

## Offshore BVI Company Formation Form

This Form is used for providing us the necessary information for incorporating an offshore company. You may fill in the Form and click the "Submit Form" button below to send it to us by e-mail or print it out and fax to our Hong Kong fax number (852) 2851 1480. We will then inform you the progress within two to three working days.

(This form can be printed better by clicking the pdf form at the top right corner under the menu bar.)

Please make sure that all the individuals' names (**including middle names**) must be the same as the names on their passports.  
Message sent via this Form will be encrypted using Secure Socket Layer Encryption to protect its security.

<b>CONTACT PERSON</b>
<b>Name (Mr/Ms)</b>
<b>Address</b>
<b>Postcode</b>
<b>E-mail &lt;* Required&gt;</b> Email Required
<b>Telephone No.</b>
<b>Mobile Phone No.</b>
<b>Fax No.</b>

<b>COMPANY PARTICULARS</b>
<b>Proposed English Name</b>
<b>Proposed Chinese Name</b> (optional with an extra fee)
<b>Country of Incorporation</b> British Virgin Islands
<b>Nature of business including product/service details</b>
<b>Country(ies) where business will be carried out</b>
<b>Country(ies) of customers</b>
<b>Country(ies) of suppliers</b>
<b>Forecast Annual Sales Amount</b> HK\$
<b>Capital (US\$)</b>
<b>Do you need the following certificates ?</b> <b>Certificate of Incumbency</b> (for HK bank account opening) Yes / No
<b>Certificate of Good Standing</b> Yes / No
<b>Do you need us to provide Hong Kong correspondence address ?</b> <input type="checkbox"/> minimal correspondence, but no telephone/fax service <input type="checkbox"/> minimal correspondence & a HK telephone number for tape recording telephone messages & receiving fax <input type="checkbox"/> some correspondence & telephone/fax service (only a few calls per month & not dedicated telephone line) <input type="checkbox"/> more correspondence & telephone/fax service (not dedicated telephone line) <input type="checkbox"/> more correspondence & telephone/fax service (dedicated telephone line & answering in your company name) <input type="checkbox"/> none, thanks.

**SHAREHOLDER/DIRECTOR 1****Surname - English**

Same as on Passport

**Other Names including any middle name(s) - English**  
including any middle name(s)

Same as on Passport

**Chinese Name in Chinese characters**

Same as on Passport

**Do you have any middle name ?**  
Yes / No**Home Address****Address Country****Passport No.****Passport Issuing Country**  
i.e. Country of Nationality**Occupation****No. of Shares****HK / Chinese ID No****Will he/she be a director ?**  
Yes / No**SHAREHOLDER/DIRECTOR 2****Surname - English**

Same as on Passport

**Other Names including any middle name(s) - English**  
including any middle name(s)

Same as on Passport

**Chinese Name in Chinese characters**

Same as on Passport

**Do you have any middle name ?**  
Yes / No**Home Address****Address Country****Passport No.****Passport Issuing Country**  
i.e. Country of Nationality**Occupation****No. of Shares****HK / Chinese ID No****Will he/she be a director ?**  
Yes / No

**SHAREHOLDER/DIRECTOR 3**

<b>Surname - English</b>  Same as on Passport
<b>Other Names including any middle name(s) - English</b> including any middle name(s)  Same as on Passport
<b>Chinese Name in Chinese characters</b>  Same as on Passport
<b>Do you have any middle name ?</b> Yes / No
<b>Home Address</b>
<b>Address Country</b>
<b>Passport No.</b>
<b>Passport Issuing Country</b> i.e. Country of Nationality
<b>Occupation</b>
<b>No. of Shares</b>
<b>HK / Chinese ID No</b>
<b>Will he/she be a director ?</b> Yes / No

**CORPORATE SHAREHOLDER 1 (if any)**

<b>Company Name</b>
<b>Registered Office - Line 1</b>
<b>Registered Office - Line 2</b>
<b>No. of Shares acquired</b>
<b>Name of Authorized Representative</b>

**CORPORATE SHAREHOLDER 2 (if any)**

<b>Company Name</b>
<b>Registered Office - Line 1</b>
<b>Registered Office - Line 2</b>
<b>No. of Shares acquired</b>
<b>Name of Authorized Representative</b>

**BANK ACCOUNTS & SIGNING MANNER**

- No, thanks
- HSBC
- Hang Seng Bank
- Standard Chartered Bank
- DBS Bank (Hong Kong) Ltd

- Bills account (for receiving and issuing letters of credit)
- US\$ current account
- US\$ savings account
- HK\$ current account
- HK\$ savings account
- Others - please specify in Comment/Questions Column

- Phone/Internet banking service
- Phone/Internet banking service with ATM card (not debit card)
- No, thanks

- Any one director singly
- Any two directors jointly
- The major shareholder singly
- Other (Please fill in Comments/Questions Column below)

**COMMENTS/QUESTIONS**

If this Form is not enough to fill in all the shareholders/directors, you may fill in the details of the other shareholders/directors in the Comments/Questions Column or submit this form more than once.

[You may click here to check Hong Kong Public Holidays](#)

**CONTACT US**

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[Click here for our office map & address](#)  
[in Chinese language in pdf format](#)

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