



**Navigating local requirements and regulations can be challenging when realizing your international ambitions. We guide you to ensure a smooth set-up and accompany you while you grow. We take away your worries. We are ACE.**

ACE is a boutique administrative services firm assisting corporates and entrepreneurs with their international expansion, from initial set-up to ongoing local administration and compliance, and beyond.

We tailor our services to your specific business needs, while offering these for fixed fees. Thus, no additional charges for time spent, ensuing clarity and transparency without unpleasant surprises.

Let us take care of your local administration in **Hong Kong** so you too can focus on your business.

## Set-up

### **Incorporation**

Incorporation of a private Hong Kong limited company  
| Registrations with the companies register (Companies Registry) and tax authorities (Inland Revenue Department) | Drafting initial board minutes  
| Create register with Overseas Significant Controller(s).

### **Bank account opening**

Assistance with the opening of local bank account (HSBC, DBS), or any preferred local or international bank you have a relationship with.

### **Immigration**

Application for working (General Employment Policy, professional or entrepreneur) and/or dependent visa.

## Ongoing

### Accounting, consolidations & reporting

Accounting and bookkeeping | Management and consolidated accounts | Reporting (monthly, quarterly and/or annually) | Preparation of annual financial statements.

### Administration

Day-to-day administration | Invoicing, banking & payments | Communications with various authorities and government agencies

### Company secretarial

Provision of a company secretary (individual or corporate) | Registered office address | Preparation, organising & execution of board and shareholder meetings | Preparing board and shareholder resolutions | Statutory filings at the Companies Registry.

### Payroll

Calculations and payments of salary and MPF | Drafting and issuing monthly payslips | Preparation and filing of annual reconciliation (IR56B).

### Resident Director

Provision of a (individual or corporate) Director resident in Hong Kong.

### Tax compliance

Preparation and filing of (provisional and final) profits tax return.

## Complementary

### Insourcing

Let us manage your administration at your own offices, either part-time or full-time, as administrative support or financial controller.

### Process Agent

Acting as an agent for serving of process for companies not registered in Hong Kong.

### Rental desks

We rent out desks in our offices to ACE clients, per day/week/month/year, for fixed all-inclusive fees.

### SPVs

One-stop-shop for SPV management and accounting in complex finance, real estate or shipping structures.

### ACE Administration Services Limited

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