

Focus on your **Business**
Leave the **Formalities** to us
卫信专业服务 助您专注业务



BMS Corporate Services Limited

卫信企业服务有限公司

About BMS 关于卫信

BMS Corporate Services Limited

with 30 years of professional experience, provides a wide range of corporate services for both private and listed companies, including company secretarial, internal control review, accounting & bookkeeping and trade administration services.

Focus on your **Business**
Leave the **Formalities** to us
卫信专业服务 助您专注业务

卫信企业服务有限公司，以 30 年的专业经验，为私人及上市公司提供一系列企业服务，包括公司秘书、内部监控检阅、会计及贸易管理服务。



Services 服务

Company Secretarial

BMS helps your business comply with the host of tedious rules and regulations so you can focus your time and energy on expanding your business. BMS offers...

- company formation
- company secretary
- registered office
- nominee services
- company liquidation
- annual and ongoing compliance for private and listed companies (including directors' training on duties, roles and functions)

公司秘书

卫信助你的企业妥善遵循各项繁琐法规，让你能把时间和精力专注于业务扩展上。卫信提供：

- 成立公司
- 公司秘书
- 注册办事处
- 代名服务
- 公司清盘
- 私人及上市公司之法规遵循（包括关于董事责任、角色与职能之培训）

Trade Administration

BMS's trade services spare you the trouble of having to find a trustworthy staff and keep up with the employment laws in Hong Kong. BMS offers...

- payment processing
- payroll administration
- Employer's Return compliance
- Mandatory Provident Fund compliance
- letter of credit application
- work visa application

贸易管理

卫信的贸易服务，让你免受找不到可靠员工，及跟不上香港雇佣法规等烦恼。卫信提供：

- 付款管理
- 支薪管理
- 雇主报税
- 强积金供款
- 信用证申请
- 工作签证申请

Services 服务

Accounting & Bookkeeping

BMS's accounting service saves you the high costs of hiring a full time accountant and maintaining an office in Hong Kong. BMS offers...

- computerized bookkeeping
- monthly, quarterly or yearly financial statements

Internal Control Review

BMS Risk Advisory Services Limited* reviews the effectiveness of your business's internal controls in the areas of finance, operations and compliance. BMS offers...

- risk identification and assessment
- development of risk management strategies

* a wholly owned subsidiary of BMS Corporate Services Limited

会计及簿记

卫信的会计服务，让你节省在香港聘请全职会计员及开设办事处的高昂开支。卫信提供：

- 电脑系统入账
- 月结、季结或年结财务报表

内部监控检阅

卫信风险咨询服务有限公司* 在财务、营运和法规遵循方面，为你检阅企业内部监控的有效性。卫信提供：

- 风险识别及评估
- 风险管理策略

* 卫信企业服务有限公司的全资附属公司

BMS Professional Team 卫信专业团队

Qualified, Experienced

With a qualified, experienced team of professionals, BMS strives to tailor every solution to your specific needs.

BMS has been accredited by the HKICPA as an **Authorized Employer** to support the training of future accountants.



Contribution to Community

BMS encourages its staff to maintain a good balance between work and life; also, its volunteer team keenly participates in various social services to support the community in Hong Kong.

合资格、富经验

卫信合资格、富经验的专业团队，将致力为你度身订造最切合你独特需要的方案。

卫信已被香港会计师公会任命为**认可雇主**，以支持对未来会计师的培训。



贡献社群

卫信鼓励员工保持工作与生活间之平衡；此外，卫信义工队亦热心参与各类社会服务，支援香港社群。



BMS Corporate Services Limited 卫信企业服务有限公司

11A, Yue On Commercial Building,
385-387 Lockhart Road, Wan Chai, Hong Kong SAR

Correspondence Address:

31/F, Gloucester Tower, The Landmark,
11 Pedder Street, Central, Hong Kong SAR
Tel: +(852) 2810 6818 Fax: +(852) 2526 7572
Email: bms@bmshk.com.hk Website: www.bmshk.com.hk

香港湾仔骆克道385-387号裕安商业大厦11楼A室

通讯地址：香港中环毕打街11号置地广场告罗士打大厦31字楼
电话：+(852) 2810 6818 传真：+(852) 2526 7572
电邮： bms@bmshk.com.hk 网址： www.bmshk.com.hk