

INCORPORATION FORM

The following information is required to incorporate and establish the corporate records of a Hong Kong private company. Information about the company's shareholders, directors and secretary is required to be filed with the office of the Registrar of Companies.

PROPOSED NAME

- Please list in order of preference.
- A company name must end with the word "Limited".

1. _____

2. _____

3. _____

NATURE OF BUSINESS AND NEED TO LOCATE IN HONG KONG

Please provide brief details of the proposed activities of the company and reasons for setting up in Hong Kong.

ESTIMATED LEVEL OF TURNOVER

Please indicate expected gross revenue and specify type of currency.

SHARE CAPITAL AND INITIAL SHAREHOLDING

Unless instructed to the contrary the company will be incorporated with an initial share capital of HK\$1.00 for 1 share to be issued. Shares of a Hong Kong company have no par value.

Total amount of share capital to be subscribed _____

Total number of shares to be issued _____

REGISTERED OFFICE IN HONG KONG

This is a requirement of the Hong Kong Companies Ordinance.

To be provided by Trident Corporate Services (Asia) Limited Yes No

If no, the registered office is situated at _____

INCORPORATION FORM
COMPANY SECRETARY

This is a requirement of the Hong Kong Companies Ordinance. A sole director of a private company cannot serve as the secretary of the company. The sole director also cannot serve as a director of any company that is appointed as the company secretary.

To be provided by Trident Corporate Services (Asia) Limited Yes No

If no, the details of the company secretary are

Full Name _____

Residential Address _____

Hong Kong Identity Card No. (if applicable) _____

Passport Number(s) and Issuing Country(ies) _____

DIRECTORS

A minimum of one director, who is a natural person, is required. Other directors can be an individual or a body corporate.

(Please attach a separate page if there is not enough space.)

Director to be provided by Trident Corporate Services (Asia) Limited Yes No

If no, the director's details are

Director 1

Full Name _____

Residential Address _____

Hong Kong Identity Card No. (if applicable) _____

Passport Number(s) and Issuing Country(ies) _____

Director 2

Full Name _____

Residential Address _____

Hong Kong Identity Card No. (if applicable) _____

Passport Number(s) and Issuing Country(ies) _____

INCORPORATION FORM
Reserve Director (optional)

A reserve director may be appointed where the sole director is also the sole shareholder. The reserve director may only act in place of the sole director in the event of his/her death.

A reserve director must be an individual (not a corporate body).

Full Name _____

Address _____

Hong Kong Identity Card No. (if applicable) _____

Passport Number(s) and Issuing Country(ies) _____

SHAREHOLDER(S)

A minimum of one shareholder is required. A director can also be a shareholder.

(Please attach a separate page if there is not enough space.)

Nominee Shareholder to be provided by Trident Corporate Services (Asia) Limited Yes No

If yes, shares will be held by Trident Corporate Services (Asia) Limited for and on behalf of the beneficial owners. Please provide the same information on each beneficial owner as requested below for shareholders.

If no, the shareholder's details are

Shareholder 1

Full Name _____

Address _____

Number of Shares Subscribed _____

Amount of Share Capital Subscribed _____

Shareholder 2

Full Name _____

Address _____

Number of Shares Subscribed _____

Amount of Share Capital Subscribed _____

INCORPORATION FORM
PROPOSED DATE OF COMMENCING BUSINESS

This can be the date of incorporation or any date thereafter.

DATE OF FINANCIAL YEAR END

ON-GOING SERVICES

Please specify if the following services are required.

If no, please provide name of the responsible person/firm.

- Accounting/Bookkeeping Yes No
 Name of Responsible Person/Firm

- Payroll & Mandatory Provident Fund Administration Yes No
 Name of Responsible Person/Firm

- Visa Application Yes No
 Name of Responsible Person/Firm

NAME & CONTACT INFORMATION OF AUDITORS

This is a requirement of the Hong Kong Companies Ordinance. An auditor must be qualified by virtue of the Hong Kong Professional Accountants Ordinance.

To be arranged by Trident Corporate Services (Asia) Limited Yes No

If no, auditors' details are

Name Contact Person

Address

Phone Fax

INCORPORATION FORM
GUIDANCE NOTES

The following items are required from each ultimate shareholder/beneficial owner holding 10% or more shares in the company AND each director.

Individual

- Client Information Form – Individual
- Certified copy of passport or government issued photo ID
- Recent original/certified copy of residential address proof (e.g., utility bill, bank statement, etc.) issued within 3 months
- Reference Letter issued by a professional, e.g., a bank, law firm or CPA firm (if our nominee service(s) is required)

Corporate Entity

- Corporate Client – Information Form
- Certified copy of its Certificate of Incorporation
- Certified copy of its Memorandum and Articles of Association
- Certified copy of its registers of director, officers and members
- Copy of latest annual return/annual report
- Organization chart certified by a director showing the percentage of shareholdings owned by each intermediate company up to the level of the ultimate shareholder/beneficial owner for multi-layer corporate shareholding structures
- For each individual all documents requested in the Individual section

Listed Company

- Corporate Client (Listed) – Information Form
- Organization chart as requested in the Corporate Entity section

Shares Held By A Trust

- Certified copy of Trust Deed specifying the nature and purpose of trust, name of settlor, trustee and protector
- Documents requested in the Individual or Corporate Entity sections regarding settlor, trustee and protector

Copies of all documents should be true copies certified by a certified public accountant, lawyer, banker, notary public or a member of the Hong Kong Institute of Chartered Secretaries (HKICS).

English or Chinese translations are required for all supporting documents produced in languages other than English or Chinese.

Additional due diligence documents may be requested for complex shareholding structures.

INCORPORATION FORM

Completed By

Name	Title
Company/Firm	
Address	
Phone	Fax
Email	
Signature	Date

PERSONAL INFORMATION COLLECTION STATEMENT

The purpose of obtaining your personal information is to enable Trident Corporate Services Asia Limited ("TCSA") (whether contained in this application or otherwise) to process your application. TCSA is committed to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure the information that the applicant provides will be kept strictly confidential at all time.

Although information that the applicant provides to TCSA is on a voluntary basis, failure to supply such information may result in TCSA being unable to process this application.

The applicant named above hereby consents that all information provided herein may be held, used, disclosed and transferred by TCSA to individuals, companies and organizations associated with TCSA or any selected parties that TCSA may consider necessary or advisable, including its professional advisors, financial intermediaries and other service providers, inside or outside Hong Kong, relevant for TCSA business, for

- The application for the incorporation of or transfer in of the company;
- The corporate administration of the company including issue and transfer of shares, change of office holders and the filing of annual returns and other statutory documents required by the Companies Registry;
- The administration and management of the company's funds, which includes disclosures to banks and investment managers to open accounts and investment products;
- Compliance with applicable laws and regulations which includes disclosures to government institutions and regulatory bodies;
- Improving and furthering the provision of fiduciary and corporate services including through customer research, compliance and quality control reviews, subject to applicable legislation;
- Any other purposes incidental or associated to the above; and
- Promoting and marketing of products and services.

Please check if you do not wish to receive marketing and promotional material.

The applicant has the right to obtain access to and to request correction of his or her personal information held by TCSA. Request for such access can be made in writing to the General Manager, Trident Corporate Services (Asia) Limited, 14/F Golden Centre, 188 Des Voeux Road Central, Hong Kong.

Please contact any Trident Trust office worldwide for further information.
Office contact details are included on the following page.

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