

# 服務收費表 - 香港有限公司 / 擔保有限公司

## Price List - Hong Kong Limited Company / Company Limited by Guarantee

### 其他服務項目 Other Service Item (SG\$)

服務項目 Service Content	所需工作日 Lead Day	服務費 Service Fee	政府附加費 Gov. Fee*	
★更改公司業務性質	Change of Business Nature	1	440.-	---
★更改註冊地址	Change of Registered Address	1	440.-	---
★更改秘書	Change of Company Secretary	1	440.-	---
★更改董事之身份證明 / 地址證明 / 每名	Change of Identification Proof / Address Proof of Director / each	1	440.-	---
★更改股東之身份證明 / 地址證明 / 每名	Change of Identification Proof / Address Proof of Shareholder / each	1	440.-	---
★更改或增加董事 / 每名	Change of Director / each	1	800.-	---
★更改或增加股東 / 每名	Change of Shareholder / each	1	800.-	厘印費 Stamp Duty
★更改股份分配 / 每次	Change of Allotment of Share(s) / each	1	800.-	---
★增加註冊資本 / 每次	Increase of Issued Share(s) / each	1	800.-	---
減少註冊資本 / 每次	Reduction of Issued Share(s) / each	90	3,590.-	---
★更改公司名稱	Change of Company Name	10	800.-	CR: 60.-
更改公司章程	Resolution Amendment of Articles of Association	1	800.-	---
▼代申報公司周年申報表	Filing of Annual Return	1	800.-	CR: 20.-
公司迄今仍註冊證書	Certificate of Continuing Registration	3	800.-	CR: 35.-
補領商業登記證	Apply a copy of Business Registration	3	220.-	IRD: 10.-
補領商業登記證 - 摘錄核證本	Certified Extract of information of Business Registration	3	220.-	IRD: 10.-
補領商業登記證 - 核證副本	Certified Copy of Business Registration	3	220.-	IRD: 10.-
查冊 (基本資料)	Company Search (Basic Information)	即時 Immediately	220.-	---
查冊 (註冊處副本資料)	Company Search (CR Hard copy)	1	220.-	20.- /年 Per Year
註冊處核證本	- CI	Certified Copy by "Companies Registry"	- CI	CR: 30.-
	- MA		- MA	CR: 35.-
	- AR / NCI		- AR / NCI	CR: 35.-
	- 其他		- 其他	CR: 30.-
簽發會計師鑒証本	Certified True Copy by CPA	1	280.- /每年度 Per Year	---
簽發公司秘書鑒証本	Certified True Copy by Company Secretary	1	200.- /每年度 Per Year-	---
簽發商業文件 / 証件鑒証本	Certified True Copy of Business Document / Identification	1	220.- /每類別 Per Type	---
★會議記錄 / 決議	Drafting of Minutes / Resolutions	1	220.-	---
鋼印	Common Seal	3	220.-	---
原子印	Pre-ink Stamp	3	150.-	---
重印股票本	Reprint of Share Certificate	2	170.- / 10 頁 Sheets	---
重印公司章程	Reprint of M&A	2	440.- / 10 本 Booklets	---
重做全套公司綠盒 +	Re-make full set of Company Kit +	7	800.-	速遞費 Courier Fee
押記名冊備案	Registration of Charges	20	1,620.-	律師費：報價 Lawyer Fee : By quotation
公司註冊除名	Deregistration of Company	270	1,500.-	IRD: 55.- CR: 80.-
申請分行	Apply for Registration of Branch	1	440.-	登記費及徵費 Levy & Fees
申請無限公司	Apply for Registration of Unlimited Company	1	440.-	登記費及徵費 Levy & Fees
無限公司年檢	Renewal of Unlimited Company	1	440.-	登記費及徵費 Levy & Fees
分行 / 無限公司各項更改	Change of Branch / Unlimited Company Name	1	440.-	---
取消分行 / 無限公司	Deregister of Branch / Unlimited Company	1	440.-	---
代表出席法庭傳票	Attend a Court Summon	---	1,020.-	罰款 Penalty
出街費 - 代客交 BR	Outdoor Service - Submit BR on behalf	1	110.-	---
出街費 - 代客入票	Outdoor Service - Bank-in Cheque on behalf	1	110.-	---
出街費 - 代客取支票/遞交至銀行或商業機構	Outdoor Service - Pick up Cheque then deliver to Bank / Commercial Organization on behalf	1	200.-	---
索取「註冊公司文件」/每年度 /每次	Collect "Company Document" /per Year /per Order	---	60.-	---

★ 如經由本公司擔任公司秘書，將每年度免費處理 5 套文件，並只需支付相關的厘印費及政府收費；其後則按每年度每份文件額外收取服務費。  
The appointment of our Company Secretary Service has included a free handling of 5 sets of document each year with an additional cost of the stamp duty and government charges where necessary. Any extra handling of document shall be charged additionally on a yearly basis for each set of document.

本公司保留隨時調整收費、服務及相關條款及細則之權利，而毋須另行通知。

We reserves the right to amend any of the prices and relevant terms without any notice when the amendment is deemed necessary.

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## 續期項目 Renewal Item (SG\$)

服務項目 Service Item		服務費 Service Fee	政府附加費 Gov. Fee *	合計費用 Total Fee
■ 公司秘書服務費 Company Secretarial Service Fee	周年日翌日起計 42 天內 ▼ Not over 42 days after Annual Date	970.-	---	970.-
	周年日翌日起計超過 42 天但不超過 3 個月 Over 42 days but within 3 months after Annual Date		160.-	1,130.-
	周年日翌日起計超過 3 個月但不超過 6 個月 Over 3 months but within 6 months after Annual Date		310.-	1,280.-
	周年日翌日起計超過 6 個月但不超過 9 個月 Over 6 months but within 9 months after Annual Date		460.-	1,430.-
	周年日翌日起計超過 9 個月 Over 9 months after Annual Date		620.-	1,590.-
■ 商業登記證 Business Registration Certificate		---	400.-	400.-
■ 商業登記證 - 分行 Business Registration Certificate - Branch		---	20.-	20.-
■ 僱主填報僱員薪酬及退休金報稅表 Employer's Return	申報無員工 NIL employee	170.-	---	170.-
■ 利得稅報稅表 Profit Tax Return	申報無營運 No Business Declaration	420.-	---	420.-
	申報有營運 Commenced Business Declaration	待報價 By quotation		---

備註 \* 以上政府費用將視乎實際政府收費而調整  
Remarks The above Government fee will be adjusted according to the actual charge by the Government.

+ 公司綠盒包括：印章 3 個 / 股票 / 公司章程  
Company kit including : 3 Pre-ink Stamp / Share Certificate / M&A

▼ 公司秘書服務費用包括每年度代申報公司週年申報表 (含政府費 US\$20.-)  
Company Secretary Service fee has included the filing of Annual Return for the year (included Gov. Fee US\$20.-)

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