



## APPLICATION FORM FOR COMPANY SECRETARY SERVICES

We / I\* ("Principal") hereby appoint CMA Secretarial Services Limited ("Service Company") to be a company secretary for our company ("New Company") according to the following information given by us:

### 1. Principal (Contact) Information

Name/Company Name: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
ID/Passport/Co. No.: \_\_\_\_\_ Issuing Country: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Information of New Company

Company Name (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_  
Date of Incorporation: \_\_\_\_\_

### 3. Registered Office of New Company (Note 1 & 2)

\_\_\_\_\_ (English)  
 Use the Service Company's address as the Registered Office address (*please select a collection centre*)  
Collection Centre:  Central  Mongkok  Kwun Tong  
Special Instructions: \_\_\_\_\_

### 4. Beneficial Owner

**Please provide the names of ultimate beneficial owner(s) of the company (if different with shareholder(s))**

Name/Company Name: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
ID/Passport/Co. No.: \_\_\_\_\_ Issuing Country: \_\_\_\_\_  
Residential/Registered Address (English): \_\_\_\_\_  
Percentage of share held: \_\_\_\_\_

*Note: Copy of the identification document and address proof of all directors, shareholders and beneficial owner is required when submitting this application form to us.*

### 5. Detailed Nature of Activities of Entity

\_\_\_\_\_  
\_\_\_\_\_

### 6. Geographic Location of Business Activities

\_\_\_\_\_  
\_\_\_\_\_

### 7. Source of Funds (Beneficial Owners)

Public Listings  Personal Assets of Beneficial Owner  
 Borrowings/Loans  Others (please specify)



**8. Declaration**

We/I hereby declare that all the information we/I have given in this application is true and correct. We/I agree that this application is subject to the latest CMA Secretarial Services Limited Terms and Conditions, available on request or accessible at website [www.cmassl.com.hk](http://www.cmassl.com.hk).

Date: \_\_\_\_\_

Signature and company  
chop of the Principal: \_\_\_\_\_

*\*Delete where inappropriate*

Notes:

1. Mails are only limited to letters and small parcels (not exceeding 21 x 16 x 9 cm<sup>3</sup> and 3 kg).
2. If the mail / parcel do not be collected after 3 months from the date which we inform the client, we have the right to demolish the mail / parcel without further notice.