

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	1,700.-	---
★更改註冊地址	Change of Registered Address	1	1,700.-	---
★更改秘書	Change of Company Secretary	1	1,700.-	---
★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	1,700.-	---
★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	1,700.-	---
★更改或增加董事 / 每名	Change of Director / each	1	3,100.-	---
★更改或增加股東 / 每名	Change of Shareholder / each	1	3,100.-	厘印費 Stamp Duty
★更改股份分配 / 每次	Change of Allotment of Share(s) / each	1	3,100.-	---
★增加註冊資本 / 每次	Increase of Issued Share(s) / each	1	3,100.-	---
減少註冊資本 / 每次	Reduction of Issued Share(s) / each	90	14,200.-	---
★更改公司名稱	Change of Company Name	10	3,100.-	CR: 295.-
更改公司章程	Resolution Amendment of Articles of Association	1	3,100.-	---
▼代申報公司周年申報表	Filing of Annual Return	1	3,100.-	CR: 105.-
公司迄今仍註冊證書	Certificate of Continuing Registration	3	3,100.-	CR: 170.-
補領商業登記證	Apply a copy of Business Registration	3	800.-	IRD: 20.-
補領商業登記證 - 摘錄核證本	Certified Extract of information of Business Registration	3	800.-	IRD: 27.-
補領商業登記證 - 核證副本	Certified Copy of Business Registration	3	800.-	IRD: 27.-
查冊 (基本資料)	Company Search (Basic Information)	即時 Immediately	800.-	---
查冊 (註冊處副本資料)	Company Search (CR Hard copy)	1	800.-	100.- /年 Per Year
註冊處核證本	- CI	Certified Copy by "Companies Registry"	- CI	CR: 150.-
	- MA		- MA	CR: 165.-
	- AR / NCI		- AR / NCI	CR: 160.-
	- 其他		- 其他	CR: 150.-
簽發會計師鑒証本	Certified True Copy by CPA	1	1,000.-/每年度 Per Year	---
簽發公司秘書鑒証本	Certified True Copy by Company Secretary	1	700.-/每年度 Per Year	---
簽發商業文件 / 証件鑒証本	Certified True Copy of Business Document / Identification	1	800.-/每類別 Per Type	---
★會議記錄 / 決議	Drafting of Minutes / Resolutions	1	800.-	---
鋼印	Common Seal	3	800.-	---
原子印	Pre-ink Stamp	3	500.-	---
重印股票本	Reprint of Share Certificate	2	600.-/ 10 頁 Sheets	---
重印公司章程	Reprint of M&A	2	1,700.-/ 10 本 Booklets	---
重做全套公司綠盒 +	Re-make full set of Company Kit +	7	3,100.-	速遞費 Courier Fee
公司註冊除名	Deregistration of Company	270	5,900.-	IRD: 270.- CR: 420.-
申請分行	Apply for Registration of Branch	1	1,700.-	登記費及徵費 Levy & Fees
申請無限公司	Apply for Registration of Unlimited Company	1	1,700.-	登記費及徵費 Levy & Fees
無限公司年檢	Renewal of Unlimited Company	1	1,700.-	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	1,700.-	---
取消分行 / 無限公司	Deregister of Branch / Unlimited Company	1	1,700.-	---
代表出席法庭傳票	Attend a Court Summon	---	4,000.-	罰款 Penalty
出街費 - 代客交 BR	Outdoor Service - Submit BR on behalf	---	400.-	---
出街費 - 代客入票	Outdoor Service - Bank-in Cheque on behalf	---	400.-	---
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	---	700.-	---
索取「註冊公司文件」/每年度 /每次	Collect "Company Document" /per Year /per Order	---	100.-	---

★ 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.

駿業國際保留隨時調整收費、服務及相關條款及細則之權利，而毋須另行通知。

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

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	4,000.-	---	4,000.-
	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		870.-	4,870.-
	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		1,740.-	5,740.-
	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		2,610.-	6,610.-
	周年日翌日起計超過 9 個月 Over 9 months after Annual Date		3,480.-	7,480.-
■ 商業登記證 Business Registration Certificate		---	150.-	150.-
■ 商業登記證 - 分行 Business Registration Certificate - Branch		---	150.-	150.-
■ 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	700.-	---	700.-
■ 利得稅報稅表 Profit Tax Return	申報無營運 No Business Declaration	2,000.-	---	2,000.-
	申報有營運 Commenced Business Declaration	待報價 By quotation		---

備註
Remarks * 以上政府費用將視乎實際政府收費而調整
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 \$105.-)
Company Secretary Service fee has included the filing of Annual Return for the year (included Gov. Fee \$105.-)

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