

## Hong Kong Company Information Sheet

Company Name	_____ LIMITED ( <i>English</i> ) _____有限公司 ( <i>Traditional Chinese, optional</i> )
Correspondence Address	
Registered Capital	HKD (or USD etc.): <u>HKD10,000</u> <i>The standard capital of Hong Kong company is HK\$10,000.</i>
Business Nature	
Director(s)	
Shareholder(s) and the shareholding % of each	

### For each director and shareholder who is a natural person, please provide

1. Copy of passport (or Chinese/Hong Kong ID if he/she is Chinese/Hong Kong citizen)
2. Proof of residential address, such as utilities bills or bank statements or credit card bills, etc. issued by public institutions, banks, governments, etc. from recent 3 month, with the full name and detailed address; or other official documents such as driving license, ID card, etc., which should be in English or Chinese
3. Phone No. & Email

### For a shareholder which is an entity, please provide

1. Copies of the Certificates of Incorporation, and recent Certificate of Incumbency (if available), or any equivalent official documents
2. Copy of Articles of Association
3. Organization Chart, revealing up to the ultimate beneficial owners who own more 10% equity
4. Passport copy of the authorized signatory (or Chinese/Hong Kong ID is he/she is Chinese/Hong Kong citizen)

### Documents for KYC or due diligence for compliance requirements by the Anti-Money Laundering and Counter-Terrorist Financing Ordinance:

1. Source of fund, such as salaries payments, employment contracts, or financial statements and bank statements of the company you own, from recent 3 months if available
2. Business proofs, recent 2 or 3 sets of invoices and contracts of your business done previously

Notes: Documents requirement may vary to adjust to your specific situation.