

## Sample Questions

1. A copy of the Exit-entry Permit for Traveling to and from Hong Kong and Macao issued by the Hong Kong and Macao Affairs Office and the related endorsement for business visit (Shangwu), or a copy of the Visa/Entry permit label issued by the Immigration Department showing that you or the non-resident partners are allowed to join in any business in Hong Kong.
2. For a partnership business, a copy of the partnership agreement and advise:
  - (a) the profit and loss sharing ratio and responsibilities of each partner; and
  - (b) the date, the amount and the mode of payment of the capital contributed by each partner, and if the capital is paid into a bank account, advise the name of bank, the account number, the name and the Hong Kong Identity Card number of the account holder.
3. How long have/has you or the relevant non-resident stayed in Hong Kong since the commencement date of the subject business. A copy of the relevant travel document is required.
4. The organization chart of the subject business and its office in Hong Kong, including the location and scale of business, the number of employees in Hong Kong and their details (including names, Hong Kong Identity Card Numbers and capacity) with documentary evidence in support.
5. The area and the usage of the business address in Hong Kong and a copy of the tenancy agreement concerned.
6. How the subject business is carrying on in Hong Kong and the name of the local responsible person;
7. How to determine the commencement date of the subject business.
8. Details of the first business income and expenses (including the date, the amount and the nature).
9. Whether the subject business has entered into any contract or agreement with other party in Hong Kong including appointment of a local agent to handle its activities, and if yes, advise the details of the contract or agreement with a copy in support.
10. Details of bank account maintained by you or the subject business in Hong Kong, including for each account the name of bank, account number, account status (Savings or Current) and the date when the account is opened.

Remark: The above sample questions are for reference only.