

HKAS offers the following services:

1. Company Formation
2. Company Secretarial
3. Accounting
4. Financial Controllershship
5. Taxation
6. Business Advisory
7. Banking, Payment and Business Administration
8. Human Resources and Payroll Administration

We will create a customized package of services to meet your particular needs, taking a flexible approach to improving your operations.

Testimonials

“Efficiency, trust and responsiveness, that is what I need, and that is precisely what I am getting from HKAS, along with peace of mind”

*Chin Lim, Managing Director,
Asian Property Investments
Limited*

With HKAS, you will find that operating a company has never been so easy. Contact us now, and we will lead the way to higher profits.

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HKAS

Hong Kong Administrative Services

The one-stop shop
for reliable business
services and solutions



HKAS will expertly guide you around the obstacles to setting up and running a business. Our range of services is completely comprehensive, meaning you need look no further than us.

We save you Time.

We spend our time performing administrative tasks so that you don't have to. This frees up countless hours for your management team to work on other areas of the business. Our expertise has allowed us to develop advanced processes that ensure maximum efficiency. No time is wasted.

We save you Money.

The broad support we offer allows you to cut down on the amount of staff needed for effective operations. This helps you to minimize your costs and maximize your return on investment. Our expertise can also save you from making costly mistakes.

We save you Worry.

At HKAS we understand business. When you work with us, you can feel secure in the knowledge that all your needs are being overseen and attended to by experts. We relieve you of the often complex, often stressful administrative tasks associated with running a business.

 It is our job to help you succeed.

HKAS - Company Formation and Company Secretarial Services

Eliminate the Company Secretarial Routine

HKAS provides company formation and company secretarial services for the establishment of new companies and the ongoing maintenance of company secretarial tasks.

How Does It Work?

Our company formation and company secretarial services include all minutes, forms, consents and other documents that need to be executed when making changes as a Companies Registry requirement.

Whenever a change occurs, you simply notify HKAS and we will prepare all the necessary documentation for you. Once signed by yourself or by us as nominee we will arrange lodgement with the Companies Registry.

The services include :

- Set up of local and overseas companies
- Purchase of ready-made local and overseas companies
- Registered business address in a premium location (Central District)
- Act as secretary for local and overseas companies
- Provide nominee services
- Maintenance of statutory records
- Preparation of minutes and resolutions
- Preparation and filing of statutory returns
- Changes of directors and members
- Transfer of shares and allotment of shares
- Company deregistration

Highly Cost-Effective

The company formation and company secretarial services are provided at a very affordable, fixed-fee price. The company secretarial service covers up to 3 changes per annum, so you know your full cost from the start.

More Information

Find out how our company formation and company secretarial services can manage the compliance routine for you. Contact us at +852 2522 2098, email info@hkas.biz or visit www.hkas.biz

HKAS - Accounting, Business Advisory and Taxation Services

Eliminate the Accounting and Tax Compliance Routine

HKAS provides a range of accounting, advisory and taxation services so you can focus on running your business. Our experienced team maintain your books and records using best practice tools to ensure compliance with relevant authorities.

How Does It Work?

HKAS can process your accounting entries, prepare management and statutory reports, arrange for audit services and liaise with the tax department on your behalf so you don't have to.

The services include :

- Set up of computerised accounting systems
- Set up appropriate charts of accounts and financial reports
- Maintenance of books and records
- Preparation of financial statements
- Preparation of management accounts and customised reports
- Preparation of consolidated accounts
- Arrangement of suitable auditors to perform audit services
- Liaison with auditors
- Acting as your Hong Kong tax representative
- Preparation of tax computations
- Filing of tax returns
- Management of queries from the Hong Kong Inland Revenue Department
- Taxation planning advice

Highly Cost-Effective

Depending on the nature of the work we can provide these services on either monthly, quarterly or an annual basis. These services are provided at a very affordable, agreed fee basis giving you full visibility of your costs for the year.

More Information

Find out how our accounting, business advisory and taxation services can manage the compliance routine for you. Contact us at +852 2522 2098, email info@hkas.biz or visit www.hkas.biz

HKAS - Banking, Payment and Business Administration Services

Eliminate the Administration Routine

HKAS provides a range of banking, payment and general business administration services. Our experienced team can open bank accounts, act as authorised representative and generally manage the administration so you can focus on running your business.

How Does It Work?

Our team manages a broad range of functions that include liaising with banks, completing necessary documentation and applications and arranging payments as and when required on behalf of your business.

Just advise us when you require a particular administrative task completed and we take care of the details.

The services include :

- Application and opening of bank accounts
- Application for bank loans and facilities
- Payment arrangement by cheque and/or autopay
- Monitoring of bank account cash flow
- Acting as authorised representative and signatory
- Supporting daily business administrative functions

Highly Cost-Effective

These services are provided by account or per annum giving you full visibility of the administrative costs of running your business for the year.

More Information

Find out how our banking, payment and business administration services can manage the administration routine for you. Contact us at +852 2522 2098, email info@hkas.biz or visit www.hkas.biz

HKAS - Human Resources & Payroll Administration Services

Eliminate the Human Resources and Payroll Routine

HKAS provides a range of human resources and payroll administration services. Our experienced team can set up and administer payroll and MPF systems and liaise with relevant authorities so you can focus on running your business.

How Does It Work?

Our team manages a broad range of functions that include completing necessary documentation, arranging various employee related payments and acting on your behalf as and when required.

The services include :

- Set up of autopay, payroll and MPF systems
- Arrangement of MPF enrolment
- Arrangement of payroll and prepare payslip
- Arrangement of MPF contribution
- Filing of relevant returns to the Hong Kong Inland Revenue Department
- Arrangement of recruitment advertisements and applicant screening

Highly Cost-Effective

These services are provided at very affordable monthly or fixed fee rates depending on the nature of the service. This gives you full visibility into the cost of maintaining your human resources and payroll for the year.

More Information

Find out how our human resources and payroll administration services can manage the administration routine for you. Contact us at +852 2522 2098, email info@hkas.biz or visit www.hkas.biz