



# HONG KONG: PRE-INCORPORATION CHECKLIST

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**Are you registering a company yourself? Save yourself the hassle and use this checklist to get everything together before you file.**

This pre-incorporation checklist for private companies limited by shares in Hong Kong ensures that you will not forget any crucial information for incorporation, helping you avoid the most common oversights while incorporating your company with the Companies Registry.

## ☐ **Proposed company name**

The company name can be either in English or Chinese or in both English and Chinese. However, the company name cannot be in a combination of English and Chinese characters.

The English company name must end with the word "Limited," and the Chinese company name must end with the corresponding word 'Limited' in Chinese.

Sleek can conduct name searches at the Registry to ascertain whether the proposed company name is available for registration.

## ☐ **Proposed business nature**

Select the company's proposed business nature from the [List of Code and Description of Business Nature](#) provided by the Companies Registry.

## ☐ **Director details**

Hong Kong requires at least one individual director of any nationality or residency. Anyone aged 18 and above may be appointed as company director in Hong Kong. Ensure you have the following details:

- Full name
- Residential address (P.O. Box is not allowed)
- HKID card number or passport number and issuing country (if the director has an HKID card, HKID card number should be provided.)

## Shareholder details

A Hong Kong-incorporated company must have at least one shareholder. Ensure you have the following details available for individual shareholders:

- Full name of shareholder(s)
- Residential address (P.O Box is not allowed)
- If the shareholder is a corporate entity:
  - Business profile listing shareholder structure
  - Authorised representative's name & ID document

## Details of share capital structure

Your constitution will need to include this information:

- Class of shares
- Number of shares
- Share capital to be subscribed (and issuing currency)
- The amount to be paid up/remain unpaid

## Details of company secretary

The company secretary can be an individual ordinarily resident in Hong Kong or a Hong Kong-registered company with a Trust or Company Service Provider Licence like Sleek. For individuals acting as company secretaries, details required include their name, address (P.O. Box is not allowed), HKID card number or passport number and issuing country. The same person, who is the sole director and shareholder, cannot be the company secretary of your company.

## Relevant Forms and Constitution

You would need to file the following documents to incorporate your company with the Companies Registry:

- Incorporation Form NNC1 with IRBR1
- Articles of Association (the constitution of the company)

You could submit the documents by hand or post to the Companies Registry in Admiralty, Hong Kong, with the relevant payment. The Registry usually takes 5-7 working days to process a registration. A local Trust and Corporate Service Provider like Sleek can help ease the complexities involved in the registration process, including taking care of all the paperwork. To begin the process, please create an account on our Sleek Platform, and we will lead you through it.

## What's next?

Once incorporated, you can collect your Certificate of Incorporation and Business Registration Certificate from the Companies Registry. The following steps include:

- Prepare a set of post-incorporation documents including First Board Resolutions; Appointment of First Directors; Consent to Act as a Secretary; issue the Share Certificates; and update the Registers
- Notify the Inland Revenue Department of the company's business nature and the commencement of business
- Open a corporate account
- Appoint accountants and auditors to manage accounts and tax reporting
- Apply for an employment visa to relocate to Hong Kong (optional)

# NEED PROFESSIONAL ASSISTANCE?

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