

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*
					SBC-CS	Non SBC CS	
更改公司業務性質		Change of Business Nature	1	160	800	---	
更改註冊地址		Change of Registered Address	1	160	800	---	
更改秘書		Change of Company Secretary	1	160	800	---	
更改董事之身份/地址證明 /每名		Change of ID / Address of Director / each	1	160	800	---	
更改股東之身份/地址證明 /每名		Change of ID / Address of Shareholder / each	1	160	800	---	
更改或增加董事 / 每名		Change of Director / each	1	160	800	---	
更改或增加股東 / 每名		Change of Shareholder / each	1	160	800	厘印費 Stamp Duty	
更改股份分配 / 每次		Change of Allotment of Share(s) / each	1	160	800	---	
增加註冊資本 / 每次		Increase of Issued Share(s) / each	1	160	800	---	
更改公司名稱		Change of Company Name	10	160	800	CR: 60	
減少註冊資本 / 每次		Reduction of Issued Share(s) / each	90	3,590		---	
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		---	
公司查冊 (7間公司)		Compliance Search (Up to 7 Corporate Body)	1	280		---	
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	3	220	CR: 30	
	- MA		- MA			CR: 35	
	- AR / NC1		- AR / NC1			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		---	

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.

服務收費表 - 香港有限公司 / 擔保有限公司  
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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  
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 SGD\$20.-）  
Company Secretary Service fee has included the filing of Annual Return for the year (included Gov. Fee SGD\$20.-)

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