



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 ☐ 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.

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 cm³ 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.