

BUSINESS SOLUTIONS



ABOUT KPC



KPC Business Centre is a professional business services provider offering a wide range of high quality business solutions to a wide variety of clients all over the world.

KPC is ideally located at the heart of Hong Kong's commercial district, surrounded by all major transportation systems. It is the perfect location to meet all your business needs.

WHY CHOOSE US?

- ✓ We're experienced professionals
- ✓ We're responsible & reliable
- ✓ We're flexible & responsive
- ✓ We're committed to quality

OUR SERVICES



SERVICED OFFICES

- Harbour-view office
- Flexible lease term (1 day to 1 year)
- All-round office supports



VIRTUAL OFFICES

- Registered office address
- Mail and parcel handling
- Call and fax management



COMPANY FORMATION

- Hong Kong company
- China company
- Offshore company



ACCOUNTING & TAXATION

- Accounting
- Audit arrangement
- Tax advice



WEBSITE & IT SOLUTIONS

- Website Design
- Email hosting
- IT solutions
- Business technical supports



PROFESSIONAL SERVICES

- Trademark registration
- Recruitment and payroll
- Translation and interpretation
- Logistics and shipping
- Marketing supports

A photograph of a modern office desk with a laptop, notebook, and telephone, overlooking a city skyline and harbor. The desk is dark grey and holds a silver laptop, a spiral notebook, a pen, and a white telephone. A small glass vase with reed diffusers sits on the desk. The background shows a large window with a view of a city skyline and a harbor. The text "SERVICED OFFICES" is overlaid in a white banner across the bottom of the image.

SERVICED OFFICES

FLEXIBLE OFFICE SPACE

(Lease terms from 1 day to 1 year)



WORKSTATIONS

Our services & facilities

- Flexible & dynamic office space
- Hassle-free office management
- Professional IT support
- Best quality business support



EXECUTIVE SUITES

Our services & facilities

- Private & secured office space
- 24 hours secured access
- Hassle-free office management
- Professional IT support
- Best quality business support



SEA VIEW SUITES

Our services & facilities

- Panoramic harbour view office
- Private & secured office space
- 24 hours secured access
- Hassle-free office management
- Professional IT support
- Best quality business support

PRIME LOCATION

Major stations

- 1 mins - MTR - Tsim Sha Tsui East Station
- 3 mins - MTR - Hung Hom Station
- 10 mins - MTR - Central Station
- 30 mins - Hong Kong International Airport

Connection to China

- 40 mins - Lo Wu Station, Shenzhen, China
- 40 mins - Lok Ma Chau Station, Shenzhen, China

Nearby Hotel

- 1 mins - Kowloon Shangri-La Hotel
- 2 mins - Hyatt Regency Hong Kong, Tsim Sha Tsui
- 2 mins - Regal Kowloon Hotel
- 3 mins - InterContinental Grand Stanford Hong Kong





VIRTUAL OFFICES



SERVICES PACKAGE


REGISTERED OFFICE ADDRESS

- Registered business address
- Mail and parcel collection
- Parcel storage
- Mail forwarding services

COMMUNICATIONS SUPPORT

- Private telephone number
- Call answering in your company name
- Message taking
- Private fax number
- Fax to email services
- 24x7 accessible voicemail
- Instant call transfer after call pick up

OFFICE SUPPORTS

- Corporate email with your domain
 - Corporate website
 - Personal assistant
 - Usage of workspace/meeting room
 - Centre services and facilities
- 



MEETING SERVICES

SERVICES & FACILITIES



MEETING PACKAGE

(Available by hour, day or month)

- Meeting room with conference phones
- Wireless internet access (WIFI)
- Complimentary tea and coffee
- Coffee breaks with refreshment
- Professional reception services
- Stationary, notepad and pen
- LCD TV projection with whiteboard
- Audio conference facilities
- Technical support services
- Event recording services
- Translation and Interpretation
- Catering services

A low-angle, upward-looking photograph of several modern skyscrapers with glass facades against a clear blue sky. The buildings are arranged in a way that creates a sense of height and scale. Overlaid on the image are several semi-transparent geometric shapes: a dark blue square in the upper left, a light blue square in the upper right, a light blue square in the middle left, a grey square in the middle left, and a light blue square in the bottom right. The text 'COMPANY FORMATION' is centered in a bold, blue, sans-serif font across the middle of the image.

COMPANY FORMATION

COMPANY FORMATION



HONG KONG

Types of company

- Limited company by share
- Limited company by guarantee
- Sole proprietorship
- Representative offices
- Branches of foreign companies



CHINA

Types of company

- Representative offices (RO)
- Wholly foreign owned enterprise (WFOE / FICE)
- Joint venture (JV)



OFFSHORE

Jurisdiction

- Seychelles
- Samoa
- British Virgin Island (BVI)
- Cayman Islands

COMPANY FORMATION PACKAGE

One-stop registration

- Company name search
- Certificate of incorporation
- Certificate of incumbency
- Certificate of good standing
- Business registration license
- Memorandum & article of association
- Share certificate book
- Register of directors
- Register of shareholders
- Offshore registered agent
- Offshore registered office
- Offshore government fees
- Statutory company secretarial services
- Company chop, authorized signature stamp and common seal
- Preparation of minutes / resolution of first broad meeting
- Hong Kong bank account opening services
- Hong Kong registered office address



HONG KONG VISA



TYPES OF VISA SERVICES

Visa application

- Employment visa
- Investment based employment visa
- Dependant visa
- Training visa
- Business / Leisure visit visa
- Capital Investment Entrant Scheme ("CIES")
- Quality Migrant Admission Scheme ("QMAS")

Visa extension & status change

- Extension of all visas
- Change of visa sponsorship
- Change of visa status

SERVICES PACKAGE

Services include

- Initial consultation meeting to review your unique circumstances
- Advise appropriate visa type and requirements
- Provision of tailored checklist of necessary documents
- Preparation of all materials presentation
- Acting as representative to present the application to the Immigration Department
- Follow up on application progress
- Attending any interviews required by the Immigration Department
- Liaison with the Immigration Department
- Collection of visa label and provide advice on HKID application



ACCOUNTING & TAXATION

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ACCOUNTING & AUDITING

KPC offers a full range of high-quality integrated accounting services to support your business. We have a team of experienced professionals to help you complete appropriate documentation, analyze and prepare the required reports and liaise with the tax department and authorities to ensure compliance with local requirements.

Services includes

- Maintenance of accounting books and records
- Preparation of management reports in accordance with your timetable and requirement
- Preparation of financial statements, consolidations, profit and loss account, balance sheet, cash-flow statements, budget report and bank-statement reconciliations.
- Arrangement of statutory company audit
- Preparation of audited financial report

TAXATION SERVICES

Every company in Hong Kong are required by law to file a corporate tax return on an annual basis. We can help you to streamline your financial efforts, reduce accounting errors and allowing you to focus on managing and growing your business.

Services include

- Preparation of profits tax computation
- Preparation and submission of corporate tax return
- Preparation and submission of individual tax return
- Preparation and submission of employer return for remuneration and pensions
- Liaison with the Inland Revenue Department
- Application for (offshore income claiming tax exemption)
- Acting as company's tax representative
- Preparation and submission of tax return to the tax departments in Hong Kong
- Provision of advice and assistance with tax compliance for Hong Kong

CONSULT

COMPANY MAINTENANCE


STATUTORY COMPANY SECRETARY

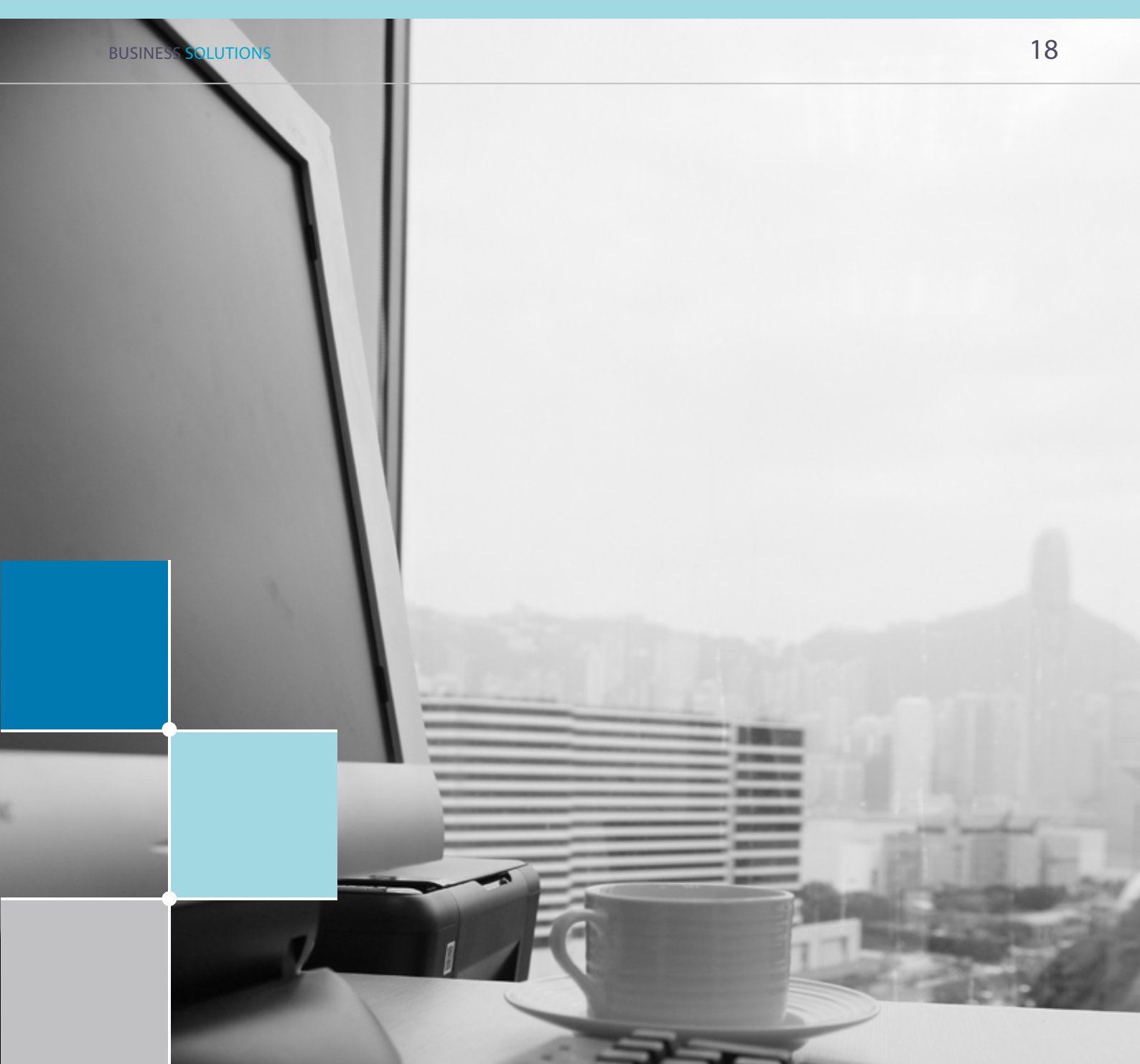
- Acting as the Company Secretary for your company
- Preparing and filing annual return
- Change of company registered business address
- Change of company name
- Change of director
- Change of shareholders / Transfer of Shares Allotment of Shares
- Allotment of shares
- Deregistration of limited company
- Reissue of business registered license
- Nominee directors
- Nominee shareholders

PROFESSIONAL SERVICES

- Trademark and Licensing
- Recruitment and Payroll Administration
- Logistics solutions and shipping arrangement
- Marketing - logo, website and materials design
- IT support - networking and equipments

ADMINISTRATIVE SUPPORTS

- Document processing (e.g. copy, print, scan, binding, etc)
 - Translation and Interpretation
 - Typing and word processing
 - Travel ticket and visa arrangement
 - Name card and stationery printing
- 



TECHNICAL SUPPORT



MANAGED IT SERVICES

Grow your business with our IT solutions.

High-quality and reliable technology is vital for your business.

Our managed IT services provides you with experienced, qualified experts to handle your IT hardware and software needs, from servers and networks to your desktops and laptops.

With our services, you avoid the hassle of hiring, training and managing technical support agents, and the other headaches of maintaining infrastructure. Let our team take care of your technical needs while you grow your business to the next level.

Services includes

- Business IT support (per-hour / per-incident basis)
- Website development
- Email & fax system
- Hosting services
- IP telephone system
- Cloud solutions
- Data protection
- Networking & equipments
- Business security & backup
- Vendor management

