盈大會計有限公司
**PROFIT ACCOUNTING CO LTD.**
*Your Reliable Accountant*

9th Floor, Amtel Building
148 Des Voeux Road Central, Central, Hong Kong
香港中環德輔道中 148 號安泰大廈 9 樓
Tel: (852) 2854 1988 Fax: (852) 2854 1788
Email: info@profitaccounting.hk
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*(Sep 2026)*

# Hong Kong Limited Company Registration Application Form
# 香港有限公司註冊申請表格

*(Please write in block letters)*

## 1. Applicant's Information 申請人聯絡資料

| | | | |
|---|---|---|---|
| * Contact Person 聯絡人姓名 | | * Contact No. 聯絡電話 | |
| * Email Address 電郵地址 | | | |

* *Mandatory fields 必須填寫*
* *If applicant not a company director/shareholder, please provide a valid identification document and company authorization letter.*
*若申請人並非公司董事或股東，請提供身份證明文件及公司授權書。*

## 2. Incorporation Method 成立方法

| | | |
|---|---|---|
| Type 種類 | ☐ Brand-new Company 全新公司 | Plan 套餐 |
| | ☐ Same day formation Service 即日成立服務<br>***Note: Our agent acting as 1st member & 1st director of the company***<br>***註：本公司代理擔任 貴公司創辦成員及首任董事*** | ☐ A ☐ B ☐ C ☐ D ☐ E |
| | ☐ Shelf Company 現成公司 | ☐ F ☐ G ☐ H ☐ I |

## 3. Proposed company name(s) 擬用公司名稱

| | | |
|---|---|---|
| First Choice 第一選擇 | English Name 英文名稱 | Limited |
| | Chinese Name 中文名稱 | 有限公司 |
| Second Choice 第二選擇 | English Name 英文名稱 | Limited |
| | Chinese Name 中文名稱 | 有限公司 |

## 4. Issued and Paid-Up Capital 發行及繳付股本

| | |
|---|---|
| ☐ 10,000 shares with a par value of HK$1.00 per share<br>10,000 股股票，每股面值 1.00 港元 | ☐ shares with a par value of HK$ per share<br>股股票，每股面值 港元 |

## 5. Nature of Business 業務性質

| | | | | |
|---|---|---|---|---|
| ☐ Investment holding 投資控股 | Type 類型 | ☐ Company share(s) 公司股票 | ☐ Property(ies) 資產 | ☐ Vehicle(s) 車輛 |
| | | ☐ Other, please specify: 其他，請註明： | | |
| | Location of investment 投資地點 | | Nature of business of investee 被投資公司業務性質 | |
| | Name of investee 被投資公司名稱 | | | |

| | | | |
|---|---|---|---|
| ☐ Services 服務<br>☐ Trading 貿易<br>☐ Manufacturing 生產<br>☐ Other 其他 | Describe type of services / products:<br>服務 / 產品類型的描述： | | |
| | Trading / Service Countries:<br>貿易 / 服務國家： | ☐ Hong Kong 香港 | ☐ Other, please specify:<br>其他，請註明： |

## 6. Place of Business Operation 公司業務營運地

| | | |
|---|---|---|
| ☐ Hong Kong 香港 | ☐ China 中國 | ☐ Other, please specify:<br>其他，請註明： |

## 7. Registration Office Address 公司註冊地址

☐ I'd like to use PROFIT ACCOUNTING's address as our registered office address.
本人欲使用盈大會計的公司地址為註冊地址。
9th Floor, Amtel Building,148 Des Voeux Road Central, Central, Hong Kong
香港中環德輔道中 148 號安泰大廈 9 樓

☐ I'd like to use our own registered office address. Please specify:
本人欲使用以下地址為註冊地址。請在下方註明：

## 8. Information of Company Secretary 公司秘書資料

☐ I'd like to appoint PROFIT ACCOUNTING CO. LTD. as Company Secretary. 本人欲委任盈大會計有限公司為公司秘書。

☐ I'd like to appoint the following person / corporation as Company Secretary. 本人欲委任下列人士 / 法人團體為公司秘書。

| | | | |
|---|---|---|---|
| Surname 姓氏 | | Given Name 名稱 | |
| Chinese Name<br>中文姓名 | | HKID No.<br>香港身分證號碼 | |
| Corporate Name<br>法人團體名稱 | | TCSP No.<br>信託或公司服務持牌人編號 | |
| Residential / Correspondence Address<br>住址 / 通訊地址 | | | |

## 9. Information of Shareholder(s), Director(s) & Ultimate beneficial owner(s)
## 股東，董事及公司實質擁有人資料

| **1st applicant details**<br>**第一位申請人資料** | ☐ Shareholder 股東 | ☐ Director 董事 | ☐ Significant Controller<br>公司重要控制人 | ☐ Ultimate beneficial owner<br>公司實質擁有人 |
|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Surname 姓氏 | | | Given Name 名稱 | | |
| Chinese Name<br>中文姓名 | | | HKID No. / Passport No.<br>香港身分證號碼 / 護照號碼 | | |
| Corporate Name<br>法人團體名稱 | | | Registration No.<br>註冊編號 | | |
| Occupation<br>職業 | | Place of birth / incorporation<br>出生地 / 公司註冊地 | | No. of shares held<br>持有股份數量 | |
| Residential / Registered Office Address<br>住址 / 公司註冊地址 | | | | | |
| Correspondence Address<br>(For public inspection)<br>通訊地址 (供公眾查閱) | ☐ Same as Company's Registered Office Address 與公司註冊地址相同<br>☐ For other address, please specify: 如使用其他地址, 請在下方註明： | | | | |

### Source of Fund and Source of Wealth 資金及財富來源

| | | | |
|---|---|---|---|
| ☐ Savings<br>儲蓄 | ☐ Employment Income<br>僱員收入 | ☐ Business Profit<br>業務收入 | ☐ Other, please specify:<br>其他，請註明： |

| **2nd applicant details**<br>**第二位申請人資料** | ☐ Shareholder 股東 | ☐ Director 董事 | ☐ Significant Controller<br>公司重要控制人 | ☐ Ultimate beneficial owner<br>公司實質擁有人 |
|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Surname 姓氏 | | | Given Name 名稱 | | |
| Chinese Name<br>中文姓名 | | | HKID No. / Passport No.<br>香港身分證號碼 / 護照號碼 | | |
| Corporate Name<br>法人團體名稱 | | | Registration No.<br>註冊編號 | | |
| Occupation<br>職業 | | Place of birth / incorporation<br>出生地 / 公司註冊地 | | No. of shares held<br>持有股份數量 | |
| Residential / Registered Office Address<br>住址 / 公司註冊地址 | | | | | |
| Correspondence Address<br>(For public inspection)<br>通訊地址 (供公眾查閱) | ☐ Same as Company's Registered Office Address 與公司註冊地址相同<br>☐ For other address, please specify: 如使用其他地址, 請在下方註明： | | | | |

### Source of Fund and Source of Wealth 資金及財富來源

| | | | |
|---|---|---|---|
| ☐ Savings<br>儲蓄 | ☐ Employment Income<br>僱員收入 | ☐ Business Profit<br>業務收入 | ☐ Other, please specify:<br>其他，請註明： |

For additional applicant(s), please duplicate this page. There will be an additional compliance fee.
如有更多申請人，請重複填寫本頁。每新增一名申請人，我們將收取額外合規費用。

## 10. Information of Designated Representative 「指定代表」資料

☐ I'd like to appoint PROFIT ACCOUNTING CO. LTD. as Designated Representative and use its registered office for custody of our Significant Controllers Register.
本人欲委任盈大會計有限公司為「指定代表」並在其辦事處地址存放本公司的「重要控制人登記冊」。

☐ I'd like to appoint the following person / corporation as Designated Representative.
本人欲委任下列人士 / 法人團體為「指定代表」並在其指明地址存放本公司的「重要控制人登記冊」。

| | | | |
|---|---|---|---|
| Surname 姓氏 | | Given Name 名稱 | |
| Chinese Name<br>中文姓名 | | HKID No.<br>香港身分證號碼 | |
| Corporate Name<br>法人團體名稱 | | TCSP No.<br>信託或公司服務持牌人編號 | |
| HK Contact No.<br>香港聯絡電話 | (+852) | HK Fax No.<br>香港傳真號碼 | (+852) |
| HK Correspondence Address<br>香港通訊地址 | | | |
| HK Location of Significant Controllers Register<br>「重要控制人登記冊」香港存放地址 | | | |

## 11. Mail Forwarding Deposit *(Applicable to Plan D, E, H & I only)*
## 郵件轉寄按金 *(只適用於套餐 D, E, H & I)*

| | | | | |
|---|---|---|---|---|
| ☐ Not required 不需要 | ☐ HK$100 | ☐ HK$200 | ☐ HK$300 | ☐ HK$500 |

## 12. Company documents and Greenbox collection / Delivery
## 公司文件和綠盒領取方式

| | |
|---|---|
| ☐ Collect at Central office<br>在中環辦事處領取 | ☐ Courier to the following address, please specify:<br>快遞到以下地址，請註明： |

## 13. How do you know our company? 閣下透過以下哪種途徑得知本公司？

| | | |
|---|---|---|
| ☐ Referral 朋友轉介 | ☐ Internet 互聯網 | ☐ Existing client 現有客戶 |

## 14. Source of fund for this transaction 此次交易的資金來源

| | | | |
|---|---|---|---|
| ☐ Savings<br>儲蓄 | ☐ Employment Income<br>僱員收入 | ☐ Business Profit<br>業務收入 | ☐ Other, please specify:<br>其他，請註明： |

## 15. Corporate Bank Account Opening (Referral) 公司銀行戶口設立 (轉介服務)

| | | |
|---|---|---|
| ☐ HSBC 匯豐銀行 | ☐ China CITIC Bank 中信銀行 | ☐ Airwallex 空中雲匯 |

## 16. Payment Method 付款方式

| | | | |
|---|---|---|---|
| ☐ Credit Card (Visa/Master)<br>信用卡 | ☐ AliPay<br>支付寶 | ☐ Bank Transfer / Cheque<br>銀行轉帳 / 支票 | ☐ Cash<br>現金 |

I permit all information to be released for completing the registration. I understand that the formal company incorporation documents will be taken as a record in the government search record and I understand the administration of Limited Company Registration do not relate to PROFIT ACCOUNTING CO. LTD.. I also accept that the payment for this service is non-refundable under any circumstances.
本人同意以上資料作為申請有限公司之用途，並知悉正式公司註冊文件會作政府紀錄及查冊之用，亦明白有限公司之審核過程與盈大會計有限公司無關，本人明白及接受在任何情況下，已繳交的款項是不可退回。

I understand that according to the "Companies (Amendment) Ordinance 2018", if any person knowingly or recklessly makes a statement which is misleading, false or deceptive in any material particular in the Significant Controllers Register, it is a criminal offence in Hong Kong.
本人明白根據《 2018 年公司 (修訂) 條例 》，任何人如在重要控制人登記冊中，明知或罔顧實情地作出一項在任何要項上具誤導性、虛假或具欺騙性的陳述屬香港刑事罪行。

I certify that all the above information is true and correct.
本人確認以上資料均正確無誤。

I have read, understood, and agreed to PROFIT ACCOUNTING CO. LTD.'s Terms & Conditions. (See P.4-P.6)
本人已閱讀並明白及同意盈大會計有限公司之條款及細則。( 見第 4 至 6 頁 )

Signature 簽署 _____ Date 日期 _____

| For internal use only | | | |
|---|---|---|---|
| ☐ HKID / Passport | ☐ Address proof | ☐ Verification by VP / VC / VS / EX | ☐ ML / TF Risk: L / M / H |

## 服務合約 Service Terms and Condition

**一般條款 Main terms**

1. 本合約由盈大會計有限公司（服務供應商）提供，並由申請服務的公司（客戶）同意，雙方共同履行合約內所載的條款及細則。
This agreement is offered by Profit Accounting Company Limited (Service provider) and accepted by the applicant of service (Client), both executing those terms and conditions stated in this agreement.

2. 客戶知悉並同意在本合約中沒有賦予客戶佔用或使用任何服務供應商的電話號碼、傳真號碼、辦公室、設備或設施的權力。
The Client understands and agrees that they will have no right to occupy and access any part of the premises and any equipment, facilities, telephone number or Fax number within the premises of the Service Provider under this agreement.

3. 客戶知悉並同意每個服務只包括服務一個公司名稱或法團名稱，以及一個業務名稱。在未經服務供應商認可情況下，客戶不能在服務生效期以外以其他未向服務供應商登記的公司或用戶的名義，公開或使用其提供的地址。服務供應商保留因上述情況而引致損失的追究權利。
The Client agrees and acknowledges that each account can register only one company name or corporation name and one business name. The Client shall not publish or use the provided address without the prior authorization from the Service Provider, outside service period, or on behalf of a company or user not registered with the Service Provider. The Service Provider reserves all rights for claiming against all losses and expenses incurred.

4. 在服務生效期以外，或任何未經認可的情況下，服務供應商有權拒絕收取客戶的郵件、包裹或任何物件，並且不會通知以上各種項目的傳送。在服務終止的 30 天後，客戶遺下的任何郵件、包裹和物件，服務供應商有權代為處理。
Outside service period without the prior authorization, the Service Provider will not handle and will reject all mails, parcels or any other objects sent to the Client. The Service Provider is not responsible to notify the Client of such delivery. 30 days after the termination of service, any mails, parcels or any other objects sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its absolute discretion.

5. 就以下情況，服務供應商有權終止服務而不作任何通知；同時亦無須為停止提供服務，而負上法律責任或承擔任何被索償的後果。
Under the following circumstances, the Service Provider reserves all rights to terminate services without any prior notice. The Service Provider shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing services.

5.1 客戶未能按時繳交費用，包括服務費、手續費或轉寄郵件費用；或未能及時更新商業登記；
The Client has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time.

5.2 客戶涉嫌進行或涉及任何非法、違例或詐騙活動；
In suspicion of the Client is involving or carrying out a fraud and any illegal or improper activities.

5.3 如有騷擾性來電或上門滋擾 (包括但不限於恐嚇、粗言穢語、債務、不停重覆來電等)，服務供應商有權終止服務，而不作另行通知。
If there are nuisance calls or harassment at our office (including but not limited to intimidation, abusive language, debt, repeated calls etc.), service provider could suspend service for client.

5.4 客戶涉嫌在未經服務供應商許可下，把服務轉移或分配至任何第三者使用。
In suspicion of the Client is transferring or assigning any or part of the services to any other parties, without the prior authorization from the Service Provider.

6. 客戶知悉並同意服務供應商會不定期修訂「服務細則」及「服務收費」，而「服務細則」及「服務收費」會以服務供應商在網頁 www.profitaccounting.hk 的最新公佈為準。
The Client understands and agrees that the “service details” and “Fee Schedule” will be updated irregularly. The latest “service details” and “Fee Schedule” will be shown on the website of the Service Provider www.profitaccounting.hk.

7. 如有任何爭議，服務供應商將保留最終決定權。
Should any disputes arise, the decision of the Service Provider shall be final.

**責任範圍 Limitation of liability**

8. 客人已知悉因語言、文字或電子通訊的限制，如因服務受阻、延誤或中斷、或任何錯漏，服務供應商的責任只限於其服務受影響的時段的服務費，服務供應商不會因上述原因而負上其他責任。客戶亦同意不會因直接或間接損失(包括業務及收益之損失)而提出索償。
The Client acknowledges that due to the imperfect nature of verbal, written and electronic communications, the Service Provider is not responsible for any failure to render any service, any error or omission, or any delay or interruption of any service, the sole obligation is limited to the service charges during the affected period. The Client agrees to waive and agrees not to make any claim for damages, direct or consequential, including with respect to lost business or profits.

**合約期及終止服務 Contract period and termination of service**

9. 服務供應商將透過電子郵件向客戶發送年度費用賬單。如果服務期結束後客戶未收到年度費用賬單，客戶應聯絡服務供應商。
Service provider will send annual fee note to client by email. If the client does not receive annual fee note after the service period, client should contact the service provider.

10. 首合約期為服務生效日期起至已繳付的服務周期完結為止。其後合約期會按照客戶繳付的服務費而延續，一旦付款確認，服務將會被延續，並不獲退款，而本合約之內容亦會於新延續的合約期內適用。
The first contract period will be the period started from the date of service commenced to the last date of the period covered within the first payment. The contract period will be extended according to the period covered of each payment of the Client afterward. Once payment is confirmed, the service will be extended and no refund will be given, also the content of this agreement will be applicable within the extended contract period.

11. 客戶在服務生效期以外，使用服務供應商的地址，服務供應商有權向客戶收費使用期間的費用。
If the client uses the service provider's address outside the service period, the service provider has the right to charge the client according to the usage period.

**關於服務及付款 About service and payment**

12. 香港法例規定公司服務提供者須向客戶進行「盡職審查」，如客戶因任何原因未能於服務供應商要求之時間內完成及通過「盡職審查」，或出自政府或執法機構之要求，服務供應商有權中止服務。According to Hong Kong Law, company business service provider need to conduct "Customer Due Diligence" (CDD). If client failed to complete or pass CDD within certain period for any reasons, or service provider receive requirement from government or law enforce department, service provider have the right to terminate the service.

13. 客戶應於賬單上列明的到期日前繳交有關款項，否則服務供應商有權終止其服務而不作另行通知。同時客戶有責任於到期日前確保已繳交之費用已由服務供應商收取並確認。 如客戶在服務期完結日仍未收到年費賬單，客戶有責任聯絡本公司。
The Client shall pay the fees before the due date specified on the relevant invoices, or the Service Provider has the right to suspend the services to the Client. The Client has the responsibility to make sure that their payments are received and identified by the Service Provider before the due date specified on the relevant invoices. If client has not received the annual fee note by the end of the service period, the client is responsible for contacting the service provider.

14. 客戶有責任向服務供應商提供及更新客戶的公司資料及用戶資料，包括但不限於公司股東、董事、重要控制人、公司秘書等資料。客戶如需更改以上資料、服務指令，需以電郵形式通知服務供應商，及繳付相關費用 (如有)。
Client undertakes the responsibility to provide and update the company information and user information to service provider including but not limited to shareholders, directors, significant controller, company secretary information. If the Client requires making any amendments for above information, service instructions, a written email notice should be given to the Service Provider to the amendment take place and related service fees will apply if there is any.

**服務細則 Service Details**

1. 收取郵件及包裹 Mail Handing Services

1.1 每當收信或收件後，服務供應商會以電郵通知客戶。如客戶更改聯絡電郵地址，客戶有責任通知服務供應商。
Whenever a letter or package is received, the service provider will notify the client by email. If client changes their contact email address, the client is responsible for notifying the service provider.

1.2 客戶使用收取郵件及包裹服務時，來信或來件上必須寫有客戶公司名稱，否則服務供應商有權拒絕接收。
Company name of Client should be marked clearly on each incoming letter and parcels. Otherwise, service provider reserves the rights to refuse receiving the letter and parcels.

1.3 全部郵件及包裹的總體積總和不可超過 90cm。服務供應商有權在客人存放量達到總體積後拒收任何郵件及包裹。
Total dimension of Mails or Parcels shall not exceed 90cm. The Service Provider reserves rights to refuse receiving further mails and parcels when the total volume exceeds the prescribed size.

1.4 服務供應商有權拒絕接收認為危險或非法的物件。客戶亦不可利用服務供應商的服務接收任何危險品、易燃品、違禁品或非法物件。
The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for client which judged by service provider. Client could not use the service to receive dangerous, flammable, contraband or illegal items.

1.5 若客戶暫存的物件基於任何原因被盜、遺失或損毀，服務供應商不須為此而負上任何責任。
The Service Provider shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.

1.6 文件以外 (包括但不限於：食品、飲品等) 的包裹不會代收。
Packages other than documents (including but not limited to food, beverages, etc.) will not be received on behalf of your company.

2. 轉寄郵件服務 Mail Forwarding Services

2.1 若客戶需要轉寄郵件，客戶需每次以電郵形式通知服務供應商。
If mail forwarding services is required, the client should notice the Service Provider by email every time.

2.2 客戶每次使用轉寄服務都需繳付 HK$20 手續費及相關郵費。
HK$20 handling charges and relevant postage costs are required for each mail forwarding services.

2.3 服務供應商不需為轉寄郵件而引致的延誤、損失、被竊、被破壞或任何災害，而作出任何賠償及負上任何責任。
The Service Provider shall not be liable for any delay, losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.

2.4 轉寄服務不包括：銀行提款咭、銀行信用卡、銀行戶口保安編碼器、郵遞公司禁忌的物品和需要報關的物品。
Forwarding services do not include: bank debit card, bank credit card, bank account security device, items prohibited by the postal company and items requiring customs declaration.

3. 辦公時間 Office Hours

3.1 服務供應商辦公時間如下：

星期一至星期五 : 9am – 1pm & 2pm – 6pm
星期六、星期日及公眾假期 : 休息

The office hour of the Service Provider is as follow:

Monday to Friday : 9am-1pm & 2pm-6pm
Saturday, Sunday and Public Holiday : Closed

3.2 服務供應商之服務或會因惡劣天氣而受阻，如香港天文台發出或宣佈將於未來兩小時內發出8號或以上熱帶氣旋警告 或 黑色暴雨警告訊號的情況下，服務將會暫停而不作事前通知。服務將會在以上訊號取消後兩小時內恢復。如有關訊號於下午兩時後除下，當日服務會暫停。
The services may be affected by severe weather. Services will be suspended without prior notice during Tropical Cyclone Warning Signal No. 8 or above, Black Rainstorm Warning or above signals will be issued within two hours by Hong Kong Observatory. Services will be resumed within 2 hours after the cancellation of above warning. If the signals cancelled after 14:00, the service will be suspended whole day.

3.3 服務供應商保留權利在節日或特殊情況下更改辦公時間，如有更改會貼出告示通知客戶。
Service Provider reserves the rights to change the office hour during festivals or special circumstances. Service Provider will place notification for the changes.