

Hong Kong

Overview of Services

The Maples Group in Hong Kong brings in-depth knowledge of a wide range of investment vehicles and structures, including regulatory and investor requirements, across an extensive global network. A robust institutional-grade infrastructure coupled with a highly responsive approach to client service ensures vehicles we act on are comprehensively supported in navigating the complexities of today's global business landscape.

Formation Services

- Provide entity formation services to Hong Kong entities;
- Comply with Hong Kong regulatory requirements for formation services;
- Prepare corporate records including articles of association, incorporation forms, company seal, company stamp, share certificates, statutory registers and minute books;
- Provide a registered office address and manage all local communications relating to the company;
- Assist with the establishment of bank accounts, if possible;
- Ensure all statutory and regulatory filings are made and all ongoing corporate requirements are satisfied under the relevant laws and regulations; and
- Provide secure online access to entity data via our online portal, eServices. Information available via the portal includes key corporate records such as registers, articles of association, minute books and transaction documents.

Company Secretarial & Board Support Services

- Act as the named company secretary and registered office with the Hong Kong Companies Registry ("CR") including maintaining the statutory registers, minute books and seals;
- Provide CR compliance alerts and reminders;
- Prepare ad hoc resolutions for company secretarial matters;
- Provide meeting facilities, coordinate annual general meetings and annual returns either in person or via telephone;
- Prepare and distribute agendas, board packs, minutes and action items to relevant parties; and
- Sign secretarial certificates, arrange for the execution of agreements, liaise with third parties and provide copies of other documents prepared or retained by us as company secretary.

Directorship Services

- Provide experienced independent, non-executive directors resident in Hong Kong, including some who speak Cantonese or Mandarin, to corporate

entities engaged in:

- Hedge funds;
- Private equity funds;
- General partners to a limited partnership;
- Asset finance including aviation and shipping;
- Structured finance including bankruptcy remote orphan vehicles engaged in securitisation and repackaging transactions;
- Holding companies; and
- Insurance linked securities.

Trustee Services

- Act as trustee to hold voting shares of an investment fund, special purpose vehicle or trust;
- Act as trustee and administrator to employee benefit trusts;
- Provide trustee services to investment funds structured as unit trusts; and
- Provide private wealth trustee and trust administration services to Bermuda, British Virgin Islands, Cayman Islands, Hong Kong and Jersey trusts and foundations.

Accounting, Tax & Agency Services

- Prepare GAAP and IFRS consolidated accounts;
- Provide daily or monthly corporate / management accounting where required;
- Act as escrow agent and provide paying agent services;
- Liaise with auditors, where applicable; and
- Provide support in certain regulatory reporting and local tax requirements.

Permanent Office Services

- Provide offices for use by the client company; and
- Assist with the procurement of employees to be contracted directly with the client company.

Power of Attorney & Proxy Agent Services

- Arrange for an appropriate power of attorney when required; and
- Serve as proxy for shareholders who are unable to attend shareholder meetings.

Entity Management Services

- Coordination of all necessary entity and regulatory filings (including the payment of annual and government fees) in order to maintain regulatory compliance and good standing of entities;
- Centralised compliance, data management, document management and billing;
- Protocol and processes development to ensure efficiencies across teams and regions; and
- Assigned global liaison and single point of contact to work with clients' current service providers to ensure all entities are managed effectively.

Liquidation Services

- Assist with the liquidation or deregistration of Hong Kong entities.

For further information on our services, please contact:

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