

Universe provides a complete range of professional corporate services, offering all-round support to your business. With extensive knowledge in different industries, our experienced team can develop a customized solution for your business to assist you in every step towards success.

- Advise on any real estate & tenancy issues
- Assist with employment-related legal matters
- Handle the required procedures and documents relating to intellectual property matters
- Provide advice on litigation & dispute resolution
- Provide support for the compliance with the Securities and Futures Commission Regulation
- Provide advice on license application and compliance issues relating to fintech
- Provide advice on data privacy compliance
- Assist in the progress of mergers & acquisitions
- Provide advice on restructuring & insolvency matters
- Assist in negotiation of any contractual matters



Legal Support Services*



Payroll Administration Services

- Handle payroll calculation and payments
- Prepare pay slips and payroll reports
- Process allowances and expense reimbursements



Accounting Services

- Do bookkeeping
- Prepare statutory accounts
- Prepare bank reconciliations
- Handle disbursements
- Provide cash management
- Prepare reports on cash flow and budget
- Provide interim accounting personnel



Corporate Secretarial Services

For Listed Companies

- Provide advice on compliance with relevant laws and regulations
- Assist in setting up a corporate governance framework and related processes and mechanisms for compliance
- Provide support for publication of corporate financial results
- Provide due diligence and corporate health check services
- Manage repurchase of shares and issuance of mandates
- Establish and maintain Registers / Index Books
- Prepare corporate governance report
- Prepare documentation and disclosure information
- Prepare notices, proxy forms and reply slips for annual, committee, board and other general meetings

For Private Companies

- Incorporate entity in different recognized jurisdictions
- Establish and operate bank accounts
- Provide nominee directors and shareholders, company secretary, authorized representative and trustee services
- Provide registered office
- Maintain statutory registers and records
- Provide documents relating to the changes of directors, members, company secretaries or company names
- Manage liquidation and deregistration processes
- Provide patent and trademark services

* Legal Advice, if needed, will be provided by our trusted HK qualified legal partners.



浩信提供一系列的专业企业服务，对您的业务作出全方位的支援。凭著对各行业的深入认识，我们富有经验的团队能够就您的业务制定量身订制的方案，助您逐步迈向成功。

- 就任何房地产及租赁事宜提供意见
- 协助有关雇佣的法律事务
- 处理有关知识产权的所需程序及文件
- 就诉讼及解决争议提供意见
- 协助有关证券及期货事务监察委员会规例的合规事宜
- 就有关金融科技的牌照申请及合规事宜提供意见
- 就数据私隐合规事宜提供意见
- 协助并购及收购工作流程
- 就重组及破产事务提供意见
- 协助就任何合约事宜的磋商



法律支援服务*

- 计算和支付薪酬
- 预备工资单及薪酬报告
- 处理津贴及费用报销



薪酬管理服务



会计服务

- 处理账簿记录
- 准备法定账目
- 预备银行对帐
- 处理支出费用
- 提供现金管理
- 准备现金流和财政预算的报告
- 提供临时会计人员



公司秘书服务

上市公司

- 就商业及其他实体遵从相关监管法规提供意见
- 协助设立企业治理架构以及相关合规程序及机制
- 协助刊发公司财务业绩
- 提供尽职调查及公司状况检查服务
- 管理股份购回及授权
- 备存及更新登记册/ 索引记录
- 编制企业管治报告
- 拟备文件及披露资料
- 就年度、委员会、董事会及其他股东大会拟备通告、代表委任表格及回条

私人公司

- 在不同认可的司法管辖区成立公司实体
- 开设及管理银行账户
- 提供代理董事及股东、公司秘书、授权代表及受托服务
- 提供注册办事处
- 管理法定簿册及记录
- 提供有关董事、成员、公司秘书或公司名称变更的文件
- 管理清盘及撤销注册程序
- 提供专利及商标注册服务

* 如有需要，我们信赖的香港合资格法律合作伙伴将提供法律意见。