

Vistra Hong Kong Services

Introduction

Vistra's specialist colleagues provide tailored corporate services, trust, fiduciary, and fund services. We form strong, trusted connections with our clients, based on a deep understanding of their professional worlds, drawn from our extensive experience of working in those same worlds - across finance, structuring, law, and accounting.

With over 2600 professionals in key jurisdictions, our approach is always personal. We develop perceptive solutions to the often complex needs of each individual client, from international corporations to high net worth individuals.

Vistra Hong Kong's team of over 300 specialists offers a broad range of expertise to both corporate and private individuals in Hong Kong and the region, supporting clients not only with their establishments in Hong Kong, but also on an ongoing basis, taking care of all administrative matters enabling our clients to focus on their businesses. Combining our corporate, fiduciary, and operational expertise, Vistra Hong Kong is truly able to add substantial value and confidence in one of the key hubs of global trade and wealth management through the following services:

Corporate Services

Advising, setting up, handling and managing Hong Kong and offshore companies and structures, our extensive services include:

- Company formation in both Hong Kong and multiple offshore jurisdictions
- Provision of readily available ("shelf") companies
- Bank account opening (Corporate and Private)
- Provision of directors
- Provision of nominee shareholders
- Provision of registered office and correspondence address
- Provision of company secretary and maintenance of appropriate statutory records
- Pre-IPO corporate services
- Secretarial services to companies listed on the Hong Kong stock exchange
- Registration of non-Hong Kong companies, branches, and representative offices
- De-registrations and liquidations
- Corporate restructuring

Trade & Treasury Services

Clients can rely on Vistra to provide a comprehensive range of back office trading services. Our team will assist with initial office set-up and provide day-to-day shipping and trading transactions support. Our services include:

- Consulting on trade setup and processes
- Invoicing and re-invoicing
- Order processing
- Trade administration and documentation
- Provision of bank signatories and directors to the company
- Handling all bank transactions
- Periodic payments & receipts reports
- Handling letters of credit
- Logistics management
- Process agency services
- Import & export documentation

Accounting Services

- Transaction monitoring
- Liaison with banks, suppliers, customers and freight forwarders
- Arranging and coordinating quality control and testing
- Coordinate with banks for trade financing
- Arrange credit, product liability and cargo insurance

When conducting business and dealing with numerous transactions, clients need clarity in their financial affairs. To ensure compliance with Hong Kong statutory requirements Vistra is able to act as an internal financial administrator, controller or accountant in full co-operation with clients' headquartered financial staff and third parties as needed.

Taking care of a company's financial related tasks by experienced professionals, our services include:

- Coordination and advice for setting up bespoke accounting systems
- Bookkeeping and annual accounts preparation
- Consolidated accounts for businesses across multiple jurisdictions
- Periodic management accounts and reports
- Budget and cash flow preparation and forecasts
- Compliance with SFC reporting requirements
- Audit preparation and assistance

Payroll & Outsourcing Services

When operations require employing local staff, Vistra provides support on country-specific labour regulations and staff matters on an ongoing basis to ensure compliance.

Services provided by our local experts include:

- Confidential staff and payroll administration and record keeping
- Issuance of monthly pay slips to staff
- Handling of expenses and reimbursements
- Periodic management payroll reports
- Manage all applicable statutory deductions, payments, filing and related matters
- Monitor and advice on personnel matters, labour ordinance and insurances
- Contract handling and remuneration package consultancy
- Assistance with personal tax returns
- Employment visa services for international staff relocating to Hong Kong

Supplementary Business Solutions

Supplementing the core services that Vistra offers, we also realise that often times, it's the personal touch – the ability to make people feel comfortable with their environment – that our clients look for. In addition to our core activities and to provide our clients with a seamless solution, our services include:

- Concierge services
- Sourcing of office space
- Meeting room hire
- Set up and handling dedicated phone, fax and e-mail accounts
- Marine and Aviation services
- Trademark registrations

Escrow Services

An escrow arrangement is a flexible and effective way of mitigating risk in a (financial) transaction. Escrow provides a convenient independent and secure service to receive, safe-keep, and release funds or assets from the escrow account when the terms and conditions of the escrow agreement have been met.

As a trusted third party, Vistra can facilitate secure and efficient business transactions. We can act as an escrow agent as well as assisting with the drafting of escrow agreements and opening and managing segregated escrow accounts. Vistra's services include:

- Drafting and preparing escrow agreements
- Acting as custodian to safeguard transaction documents
- Undertaking treasury functions and transaction monitoring
- Preparation of escrow transaction accounting and audit trail

Alternative Investments Services

Alternative Investments is the fund administration and fund formation division of Vistra. As an independent service provider our role is to provide our clients with 'virtual' middle and back offices, so that they can concentrate on what they do best: managing an investment vehicle.

- Fund Formation
- Corporate and Secretarial Services
- Private Equity Fund / Hedge Fund Administration including:
 - Cash management
 - Fund accounting
 - Financial and Management Reporting
 - Registrar/Transfer Agency
 - Fund Compliance
 - Audit Co-ordination
 - FATCA/CRS Reporting and related services

Trust Services

For private clients who seek independent, professional, and confidential services to optimise the holding of their assets, Vistra offers a full suite of trustee services. Trust services offered by our Hong Kong office include:

- General trust and private client services
- Establishment and administration of trusts in multiple jurisdictions
- Estate and succession planning
- Pre-IPO trust
- Employee Benefits/Shares trust
- Banking introductions

Contact

Office address: **Vistra Hong Kong**
19/F, Lee Garden One, 33 Hysan Avenue, Causeway Bay, Hong Kong

Telephone: +852 2521 3661

Fax: +852 2845 9198

Email: hk@vistra.com

Joe Cheung, Managing Director, Corporate & Private Clients

Telephone: +852 2848 0210

Email: joe.cheung@vistra.com