

# HONG KONG: CHANGE OF COMPANY SECRETARY CHECKLIST

## ○ CHOOSE A NEW SERVICE PROVIDER

Don't choose a cheap service provider just because they are cheap, or the most expensive one assuming it would be the best either. Find the one that best suits your needs and the needs of your company. Take the price, quality of service, AND responsiveness into consideration.

## ○ GET CERTIFIED TRUE COPIES OF YOUR KNOW-YOUR-CUSTOMER DOCUMENTS

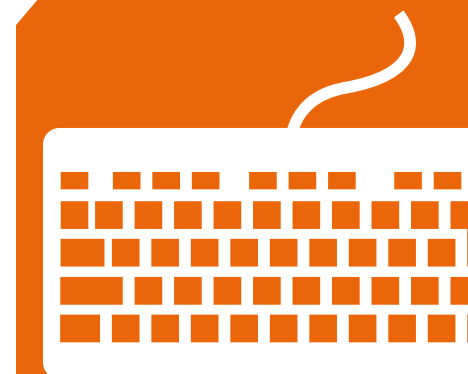
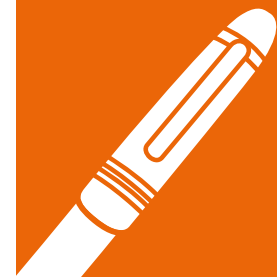
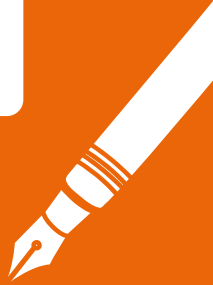
All Trust or Corporate Service Provider (TCSP) license holders are required to collect certified true copies of the ID and address proof or corporate documents of directors and shareholders of the company. Certified copies can be issued by a lawyer, Notary Public, CPA, TCSP licence holder, or equivalent government authority.

## ○ CHECK IF BUSINESS REGISTRATION CERTIFICATE IS UP TO DATE

The Business Registration Certificate (BRC) should be updated every year (or every 3 years, depending on your BRC). If you had a capable corporate services provider coupled with a little bit of diligence on your part, chances are your BRC is still up to date. In case it isn't, get that BRC demand note and pay for your renewal as soon as possible!

## ○ CHECK IF THE LATEST ANNUAL RETURN IS FILED

All Hong Kong companies need to file an Annual Return (AR) every year. The AR is a form that is submitted to the Companies Registry (CR) summarizing the details of your company as at each incorporation anniversary. Not sure if you handled it? Ask your current company secretary!





## COLLECT ALL FORMS SUBMITTED AFTER LATEST AR

If you have made changes to your company, they should have been reported to the CR and Inland Revenue Department (IRD). Your incoming company secretary will need a copy of all documents related to changes made after your latest AR submission.



## RETRIEVE ALL OTHER CORPORATE RECORDS

Your existing company secretary should have maintained and be in possession of your company records. You should retrieve said records for your safekeeping. Aside from the other documents mentioned above you should also make sure to obtain the following:

- > Certificate of Incorporation
- > Articles of Association
- > Significant Controller's Register
- > Register of Members
- > Register of Secretaries
- > Register of Directors



## GIVE ALL COMPANY DOCUMENTS TO THE INCOMING COMPANY SECRETARY

Your new incoming company secretary will need to have all the latest information about your company to make sure that your company is as up to date as possible with all related government agencies before officially appointing themselves.

---

### Need Assistance?

Most service providers can help ease with the process of transferring, updating the company's records, and retrieval of the needed documents. You just have to choose the best service provider for you.

Feel free to contact [iNCUBEE](#) | [LCCS](#) and/or continue browsing our [blog](#) where you will find information about HK companies, regulations and practices, and our services and fees. You can reach us through email ([info@lccs.com.hk](mailto:info@lccs.com.hk)), phone [+852 3100 0518], or through our website-chat, Monday – Friday; 9am – 7pm HK time.