

Jaja Corporate Services Limited offers various Company Secretary service packages, in order to fulfill different needs of every customer:

HONG KONG COMPANIES

Services items	Economic	Standard	Premium
Act as Company Secretary	✓	✓	✓
Prepare annual general meeting and submit Annual Return	✓	✓	✓
Submit Business Registration Certificate	✓	✓	✓
Change of Registered Office Address	✓	✓	✓
Significant Controllers Register	-	✓	✓
Share Allotment	-	✓	✓
Change of Personal Particulars of Director and Company Secretary	-	✓	✓
Change of Director	-	✓	✓
Change of Company Secretary	-	✓	✓
Change of Company Business Nature	-	✓	✓
Change of Company Name	-	-	✓
Share Transfer	-	-	✓
Record the Content of a Meeting	-	-	✓
Service Fee	HK\$1,800*	HK\$2,500*	HK\$4,000*

*Government Fee is not included which will be cost-based reimbursement

OVERSEAS COMPANIES

Services items	Economic	Standard	Premium
Act as Company Administrator	✓	✓	✓
Change of Director	✓	✓	✓
Share Allotment	✓	✓	✓
Share Transfer	-	✓	✓
Change of Company Name	-	-	✓
Adoption of memorandum and articles	-	-	✓
Service Fee	HK\$1,200*	HK\$1,800*	HK\$3,000*

*Government Fee is not included which will be cost-based reimbursement

ONE-OFF SERVICE FEES

HONG KONG COMPANIES	Service Fee	Government Fee
Formation	HK\$5,500 (including Government fee and Company kit)	
Submit Annual Return	HK\$800	HK\$105
Updated Business Registration Certificate	HK\$300	HK\$2,250
Change of Company Name	HK\$1,500	HK\$295
Change of Company Business Nature	HK\$500	-
Change of Registered Office Address	HK\$500	-
Share Allotment	HK\$1,000	-
Change of Director/Secretary	HK\$800	-
Change of Personal Particulars of Director and Company Secretary	HK\$800	-
Prepare of Significant Controllers Register & Keeping Fee at first year	HK\$1,000	-
Representative of Keeping Significant Controllers Register	HK\$1,000	-
Significant Controllers Register Keeping Fee	HK\$500	-
Annual General Meeting	HK\$1,500	-
Share Transfer	HK\$2,000	Negotiated
Deregistration of Limited Company	HK\$3,000	HK\$690
Trademark Registration	HK\$4,000	Negotiated
Register Office Services	HK\$1,800/ Year	-
OVERSEAS COMPANIES	Service Fee	Government Fee
Formation -British Virgin Islands	HK\$2,000	HK\$6,500
Formation - Samoa	HK\$2,000	HK\$6,500
Formation - Cayman Islands	HK\$2,000	HK\$26,000
Adoption of memorandum and articles of association	HK\$1,000	Negotiated
Change of Director and filing Register of Director	HK\$800	Negotiated
Change of Company Name	HK\$1,500	Negotiated
Share Allotment	HK\$1,000	-
Share Transfer	HK\$1,000	-
Apply certificate of incumbency	HK\$1,800	-
Apply certificate of good standing	HK\$1,800	-