

### 其他服務項目 Other Service Item (HK\$)

服務項目 Service Content		所需工作日 Lead Day	服務費 Service Fee	附加費 Additional Fee		
公司現況證明書 (標準版)		Certificate of Incumbency (Standard)	15	3,300.-	---	
公司現況證明書 (詳細版)		Certificate of Incumbency (Descriptive)	15	5,100.-	---	
有效性及合法性證書		Certificate of Good Standing	15	3,300.-	---	
免稅證明書		Certificate of Tax Exemption	15	12,100.-	---	
中華人民共和國大使館認證書		Documents attested by Chinese Embassy	40	35,200.-	---	
更改公司名稱	無中文名	Change of Co. Name	without Chinese Name	30	5,000.-	---
	有中文名		with Chinese Name	9,600.-	---	
更改公司營運地址		Change of Company Trading Address	1	1,700.-	---	
更改公司成員資料		Change of Information of Member	1	1,700.-	---	
更改或增加董事 / 每名		Change of Director / each	1	3,300.-	---	
更改或增加股東 / 每名		Change of Shareholder / each	1	3,300.-	---	
增加註冊資本 / 每次 *		Increase of Issued Share / each *	20	5,000.-	---	
補領公司註冊證書		Apply a copy of Company Incorporation Certificate	15	3,300.-	---	
簽發會計師鑒証本		Certified True Copy by CPA	1	1,000.-/每年度 Per Year	---	
簽發商業文件 / 証件鑒証本		Certified True Copy of Business Document / Identification	1	800.-/每類別 Per Type	---	
會議記錄 / 決議		Drafting of Minutes / Resolutions	1	800.-	---	
鋼印		Common Seal	3	800.-	---	
原子印		Pre-ink Stamp	3	500.-	---	
重印股票本		Reprint of Share Certificate	2	600.-/ 10 頁 Sheets	---	
重印公司章程		Reprint of M&A	3	3,300.- / 5 本 Booklets	---	
重做全套公司綠盒 +		Re-make full set of Company Kit +	3	5,000.-	速遞費 Courier Fee	
海外公司註冊除名		Deregistration of Offshore Company	90	25,300.-	---	
委任 SBC 為註冊代理手續費		Transfer In : Appoint SBC as Register Agent	---	1,700.-	代收代付費 At Cost	
更改註冊執行人手續費		Transfer Out : Change of Administrator	---	5,000.-	代收代付費 At Cost	
索取「註冊公司文件」/每年度 /每次		Collect "Company Document" /per Year /per Order	---	100.-	---	

### 續牌項目 Renewal Item (HK\$)

註冊股本不限 No restriction on the Share Capital	續牌到期日 Renewal Due Date	牌照年費 License Fee per year	罰款 / 手續費 Penalty / Service Fee	合計費用 Total Fee
	到期日之前 on or before due date	9,900.-	---	9,900.-
到期日之後的 60 天內 not over 60 days after due date	1,000.-		10,900.-	
到期日之後的 61 - 330 天內 within 61 - 330 days after due date	1,500.-		11,400.-	
到期日之後的 331 天或以上 ▼ 331 days or over after due date	報價 By quotation		報價 By quotation	

備註 \* 更改註冊資本後會提供一本正本的公司章程，增加註冊資本並無上下限，增加多少一律收費。  
Remarks One original copy of amended M&A will be provided after the increase of authorized share capital.

No limitation to the amount of increasing share capital. Fixed Fee will be charged per increase.

+ 公司綠盒包括：印章 3 個 / 股票 / 公司章程  
Company kit including : 3 Pre-ink Stamp / Share Certificate / M&A

▼ 公司已被除名者，罰款中已包含續牌罰款及政府復名費用。(報價)

Restoration fee is inclusive in the government penalty for company that had already been struck off. (By Quotation)

駿業國際保留隨時調整收費、服務及相關條款及細則之權利，而毋須另行通知。

SBC International reserves the right to amend any of the prices and relevant terms without any notice when the amendment is deemed necessary.