香港中華廠商聯合會
秘書服務有限公司
CMA Secretarial Services Limited
香港中環干諾道中 64-66 號廠商會大廈 1 樓
1/F., CMA Building, 64-66 Connaught Road Central, Hong Kong
電話 Tel: (852) 3652 7676 傳真 Fax: (852) 2544 2406 網址 Web Site: www.CMAssl.com.hk

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)*

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

☐ Borrowings/Loans

☐ Personal Assets of Beneficial Owner

☐ 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 cm^3 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.