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| **聯絡資料 Contact Information** | | | | | |
| 姓名  Name | | 文簡約  MAN Kan Yeuk, Simple | 電郵地址  Email Address | Simple.Man@abc.com | |
| 電話號碼  Telephone No. | | (852) 12345678 | 郵寄地址  Postal Address | Room 123, ABC Building, XYZ Street, Kwun Tong, Kowloon, Hong Kong. | |
| 以上的資料將會是我們通常用作聯絡您的方式。  The above information will be our usual method to contact you. | | | | | |
| **成立公司服務 Company Formation Services** | | | | | |
| **自助餐**  **Self-serve** | 服務包括協助成立公司及提供全套的公司綠盒，但不包括公司秘書服務及註冊辦事署地址。  Services included assistance in company formation and a full set of company kits, but NOT included company secretary services and registered office. | | | |  |
| **全餐**  **Full Set** | 服務包括協助成立公司及提供全套公司綠盒外，還有首年度的公司秘書服務及註冊辦事署地址。 全餐服務內容保證公司符合法例要求。  Apart from assistance in company formation services and a full set of company kits, the Full Set service is also inclusive first year of company secretary services and registered office. The Full Set service is guaranteed the company’s compliance of laws and regulations. | | | |  |
| 溫馨提示: 請詳閱《公司法定責任》以免誤觸法例。  *Gentle Reminder: Please read “Legal Obligations” to avoid contravention of the laws.* | | | | | |

**擬成立公司的基本資料 Basic Information for Proposed Company**

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| --- | --- | --- | --- | --- | --- |
| **公司名稱 Company Name** | | | | | |
| 公司名稱 (中文) | | 簡單樣板 | | | 有限公司 |
| Company Name (English) | | Simple Sample | | | Limited |
| 公司名稱可為繁體中文、英文或中英文並存。  *Company name can be in English, Traditional Chinese, or Both English and Chinese.* | | | | | |
| **公司預期的業務性質 Company’s Prospective Business Nature** | | | | | |
| 業務性質  Business Nature | e.g. Trading / Retail /  Services / Catering | | 主要業務 / 銷售地點  Main business /  sales location | Hong Kong and China | |

**擬成立公司的基本資料 Basic Information for Proposed Company**

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| --- | --- | --- | --- | --- |
| **股東名單 List of Shareholder(s)** | | | | |
| **成員 Member** | | | | |
| **創辦成員**  **Founder Member** | **中英文姓名**  **Name in English & Chinese** | **香港身份證 / 護照 / 公司註冊號碼**  **HKID / Passport / Company Number** | **認購股份**  **Subscribed Shares** | **認繳股本**  **Capital to be paid** |
| 普通股  Ordinary share | MAN Kan Yeuk, Simple  文簡約 | A123456(7) | 1 | HK$1 |
| 資金來源  Source of Funds | (e.g. Occupation / Saving / Family, etc.) | 請問您是否最終擁有人?  Are you Ultimate Beneficial Owners? | |  |
| 住址  Residential Address: | Room 123, ABC Building, XYZ Street, Kwun Tong, Kowloon, Hong Kong. | | | |
| **成員 Member** | | | | |
| **創辦成員**  **Founder Member** | **中英文姓名**  **Name in English & Chinese** | **香港身份證 / 護照 / 公司註冊號碼**  **HKID / Passport / Company Number** | **認購股份**  **Subscribed Shares** | **認繳股本**  **Capital to be paid** |
| 普通股  Ordinary share | MAN Yeung Ban, Sample  文樣版 | B123456(7) | 1 | HK$1 |
| 資金來源  Source of Funds | (e.g. Occupation / Saving / Family, etc.) | 請問您是否最終擁有人?  Are you Ultimate Beneficial Owners? | |  |
| 住址  Residential Address: | Room 123, ABC Building, XYZ Street, Kwun Tong, Kowloon, Hong Kong. | | | |
| 如成員多於兩位或法人股東的股權架構非常複雜，尤其關於辨識最終擁有人，請與我們聯絡 (情況複雜可能會額外收費)。  *If the company’s number of members more than 2 or the shareholdings structure of corporate shareholder is very complex, especially in identifying the Ultimate Beneficial Owners, please contact us (extra fee maybe charged for complex case).* | | | | |

**擬成立公司的基本資料 Basic Information for Proposed Company**

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| --- | --- | --- | --- |
| **董事名單 List of Director(s)** | | | |
| **董事 Director** | | | |
| **首任董事**  **First Director** | **中英文姓名**  **Name in English & Chinese** | **香港身份證 / 護照 / 公司註冊號碼**  **HKID / Passport / Company Number** | **電郵 (如有)**  **Email (if any)** |
|  | MAN Kan Yeuk, Simple  文簡約 | A123456(7) | Simple.Man@abc.com |
| 住址  Residential Address: | Room 123, ABC Building, XYZ Street, Kwun Tong, Kowloon, Hong Kong. | | |
| **董事 Director** | | | |
| **首任董事**  **First Director** | **中英文姓名**  **Name in English & Chinese** | **香港身份證 / 護照 / 公司註冊號碼**  **HKID / Passport / Company Number** | **電郵 (如有)**  **Email (if any)** |
|  | MAN Yeung Ban, Sample  文樣版 | B123456(7) | N/A |
| 住址  Residential Address: | Room 123, ABC Building, XYZ Street, Kwun Tong, Kowloon, Hong Kong. | | |
| 若董事屬法人團體，請提供該法人團體最近期的董事在職證明書或周年申報表。另外，公司必須至少要有一位自然人董事。  *If the director is a body corporate, please provide the most recent Certificate of Incumbency or annual return of that corporate. In addition, a company must have at least 1 natural person as director.* | | | |

**擬成立公司的基本資料 Basic Information for Proposed Company**

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| **公司秘書名單 List of Company Secretary** | | | | |
| **公司秘書 Company Secretary** | | | | |
| **首任公司秘書**  **First Company Secretary** | **中英文姓名**  **Name in English & Chinese** | **香港身份證 / 護照 / 公司註冊號碼**  **HKID / Passport / Company Number** | **電郵**  **Email** | |
|  | **Man Cheong Business Solutions Limited**  **文昌商務有限公司** | 2595452 | Man.cheong@yahoo.com | |
| 香港地址  Hong Kong Address: | Room N, 10/F., Wai Cheung Industrial Centre,  5 Shek Pai Tau Road, Tuen Mun, Hong Kong. | | 由文昌擔任  Act by us |  |
| **公司秘書 Company Secretary** | | | | |
| **首任公司秘書**  **First Company Secretary** | **中英文姓名**  **Name in English & Chinese** | **香港身份證 / 護照 / 公司註冊號碼**  **HKID / Passport / Company Number** | **電郵**  **Email** | |
|  | N/A | N/A | N/A | |
| 香港地址  Hong Kong Address: | Please fil all the data if you appoint a company secretary. | | | |
| 公司秘書必須是通常居住在香港及公司如只有一位董事，則該唯一董事不得同時兼任公司秘書。  *Company Secretary must be ordinary reside in Hong Kong and if the company only have 1 director, then that sole director cannot act as the company secretary of the same company.* | | | | |

**擬成立公司的基本資料 Basic Information for Proposed Company**

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| **公司註冊辦事處地址 Company Registered Office (“RO”)** | | | | | | | |
| 註冊辦事處地址  Registered Address | | Room 39, 10/F, Block D, Mai Tak Ind. Bldg,  221 Wai Yip Street, Kwun Tong,  Kowloon, Hong Kong.  (Change if you have your own address) | | | 使用文昌  註冊辦事處地址  Use our RO address | |  |
| 主要業務地址  Principal place of business | | Flat 25, ABC Industrial Building, Hung To Road, Kwun Tong, Kowloon, Hong Kong. | | | | | |
| 公司電郵 (如有)  Company Email (if any) | | N/A | | | | | |
| 註冊辦事處地址必須為香港地址，郵政信箱並不接受。 主要業務地址是貴公司進行業務的地方，業務地址可與註冊辦事處地址不同。  *The Registered Office must be a Hong Kong address, PO Box is not accepted. Principal place of business is the place where your company carrying on business, the business address could be different from the RO address.* | | | | | | | |
| **重要控制人登記冊指定代表 Designated Representative of Significant Controllers Register** | | | | | | | |
| 中英文姓名  Name in English & Chinese | 香港身份證 / 護照 / 公司註冊號碼  HKID / Passport / Company Number | | 職務  Capacity | 通訊地址  Correspondence Address | | | |
| **Man Cheong Business Solutions Limited**  **文昌商務有限公司** | 2595452 | | TCSP licessee:  TCSP004316 | 由文昌擔任  Act by us | |  | |
| N/A | N/A | | N/A | Please fil all the data if you appoint a designated representative. | | | |
| 公司須指定一名代表擔任聯絡人(指定代表)向執法人員(如公司註冊處、海關…等等)提供與登記冊有關的資料和協助。  *A company must assign a representative (i.e., Designated Representative) to provide assistance to the law enforcers (e.g. Companies Registry, Customs and Excise Department, etc.) in relation to the registers.* | | | | | | | |