

Requirements for Legalization Services

For HK based company

Documents for legalization services have to be notarized by Notary Public and apostilled by Hong Kong High Court. The requirements/ supporting documents are as follows:

- (1) Application Letter signed by the authority of a company or a law firm, describing the purpose of applying legalization services (original + copy)
- (2) Business Registration Certificate (original + copy)
- (3) Certificate of Incorporation (original + copy)
- (4) Memorandum of Association (original + copy)
- (5) Audited Financial Report (most recent) (original + copy)

Remark: If the company is newly established, it is required to submit **Bank Reference Letter** or **Bank Recommendation Letter** instead of Audited Financial Report.

For Taiwan based company

Documents for legalization services have to be notarized by Notary Public and apostilled by Hong Kong High Court. The requirements/ supporting documents are as follows:

- (1) Application Letter signed by the authority of a company or a law firm, describing the purpose of applying legalization services (original + copy)
- (2) Business Registration Certificate (original + copy)
- (3) Articles of Association (original + copy)
- (4) Balance Sheet or Audit Report (most recent) (original + copy)

Remark: When the supporting documents are in Chinese Language, Notarial English Translation would be required. If the company is newly established, it is required to submit **Bank Reference Letter** or **Bank Recommendation Letter** instead of Balance Sheet or Audit Report.

For Macao based company

Documents for legalization services have to be notarized by Notary Public and apostilled by Hong Kong High Court. The requirements/ supporting documents are as follows:

- (1) Application Letter signed by the authority of a company or a law firm, describing the purpose of applying legalization services (original + copy)
- (2) Business Registration Certificate (original + copy)

(3) Articles of Association (original + copy)

(4) Balance Sheet or Audit Report (most recent) (original + copy)

Remark: When the supporting documents are in Chinese or Portuguese Language, Notarial English Translation would be required. If the company is newly established, it is required to submit Bank Reference Letter or Bank Recommendation Letter instead of Balance Sheet or Audit Report.

For British Virgin Island based company

Documents for legalization services have to be notarized by Notary Public and apostilled by Hong Kong High Court. The requirements/ supporting documents are as follows:

(1) Application Letter signed by the authority of a company or a law firm, describing the purpose of applying legalization services (original + copy)

(2) Certificate of Incorporation (original + copy)

(3) Memorandum of Association (original + copy)

(4) Balance Sheet or Audit Report (most recent) (original + copy)

Remark: If the company is newly established, it is required to submit Bank Reference Letter or Bank Recommendation Letter instead of Balance Sheet or Audit Report.

For Individual (not company)

Documents for legalization services have to be notarized by Notary Public and apostilled by Hong Kong High Court. The requirements/ supporting documents are as follows:

(1) Personal Application Letter signed by individual, describing the purpose of applying legalization services

(2) Passport Copy

(3) I.D Copy

(4) Bank Statement Copy or Bank Recommendation Letter

The originals of the supporting documents would be returned back after verification with copies at the submission.

The legalization fee is 200 HKD for one type of document.

The process will take 2 working days.

Submission time: 09:30 – 12:30

Collection time: 15:00 – 17:00