

## Checklist for Setting up Family Office in HK

### Company Structure and Incorporation

- Decide a company type and name
- Incorporate the company and apply business registration with the Hong Kong Companies Registry (CR)
- Open business bank account
- Registration with Inland Revenue Department (IRD) within one month of starting business
- Licensing with Securities and Futures Commission (SFC)
- Visa requirements
- Setup Mandatory Provident Scheme (MPF) and other employee benefits
- Business premises

### Family / Key Employees Setup

- Residential accommodation
- Education
- Open personal bank account
- Domestic helpers support

### Contact Us

InvestHK is ready to assist your setup in Hong Kong, including introduction to government departments, professional and other service providers.

Dixon Wong  
Head, Financial Services, InvestHK  
(852) 31071085  
[dixonhtwong@InvestHK.gov.hk](mailto:dixonhtwong@InvestHK.gov.hk)