

Company Secretarial Services

NAVIGATE COMPLEX REGULATORY LANDSCAPE WITH EASE



First Island Secretaries Limited, an associated firm of Moore Hong Kong, is a licensed trust or company service provider committed to providing the highest standards of professional services and has developed extensive expertise in company secretarial matters. We provide more than just compliance services. We also advise, for example, on share capital restructurings, group re-organisations, and other complex company matters - both for local clients and clients with an international background.

How we can help?

Our team works closely with clients to understand their needs and to develop the solutions.

Our services include:

Setting up of Companies

- Setting up various types of Hong Kong companies including
 - limited by shares
 - limited partnership
 - partnership
 - sole proprietorship
- Setting up offshore companies, e.g. British Virgin Islands, Cayman Islands, Samoa, Seychelles
- Assistance with registration of a non-Hong Kong company with the Companies Registry for carrying on business in Hong Kong
- Assistance with the application for the business registration certificate
- Assistance with the setting up of bank account including preparation of board resolution and provision of certified true copies of corporate documents required by banks

Secretarial Services

- Acting as company secretary of Hong Kong limited companies; ensuring compliance with the Hong Kong Companies Ordinance including maintenance of statutory records, filing of Annual Return and preparation of various minutes such as board and the annual general meetings
- Provision of advice on capital restructuring, e.g. allotment of shares, shares transfer, increase or reduction of share capital
- Assistance with group re-arrangements, e.g. change of directors, change of bank signatories, change of financial accounting reference date, amendment of Articles of Association
- Acting as the Designated Representative to keep Significant Controllers Register for inspection by a law enforcement officer in support of the compliance of anti-money laundering requirements
- Assistance with application for employment visa for non-Hong Kong employees

Dissolution of Companies

- Provision of advice on various options of dissolution
- Acting as liquidator and completing the procedures for Hong Kong companies for
 - members' voluntary liquidation or
 - creditors' voluntary liquidation
- Assistance with the de-registration of Hong Kong companies
- Assistance for members' voluntary liquidation of BVI companies including acting as liquidator
- Assistance with termination of registration for non-Hong Kong companies in Hong Kong

Why work with us?

- Our team includes professionals with practical and solid knowledge and experience. The team comprises members of qualified company secretaries.
- We have extensive knowledge to provide quality support and to provide customised advice to suit each client taking into account their requirements and goals.
- Backed by our international network, we have the scope to provide clients with all solutions and expertise they require, wherever they choose to do business.

Cordelia Tang – Director

First Island Secretaries Limited

T +852 2738 7762

E cordeliatang@moore.hk



www.moore.hk