



— HONG KONG COMPANY FORMATION

Set up your Hong Kong company, *thoughtfully.*

A complete service for incorporating a Hong Kong private limited company — from name search and registration through to ongoing company secretarial support. Backed by over thirty years of practice in corporate services and tax.

24
HRS**COMPANY INCORPORATION**

From as little as 24 hours for tailor-made; 2–6 days for ready-made — subject to client locality and structural complexity.

**One-
Stop
Full
Service****WHAT'S INCLUDED**

- Name search
- Company secretary
- Accounting & tax
- Bank account opening

- Incorporation
- Registered office
- Audit coordination

8.25%
PROFITS TAX**TWO-TIERED SYSTEM**

First HKD 2M at 8.25% · remainder at 16.5%
Territorial source principle applies

Linkmen Associates Limited

TCSP Licence No. TC009470

Room 3206B, Cable TV Tower, 9 Hoi Shing Road, Tsuen Wan, N.T., Hong Kong
(852) 2743 8815 · info@linkmenhk.com

SERVICE TIERS

Four packages. *One transparent fee.*

Every tier includes the essentials — name search, incorporation and business registration — and adds the operational services you need as you grow. The set-up fee is paid once on incorporation; thereafter, an annual renewal covers the ongoing services from year two.

<div>Package A</div> <div>Essentials</div> <div>HKD 5,000</div> <div>set-up · one-time</div> <div>Annual renewal Not included — pay-as-needed</div> <div> <ul style="list-style-type: none"> ✓ Company name search ✓ Incorporation (incl. govt. fee) ✓ Business Registration * </div>	<div>Package B</div> <div>Standard</div> <div>HKD 7,150</div> <div>set-up · one-time</div> <div>HKD 5,255 / yr From year two, minimum</div> <div> <ul style="list-style-type: none"> ✓ Everything in Package A ✓ Company chops & seal ✓ Green box & statutory records ✓ Company secretary — 1 yr </div>	<div>MOST POPULAR</div> <div>Package C</div> <div>Complete</div> <div>HKD 8,800</div> <div>set-up · one-time</div> <div>HKD 8,255 / yr From year two, minimum</div> <div> <ul style="list-style-type: none"> ✓ Everything in Package B ✓ Designated rep. — 1 yr *** ✓ Sig. Controllers Register — 1 yr *** ✓ Registered office address — 1 yr ✓ Mail handling — 50 items / yr </div>	<div>Package D</div> <div>Complete + Banking</div> <div>HKD 12,150</div> <div>set-up · one-time</div> <div>HKD 8,255 / yr From year two, minimum</div> <div> <ul style="list-style-type: none"> ✓ Everything in Package C ✓ Bank account coordination ** <div>Ideal for overseas e-commerce and international trade setups.</div> </div>
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FOOTNOTES

* Business Registration fee is set by the Hong Kong Government and may be revised on announcement; the price shown reflects the current rate. Disbursements and non-listed government fees are not included. All amounts in Hong Kong Dollars and exclusive of out-of-pocket expenses.

** Bank account opening is subject to the final approval of the respective banking institution. Linkmen provides coordination assistance only and does not guarantee the outcome of any account opening application.

*** Designated representative and Statutory SCR — see p. 4.

OTHER SERVICES

Accounting	By quotation
Audit & tax filing	By quotation

WHAT WE NEED FROM YOU

Required *information & documents.*

To incorporate your company, please provide the following:

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- A** **Certified identification**
Certified true copy of the HKID and/or passport of each director and shareholder, certified by a local lawyer or CPA.
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- B** **Address proof**
A recent address proof for each director and shareholder — a telephone, electricity or water bill, or a bank statement dated within the last three months.
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- C** **Translation**
Any documents not in English or Chinese must be accompanied by a certified translation into English or Chinese.
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- D** **Corporate shareholders**
If a shareholder is a corporate entity, please supply its current Business Registration certificate, Certificate of Good Standing or Certificate of Incumbency, and shareholder register, identifying all ultimate beneficial owners holding a shareholding or voting rights stake of more than 25%.
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- E** **Customer Due Diligence (CDD) & KYC**
Customer Due Diligence (CDD) and KYC verification are conducted in accordance with the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (AMLO, Cap. 615) as a statutory requirement. Clients are required to complete Linkmen's CDD and KYC documentation prior to incorporation.
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PROCESSING TIME

TAILOR-MADE COMPANY

24 hours – 3 working days

READY-MADE COMPANY

2–6 working days

COMPANIES ORDINANCE — KEY REQUIREMENTS

Companies Ordinance — key requirements

- 1 Every private limited company must appoint at least one director, one shareholder, and a company secretary based in Hong Kong.
- 2 A registered office address situated in Hong Kong is required.
- 3 A private limited company must prepare audited financial accounts annually, present them to its shareholders, and submit them to the Inland Revenue Department with its Profits Tax Return. Audited accounts are not filed publicly with the Companies Registry.
- 4 A Designated Representative must be appointed to liaise with law enforcement officers on the Significant Controllers Register.
- 5 A sole director who is also the sole member may nominate a Reserve Director, who must be a natural person aged 18 or above.
- 6 Every company must maintain a Significant Controllers Register (SCR) recording all individuals or legal entities that have significant control over the company. The SCR must be kept at the registered office and be available for inspection by law enforcement officers at all times.

HOW IT WORKS

From order to *incorporation, in seven steps.*

Our process is designed to be as straightforward as possible. Tailor-made companies are typically ready within 24 hours to 3 working days from receipt of complete documents; ready-made companies within 2–6 working days, depending on client locality and structural complexity.

Step

01

Submission

Client submits the completed Order Form and required documents.

Step

02

Due diligence

Linkmen conducts Customer Due Diligence (CDD) and KYC verification in accordance with AMLO (Cap. 615), and reviews all submitted documents.

Step

03

Name search

We check the availability of the proposed name with the Companies Registry.

Step

04

Preparation

Incorporation documents are prepared and presented for signature.

Step

05

Submission to government

Filing with the Companies Registry and Business Registration Office.

Step

06

Certificates issued

The Companies Registry issues the Certificate of Incorporation; the Business Registration Office issues the Business Registration Certificate.

Step

07

Delivery

All documents are delivered to the client. Depending on the package selected, delivery may also include the company's green box, round stamp, signature chop, common seal, statutory records and a welcome pack.

BEYOND INCORPORATION

Accounting & *taxation services.*

ACCOUNTING

Hong Kong law requires every business to maintain accounting records — receipts, expenditures, assets and liabilities — in English or Chinese, kept for at least seven years.

Most Hong Kong businesses are SMEs with limited resources to hire a full-time bookkeeper. Outsourcing this function to us reduces fixed overheads while maintaining professional statutory standards. Beyond bookkeeping, Linkmen assists in coordinating your annual audit — helping you identify a suitable independent statutory auditor and managing the process from end to end.

Our fee is based on transaction volume and complexity. We prepare the general ledger, trial balance, profit and loss statement, balance sheet and supporting schedules. Service is available on a monthly, quarterly or annual basis.

DOCUMENTS WE'LL NEED

Sales	Cash register slips, sales invoices, daily sales record, return notes, delivery notes.
Purchases & expenses	Payment receipts, purchase invoices, petty cash vouchers, and daily payment records.
Bank	Bank statements and cheque stubs with comprehensive payment details.
Assets & liabilities	Property agreements, loan or mortgage statements, and fixed asset records.
Stock / inventory	A year-end stock list detailing item names and current market values.

TAXATION

Hong Kong is widely regarded as having one of the most straightforward and competitive tax regimes in the world. Profits tax applies only to profits arising in or derived from Hong Kong from a trade, profession, or business carried on in Hong Kong.

Under the Companies Ordinance (Cap. 622), private limited companies must prepare annual audited financial statements for their shareholders. While these audited accounts are not filed on the public record with the Companies Registry, they must be submitted privately to the Inland Revenue Department (IRD) alongside the company's annual Profits Tax Return.

Corporate profits tax follows a two-tier system:

Two-Tiered Profits Tax System**8.25%**

First
HKD 2,000,000
of assessable
profits

16.5%

On the remainder
of assessable
profits

This competitive rate, combined with the territorial source principle, makes Hong Kong one of the most tax-efficient jurisdictions for operating a company.

For tailored advice, please contact us at (852) 2743 8815 or info@linkmenhk.com — or chat with us via WhatsApp or WeChat.



— GET IN TOUCH

We'd be glad to *hear from you.*

OFFICE

Linkmen Associates Limited

Room 3206B, Cable TV Tower, 9 Hoi Shing Road, Tsuen Wan, N.T., Hong Kong

TELEPHONE

(852) 2743 8815

MOBILE

+852 6653 1288

EMAIL

info@linkmenhk.com

WEBSITE

www.linkmenhk.com

HOURS

Monday to Friday, 9.30 am -
6.00 pm

CONNECT WITH US



WHATSAPP
+852 6653 1288



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Info-Linkmen