

Pre-incorporation Checklist

Hey, global entrepreneurs! Thinking about taking your business to the bustling markets of **Hong Kong**? Let's get you well-prepared for the adventure ahead with our practical checklist.

 Want to **incorporate** your business in Hong Kong?

With an array of technology solutions, MBiA can help you digitalize an entire business operation and ensure a transformative experience at every step, all done remotely!

This checklist covers:

-  Foundation steps
-  Key personnel
-  What's the next moves?
-  How MBiA can help?

✓ PROPOSED COMPANY NAME

General requirements:

- The company name can be in English or Chinese.
- English names must end with “limited,” while Chinese names must end with “有限公司.”
- Avoid using a combination of English letters and Chinese characters.
- Refrain from suggesting any connection to government entities.
- Register a company name does not confer trademark rights.

Company name restrictions:

- Ensure your proposed name is unique.
- Avoid criminal offenses, offensive names, and connections to government bodies.
- Do not infringe trademarks or brand names.

✓ BUSINESS DETAILS

- Ensure you have readily available fundamental information about your business, including the nature of your business activities and its physical location.

✓ REGISTERED ADDRESS

- An incorporated company in Hong Kong must have a registered office in the jurisdiction, P.O. Box is not accepted as the registered office address.

■ **Related reads:**

[Essential Legal Requirements For Setting Up A Company In Hong Kong.](#)

Click on the title above to read more!

✓ DIRECTORS

Hong Kong company formation requires at least 1 director. There's no limit on the number of directors, and they can be of any nationality or residency, as long as they are above 18 years old

Make sure to provide the following details:

- Full name
- Residential address
- HKID card and passport number (If they don't have an HKID card, their passport number and issuing country must be provided)

✓ SHAREHOLDER

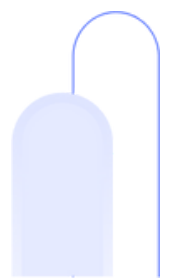
A registered company must have at least one shareholder. Make sure you have the following information available for each shareholder:

- Full name of shareholder(s)
- Residential address
- If the shareholder is a corporate entity:
 - Business profile outlining the shareholder structure.
 - Authorized representative's name & ID document

✓ COMPANY SECRETARY

The company secretary can be a Hong Kong resident individual or a registered company with the Trust or Company Service Provider. For individual acting as company secretary, details required include:

- Full name
- Residential address
- HKID card number or passport number and issuing country.





Your constitution will need to include the following information:

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

What's the next moves?



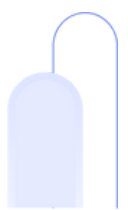
After your company is officially formed, it's time for the next steps:

- Hold the First Board Meeting
- Open a corporate bank account
- Apply for an employment visa
- Notify the Business Registration Office of the company's business nature
- Appoint auditors and accountants for financial management

Related reads:

- ✓ [Step By Step Guide to Company Bank Account Opening in Hong Kong](#)
- ✓ [How Important is a Company Secretary in Hong Kong?](#)
- ✓ [Eligibility Criteria for Employment Visa in Hong Kong](#)
- ✓ [Accounting services Hong Kong](#)

Click on the titles above to read more!



How can MBiA help?



Allow us to simplify the entire process, ensuring a hassle-free experience. With certified experts and cultural understanding, we guarantee a smooth journey from start to finish.

What sets us apart?

- ✓ 100% digital solutions
- ✓ Multilingual support
- ✓ Quick & dedicated responses
- ✓ All-in-one solutions, tailored to your business needs

CONTACT US

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MBiA, a digital arm of RBA Group, is a tech-forward, multi-disciplinary advisory firm specialising in accounting, tax, payroll, immigration and corporate secretarial services.

For entrepreneurs eyeing [Singapore](#) or [Hong Kong](#) to expand your business, reach out to us now!