

Hong Kong Companies Preliminary Instruction Questionnaire



This preliminary questionnaire is designed to take your instructions for the incorporation of a new Hong Kong company. Completion of this form will enable us to:

- a) Advise you on the persons whose identity we must verify in relation to this transaction.
We will specify clearly what verification evidence we require, which all trust and corporate services providers are obliged to obtain under the terms of the latest Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance.
- b) Advise you of our fee for this particular assignment.

Section 1 - Incorporation Details

Company Name

Please provide three choices of company name, in order of preference:

1. _____
2. _____
3. _____

Authorised Number of Shares

A director has the discretion to issue an unlimited number of shares in a Hong Kong company. If you would like to limit the director's ability to issue shares up to a specified number then please indicate below:

Maximum number of shares authorised to be issued: _____

Director(s)

Jordans (Hong Kong) Limited may be able to provide professional director services to ensure that the management and control of the company's business is conducted in Hong Kong. Where providing director services we will appoint a suitable individual alongside our standard corporate director.

Please provide director services:

Please provide full details of your reasons for requiring the professional director service:

If you wish to appoint your own directors, please complete the details below (N.B. at least one director must be an individual):

Proposed Director 1

Title	
Forename(s)	
Surname	
Address	
Postcode	
Date of Birth	
Occupation	
Nationality	

Proposed Director 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
Date of Birth	
Occupation	
Nationality	

If there are to be more than 2 directors, please provide the details of the extra directors on separate sheets.

Please indicate the number of additional directors

For directors, the Hong Kong Companies Ordinance requires the provision of correspondence addresses in addition to usual residential addresses. Only the directors' correspondence addresses will be shown on the Companies Register.

Jordans Hong Kong can provide a director's correspondence address, please tick below to indicate if you require this service:

Yes:

No: (please provide details of the directors' correspondence address below):

Address	
Postcode	

Registered Office and Company Secretary/Statutory Administration

Your company will be incorporated with our registered office and Jordans (Hong Kong) Limited will provide statutory secretarial services and arrange for the appointment of a company secretary to your company in order to deal with the essential organisational aspects of the company. An annual fee is payable for this service.

Shareholder(s)

Jordans (Hong Kong) Limited can provide a nominee shareholder service to hold shares on behalf of the beneficial owner(s) in order to preserve confidentiality.

Please provide me with a nominee shareholder service:

Please contact me to discuss the nominee shareholder service and other options:

If you have elected our nominee shareholder service, please indicate in section 2 of this questionnaire the name(s) and address(es) of the beneficial owners(s) we will be holding the shares on behalf of.

If you are providing your own shareholder(s), please complete the details below:

Proposed Shareholder 1

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be issued	
Total amount of paid up share capital	

Proposed Shareholder 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be issued	
Total amount of paid up share capital	

If there are to be more than 2 shareholders, please provide the details of the additional shareholders on separate sheets. Please indicate the number of additional shareholders

Section 2 - Beneficial ownership

Are the beneficial owners the same as the registered shareholders?

Yes: (go to section 3)

No:

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be owned	

Beneficial owner 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be owned	

If there are to be more than 2 beneficial owners, please provide the details of the additional beneficial owners on separate sheets. Please indicate the number of additional beneficial owners

Section 3 - Proposed activities

Note: It is very important that you provide accurate and detailed information in this section as it will help us to provide accurate advice and at the same time enable us to meet our “Know Your Client” obligations under the Anti-Money Laundering and Counter-Terrorist Financing (financial instructions) Ordinance. Obtaining satisfactory information on this questionnaire will save time and costs.

1. Please provide a full and detailed explanation of the proposed business activities. Please be as specific as possible, for example “Trading” or “Holding Company” will not be sufficient:

2. Please provide details of the geographical location of the activities:

3. Please provide a description of structure/reason for creating company:

4. Please provide details of any assets the company will hold (including the asset value):

Section 4 - Financial information

Please complete the details below in relation to the financial projections of the company:

1. Anticipated annual turnover: £ _____

2. Anticipated annual profit: £ _____

3. The source of funds for the proposed structure/venture:

Section 5 - Source of Wealth

“Source of Wealth” is distinct from the source of funds and describes the activities which have generated the total worth of a person, i.e. those activities which have generated the owners funds and property.

Please provide a sufficiently detailed written statement setting out the economic activity which has generated the net worth of the beneficial owner(s):-

Section 6 - Accounting/Financial Services

Accounting Services

In most circumstances Hong Kong companies must file audited accounts on an annual basis. Jordans Hong Kong can assist with the appointment of an accountant to prepare accounts and arrange an introduction to an appropriate auditor.

If you would like Jordans Hong Kong to act as accountant please tick here:

Please note that where we provide director services, we require the appointment of a suitably qualified accountant.

Tax Representation Service

All companies must file annual Profit Tax Returns with the Inland Revenue Department. We can assist with the completion and filing of a company’s tax return if so required.

If you would like a quotation for the provision of this service please tick here:

Bank Account Services

We may be able to organise the opening of a new bank account. Where our director services are being engaged, we will also be designated as the account signatories.

If you require our assistance with a bank account opening application please tick here:

Additional services

a) Domain Name Protection and Business Email

Secure a domain name of any website you may create in the future. You can register the domain name to match your company and ensure no-one else can use that name.

If you would like more information on this service, please tick here

b) Domain Name, Business Email and Website

The package includes domain and business email plus website hosting. You can choose from a variety of website designs, images and templates. The package also includes a sophisticated content management system allowing you to update your website.

If you would like more information on this service, please tick here

Section 7 - Terms of Engagement & Invoice

Our standard policy/procedure is to provide a services agreement between Jordans (Hong Kong) Limited and the client/beneficial owner. The invoice for services will be raised to the instructing client and once the initial structure/incorporation has been completed, the ongoing statutory administration will be handled directly from our Hong Kong office.

Alternatively, should you wish to work with personnel in a different time zone, we can retain the ongoing statutory administration services in the UK. In cases that are retained in the UK, the standard policy would be for Jordans Trust Company Limited to issue a Letter of Engagement and invoice to the new company.

Please indicate your preference for the location of the ongoing administration:-

Hong Kong

UK (Bristol)

Section 8 - Instructing Party & Data Protection

Instructing Party

Please indicate below the details of the ongoing instructing party we will be required to communicate with in relation to the new structure:

Name:	
Address:	
Tel:	
Email/fax:	

Source of Introduction

Please indicate below the source of introduction to Jordans (Hong Kong) Limited for this assignment:-

Existing client

Website

Referred by _____

Referred by Jordans dept

Telephone/email enquiry

Data Protection

For more information on our data protection policy see below. You may 'opt-out' of receiving promotional mailings or 'opt-in' to promotional emails by selecting the appropriate boxes below.

If you do not wish to receive mail from our UK office, tick here:

If you do not wish to receive mail from our overseas offices, tick here:

If you do wish to receive emails from our UK office, tick here:

If you do wish to receive email from our overseas offices, tick here:

Customer satisfaction and quality assurance

Our aim is to ensure continuing customer satisfaction by offering a fast, friendly and professional service. We strive to provide comprehensive, high quality and cost effective solutions to our clients' needs, backed by helpful and efficient support services.

Jordans' accreditation under BS EN ISO 9002:1992 confirms our commitment of quality systems putting customers first and aiming to exceed their expectations.

Our data protection policy

Your details are held for and on behalf of Jordans Trust Company Limited.

We will use personal information which we hold about you to provide our services and products to you, for credit control and market research purposes and to inform you about our services and products, legal developments and training sessions or events which we believe may be of interest to you. We may share your personal information with other companies in our group, including Jordans Limited, Jordans Trust Company Limited, Jordan Publishing Limited, Jordans (Scotland) Limited and our overseas offices (full details of which are available on our website www.jordanstrustcompany.com), for any of the above purposes.

For further information on how your data may be used, please contact our Data Protection Officer:
Tel: +44 (0) 117 918 1431 email: dataprotection@jordanstrustcompany.com

Section 9 - Sending your instructions

Please send this completed and signed preliminary instruction questionnaire to Jordans Trust Company Limited so your requirements can be reviewed and a full written list of any additional documentation and a formal fee quotation can be provided.

Corporate and Trust Planning Unit
Jordans Trust Company Limited
21 St Thomas Street, Bristol, BS1 6JS
T: +44(0)117 918 1407
E: corporateplanning@jordanstrustcompany.com

Date: _____

I confirm that the fiscal consequences of establishing a Hong Kong company have been considered and that appropriate advice has been taken in this regard.