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公司註冊申請表(香港有限公司)
Business Registration Application Form
(HK Limited Company)

Table with 2 columns: Client Number (客戶號碼) and Form Code (表格編號). Values: A/C Number, CRHK6618 V1.01

Main registration form with sections: Company Name (公司名稱), Company Details (公司資料), Registered Capital (註冊資本), and Shareholder's / Director's Information (股東/董事資料). Includes multiple choice options for business type and commencement date.



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Applicant's Position 申請人身份	() Shareholder 股東 () Director 董事 Please select at least one 請選擇至少其中一項		
Applicant Name 申請人姓名	英文 English	中文 Chinese	
Occupation 職業	英文 English	No of Shares 持股量	(shareholder only 只適用於股東)
HK Identify No./Passport No. 香港身份証/ 外國護照號碼		Country 簽發國家	
Address 地址	英文 English		

Applicant's Position 申請人身份	() Shareholder 股東 () Director 董事 Please select at least one 請選擇至少其中一項		
Applicant Name 申請人姓名	英文 English	中文 Chinese	
Occupation 職業	英文 English	No of Shares 持股量	(shareholder only 只適用於股東)
HK Identify No./Passport No. 香港身份証/ 外國護照號碼		Country 簽發國家	
Address 地址	英文 English		

Company Secretary's Information 公司秘書		(See Guideline 4 見附錄4)	
(如以本公司作為公司秘書，則無需填寫)			

Name 姓名	英文 English	中文 Chinese	
HK Identify No. 香港身份証			
Address 地址	英文 English		

Registered Address 註冊地址		(See Guideline 5 見附錄5)	
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Address 地址	英文 English		
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Witness 見證人		(See Guideline 6 見附錄6)	
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Applicable only if official documents will NOT be signed in our office 如到本公司簽署則不需填寫此欄

Name 姓名	英文 English	Occupation 職業	英文 English
Address 地址	英文 English		

For Official Use Only 本公司專用					
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Com Kit	() Y () N	Com Sec	() Y () N	VO Pack	() Y () N
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Signature 簽署 _____
 Date 日期 _____

Customer's Name 委託人姓名 _____
 Telephone No. 聯絡電話 _____

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

個人資料搜集聲明：所有資料只用作成立有關公司之用，絕不會用作其他用途。



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Guidelines for Completing Form – Business Registration Application Form (Limited Company)

<p>Guideline 1 : Company Name 附錄一: 公司名稱</p>	<p>Choose a name for the company you wish to incorporate, we'll conduct a company name search to make sure the name has not been used. 先選擇擬註冊成立公司的名稱，我們會進行查冊。</p> <p>A company name may be in Chinese or in English. 公司名稱可用中文或英文註冊。</p>
<p>Guideline 2 : Registered Capital 附錄二: 註冊資本</p>	<p>You are forming a private company limited by shares. The liability is limited to the assets of the company and the value of the issued shares. 當你成立一間持有限股本的公司，公司債務將不多於貴公司的資產及發行股本的價值。</p> <p>The minimum share capital for any companies limited by shares must be \$1. The majority of limited companies incorporate with \$10,000 shares capital as this is the amount included in registration fee of \$1,730. If the share capital needs to be increased, additional capital fee must be paid. 任何一間持股的有限公司，所持股本最少為\$1。而大部分的有限公司持股量為\$10,000，主要原因是政府註冊費\$1730 是包括發行股本\$10,000 或以下。當公司成立後，如需增加資本，便需繳交增加資本登記費。</p> <p>Share capital is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy. 貴公司所持有的股份並不相等於公司於銀行開戶的存款數目，視乎不同銀行的需求。</p>
<p>Guideline 3 : Shareholder's / Director's Information 附錄三: 股東/ 董事資料</p>	<p>Any limited company must have at least one shareholder and director. Non-HK residents can be a director and/or shareholder. 任何一間有限公司必須有一位或以上的董事及股東，非香港居民亦可作董事或股東。</p> <p>The Chinese and English name of the directors and shareholders must be the same as ID card or passport. 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一樣。</p>
<p>Guideline 4 : Company Secretary 附錄四: 公司秘書</p>	<p>If the company has only one director, this director cannot also act as the secretary. (We can be your company secretary, additional charges apply.) 如公司只有1 位董事，該董事不能同時兼任秘書。(以本公司作為公司秘書，需另收費。)</p> <p>The company secretary must be a HK permanent resident. 凡以個人身份作為公司秘書，他/她必需為香港永久居民。</p>
<p>Guideline 5 — Registered Address 附錄五: 註冊地址</p>	<p>This address will be displayed in your business registration certificate and the public company registry database. 此地址為商業登記証上所列印的地址以及在商業登記處所查冊到的地址。</p> <p>If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company. 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。</p>
<p>Guideline 6 — Witness 附錄六: 見證人</p>	<p>Directors, shareholders and company secretary cannot be the witness. 董事、股東及公司秘書不能作為貴公司的見證人。</p> <p>If the official documents will be signed in our office, our colleagues can be the witness. 如到本公司簽署正式文件，我們同事能作為見證人。</p> <p>If you are buying a shelf company, witness will not be required. 若購買現成公司，則不需要任何見證人。</p>