

公司秘書服務 – 香港有限公司 Company Secretarial Services – Hong Kong Company	
公司秘書年費 Annual Company Secretarial Fee HK\$2,000 (不包括政府收費) (Fee not including government charges)	1. 出任公司秘書一週年度; 2. 作為與香港政府之聯絡人; 3. 編制及向公司註冊處遞交年報; 4. 週年董事會議之書面決議; 5. 週年股東會議之書面決議; 6. 一份董事之書面決議; 7. 保存及整理法定記錄簿 1. Being nominated as Company Secretary for one anniversary year 2. Acting as coordinator with Hong Kong Government 3. Preparation and Filing of annual return to Company Registry; 4. 1 Written Resolution for Annual Directors' Meeting; 5. 1 Written Resolution for Annual Members' Meeting; 6. 1 Written Resolution for Directors' Meeting ; 7. Compilation of statutory record;
其他服務 Other Charges (只適用於年費未覆蓋之項目) (不包括政府收費) (收費視乎個別情況而定) (If not covered by annual fee) (Fee not including government charges) (Changes will be quoted separately case by case)	向公司註冊處遞交年報 Filing of annual return to Company Registry 提供一年註冊地址 Providing Registered Office for one year 提供一年代任股東 (董事) Providing a nominee shareholder (director) for one year 轉讓股份 Transfer of shares 增加法定股份 / 發出股份 Increase authorized shares / Allotment of shares 增設公司分行 Registration of branch office 更改公司名稱 Change of company name 週年董事或董事會議之書面決議; Written Resolution for Annual Members or Directors Meeting 有關更改註冊地址/ 董事 / 秘書之書面決議 Written Resolution for change of registered office / director / company secretary 有關其他事項之書面決議 Written Resolution for Minute of Directors' / Members' Meeting 安排執業會計師簽核文件 Arrange certified true copy by Certified Public Accountants

(以上費用以港元結算, 如客戶以其他貨幣繳付, 請以 US\$1=HK\$7.7 或 HK\$100 = RMB81 計算)
 (Please apply exchange rate of US\$1 = HK\$7.7 and HK\$100 = RMB81 when you are not paying HK\$.)