

# BM INTELLIGENCE

*Growing your Business*

**BMI** Corporate Services Limited  
邦盟滙駿秘書顧問有限公司

**BMI** Listed Corporate Services Limited  
邦盟滙駿上市秘書顧問有限公司





## About Us

BMI Corporate Services Limited and BMI Listed Corporate Services Limited, members of the **BM Intelligence Group** headquartered in Hong Kong, are leading professional services providers of comprehensive and reliable corporate secretarial services in Hong Kong, China and Asia.

We aim at delivering expertise business support that meets your needs in allowing you to concentrate on growing your businesses.

## 關於我們

邦盟滙駿秘書顧問有限公司及邦盟滙駿上市秘書顧問有限公司為總部設於香港的**邦盟滙駿集團**之成員。於香港、中國及亞洲提供全面及可靠的公司秘書服務，屬專業服務的領導者。

我們旨在為客戶提供專業的公司秘書服務以迎合其需要，使其可專注於業務發展。



## Our Expertise

With the strong presence in Hong Kong and China, **BMI Corporate Services Limited** and **BMI Listed Corporate Services Limited** together with the experienced Chartered Secretaries and business executives possess knowledge in handling company secretarial matters of listed companies as well as private companies in both onshore and offshore jurisdictions.

## 專業團隊

邦盟滙駿秘書顧問有限公司及邦盟滙駿上市秘書顧問有限公司於香港及中國市場舉足輕重。我們團隊中的特許秘書及商務行政人員在處理上市公司、在岸及離岸私人公司之公司秘書事務方面擁有豐富經驗。

## Corporate Services for Private Company

**BMI Corporate Services Limited** fully understands that different business works best on different structures. For establishing a company, the decision of an onshore or offshore one should also be undertaken with careful consideration of all factors involved. In addressing your specific needs, we offer the following corporate services :

### Company Formation and Registration

- Advising on business structures and types of entity to be formed that best suit your needs
- Registration of branch or a representative office in Hong Kong and China

### Ongoing Services

- Provision of nominee directors and shareholders, company secretary, authorized representative and trustee services
- Preparation and filings of statutory forms and returns with Companies Registry, Inland Revenue Department in Hong Kong and other overseas governmental bodies where required
- Provision of registered office address, correspondence address and mail forwarding services
- Transfer and allotment of shares, change in authorized share capital, etc
- Amendment of Memorandum and Articles of Association
- Change of directors, company secretary, auditors and authorized representative

### Dissolution, Deregistration and Cessation of Business

- Advising on the closure of business
- Acting as liquidator
- Managing the liquidation and deregistration processes
- Applying for dormant status of Hong Kong companies
- Liaising with governmental bodies and commissions in the relevant jurisdictions in respect of judicial issues

### Related Services

- Formation of companies in Hong Kong and various offshore jurisdictions, including China, Bahamas, Belize, Bermuda, British Virgin Islands, Cayman Islands, Delaware, Macao and Samoa, etc
- Trademark & Patent
- Virtual Office
- Company and Land Searches
- China Attesting Services
- Establishment and operation of bank accounts of Hong Kong and overseas companies





## 私人公司之公司秘書服務

邦盟滙駿秘書顧問有限公司了解，不同業務應有不同的結構，而決定成立一間在岸或離岸公司，也應仔細及周詳考慮所有不同因素。為切合客戶的不同需要，我們提供以下各種公司秘書服務：

### 成立公司及登記

- 因應客戶需求建議最佳的公司架構及成立方式
- 於香港及國內設立分公司或代表辦事處

### 持續服務

- 出任名義董事及股東、提供公司秘書、授權代表及受託服務
- 辦理及遞交香港公司註冊處、稅務局及其他海外政府機構所須法定表格及報表
- 提供註冊辦事處地址、聯絡地址及郵件轉寄服務
- 轉讓及配發股份、更改法定股本等
- 修訂公司組織章程大綱及細則
- 更換董事、公司秘書、核數師及授權代表

### 公司解散、撤銷註冊及結束業務

- 提供結束業務的專業意見
- 擔任清盤人
- 管理清盤及撤銷註冊程序
- 為本地公司申請處於不活動狀態
- 就有關司法事宜聯絡相關司法權區的政府部門及委員會

### 相關服務

- 在香港及多個離岸司法權區設立公司，包括：  
中國、巴哈馬、貝里斯、百慕達、英屬處女群島、開曼群島、德拉瓦州、澳門、薩摩亞等
- 商標及專利註冊
- 虛擬辦公室
- 公司及土地查冊
- 安排中國委託公証人辦理公証文件服務
- 開設及管理香港及海外公司的銀行戶口



## Corporate Services for Listed Company

**BMI Listed Corporate Services Limited** possesses experienced professionals to assist you in fully complying both the evolving regulations and disclosure requirements at budget under control that saving your time for your business expansion.

**BMI Listed Corporate Services Limited** offers a comprehensive range of corporate secretarial services for listed companies that can be generated into three areas:

### Reports

#### *Annual, Interim and Quarterly Results*

- Preparation of timetable, notification to the Stock Exchange and directors
- Reviewing results announcements

#### *Annual, Interim and Quarterly Reports*

- Preparation of written confirmations
- Preparation of corporate governance report and reviewing the contents of the reports

#### *Announcements and Circulars*

- Preparation of documentations and assisting for the fulfillment of disclosure requirements

### Meetings

#### *Annual and Other General Meetings*

- Preparation of notices, proxy forms and reply slips
- Preparation of chairman's script and poll results announcements

#### *Committee and Board Meetings*

- Attending meetings and preparation of minutes

### Compliance

- Acting as Named Company Secretary
- Provision of Registered Place of Business in Hong Kong
- Preparation of directors' disclosure forms in compliance with the Securities and Futures Ordinance
- Preparation of documentations for placing, share repurchase, bonus issue, issue of warrants and options, etc.





## 上市公司之公司秘書服務

邦盟滙駿上市秘書顧問有限公司擁有專業知識及豐富經驗之人才，可讓您掌握財務預算，保證您能完全遵行日趨複雜的條例及披露要求，令您能抽出更多時間，集中處理公司的業務。

邦盟滙駿上市秘書顧問有限公司致力為上市公司提供全面而廣泛的公司秘書服務，其中包括以下三大範疇：

### 報告

#### 年度、中期及季度業績

- 擬備時間表、向聯交所及董事呈報之通知書
- 審閱業績公告

#### 年度、中期及季度報告

- 擬備書面確認書
- 擬備企業管治報告及審閱報告內容

#### 公告及通函

- 擬備文件及協助遵守披露要求

### 會議

#### 股東周年及其他特別大會

- 擬備通告、代表委任表格及回條
- 擬備主席演講稿及投票結果公告

#### 委員會及董事會會議

- 出席會議及擬備會議記錄

### 合規

- 擔任名義公司秘書
- 提供香港註冊營業地點
- 擬備董事披露表格以符合證券及期貨條例的規定
- 擬備配售、購回股份、紅股發行、發行認股權證及購股權等之文件

## Share Registration Services

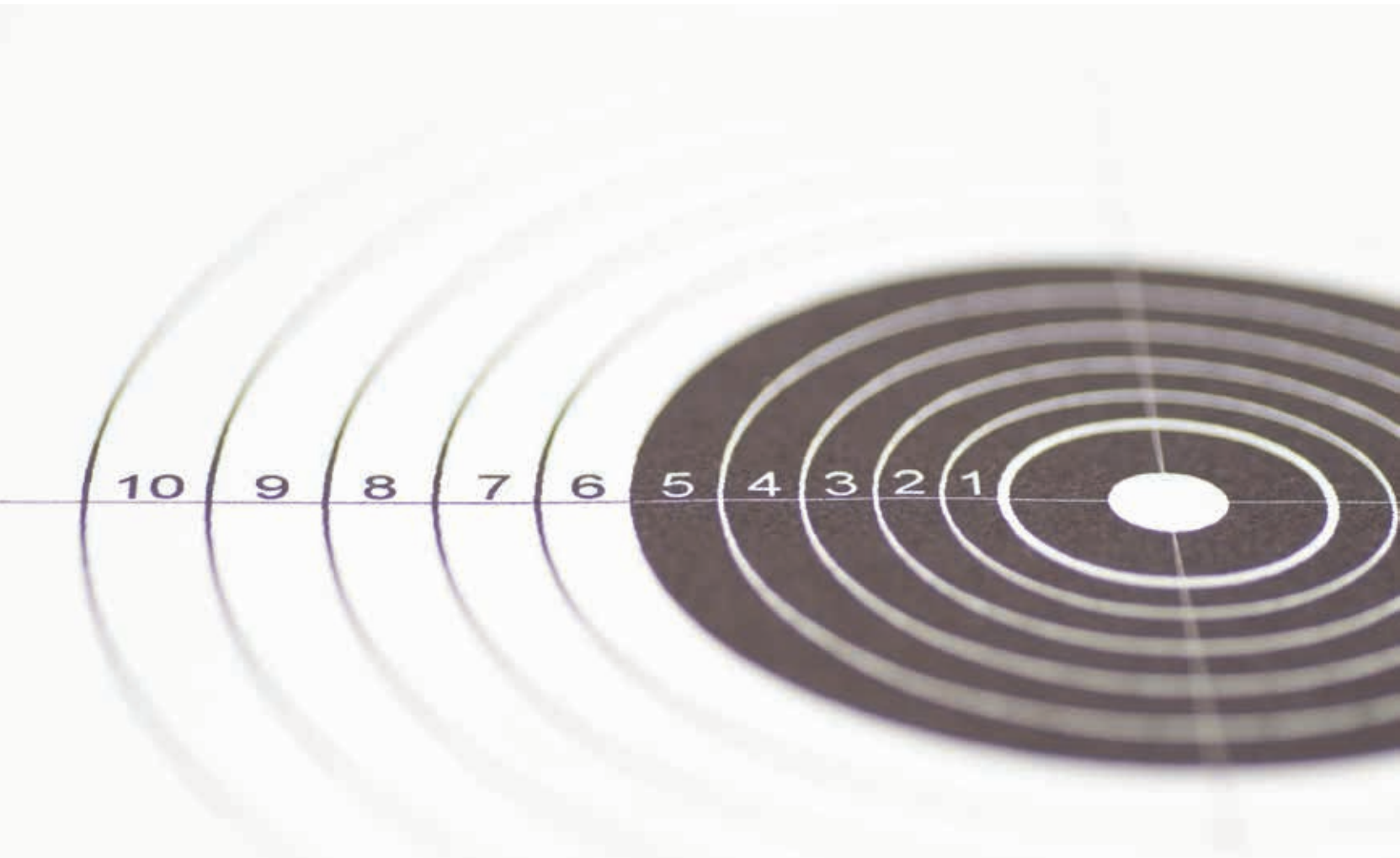
As a leading one-stop corporate services provider, we also offer our clients share registration services through our associate **Union Registrars Limited**, one of the leading share registrars for listed issuers in Hong Kong.

**Union Registrars Limited** as a member of the Federation of Share Registrars is an approved share registrar as defined under the listing rules of The Stock Exchange of Hong Kong Limited. The senior management have extensive experience in serving listed companies.

## 證券登記服務

作為領先的一站式公司秘書服務供應商，我們亦透過聯營公司**聯合證券登記有限公司**（香港上市發行人的其中一個主要股份過戶登記處）為客戶提供股份過戶登記服務。

**聯合證券登記有限公司**為香港證券登記公司總會的會員，是一間完全符合上市規則所定的核准股份過戶登記處。其高級管理人員在提供專業服務於上市公司方面有豐富經驗。







**Union Registrars Limited** is acting as share registrar to a number of listed companies incorporated in various jurisdictions and providing a full range of share registration services to listed companies and their shareholders, including:

- Maintenance of registers of members
- Registration of share transfers and issue of share certificates
- Production of reports for management and statutory filing
- Distribution of financial reports and other corporate communications
- Distribution of cash / scrip dividends and bonus shares
- Shareholders meeting services and scrutineer services for shareholders votings
- Registration advisory services
- Shareholders communications services
- Registration work for placing of shares, exercise of share options/warrants or corporate actions, such as capital restructuring, cash offers, rights issues, etc
- New listings of shares by way of initial public offerings and/or placing of shares

**聯合證券登記有限公司**現為多間成立於不同司法權區之上市公司擔任股份過戶登記處，並為上市公司及其股東提供全面的股份登記服務，其中包括：

- 編制股東持有人名冊
- 登記股份轉讓和印發新股票
- 為公司定時提交股份持有人清單及法定股份報表
- 為公司寄發業績報告及其他通訊予股東
- 處理派送股息包括以股代息或紅利股份
- 派代表於股東大會協助公司工作，包括作監票員
- 股份登記諮詢服務
- 股東查詢及通訊服務
- 處理因配售股份、行使認股權或認股權証之增發新股，及處理企業活動，例如股份重組，現金收購，供股等；及
- 處理新上市之公開發售股份及配售股份之工作

## Synergies

BMI Corporate Services Limited and BMI Listed Corporate Services Limited, together with other members of BM Intelligence Group, will continue to create Synergies in offering “One-stop” supporting services and provide cost-effective solutions for your further business expansion and profit growth.

## 協同合作 共創佳績

邦盟滙駿秘書顧問有限公司及邦盟滙駿上市秘書顧問有限公司與其他邦盟集團成員繼續發揮協同效應，提供一站式支援服務，為客戶提供具經濟效益的解決方案，進一步拓展公司業務，為您的整體利益增長作出貢獻。



## Other Services of the Group

Corporate Consultancy  
Event Management and Financial PR  
Funds and Wealth Management  
Human Resources Advisory  
Investment Migration  
International Business Centre Agency  
Internal Control and Risk Management  
International Property Investment Advisory  
Mining and Oil & Gas Technical Consultancy  
Pre- IPO Consultancy  
Professional Valuation  
Professional Translation  
Professional Training Centre  
Real Estate Agency and Project Consultancy  
Securities Advisory  
Trust Services  
Typesetting and Printing

## 本集團的其他服務

企業顧問  
企業及財經傳訊  
基金及理財策劃管理  
人力資源顧問  
投資移民  
國際商務中心代理  
內部監控及風險管理  
國際物業投資顧問  
礦業及石油與天然氣技術顧問  
上市前期顧問  
專業評估服務  
專業翻譯  
專業培訓中心  
房地產代理及項目顧問  
證券顧問  
信託服務  
排版及印刷

BMI Corporate Services Limited  
邦盟滙駿秘書顧問有限公司

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