

## Fact Sheet on Hong Kong Incorporation Services

### 香港公司註冊服務簡介資訊表

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#### 1. General Information 基本資訊

Hong Kong is a premier business hub in Asia, known for its strategic location, robust legal framework, and vibrant economy. The region attracts both local and international businesses, making it an ideal location for incorporation.

香港是亞洲的主要商業中心，以其戰略位置、健全的法律框架和充滿活力的經濟而聞名。該地區吸引了本地和國際企業，成為公司註冊的理想地點。

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#### 2. GOVERNMENT SUPPORT AND SIMPLIFIED REGULATIONS

##### 政府支持與簡化的法規



The Hong Kong government actively supports businesses through various initiatives and policies. The regulatory environment is streamlined, with fewer bureaucratic hurdles compared to other jurisdictions, allowing businesses to operate efficiently.

香港政府通過各種倡議和政策積極支持企業。與其他司法管轄區相比，香港的監管環境簡化，減少了官僚主義的障礙，使企業能夠高效運營。

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#### 3. EASE OF COMMUNICATION 交流便利性

Hong Kong is a bilingual city where both English and Chinese are official languages. This facilitates effective communication for international businesses, making it easier to engage with clients and partners worldwide.

香港是一個雙語城市，英語和中文均為官方語言。這便於國際企業有效溝通，讓與全球客戶和合作夥伴的交流變得更加容易。

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#### **4. GATEWAY TO MAINLAND CHINA 進入中國大陸的橋樑**



Hong Kong serves as a crucial gateway to Mainland China, providing access to one of the largest markets in the world. The city's unique position allows businesses to leverage opportunities in both local and mainland markets.

香港作為進入中國大陸的重要橋樑，為企業提供了接觸世界上最大的市場的機會。這座城市的獨特地位使企業能夠利用本地及大陸市場的機遇。

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#### **5. INCORPORATION/ANNUAL REQUIREMENTS 註冊及年度要求**

Incorporating a business in Hong Kong is a straightforward process, typically taking only a few days. Annual requirements include filing financial statements and maintaining proper records to ensure compliance with local laws.

在香港註冊企業的過程簡單，通常只需幾天。年度要求包括提交財務報表和保持適當的記錄，以確保遵守當地法律。

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#### **6. DIRECTORS 董事**

A minimum of one director is required for a Hong Kong company, and there are no restrictions on nationality. This flexibility allows for a diverse range of leadership within the company.

香港公司至少需要一名董事，且對國籍沒有限制。這種靈活性允許公司內部擁有多樣化的領導團隊。

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#### **7. EQUITY & REQUIRED INVESTMENTS 股權及所需投資**

There is no minimum capital requirement for incorporating a business in Hong Kong. However, companies are encouraged to maintain enough equity to

support their operations and growth.

香港對公司註冊沒有最低資本要求。然而，鼓勵公司維持足夠的股本以支持其運營和增長。

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## 8. OFFICERS (Company Secretary) 公司秘書

Every Hong Kong company must appoint a company secretary, who can be an individual or a corporate entity. The company secretary is responsible for maintaining statutory records and ensuring compliance with legal obligations.

每家公司必須任命一名公司秘書，既可以是個人，也可以是法人實體。公司秘書負責維護法定記錄並確保遵守法律義務。

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## 9. Registered Office Address 註冊辦事處地址



A registered office address in Hong Kong is mandatory for all companies. This address will be used for official correspondence and must be a physical location, not a P.O. Box.

所有公司必須在香港擁有註冊辦事處地址。該地址將用於官方通信，必須是一個實體位置，而非郵政信箱。

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## 10. REPATRIATION RESTRICTIONS 贖回限制

Hong Kong has no restrictions on the repatriation of profits. This means that companies can freely remit funds to their home countries without significant limitations.

香港對利潤的贖回沒有限制。這意味著公司可以自由地將資金匯回其母國，沒有重大限制。

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## 11. TAXATION 稅務



The Profits Tax rates for corporations businesses are 16.5%. With effect from the year of assessment 2018/19, the tax rates for the first \$2 million of assessable profits for corporations and unincorporated businesses eligible for two-tiered tax rates are lowered to 8.25%.

法團業務的利得稅率為 16.5%。自 2018/19 課稅年度起，符合兩級稅率資格的法團和非法團業務的應評稅利潤的首 200 萬元的稅率降低至 8.25%。

## 12. RECORDS KEEPING 記錄保存

The following documents shall be maintained at the registered office in Hong Kong 以下文件應保存在香港的註冊辦事處：



- (a) Articles of Association 公司章程
- (b) Register of Members 成員登記冊
- (c) Register of Significant Controllers 重要控制人登記冊
- (d) Register of Directors 董事登記冊
- (e) Register of Company Secretaries 公司秘書登記冊
- (f) Register of Charges 抵押登記冊
- (g) Copies of Resolutions of Directors or Members, Minutes of Proceedings of Directors' Meetings or General Meetings, and Written Records of Decisions of Sole Director or Member must be kept by the Company for at least 10 years. 董事或成員的決議副本、董事會或股東大會的會議記錄及單一董事或成員的書面決策記錄，必須由公司保存至少 10 年。

All persons carrying on business in Hong Kong are required to keep sufficient records, in English or Chinese, of their income and expenditure to enable their assessable profits to be readily ascertained. There are statutory requirements to record certain specified details of every business transaction. Business records must be retained for at least 7 years after the completion of the

transactions to which they relate. Any person who fails to keep sufficient records can be subject to a fine of HK\$100,000.

所有在香港經營業務的人士均須以英文或中文備存足夠的收支記錄，以便確定其應課稅利潤。法例規定必須就各項業務交易記錄指定的詳細資料。商業記錄必須在相關交易完成後保留至少 7 年。任何未能保存足夠記錄的人可被罰款 100,000 港元。

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### **13. AUDIT & ACCOUNTING 審計與會計**

All companies in Hong Kong are required to prepare annual financial statements and undergo an audit unless exempted. This ensures transparency and accountability in business operations.

所有香港公司都需要編制年度財務報表，並進行審計，除非獲得豁免。這確保了商業運營的透明度和問責性。

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For further information on setting up a business in Hong Kong, please email us at [info@atrixbiz.com](mailto:info@atrixbiz.com). Alternatively, you can call us at (852) 3586 8958.

如需進一步了解在香港設立業務的資訊，請通過電子郵件聯繫我們：[info@atrixbiz.com](mailto:info@atrixbiz.com)。或者，您可以致電 (852) 3586 8958。