

## Enrolment form

### PRC Company Secretarial Practice Series

Many practitioners in Hong Kong must serve their companies or clients in setting up and maintaining business entities in PRC, the local practice of which is much different from Hong Kong. This series aims to enhance practitioners' practical skills and professional knowledge on PRC Company Secretarial Practice.

#### **Session 1: Business Entities - basic features, pros & cons**

- Wholly Foreign Owned Enterprise
- Joint Venture Enterprise
- Representative Office
- Branch Office
- Local Subsidiary
- Comparison between WFOE & RO
- Comparison between WFOE & JV
- Comparison between Branch Office and Local Subsidiary

#### **Session 2: Setup Procedure - Wholly Foreign Owned Enterprise**

- Name Registration
- Business Scope
- Shareholder & Authorised Representative
- Director, Legal Representative, Manager, Supervisor
- Finance Person in Charge, Tax Handling Person, Liaison Person
- Capital Structure
- Office Leasing
- Articles of Association
- Application (Commission of Commerce, Administration for Industry & Commerce)
- Post-Registration (Chop Making, E-Licence, Tax Registration & Assessment)

#### **Session 3: Bank Accounts & Fund Flow - Wholly Foreign Owned Enterprise**

- Types of bank accounts
- Selection of bankers
- KYC
- Operation of bank accounts (manual & online)
- Cash control measures
- Foreign exchange control
- Fund flow and cross-border transactions
- Capital injection
- Dividend payment

#### **Session 4: Alteration in Corporate Structure - Wholly Foreign Owned Enterprise**

- Name
- Business scope
- Shareholder (authorized representative, corporate name, address)
- Director, Legal Representative, Manager, Supervisor

- Capital increase
- Capital reduction
- Address
- Amendment of articles
- Branch setup
- Subsidiary setup

### **Session 5: Voluntary Liquidation of Wholly Foreign Owned Enterprise**

- Preparation
- Solvency
- Corporate structure
- Liquidation committee
- Commencement of liquidation
- Tax clearance
- Realization of assets
- Settlement of liabilities
- Liquidation report
- Bank account closure
- Return of capital

### **Session 6: Representative Office**

- Setup requirements
- Setup procedure
- Foreign head office and authorised signatory
- Chief representative
- Bank account opening
- Labour agent
- Annual maintenance
- Alteration in structure
- De-registration

**Speaker: Desmond Lau**, Co-founder of EDM Corporate Advisory Limited

**Chair: Terry Kan**, Partner of SHINEWING Specialist Advisory Services Limited

**Date:** six consecutive Thursday evenings from 31<sup>st</sup> October 2019 to 5<sup>th</sup> December 2019

**Time:** 6.30p.m. to 8.30p.m. (registration starts from 6.15p.m.)

**Language: Cantonese**                      **Level:** Intermediate

**Course fee per session:** \$450 (standard fee) or \$400 (for early bird that enrolls and pays one week before the event date)

**Course fee for all 6 sessions:** ~~\$2,700~~ **\$2,200** (for participant who enrolls and pays before 24 October)

**CPD points for accountants and company secretaries:** 2 CPD points for each session, total 12 CPD points for all 6 sessions (No event accreditation has been applied as participants may get CPD points of their professional institutes pursuant to the relevant CPD rules.)

**CPD points for lawyers:** 2 CPD points for each session (total 12 CPD points for all 6 sessions) awarded by the Law Society

**Venue:** 8/F, United Centre, 95 Queensway, Admiralty, Hong Kong

**Payment method:** Please fill in the following information and mail this enrolment form and your cheque payable to **'Professional Development Resources Centre Limited'** to **P.O. Box 23244, Wan Chai Post Office**. Please mark your '[Name]', '[Telephone no.]' and '[Course/Event name]' at the back of the cheque.

**Please tick the sessions you would like to enrol:**

Session	Date	Please <input type="checkbox"/>
All 6 sessions	six consecutive Thursday evenings from 31 <sup>st</sup> October 2019 to 5 <sup>th</sup> December 2019	
Session 1: Business Entities - basic features, pros & cons	31 <sup>st</sup> October 2019 (Thursday) Time: 6:30p.m. to 8:30p.m.	
Session 2: Setup Procedure - Wholly Foreign Owned Enterprise	7 <sup>th</sup> November 2019 (Thursday) Time: 6:30p.m. to 8:30p.m.	
Session 3: Bank Accounts & Fund Flow - Wholly Foreign Owned Enterprise	14 <sup>th</sup> November 2019 (Thursday) Time: 6:30p.m. to 8:30p.m.	
Session 4: Alteration in Corporate Structure - Wholly Foreign Owned Enterprise	21 <sup>st</sup> November 2019 (Thursday) Time: 6:30p.m. to 8:30p.m.	
Session 5: Voluntary Liquidation of Wholly Foreign Owned Enterprise	28 <sup>th</sup> November 2019 (Thursday) Time: 6:30p.m. to 8:30p.m.	
Session 6: Representative Office	5 <sup>th</sup> December 2019 (Thursday) Time: 6:30p.m. to 8:30p.m.	

<b>Name:</b> Please enter your full name to be printed on the certificate of attendance	
<b>Company:</b>	<b>Job title:</b>
<b>Email:</b>	<b>Mobile phone no:</b>

**\*To enhance administrative efficiency, you are encouraged to enrol online (please visit: [www.cpdcentre.org](http://www.cpdcentre.org)).**

**Terms & Conditions**

1. Enrolment will be processed upon receipt of full payment on a first-come, first-served basis.
2. Registrants can only enjoy the early bird discount when payment is received by us one week before the course/event date.
3. Fees shall not be refunded after the registration has been processed. If you cannot attend a booked course/event, you may transfer your booking to a replacement delegate.
4. If a course/event is full, a registrant whose enrolment is unsuccessful will receive a refund of the appropriate fee.
5. Professional Development Resources Centre Limited reserves the right to alter the contents, speaker(s), date, time, venue, or otherwise of the course/event, or cancel the event.