative 委任統一商務中心為法定代表

Bank Account 銀行戶口

No. of bank accounts to open (no. of Bank): 擬開立銀行戶口數目(以銀行為單位):	
If directors' meeting minutes is required for bank account opening purpose, please advise the name of proposed bank. 如需董事會議記錄作開設銀行戶口之用，請提供銀行名稱	

Tax representative appointment 稅務代表委任 Appoint Unity Offices or its related party as Tax Representative 我們現委託統一商務中心或其關聯方為稅務代表**Information of Applicant / Company 申請人 / 公司資料**

Name in English 英文名稱		Name in Chinese 中文名稱	
Telephone/Mobile 電話		Fax No. 傳真	
Email 電郵			
Address 地址			

Service Authorization 服務授權

The director(s) named below hereby authorize Unity Offices to apply for a user in the e-Registry service by the Companies Registry for the purpose of incorporation and filling statutory documents.

以上董事授權統一商務中心在公司註冊處註冊易開設戶口用作成立公司及提交文件等用途。

Please submit the following documents with this form 請提交以下文件

For each individual director/shareholder/company secretary/ Designated Representative

每位個人董事/股東/公司秘書/法定代表

- 1) Copy of Hong Kong ID card or Passport
香港身份證或護照副本
- 2) Address proof dated within the last 3 months
最近三個月內之住宅地址證明
- 3) A photo of any one shareholder holding his/her non-permanent HKID or passport showing the page with his/her photo
一張由其中一位股東手持非香港永久居民身份證/護照的相片，護照須打開有照片及個人資料的頁面

For each Hong Kong company acting as corporate director/shareholder/company secretary

每間香港公司董事/股東/公司秘書

- 1) Copy of Business Registration Certificate (BR)
商業登記證副本
- 2) Copy of Certificate of Incorporation (CI)
公司註冊證書副本
- 3) Copy for Form NNC1 submitted to the Companies Registry
表格 NNC1 副本
- 4) Copy of the latest Annual Return of Form NAR1 (if the company is established for over a year)
最近一期的周年申報表副本(如公司已成立超過一年)

For each oversea company acting as corporate director/shareholder/company secretary

每間海外公司董事/股東/公司秘書

- 1) Copy of Certificate of Incorporation
公司註冊證書副本
- 2) Copy of the Register of Members
股東名冊副本
- 3) Copy of the Register of Directors
董事名冊副本
- 4) (For Express Service) Copy of Hong Kong Business Registration Certificate (BR)
(如使用特快服務)香港商業登記證副本

Terms and Remarks 條款及備註

- 1) There will be an administration fee of HK\$500 for changes after this form is received, depending on the progress, your changes may require additional services and charges.
本公司收到申請表後，如須更改任何資料，需繳行政費為港幣伍佰圓正。同時視乎進度，可能需要收取額外服務費。
- 2) The number of directors or shareholders is limited to two; handling fee of HK\$200 should be collected for each extra director or shareholder.
如公司董事或股東人數超過兩位，額外每位需另付 HK\$200 手續費。

3) Once this form is signed and sent to us, the order is confirmed. If client would like to cancel the order, cancellation charge of HK\$1,000 should be collected.

此表格一經簽妥及交給我們，委託便已作實。如客戶欲取消委託，我們將收取 HK\$1,000 手續費。

4) No Refund for service fee and deposit.

任何情況下，不設退款。

5) Personal Information Statement: All personal information will be used for registration of the above company only.

個人資料收集聲明: 所以資料只用作註冊有關公司之用，絕不用於其他用途。

6) To comply with the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, the above-mentioned information and documents have to be obtained and reviewed by us and our third-party service-providers (ready-made company kit providers) before any service could be provided.

由於反洗黑錢條例實施，閣下必須填寫及提供有關資料以便我們及相關第三者服務者(現成公司提供者)進行進職審查。否則我們將無法提供服務。

I / We hereby confirm that 本人 / 我們現確認

1) I / We have obtained proper authorization from relevant person to sign this application form.

本人/ 我們已獲得相關人士之正式授權簽署此申請書。

2) I / We understand and agree the above terms and remarks.

本人 / 我們明白和同意上述之條款及備註。

3) I / We ensure all information provided is true and correct.

本人/我們 證明所提供之資料正確無訛。

4) I / We agree to undertake all the costs and fees incurred.

本人/我們 承諾按時足額支付所需之服務費用。

Signature & Company Shop (if any)

簽名及公司印(如適用)

Date 日期: