

Hong Kong Company Incorporation Checklist

S.J. GRAND Accounting Tax Finance

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This checklist is aimed to assist foreign investors wishing to establish a **Private Limited Company** in Hong Kong.

A private limited company (or private company limited by shares) is the most common type of company for conducting business in Hong Kong. A Hong Kong Private Limited Company is a separate legal entity and therefore protects the personal assets of shareholders from business liabilities.

Steps to incorporate a Private Limited Company in Hong Kong

1. Appoint company director and secretary. A sole shareholder can be a director of the company, but cannot be a company secretary. If the company secretary is a natural person, they should ordinarily reside in Hong Kong. If the company secretary is a corporate body, its registered office or place of business should be in Hong Kong.
2. Register at a local business address. For incorporation purposes the registered office of the company must be situated in Hong Kong.
3. Determine company name. A company may be registered with an English name, a Chinese name, or an English name and a Chinese name. Please note that Chinese company name should contain traditional Chinese characters (繁體字); simplified Chinese characters will not be accepted
4. Register your company with Companies Registry
5. Incorporate your business entity by submitting the forms through [Hong Kong's 24-hour Companies E-registry](#)
6. Open a corporate bank account at any local or international bank
7. Obtain other permits or licenses, if required.

Required Documents

- Copy of the Articles of Association
- Completed Incorporation Form that includes the following:
 - Company name
 - Registered address
 - Brief description of business activities
 - Particulars of shareholder(s), director(s) and company secretary
 - Liability of members
 - Share capital registered on incorporation
 - Number of shares taken up by subscribers
- For non-resident shareholders and directors:** passport copy, overseas residential address proof
- For resident shareholders and directors:** Hong Kong identity card copy, residential address proof
- For corporate shareholders and directors:** parent company registration documents copies (Certificate of Incorporation and Articles of Association)

Please note that this checklist covers the essential steps and required documents and is not intended to be a definitive list. For more information contact our experts at contact@sjgrand.cn.



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Our professionals offer a wealth of expertise for the financial, tax and consultancy needs of companies operating not only in China but also in South-East Asia. Our team combines personal commitment with technical expertise to offer profitability strategies that are designed for improved performance, value creation and long-term growth.

