



# Intertrust

## Hong Kong





Trustworthy, reliable and proactive. At the crossroads of law, tax and finance, that's the kind of service you need for your business to thrive.

It's the difference between knowing what you're trying to achieve and understanding why. Our clients trust us to help them in making the right choices and find them the services to suit their personal goals and ambitions. We can help you succeed at every stage of business – from setting up, to steady growth, to global expansion. We're here to anticipate and solve problems, to shoulder the burden and stress, to act quickly and responsibly.

At Intertrust we have the multidisciplinary insight and professional connections you need to succeed. And with more than 1,000 people working in over 20 countries, we have the local knowledge and cultural understanding to serve you, wherever you are or want to be.

Intertrust Hong Kong is located in one of Hong Kong's premier landmark buildings –Central Plaza– and is staffed by over 140 personnel. In addition, Intertrust has set up offices in Beijing, Shanghai, Guangzhou and Singapore to provide specific services to investors involved in cross-border business activities.

## Our Services

Our organisational structure comprises a number of specialised divisions that work together in a seamless environment to ensure the best possible solutions are delivered to our clients on time, every time.

The services provided by our Hong Kong office include:

### Private Wealth Services

#### Trust services

- ▶ provision of trustee
- ▶ trust administration
- ▶ preparing trust accounts
- ▶ private trust companies
- ▶ fiduciary services
- ▶ custodian services

#### Wealth management services

- ▶ corporate succession planning
- ▶ corporate funding coordination
- ▶ wealth structuring and estate planning
- ▶ family relationship consulting

## Corporate Services

### Company secretarial services

- ▶ implementation of structures and arrangements
- ▶ company formation
- ▶ bank account opening
- ▶ providing correspondence address / registered office
- ▶ company secretarial services
- ▶ registration of overseas companies
- ▶ company directorships and shareholders
- ▶ global executive management solutions
- ▶ advice on director's obligations
- ▶ lawyer liaison
- ▶ company liquidation / deregistration
- ▶ agency services

### Business services

- ▶ accounting and book keeping
- ▶ financial reporting & consolidation
- ▶ budgeting and cash flows forecasts
- ▶ HKIFRS and IFRS adoption and conversion
- ▶ bank account management
- ▶ payroll administration services
- ▶ MPF administration
- ▶ outsourcing office functions



## Specialised Services

### Taxation services

#### Corporations

- ▶ filing of annual tax returns
- ▶ health check on tax compliance in Hong Kong
- ▶ lodgement of tax exemption claims under Profits Tax
- ▶ handling enquiries from the tax authority
- ▶ assistance in resolving disputes with the tax authority
- ▶ application for tax advance ruling
- ▶ assistance in handling tax audits and investigation by tax authority
- ▶ pre-investment consultation
- ▶ profit repatriation strategy

#### Individuals

- ▶ personal tax planning
- ▶ filing of individual tax returns
- ▶ lodgement of tax exemptions
- ▶ handling enquiries from the tax authority and resolving disputes with the tax authority
- ▶ investment, employment and dependents visa application
- ▶ planning and structuring of employment contract

### Trade documentation services

- ▶ managing day-to-day operations of client's trading company
- ▶ processing trade documentation such as letter of credit
- ▶ providing invoicing services
- ▶ presenting import & export documentation to forwarders and banks
- ▶ handling bank transactions
- ▶ providing treasury management

### Fund services

- ▶ setting up SPV for funds and investment managers
- ▶ providing corporate services to funds and fund managers
- ▶ fund administration
- ▶ custodian services
- ▶ calculating NAV and issuing valuation reports
- ▶ issuing certificates or confirmations
- ▶ fund directorship / trustee

### Escrow services

- ▶ escrow agent of sale consideration / shares
- ▶ administration of bond issuer
- ▶ escrow agent of bond issue
- ▶ registrar and paying agent of bond issue
- ▶ custodian of valuable assets

### Business & employee relocation solutions

#### Office set up

- ▶ office premise identification and tenancy management
- ▶ liaising and overseeing office design, layout and renovation
- ▶ provision of office administration and supports

### HR Services

- ▶ recruitment and selection process
- ▶ preparing employment contracts
- ▶ payroll outsourcing services
- ▶ identifying and recommending suitable medical and office insurance coverage
- ▶ identifying and recommending suitable MPF service providers
- ▶ relocation of expatriate staff to Hong Kong

- ▶ handling employment visa, training visa and dependent visa applications
- ▶ handling capital investment visa applications

### Intellectual property services

- ▶ structuring intellectual property rights
- ▶ implementation of structures and related corporate entities formation
- ▶ documenting and managing intellectual assets
- ▶ management and maintenance of structures and corporate entities

### China services for inbound investment to China

- ▶ pre-investment consultation
- ▶ efficient corporate structuring in China
- ▶ setting up companies in China
- ▶ outsourcing, accounting, payroll and treasury services
- ▶ tax compliance services
- ▶ planning and structuring of employment contracts
- ▶ application for work permits

### China services for outbound investment from China

- ▶ overseas investment consultancy
- ▶ practical advice on running business overseas
- ▶ overseas company set up
- ▶ overseas management & operational support
- ▶ offshore trust & wealth management consultancy & services
- ▶ overseas immigration services
- ▶ overseas listing and mergers and acquisitions advisory

## Contact us

Intertrust Hong Kong offers a comprehensive range of professional services to both local and international clients. The ability to offer consistent quality professional advice, in a timely and cost effective manner, is paramount to our continuing success.

We pride ourselves on our professional capabilities and the standard of technical advice we offer our clients.

Our goal is to deliver value-added business solutions and to build life long client relationships. This is our

driving force – and to achieve this we endeavour to understand the needs of our clients and the challenges that face them in their respective markets.

For more information on our services, please feel free to contact us for further assistance.

This document is provided by Intertrust for information purposes only and does not constitute an offer, invitation or inducement to contract. The information herein does not constitute legal, tax, regulatory, accounting or other professional advice and therefore one should seek appropriate professional advice before considering a transaction as described in this document. No liability is accepted whatsoever for any direct or consequential loss arising from the use of this document. The text of this disclaimer is not exhaustive, further details can be found at: <http://www.intertrustgroup.com/disclaimer.html>

### Intertrust Hong Kong

38th Floor Central Plaza  
18 Harbour Road, Wanchai  
Hong Kong  
tel (852) 2802 7711  
fax (852) 2802 7733

[hongkong@intertrustgroup.com](mailto:hongkong@intertrustgroup.com)

### Intertrust China (Beijing)

Room 1009, 10/F  
CBD International Mansion  
No. 16 Yong An Dong Li  
Chaoyang District  
Beijing 100022 China  
tel (86 10) 6514 8686  
fax (86 10) 6512 1378

[beijing@intertrustgroup.com](mailto:beijing@intertrustgroup.com)

### Intertrust China (Shanghai)

3903 Jin Mao Tower  
88 Century Boulevard, Pudong  
Shanghai 200121 China  
tel (86 21) 5098 8686  
fax (86 21) 5049 1378

[shanghai@intertrustgroup.com](mailto:shanghai@intertrustgroup.com)

### Intertrust China (Guangzhou)

Room 3718 Sinopec Tower B  
No. 191 Ti Yu Xi Road  
Tianhe District,  
Guangzhou 510620 China  
tel (86 20) 2802 8686  
fax (86 20) 2802 8689

[guangzhou@intertrustgroup.com](mailto:guangzhou@intertrustgroup.com)

[www.intertrustgroup.com](http://www.intertrustgroup.com)

Our clients come from every corner of the globe. Different countries, different cultures. Just like us. We have more than 1,000 professionals in more than 20 countries worldwide. So we have the local knowledge and sensitivity to see things from your point of view.



Setting the standard since 1952