

Our Services

Corporate Services

- Company formation both in Hong Kong and China
- Bank account opening
- Provision of nominee directors and shareholders
- Provision of a registered office address
- Provision of company secretarial services
- Deregistrations and liquidations
- Restructuring

Accounting Services

- Set up of tailored accounting systems
- Bookkeeping
- Periodic (monthly, quarterly and annual) management accounts and reports
- Budget and cash flow preparation and reports
- Preparation and filing of tax returns, tax computation and submission
- Audit preparation and assistance and liaison with auditors

Trade & Treasury Services

- Invoicing and re-invoicing
- Order management
- Trade Administration
- Advice on supply chain or logistic plan
- Designing workflow on day-to-day operations
- Handling of shipping correspondence
- Handling of banking transactions
- Providing up-to-date statements on bank positions
- Handling of documentary credits (e.g. LC, DP, etc)
- Arranging quality control and inspection

Payroll & Outsourcing Services

- Staff and payroll administration
- Periodic Management Payroll report
- Staff recruitment
- Monitor and handle on personnel matters, labour ordinance and insurances
- Contract handling and remuneration package
- Relocation Services

Consultancy

- Strategic Business Advice
- Market Research
- Tax advice
- Business start up and interim management
- Monitoring Hong Kong and China operations
- Negotiation with local partners
- Project Management

"Opportunities multiply as they are seized."

Sun Tzu