



COMPANY SECRETARIAL AND DESIGNATED REPRESENTATIVE SERVICES PACKAGE

Company Secretarial and Designated Representative Services*

Annual Services Fee

*Max. 2 Identities of Director(s) and Shareholder(s) and Significant Controller(s)

HK\$3,000

Package Includes:

- 1 Acting as Company Secretary
- 2 Preparation and Submission of Annual Return
- 3 Renewal of Business Registration Certificate
- 4 Preparation of Annual General Meeting Resolution
- 5 Acting as Designated Representative
- 6 Preparation of Significant Controllers Register
- 7 Registered Location of Significant Controllers Register
- 8 Free 45 Minutes Consultation on Accounting, Audit and Tax
- 9 Free 45 Minutes Consultation on Cloud Business Solutions

Optional Services	Details	Price (HK\$)
1. Additional Identity for Due Diligence Procedure	Per Director(s) and Shareholder(s) and Significant Controller(s)	HK\$500
2. Notice of Change of Company Secretary and Director(s)	Per Submission	HK\$1,500
3. Notice of Change in Particulars of Company Secretary and Director(s)	Per Submission	HK\$500
4. Notice of Change of Company Name (English & Chinese)	Per Submission Excluding any Government Fee	HK\$1,200
5. Notice of Change of Address of Registered Office	Per Shareholder	HK\$1,200
6. Allotment of Share(s)	Per Shareholder	HK\$1,200
7. Update the Record of Significant Controllers Register	Per Submission	HK\$1,200
8. Preparation & Submission of Share Transfer Document(s)	Per Shareholder, Per Transaction Excluding any Government Fee	HK\$2,800
9. Preparation of Required Registered Document for Corporate Bank Account Setup	Excluding any Bank Charge Non-refundable for any unsuccessful application	HK\$2,800
10. Certified True Copy of Statutory Document	Per Document	HK\$500
11. Filing Fees (For BVI Company Only)	Per Submission Excluding any Government Fee	HK\$2,000

*Services fees shall be calculated based on a 30-day month and a 360-day year.

All services should be expired at the end of the month unless it ties to the company anniversary date.

Note: Company Secretarial services are offered for a pre-paid subscription term. Your subscription will automatically renew at the end of each subscription term for another subscription term. You agree that we may automatically renew your subscription and charge your account and credit card at the expiry date of your last subscription (the "Renewal Date"), unless you cancel your subscription before the Renewal Date, or NOVA ceases to offer the subscribed services. You will receive an email notice approximately 30 days prior to the Renewal Date informing you about the expiry of your current subscription term and the Renewal Date when your subscription will be renewed and your account charged. All notices regarding your subscription will be sent to your last email of record. To cancel your subscription without your account being charged for the next term, you must do so before the Renewal Date. Please keep a record of the expiry date of your current subscription term and the next Renewal Date. You are responsible for the timely cancellation of your subscription, whether or not you have received any notice from us. If you cancel within 30 days after the initial subscription date or the Renewal Date, your cancellation will be effective immediately. Otherwise, your cancellation will be effective at the end of the then-renewed subscription term for which you have already paid. The renewal payment is due on the Renewal Date and will automatically be charged to the same credit card that you used for the original subscription or the most recent renewal. Please notify NOVA Customer Service at 852-3180-7888 before the Renewal Date of any changes to your email, account or billing information. The renewal price will be based on the latest pricing scheme published on our website (www.nova.com.hk) for the subscription term plus the government fee that may incur. NOVA will give you advance notice in case of a price change. You will also receive a notice if there are any changes to the subscription terms and conditions. NOVA Business Services Limited shall not be responsible for any failure to provide any services(s), late or penalty payment; or any error or omission or any delay or interruption in the provision of any services(s) due to the verbal, written, and electronic communication. The sole obligation is limited to the services charges during the affected period only. You agree to waive, and not to make any claim for damages, direct or consequential, with respect to lost business or profits, arising out of failure to furnish any service(s); any error or omission with respect there to; or any delay or interruption of any service(s). Policies are subject to change. NOVA Business Services Limited reserves the right to issue refunds or credits at our sole discretion. In case of any doubt or discrepancy between the English version and Chinese version, the English version shall prevail.

^ FX rate at US\$1 = HK\$7.80 RMB¥1 = HK\$1.15 GBP£1 = HK\$10.00 EUR€1=HK\$9.00

Updated : 01 April 2019

Trust or Company Service Provider Licence No.: TC000745