

P&T SUPPORTING SERVICES

INITIAL CORPORATE SETTING UP

Incorporation of a Hong Kong standard private company limited by shares (the Company)

Company full incorporation package, including, if needed, opening of the Company's bank account in Hong Kong (with e-banking and phone-banking services)

ANNUAL CORPORATE SERVICES

(1) Secretarial Services - Company Secretary

Maintenance and updating of the Company's statutory records, preparation of the relevant documents for the Annual General Meeting, preparation and filing of the Annual Return of the Company, and other customary corporate compliance work.

(2) Company's Registered Office and/or Correspondence Addresses

(3) Corporate Nominee Shareholder

(4) Corporate Nominee Director

(5) Bookkeeping & Accounting Services

General accounting and tax consultancy services, keeping and controlling the annual statutory accounts of the Company for the purpose of profit tax filing and for the purpose of complying with Hong Kong statutory annual accounting requirements.

Liaison with the auditors of the Company for auditing the annual accounts and with the Hong Kong Inland Revenue Department for general profit tax filing matters.

(6) Deregistration

Standard procedure of cancellation/termination of the Company including preparation of Board and Shareholders' resolutions, obtaining of letter of no objection from the Commissioner of Inland Revenue, preparation and filing of necessary forms and documents to the Companies Registry, and notification of Business Registration Office upon cessation of business.

ADDITIONAL ANCILLARY SERVICES

(1) Bank Signatory

Acting as bank signatory of the clients' or the Company's bank account.

(2) Payroll Processing

Monthly payroll computation and Mandatory Pension Fund filing procedure, as well as yearly filing of Employer's Return of Remuneration and Pensions Forms to the Hong Kong Inland Revenue Department.

(3) Domain name registration

Preliminary search of availability of registration of the desired domain name, the preparation and submission of the registration application.

(4) Trademark Registration in Hong Kong

Preliminary search of availability of registration of the desired trademark, preparation and submission of the registration application, and subsequent follow up with the Intellectual Property Department of the Trademarks Registry in Hong Kong.

(5) Trademark Registration in PRC

Preliminary search of availability of registration of the desired trademark (in Western and/or Chinese characters), preparation and submission of the registration application and subsequent follow up with the PRC Trademark Office.

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