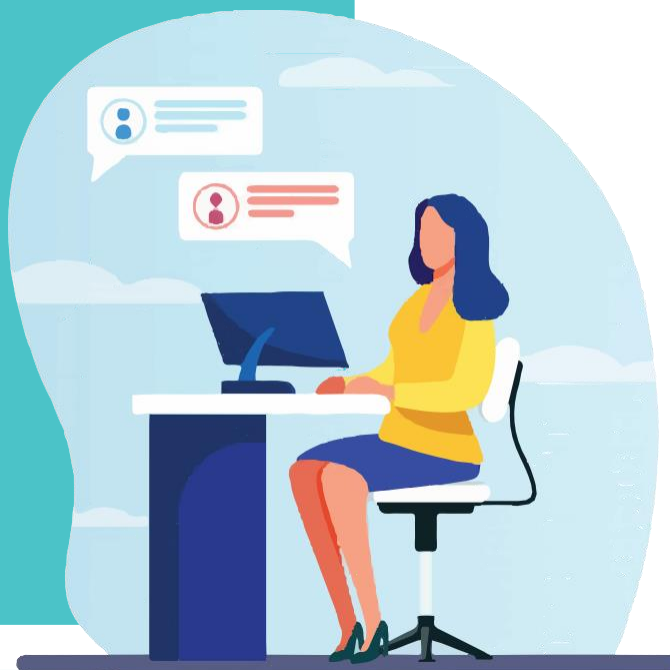




Company Introduction

Secretarial Services for **Listed Companies**



Why do you need company secretary Service?



1.

According to the Hong Kong Companies Ordinance,
every limited company must appoint or retain at least one company secretary

2.

A company secretary is a senior executive position appointed by the board to assist in
corporate governance, compliance and legal senior executives are the key to the
company's stable development.

The Responsibilities of Company Secretary

The main responsibility of the company secretary is to ensure the company's administrative compliance and legality, and its specific responsibilities include but are not limited to:

**Preparation of company
statutory account records**

**Organizing and arranging the board
of directors or annual general meeting**

**Maintain relevant
statutory documents**

**Communicate with regulators,
lawyers and auditors**

**Handling share transfer
and registration**

**Notification of changes in
company structure/information**

**Preparation and presentation
of annual returns, etc.**

**Take appropriate action to comply with
the relevant regulatory environment**

**Monitor the company's
regulatory governance**



The difference of Listed Company Secretary & Private Company Secretary

According to the requirements of the Listing Ordinance, the company secretary of a listed company must be a natural person.
and the natural person must be:



Licensed
Accountant



licensed
Lawyer



Licensed
Company Secretary

In addition to the mentioned responsibilities, the listed company secretary has many additional responsibilities,
How to find the right candidate?

≡ Bizway
is your best option.

We have an experienced team provide secretarial services for listed companies to meet statutory requirements



Our Service Scope



According to the needs of customers, we provide a full range of company secretarial services for listed companies, Including but not limited to the following options:

Assigning professionals as company secretary and authorised representative of listed companies

Provision of general company secretarial services to group subsidiaries

Acting as a public company and regulator
(including the Stock Exchange, SFC, FRC, Companies Registry etc.)

Serve as a listed company and its professional team
(including financial advisors, lawyers, share registration and transfer offices, financial printers)
and other communication bridges

Arrange for a board meeting in a timely manner

Drafting and keeping minutes of board meetings

Our Service Scope

Assist in ensuring public company compliance.

In particular, the Companies Ordinance, the Listing Ordinance and the Securities and Futures Ordinance, including ongoing monitoring and compliance advice to the Board.



Assist in drafting and uploading of documents required under the Listing Ordinance and announcements, including but not limited to:

- . Monthly report
- . Notice of Board Meeting
- . Quarterly/Interim/Annual Results Announcement
- . Quarterly/Interim/Annual Report
- . Annual General Meeting Circular and Notice



In relation to other transactions of the company, including but not limited to share placements, Mergers and acquisitions, etc.:

- . Act as a communication bridge between the company and the stock exchange and professional teams
- . Assist in drafting and uploading of relevant announcements and circulars
- . Arrange for an extraordinary general meeting if necessary

Why choose Bizway Service?

Save Management Costs



We are a professional team with rich experience, Ability to complete work autonomously without spending resources on supervision and training

All-time Service



We provide our services as a team and secretarial work will not be delayed or interrupted due to annual or sick leave

Continuous Service



We provide services as a team, and there will be no handover difficulties or data loss due to the departure of individual colleagues



Should you have any enquiries,
please feel free to call us:

Mr. Henry Pang

Mr. Paco Lau

Email: info@haakcapital.com

Phone: **+852 8493 3642**

Websites:

English: <https://haakcapital.com/> or

China: <https://haakchina.com/> or

Hong Kong SAR: <https://haakhk.com/>