Who we are

The Hong Kong Corporate Services Group

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Given the increased emphasis on business transparency and corporate governance in recent times, organizations throughout the world are finding it both time-efficient and cost-effective to outsource their company incorporation, administration and accounting requirements.

The Hong Kong Corporate Services Group is a leading provider of corporate services. We provide offshore and onshore solutions for the formation and management of companies operating in both the local and worldwide marketplaces.

We ensure the prompt incorporation of all types of companies and business entities and we are able to provide trading support, corporate compliance, accounting and payroll services as well as retirement fund administration, tax compliance, trademark registration and business visa applications.

Company Secretarial
Business Establishment

The Hong Kong Corporate Services Group provides a full range of services to meet all incorporation requirements including company formations, branch / representative office registration, provision of correspondence address, bank account services and trade mark registration.

Administration Services

We provide high quality corporate administration and company secretarial functions, including the provision of a resident company secretary, independent directors and nominee shareholders, preparing annual returns, convening and facilitating annual general meetings, conducting directors' and shareholders' meetings, and drafting board resolutions. We also advise on corporate restructures, changes of directors and shareholders and company name and constitution changes, in addition to providing liquidation and deregistration services.

Virtual Office

The Hong Kong Corporate Services Group provides a cost-effective and efficient way to establish a business presence or to expand your business without the need for a physical office. We provide a virtual office solution including independent telephone lines, answering services, registered office facilities, fax and mail delivery services.

Accounting and Bookkeeping Services

Accounting Services

We prepare management reports, including monthly financial statements which are individually tailored to suit client needs. Our accounting services also include Hong Kong MPF / PRC Contribution Services, personal and corporate tax reporting, book-keeping and maintenance of accounting records, budget preparation and management reports.

Payroll and Back Office Support

Payroll Management

The Hong Kong Corporate Services Group can establish a tailored database for your payroll system and provide monthly calculations of individual net salaries to be paid and summaries of total payments and deductions. We also arrange for direct payment of salaries to employees and maintenance of payroll records, and arrange for filing of employers' annual returns, as well as employee commencement and termination notices, to the Inland Revenue authority.

Hong Kong MPF / PRC Contribution Services

We provide comprehensive retirement fund subscription and payment services, including calculation of individual employees' income and contribution levels for each contribution period, deduction of relevant contributions from the employee's income, computation of mandatory and voluntary contributions, preparation of Hong Kong MPF / PRC Contribution Services remittance statements, and submission of statements and contributions to the provident fund scheme administrator.

Tax Compliance

By acting as the authorized Hong Kong representative, The Hong Kong Corporate Services Group can execute tax compliance for individuals and companies, including the preparation of tax computations, submission and handling of tax returns and assistance in dealing with Inland Revenue queries or disputes.

Trade Finance

The Hong Kong Corporate Services Group can arrange a trading agent for you in the Asia Pacific region to handle all export and import matters, including sourcing, licensing and distribution.

For further information please contact us:

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