

Pre-incorporation Checklist

Registering a company yourself? Use our checklist to make sure you have everything you need before getting started.



Osome Bot

If you want to have your company registered within a few days, let Osome handle the entire incorporation for you. Provide your details in a secure chat, sign and pay online, get live support from our agents. Incorporation has never been as easy

We've carefully prepared this checklist to help you speed things up and come prepared.

Basics



Company Name

Try to avoid words like "bank", "insurance", "university", and "education"



Business Details

A brief description of what you're planning to do

People



Director/Shareholder details

Make sure to provide the following details:

For individual Director/Shareholder

- Proof of Identity (passport and HKID (if applicable))
- Contact details (full name, email address and phone number)
- Residential address

For corporate Director/Shareholder

Certified copies of the following documents:

- Certificate of Incorporation
- Memorandum and Articles of Association
- Certificate of Incumbency (if applicable)
- Certificate of Good Standing (if applicable)
- Register of Directors
- Register of Shareholders
- Certified passport copies for the individual directors and shareholders (holding 20% or more) of this entity



Company secretary details

By law, you need to appoint a local resident company Secretary. Note that a sole director and shareholder can't act as company Secretary.

Structure



Share structure details

You will need to confirm the following:

- Number of shares
- Paid-up capital amount

What's next?

After incorporation you may also need:

- Business account
- For certain businesses: Business licenses or permits (before you start operating)
- For foreigners: Entrepreneur Visa (if you want to relocate and run your business in Hong Kong)

How Osome can help?

We've completely automated the process of incorporation and wrapped it up in a secure chat, so that you could get your company registered online within a day. Drop us an email at hk@osome.com and our experts will be happy to provide you a free consultation.