

LENGE & PARTNERS

Company Formation Questionnaire Hong Kong

Please, **complete** the Questionnaire and e-mail to: info@lengepartners.com

Please, **note that** the information you provide us through this questionnaire will be processed by Lenge & Partners and its firms and agencies partners in order to find the most suitable solution for your business and company needs.

Please, **feel free** to send us additional information that you do not find in this questionnaire and that you think are relevant to get the most appropriate advice.

1) INVESTOR PROFILE

1.1. Are you an individual entrepreneur or a company?

1.2. What is your business entity? (e.g. limited company)

1.3. Corporate purpose of your company

1.4. Is the company part of a group of companies? If so, please provide a brief description of the group structure or send us a structure chart.

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1.5. Where is your business registered?

1.6. Where are you or your company headquarter located?

2) REGISTRATION IN HONG KONG

2.1. Please, can you briefly describe the reasons that led you to choose Hong Kong?

2.2. What type of business entity do you want to set up in Hong Kong?

Private Limited Liability Company Representative Office Non-HK Company

Sole Proprietorship Partnership

2.3. In addition to the company in Hong Kong, shall other offices, companies, branches be set up in other Asian cities? Yes No

2.4. Eventually, which other city?

2.5. Please, can you provide a brief description of your planned business structure in Hong Kong and Asia?

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3) DIRECTORS, MANAGERS, SHAREHOLDERS AND BENEFICIAL OWNERS

Please, answer to the questions only applicable to you

3.1. Is the main shareholder a natural person(s) or a corporation?

3.2. Will the business entity registered have a board of directors? Yes No

3.3. How many people will be appointed as directors?

3.4. How many people will be appointed as managers?

3.5. Who will be the legal representative of the company in Hong Kong?

3.6. Who shall manage the Asian company? Asian manager(s) already working for your company, new Asian hired manager(s), foreign manager(s) already working for your company, new foreign hired manager(s)?

3.7. In case of manager(s) from your company or new foreign hired manager(s), do they already hold a working visa and/or residence permit? Yes No Not all

3.8. Are all director(s), manager(s), shareholder(s) or beneficial owner(s) eligible for working and/or traveling to Hong Kong? Yes No

3.9. Do all director(s), manager(s), shareholder(s) or beneficial owner(s) speak Cantonese and/or Chinese? Yes No

3.10. Which language(s) do the manager(s) speak?

3.11. Which language(s) do the directors speak?

3.12. Which language(s) does the Legal Representative speak?

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3.13.Nationality(ies) of main shareholders

3.14.Nationality(ies) of designated manager(s), directors, legal representative

3.15.Will directors change most likely in nearer future?

Yes No

3.16.Number of shares (if applicable)

3.17.Will new shareholders join the company in the future?

Yes No

3.18.Shall shares be sold in future? (if applicable)

Yes No

3.19.Please, describe your management and shareholders structure of your company in Hong Kong and its parent company.

4) PERSONNEL IN HONG KONG

4.1.Do you need staff in Hong Kong?

Yes No

4.2.Where shall the staff be located?

4.3.Which nationality shall staff be?

4.4.Where is the payroll done?

4.5.Do you need support with recruitment?

Yes No

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4.6. Please, describe your planned human resources organization in Hong Kong (e.g. one foreign manager with a local assistant and three foreign employees).

5) BUSINESS SCOPE AND OPERATIONS

5.1. What will the business scope be in Hong Kong?

5.2. Please, describe your services and/or products.

5.3. Have you already checked if your services and/or products require special licenses or authorizations in Hong Kong? Yes No

5.4. Does your company already have customers/clients in Hong Kong? Yes No

5.5. Did your company already sell or try to sell its services and/or products in Hong Kong? Yes No

5.6. Please, in case you have never tried to sell your services and/or products in Hong Kong, can you tell us the reasons which led you to choose this market? Why should your business succeed in Hong Kong?

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5.7. Does your company have a supply chain, warehouse, distribution organization, logistic organization in Hong Kong and/or in any other Asian country such as China?

Yes No

If Yes, please specify what and where you have

5.8. Please, eventually, describe your planned distribution strategy in Hong Kong including logistic, warehouse and supply chain.

6) TAXATION AND FINANCIAL TRANSACTIONS

6.1. What will be the estimated annual turnover in Hong Kong?

6.2. Will the bookkeeping be done in Hong Kong?

Yes No

6.3. Does the bookkeeping have to be consolidated with the parent company?

Yes No

6.4. If the bookkeeping has to be consolidated with the domestic company, is it a double book – keeping system and/or a certain software used?

6.5. Can you provide us an estimated amount of bank movements on the new Asian bank account per year? (please note that this information is very important and it includes in going and outgoing transactions e.g. monthly payroll transactions, transfers to affiliates, pay out of shareholders invoicing transactions etc.).

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6.6.Who will have the signature right for the bank account?

6.7.Will the signature right be single or joined?

6.8.Do you or your company have any bad record with your house bank? Yes No

6.9.Do you or your company have a personal or business bank account with a Hong Kong bank? If Yes, please specify if there are bad records.

Yes No Yes, there are bad records

6.9.Do the profits stay in Hong Kong and/or in other Asian cities or you want to inject the profits to the domestic companies or pay out to shareholders?

6.10.Do you need to invoice companies in Hong Kong?

Yes No

6.11.Please, add your questions, notes or comments regarding to bank and financial aspects/operations.