

Equiom

GUIDING YOU FORWARD

Hong Kong

Service Guide

The Equiom Way
equiomgroup.com

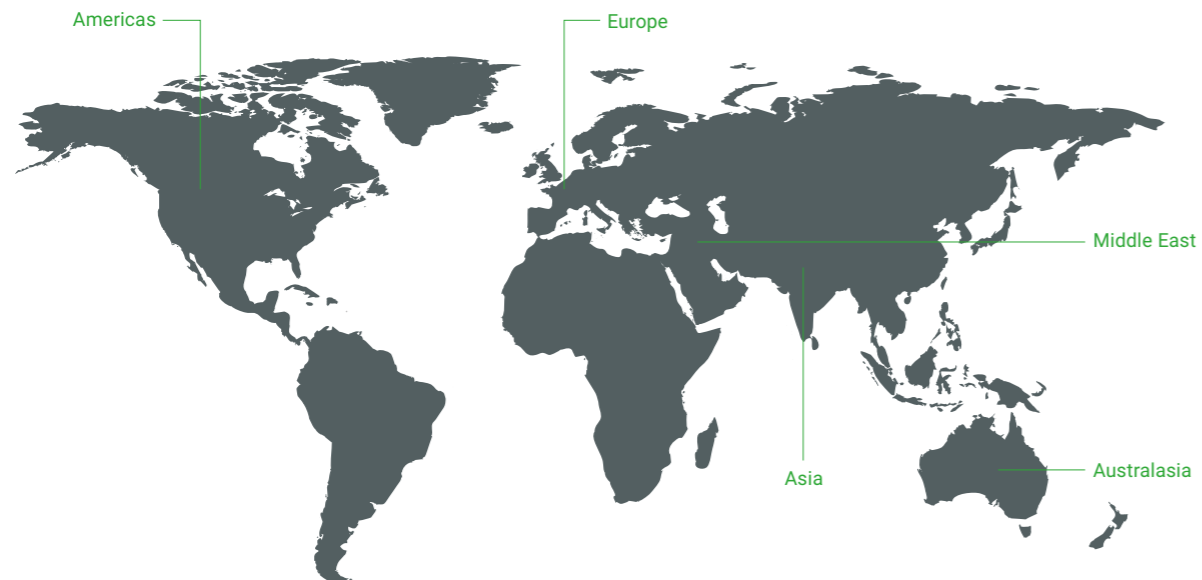


Welcome to Equiom

We are a global professional services provider working with you to navigate the twists and turns on the journey towards achieving your ambitions. Our proactivity and passion for progress will guide you forward, going beyond exceptional service to develop deep and meaningful client relationships.

Established in 1978, we have provided market leading services for more than 40 years. With offices in many of the world's international finance centres we are a truly global business with a diverse team of experienced professionals.

Our global footprint



650+
people
internationally



70+
industry
awards



15+
professional
services





Equiom Hong Kong

We provide corporate and trust related services. Whether you are looking to operate a business, protect your wealth or expand your operations in Asia, our experienced team is here to help.

We take time to get to know you, to understand your business and your requirements in order to tailor our services and provide comprehensive business advice.

We handle the day-to-day management of company and trust structures and offer a suite of complimentary services including company secretarial, accounting, payroll and tax compliance. Our dedicated in-house tax expertise enables us to provide tailored solutions to protect your specific needs.

We deliver those services 'The Equiom Way' – with passion, reliability and responsiveness.

Why choose Equiom?

- We provide a dedicated 'relationship lead'
- We are a long-established provider with a wealth of experience
- We have highly qualified, multilingual and respected professional teams
- We are an award-winning business
- We understand the importance of proactive service, helping you to achieve your goals
- We draw on our global knowledge to provide tailor-made solutions for you locally

Why choose Hong Kong?

- Major trading and financial centre, strategically located
- English common law is prevalent
- Profits tax rate only 16.5%
- No tax on dividend income and capital gains
- Robust infrastructures and business facilities
- A foreign resident is permitted to own 100% of a Hong Kong company

Company

We simplify the process of company administration, guiding you through the process of choosing the right jurisdiction and structure.

Our services go beyond forming and administering the company to providing fiduciary and tax support, key personnel, maintenance of statutory records and ensuring compliance with statutory and regulatory requirements in the relevant jurisdiction.

We have enabled a wide range of private and corporate clients to incorporate and administer companies, helping them to benefit from access to our multi-jurisdictional solutions.

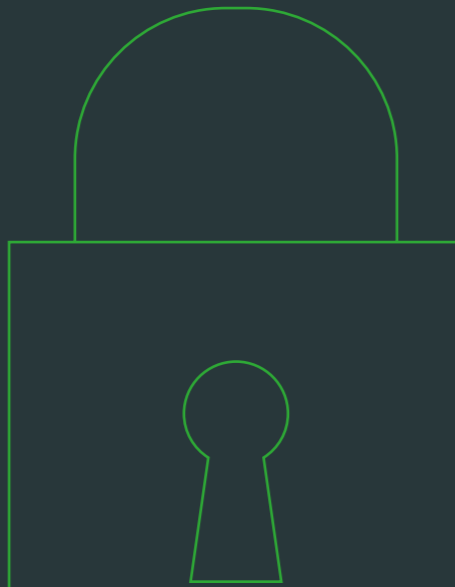
Our offering is enhanced by back-office support services including accounting, HR administration, payroll and international pension planning.

Services include:

- Company formation in Hong Kong and multiple jurisdictions through a single contact point
- Advice on appropriate structures

- Bank account opening and operation
- Provision of directors, nominee shareholders and company secretary
- Provision of serviced office and virtual office services
- Provision of registered office and correspondence management
- Maintenance of appropriate statutory records
- Tax compliance
- Registration of non-Hong Kong companies, branches and representative offices
- De-registrations and liquidations
- Corporate restructuring
- Ongoing administration services and full back-office support
- Regulatory compliance
- Full company secretarial service

Trusts



Over the years, we have earned an enviable reputation as leading professional trustees, dedicated to maintaining our clients' prosperity.

Our trust specialists identify the most appropriate trust structures to protect and enhance your private or corporate wealth and assets.

We specialise in establishing asset protection trusts, standby trusts, charitable trusts, reserved power trusts, fixed interest trusts, discretionary trusts, excluded property trusts and wills.

We guide you through the complexities of local laws and regulations to find the right solution for you, organising the initial establishment of a trust and administering it carefully to maximise the benefits. We ensure its legal and tax status is maintained and provide regular accounting and financial reporting.

We aim to give you more control over your assets today, and more confidence about your holdings

tomorrow – helping to ensure that your family, employees, or favoured charities are well looked after for years to come.

We are fully independent and can hold a wide variety of assets. We will help you to find the right asset manager or alternatively work with your existing network.

Services include:

- Estate and succession planning
- Establishment and administration of trusts and foundations
- Independent trustee and advisory service
- Employee benefits/shares trust
- Establishment of capital and income bank account
- Bookkeeping services and annual accounts
- Escrow services

Tax Advisory



We offer global insight and local knowledge to advise individuals and help businesses to solve a diverse range of international business and tax challenges.

We guide, support and build effective structures that work in harmony with efficient tax strategies.

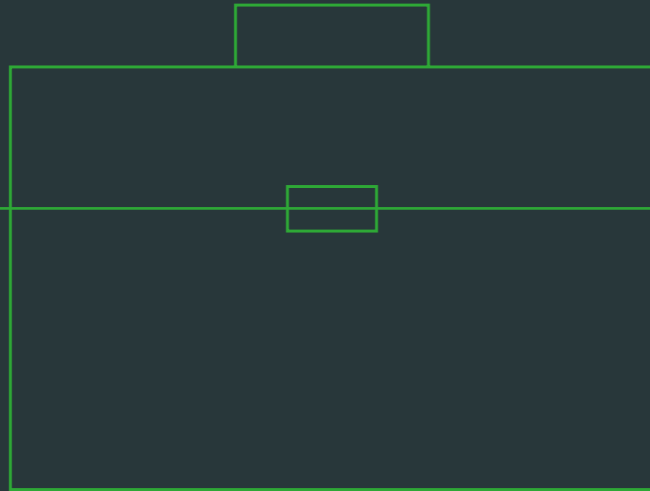
Working closely with our client relationship teams and clients' professional advisors, we support our clients' tax advisory requirements drawing on our substantial experience and knowledge in a variety of areas.

We help you to ensure tax compliance as required by the Hong Kong Inland Revenue Department (IRD) by completing profits tax returns, employer returns and individual tax returns.

We also provide tax advice and obtain advance tax rulings and/or represent taxpayers in tax investigations, with respect to:

- Structuring of business transactions and investments
- Investment fund structuring
- Finance and royalty structures
- Employment benefit schemes
- Business succession and estate planning
- Stamp duty on the structuring of equity and property investments
- FATCA & CRS

Management Accounting

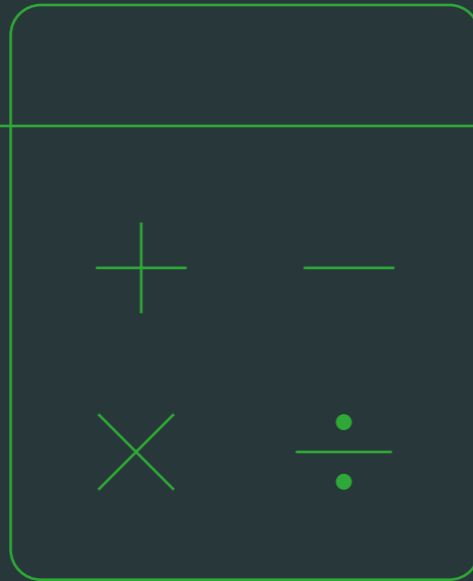


Our accounting service enables clients to make informed business decisions through the provision of regular, timely and relevant financial and statistical information.

Services include:

- Preparation of financial statements according to local requirements
- Preparation of management statements according to group reporting requirements
- Cash flow management and reporting
- Bank account administration and management
- Audit liaison and coordination
- Preparation and submission of statutory reports to tax authorities
- Corporation tax filing and returns
- Expense reports preparation
- Employment contracts and applications support
- Onsite accounting and payroll administrative support

Payroll, HR & other services



Whether you have one employee or one thousand, every business has a duty to operate a payroll system – and the challenge can be increasingly complex.

We ensure payroll is accurate, compliant and on time, calculating net pay, tax, pensions and other deductions and taking into account changing legislation.

A valid visa or work permit may be required for non-residents to live in or carry out business in a jurisdiction. With various types and classes of visas and work permits, it is essential that you submit the correct application. Our team of multilingual experts can assist with applications for permanent residency or work permits for company staff or individuals. By understanding your personal goals and intentions, we can ensure that you are supported every step of the way during and beyond your application process.

Services include:

- Confidential payroll administration – monthly salary, bonus calculations and issue of payslips
- Social insurance (health, pension – Mandatory Provident Fund (MPF), labour) enrolments and cancellations
- Preparation and submission of employer's tax return
- Annual withholding tax and social insurance reporting
- Visa (work, dependent, investor, China) and immigration application

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