CTBD GROUP

2026
COMPANY
BROCHURE

One-Stop Business Services | Across Multiple Sectors

全城商業躍動有限公司

City Business Dynamic Company Limited

FIND US!

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關於我們 About us

全城商業躍動有限公司於2015年成立, 為香港持牌信託或公司服務提供者, 辦事處設於東九龍商業樞紐 - 牛頭角。由具備深厚會計及公司秘書背景的團隊帶領, 專注提供一站式的企業服務。

我們的服務範疇涵蓋香港、英國及各類熱門離岸公司的註冊, 並提供法定秘書、商業地址、會計理帳、稅務申報及審計安排等全面支援。

我們沿途每一步都與客戶結伴同行, 確保企業在嚴格合規的基礎上, 實現穩健營運與持續增長。

City Business Dynamic Company Limited, established in 2015, is a licensed Trust or Company Service Provider based in the East Kowloon commercial hub of Ngau Tau Kok.

Led by a team with extensive backgrounds in accounting and corporate secretarial services, the firm specializes in one-stop corporate solutions.

Our service scope encompasses the incorporation of Hong Kong, UK and popular offshore companies, alongside statutory secretarial services, business address, bookkeeping, tax filing, and audit arrangements.

We partner with clients every step of the way, ensuring steady operations and sustainable growth under strict compliance.

集團公司簡介 Introduction to Group Companies

人力資源服務
Human Resources Services

香港公司服務
Hong Kong Company Services

生意買賣平台
Business Sale & Acquisition Platform

香港公司服務
Hong Kong Company Services

英國公司服務
UK Company Services

會計師事務所
Accounting Firm / CPA Firm

我們的服務 Our Services

- Company Trading Services
- Company Secretary Services
- Corporate Governance Services
- Accounting Services
- Business Advisory Services
- Tax Services
- UK Corporate Services
- Audit Services
- Business Centre
- Payroll Services
- Recruitment Services

公司秘書服務
Company Secretary

- 成立香港及海外公司(如英國、新加坡、開曼群島、BVI、塞舌爾等)
- 提供註冊地址
- 協助開立銀行帳戶
- 處理法定周年申報表
- 更新成員、董事及重要控制人登記冊
- 處理股權、董事及秘書變更事宜
- 提供文件核證副本(CTC)服務
- 安排文件公證服務

- Establishing Hong Kong and overseas companies (e.g. UK, Singapore, Cayman Islands, BVI, Seychelles)
- Providing a registered office address
- Assisting in setting up bank accounts
- Processing statutory annual returns
- Updating the registers of members, directors, and significant controllers
- Dealing with changes in equity, directors, and secretaries
- Certifying true copies of documents
- Arranging notarisation services

虛擬辦公室服務
Virtual Office Services

- 設立虛擬辦公室
- 提供商業地址，包括註冊營業地址及通訊地址
- 處理郵件，包括代收信件及包裹
- 提供專屬電話號碼並透過電郵接收傳真
- 提供個人化專人接聽電話服務
- 安排會議室服務
- 提供專為滿足您業務需求而設的個人化秘書服務
- 提供公共設施使用權，包括多功能彩色打印機、租用電腦及 LCD 演示設備

- Setting up virtual offices
- Providing business addresses, including registered business and correspondence addresses
- Handling mail, including received mail and packages
- Providing dedicated telephone numbers and receiving faxes through email
- Offering personalized receptionist services to answer your calls
- Arranging conference room services
- Delivering personalized secretarial services dedicated to your business needs
- Providing access to public facilities, including multi-functional color printers, leased computers, and LCD presentation equipment

會計服務
Accounting Services

- 處理日常記帳
- 核實證明文件
- 編製會計及財務報表
- 遵循適用會計準則進行財務匯報
- 呈交證監會(SFC)持牌法團之財政資源規則(FRR)申報表
- 協助實施妥善的預算控制
- 審閱財務數據並提供管理分析建議
- 準備財務資料以供呈交予銀行、金融機構、入境處及潛在投資者

- Handling bookkeeping
- Verifying supporting documents
- Preparing accounting and financial statements
- Reporting in accordance with applicable accounting standards
- Presenting Financial Resource Returns (FRR) for SFC licensed corporations
- Assisting with proper budgetary control
- Reviewing and advising on financial data for management analysis
- Preparing financial information for presentation to bankers, financial institutions, immigration, and potential investors

04 稅務服務
Tax Services

- 編製利得稅計算表，並為企業及個人客戶申報報稅表
- 提供利得稅、薪俸稅及印花稅之稅務規劃
- 提供轉讓定價規則諮詢
- 處理國別報告（CbCR）提交通知
- 準備主體檔案與本地檔案（Master file & Local file）
- 申請香港稅務居民身分證明書（"CoR"）
- 進行稅務規劃與轉讓定價安排
- 代表企業及個人客戶，處理稅務局（IRD）的稅務調查及實地核稅案件

- Preparing Profits Tax computations and filing Tax Returns for corporate and individual clients
- Providing Profits Tax, Salaries Tax, and Stamp Duty planning
- Advising on Transfer Pricing rules
- Handling Country-by-Country Reporting (CbCR) notifications
- Preparing Master files and Local files
- Applying for the Certificate of Resident Status ("CoR")
- Conducting tax planning and transfer pricing
- Representing corporate and individual clients to deal with the Inland Revenue Department (IRD) on tax investigation and field audit cases

審計服務
Audit Services

- 進行私人及擔保公司之法定審計
- 執行證監會(SFC)持牌法團之年度審計
- 執行有限合夥基金(LPF)及開放式基金型公司(OFC)之年度審計
- 進行企業併購(M&A)之盡職調查
- 處理特別審計業務
- 審閱歷史財務報表(根據 HKSRE 2400)
- 編製編譯報告(根據 HKSRS 4410)
- 簽發協議程序報告(根據 HKSRS 4400),涵蓋:
  - 營業額證明(店舖銷售證明)
  - 新資本投資者入境計劃(CIES)之淨資產與投資要求驗證
- 提供科技券(TVP)及 BUD 專項基金之審計報告

- Conducting statutory audits for private and guarantee companies
- Performing annual audits for SFC licensed corporations
- Performing annual audits for Limited Partnership Funds (LPF) and Open-ended Fund Companies ("OFC")
- Conducting due diligence for Mergers and Acquisitions
- Handling special audit engagements
- Reviewing historical financial statements (under HKSRE 2400)
- Preparing compilation reports (under HKSRS 4410)
- Issuing Agreed-upon Procedures Reports (under HKSRS 4400), including:
  - Turnover Certification (Sales certification for shops)
  - Net Asset Requirement and Investment Requirement of the New Capital Investment Entrant Scheme (CIES)
- Providing auditors' reports for TVP and BUD Fund

企業管治服務
Corporate Governance Services

- 進行內部控制審查
- 外包內部審計職能
- 編製環境、社會及管治(ESG)報告
- 設計及開發 ESG 框架
- 制定風險評估政策與程序
- 審閱上市規則合規情況
- 審閱證監會(SFC)規則合規情況
- 執行財務盡職調查

- Conducting internal control reviews
- Outsourcing internal audit functions
- Preparing Environmental, Social and Governance (ESG) Reports
- Designing and developing ESG frameworks
- Establishing risk assessment policies and procedures
- Reviewing listing rule compliance
- Reviewing SFC rule compliance
- Performing financial due diligence

商業諮詢服務
Business Advisory Services

- 提供商業諮詢
- 策劃企業重組安排
- 支援企業併購(M&A)事宜
- 翻譯商業文件
- 協助牌照申請及上市事宜
- 提供首次公開發售(IPO)諮詢
- 協助申請政府補助與資金
- 協助申請中小企融資擔保計劃下之貸款

- Providing business consulting
- Advising on corporate restructuring
- Supporting mergers and acquisitions (M&A)
- Translating business documents
- Providing licensing and listing support
- Advising on Initial Public Offerings (IPO)
- Assisting with government grant and funding applications
- Assisting with loan applications under the SME Financing Guarantee Scheme

英國公司服務
UK Corporate Services

- 設立全新英國公司
- 提供註冊辦事處地址
- 提供英國公司秘書服務
- 處理稅務合規事宜並向英國稅務局（HMRC）提交報稅表
- 處理增值稅（VAT）註冊及合規事宜
- 管理薪酬結算服務
- 提交周年申報表及帳目至英國公司註冊處（Companies House）
- 編製財務報告及帳目

- Setting up new UK companies
- Providing registered office addresses
- Providing UK company secretarial services
- Managing tax compliance and submitting tax returns to HMRC
- Handling VAT registration and compliance
- Managing payroll services
- Filing annual returns and accounts to Companies House
- Preparing financial reporting and accounts

專業招聘服務
Recruitment Services

- 搜尋龐大人才庫與物色合適候選人
- 進行技術篩選
- 安排首輪面試
- 執行應徵者背景審查
- 安排能力測試
- 協調薪酬談判與聘用合約細節

- Sourcing candidates through extensive talent networks
- Conducting technical screening
- Arranging first-round interviews
- Performing candidate background checks
- Administering aptitude tests
- Managing salary negotiations and offer placements

薪酬及人力資源服務
Payroll & HR Services

- 管理全面薪酬外判服務
- 處理每月薪資計算及銀行自動轉帳出糧(Autopay)
- 處理積金易平台行政事宜及每月供款
- 提供人力資源及薪酬諮詢服務
- 編製及申報僱主報稅表(如 IR56B、IR56E、IR56F、IR56G)
- 管理僱員假期、考勤紀錄及人事檔案
- 協助代辦工作簽證
- 確保人事營運嚴格遵守香港《僱傭條例》及相關法定要求

- Managing comprehensive payroll outsourcing services
- Processing monthly payroll calculations and bank autopay arrangements
- Handling eMPF platform administration and monthly contribution
- Providing HR and remuneration advisory services
- Preparing and filing employer's tax returns (e.g., IR56B, IR56E, IR56F, IR56G)
- Administering employee leave, attendance, and personnel records
- Assisting with work visa applications
- Ensuring strict compliance with the Employment Ordinance and related statutory requirements

生意買賣顧問
Business Trading Consultation

- 進行生意估值與財務評估
- 物色潛在買賣雙方並透過龐大網絡進行精準配對
- 提供企業收購與出售之策略諮詢
- 執行財務與營運盡職調查（Due Diligence）
- 協助準備及處理買賣協議（SPA）等交易文件
- 處理股份轉讓、擁有權變更及印花稅（Stamp Duty）打釐印手續

- Conducting business valuations and financial appraisals
- Sourcing potential buyers and sellers through an extensive business network
- Providing strategic advisory on business acquisitions and disposals
- Performing financial and operational due diligence
- Assisting with the preparation of Sale and Purchase Agreements (SPA)
- Handling the transfer of shares, ownership, and stamp duty stamping