

林天發會計師行

濠誠秘書有限公司

香港九龍灣宏照道 33 號國際交易中心 21 樓 2105 室

Unit 2105, 21/F., Exchange Tower, 33 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong

Tel : (852) 2816 7330 Fax : (852) 2816 0668 E-mail : info@topteam.com.hk

***Instruction for Incorporation of a Private Limited Company***

**註冊有限公司委託書**

**1. NAME OF THE COMPANY 公司名稱**

(in Chinese 中文) : \_\_\_\_\_

(in English 英文) : \_\_\_\_\_

**2. ADDRESS OF REGISTERED OFFICE 註冊辦事處地址**

\_\_\_\_\_

**3. AUTHORIZED CAPITAL 註冊股本**

HK\$ \_\_\_\_\_ divided into 分為 \_\_\_\_\_ shares 股 of HK\$ \_\_\_\_\_ Each 每股. \_\_\_\_\_

**4. FINANCIAL YEAR ENDED 財政年度:** \_\_\_\_\_

**5. DETAILS OF DIRECTORS 董事資料**

(i) Name 姓名: (in English 英文) \_\_\_\_\_

(ii) (in Chinese 中文) \_\_\_\_\_

(iii) ID/ Passport no. 身份證/護照號碼: \_\_\_\_\_ Nationality 國籍: \_\_\_\_\_

Residential address 住址 : \_\_\_\_\_

\_\_\_\_\_

(iv) Name 姓名: (in English 英文) \_\_\_\_\_

(in Chinese 中文) \_\_\_\_\_

ID/ Passport no. 身份證/護照號碼: \_\_\_\_\_ Nationality 國籍: \_\_\_\_\_

Residential address 住址 : \_\_\_\_\_

\_\_\_\_\_

*Please enclose photocopies of ID card/passport of directors, secretary and shareholders.*

請給予董事、秘書及股東之身份證或護照副本。

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(v) Name 姓名: (in English 英文) \_\_\_\_\_

(in Chinese 中文) \_\_\_\_\_

ID/ Passport no. 身份證/護照號碼: \_\_\_\_\_ Nationality 國籍: \_\_\_\_\_

Residential address 住址 : \_\_\_\_\_

\_\_\_\_\_

**6. DETAILS OF SECRETARY 秘書資料**

Name 姓名: (in English 英文) \_\_\_\_\_ (in Chinese 中文) \_\_\_\_\_

ID/ Passport no. 身份證/護照號碼: \_\_\_\_\_ Nationality 國籍: \_\_\_\_\_

Residential address 住址 : \_\_\_\_\_

\_\_\_\_\_

**7. DETAILS OF MEMBERS (SHARESHOLDERS) 股東資料及股份分配**

(i) Name 姓名: (in English 英文) \_\_\_\_\_ (in Chinese 中文) \_\_\_\_\_

Residential address 住址: \_\_\_\_\_

\_\_\_\_\_

Occupation 職業: \_\_\_\_\_ No. of shares 股份數目: \_\_\_\_\_

(ii) Name 姓名: (in English 英文) \_\_\_\_\_ (in Chinese 中文) \_\_\_\_\_

Address 地址: \_\_\_\_\_

\_\_\_\_\_

Occupation 職業: \_\_\_\_\_ No. of shares 股份數目: \_\_\_\_\_

(iii) Name 姓名: (in English 英文) \_\_\_\_\_ (in Chinese 中文) \_\_\_\_\_

Address 地址: \_\_\_\_\_

\_\_\_\_\_

Occupation 職業: \_\_\_\_\_ No. of shares 股份數目: \_\_\_\_\_

**8. Do you agree our company to act as subscribers for the above company ? Yes/No**

貴司是否同意由本公司出任上述公司之籌辦人？ 是/否

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**Please arrange to set up the above company on my behalf, I understand that once the documents have been filed with the Companies Registry, I cannot cancel my order and I agree to pay all charges.**

本人同意貴公司代為辦理成立以上公司。本人清楚明白當有關文件呈交給公司註冊處後便不能夠取消及須繳交所有費用。

委託人：

Name 姓名: \_\_\_\_\_ Signature 簽名: \_\_\_\_\_

Tel 電話: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

E-mail 電子郵件: \_\_\_\_\_

Correspondence Address 通訊地址: \_\_\_\_\_

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