

LOYALTY LINKS

US

CityLinkers Group
連城集團



01 About CityLinkers Group

02 Partner's Statement

03 Audit and Assurance Services

04 Company Secretarial Services

05 Cloud Accounting Services and Tax Advisory Services

06 Advisory Services

07 Corporate Services

08 Fiduciary Services



About CityLinkers Group

CityLinkers Group ("we" , "CityLinkers" , "Our Group" or the "Group"), is a group of companies, specialized in providing services of all aspects, including accounting, auditing, tax, company secretarial, compliance, fund raising, corporate finance, financial advisory, internal control, listing consultancy, risk management and trust administration.

Established in 2011, CityLinkers has assisted over 3,000 companies located in Hong Kong, China and other countries to date.

Our team comprises of former executives of multinational companies and listed companies, certified public accountants, chartered tax accountants, appraisers and financial analysts. We have teams with a total of over 80 members in Hong Kong and established branch offices established in strategic locations such as Shenyang, Beijing, Shanghai, Shenzhen and Singapore.

With our member firms registered under the Hong Kong Institute of Certified Public Accountants ("HKICPA") and the Institute of Singapore Chartered Accountants ("ISCA"), we are able to provide auditing services in both locations. We are also accredited by the HKICPA to provide professional training to their members.

We have also established long term cooperation with other professional parties such as lawyers in Hong Kong and the PRC, sponsors and appraisers, in order to offer a comprehensive range of services to our clients in the areas of listing advisory, due diligence, restructuring and corporate finance.

Partner's Statement



Since our establishment in 2011, through inviting well-seasoned experts in the finance and accounting sectors, CityLinkers has successfully created a diversified platform to provide financial and corporate advisory services, and offer tailored and professional solutions to our clients, ranging from SMEs to listed companies.

CityLinkers has always served our clients with rigorous work and value-added advices. We are abided by our commitments to clients, through our close relationship with professionals in various areas, we ought to provide professional advisory services to our clients, and saving our client from unnecessary costs by the improved quality and efficiency of our services.

Apart from quality services, our Group also value the professional as well as personal development of our colleagues. On top of on job training, we also provide regular training to our colleagues to update and improve their professional knowledge. We are devoted to maintain the work life balance of our colleagues and have been honoured the Good Employer Charter by the Labour Department for a number of consecutive years.

"Cultivate talents and give back to community" has always been our beliefs. CityLinkers strongly believes in giving back to the society and is dedicated in doing so. CityLinkers have been sponsoring the youth soccer team and the cycling team, as well as providing daily consumption and anti-epidemic materials to organisations in need. On top of that, we have also participated the charity walk held by YMCA, hoping to do what we could for the community.

Under the currently adverse economic condition, businesses are challenged by difficult operating environments, and we, CityLinkers, is dedicated to support our clients with our professional services to overcome the volatility together.

Linking the World, Making the Future

Lead Partner
Paxson Fung



Audit and Assurance Services

CityLinkers undertake audit and assurance assignments in accordance with accounting & auditing standards published by the HKICPA & IASB.

Our client base covers local and worldwide; private and listed companies' partnerships and offshore funds, particularly Cayman Fund. CityLinkers' management team are all of Big 4 accounting firms background with over 20 years of experience in the industry, which enable us to have an in-depth understanding of the operation and business environment of our clients and provide the most suitable and efficient audit plans to them.

We have specialized team across various industries, working closely with our offshore counterparts to ensure our clients are in full compliance with the filing requirements.





Company Secretary



Under the Hong Kong Companies Ordinance, a limited company incorporated in Hong Kong must appoint a company secretary, who must be a Hong Kong resident aged 18 or above or a limited company incorporated in Hong Kong.

CityLinkers provides the following Company Secretarial Services:

- File annual returns to the Company Registry
- Arrange annual general meetings and prepare required documents
- Handle changes to articles of association, company names, directors, company secretaries or auditors
- Handle share allotment and transfer
- Provide supporting facilities, such as registered office, authorized representative of the regular secretary, legal document agent, etc
- Maintain legal registration and documentation
- Handle company deregistration or liquidation





Setup Limited Company in Hong Kong

With well-established legal and tax systems, Hong Kong allows free capital flow and receipt of contract payment free from foreign exchange control, overseas incomes also enjoy tax exemption in Hong Kong. Establishing a limited company in Hong Kong can help you expand business overseas and seize international opportunities.

CityLinkers provides the following one-stop service to setup a Hong Kong limited company:

- Arrange name check
- Draft company statutory documents
- Act as company secretary
- Provision of the registered office address
- Act as designated Representative to significant controller registers

CityLinkers provides professional company secretarial services to listed companies. Our services included the following:

- Assign our corporate services director or senior executive who have fulfilled qualifications requirement as specified in the Listing Rules (i.e. a chartered company secretary or qualified accountants) as the named company secretary or joint company secretary or assistant company secretary of the listed company
- Assist the company secretary of the listed company to handle the company secretarial matters
- Act as authorized representative
- Provision of the principal place of business in Hong Kong
- Production of annual, interim or quarterly (if any) results and reports
- Convene the annual general meeting
- Application of general mandate in relation to buy back and/or issue shares
- Assist the board member to handle the board committees matters
- Attend the matters in relation to code of conduct, compliance manual and other corporate governance matters
- Assist in amendment of the articles of association and capital structure related matters
- Attend special transactions and other regulatory compliance services



Offshore Company Setup

Having an offshore company such as BVI, Cayman Islands, Bermuda, Cyprus and Singapore established could help keeping the company's general information confidential, and potentially enjoy tax exemptions.

Our services included the following:

- Incorporate offshore company
- Handle filing of economic substance (if necessary)
- Maintain Register of members, Register of Director or Register of charges
- Maintain compliance in the respective jurisdiction



Hong Kong Corporate Bank Account Opening

Corporate bank accounts are fundamental for business operation when the company is incorporated. Effective cashflow management is essential for business development, with the aid of online banking services in Hong Kong, the company could expedite daily operations and fund transfers.

CityLinkers can assist with corporate bank account opening and communication with respective bankers.



Process Agent & Escrow Services

CityLinkers provides these services:

- Process agent services to accept service of legal process on your behalf
- Escrow services



Hong Kong Trademark Registration Service

Trademarks/registered trademarks are protected by the Trademarks Ordinance as well as common law based on previous goodwill cases, it is also the first step of brand building.

Three major functions of trademarks:

- To distinguish the source or ownership of goods or services (such as a mark on a product)
- To guarantee the quality or uniqueness of goods or services (such as an anti-counterfeit label)
- To be used for advertising and promotion (such as a mark on signboard or leaflet)



Liquidation, Dissolution & Cessation of Business

When you wish to suspend or cease business of your company, we can help in the following ways:

- Deal with the liquidation process and acting as liquidator
- Handle deregistration and withdrawal of licences
- Apply dormant status for Hong Kong companies
- Advise on the closing down of companies/branches and attending to related matters

Cloud Accounting Services and Tax Advisory Services

Cloude, Smart Cloud Accounting Solutions

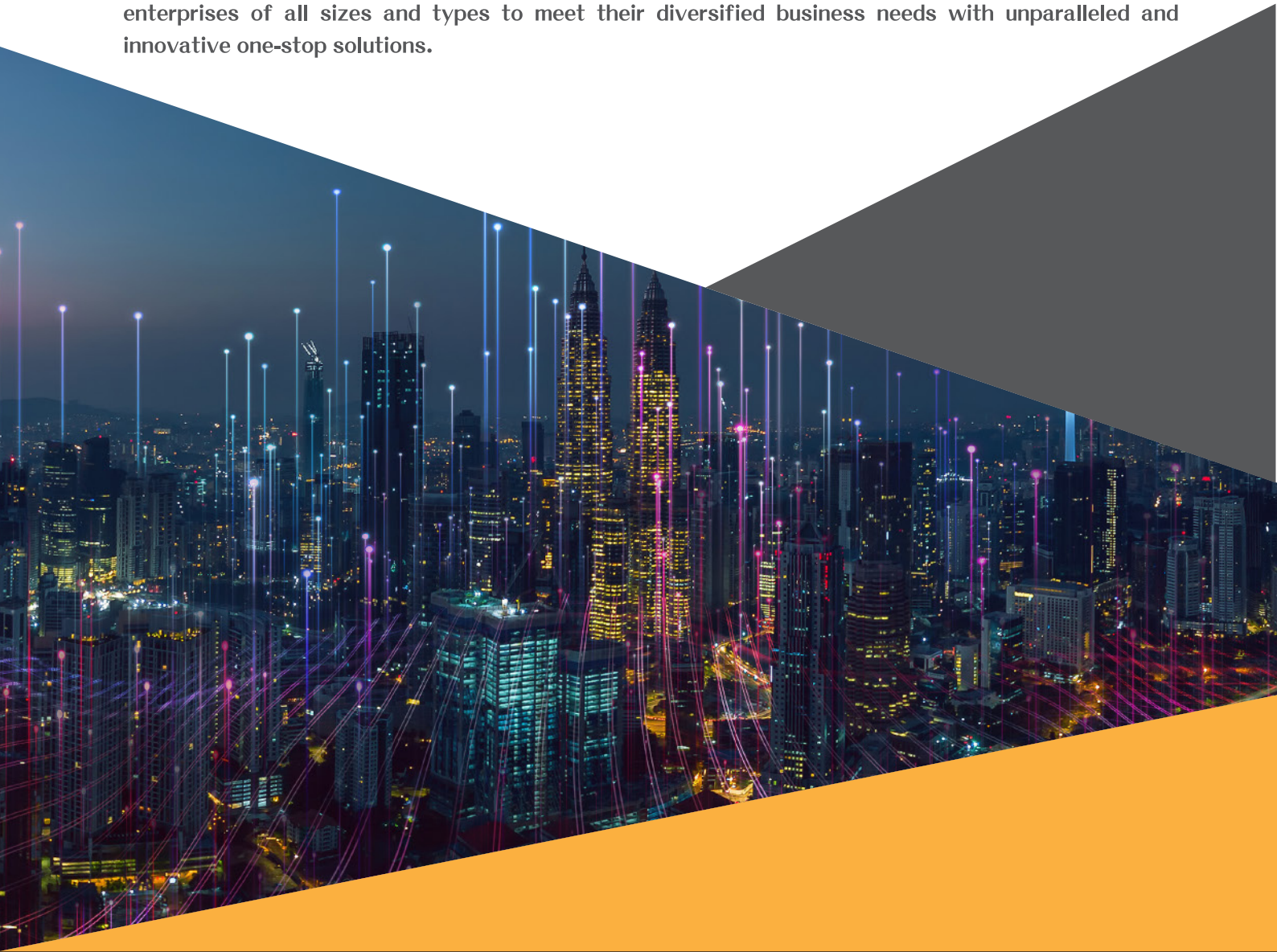
CityLinkers introduced Cloude in 2018 to address the growing demand on cloud accounting and provide enterprises with an innovative digital transformation framework to unleash their growth potential in this digital era.

Cloude is an encrypted, secure, function-rich, user-friendly and market leading cloud accounting solutions powered by Xero cloud platform. Cloude has been providing service to over hundreds of companies which are now enabled to enjoy full benefits of seamless, real-time, paperless and secure cloud accounting solutions. With Cloude, enterprises can significantly streamline business process and enhance operation efficiency.

Cloude provides size, industry and function-specific solutions to address respective needs ranging from start-up to enterprise, F&B, retails to healthcare and HR to marketing.

Business process outsourcing monthly services including accounting, payroll, taxation and other compliance are also available allowing enterprises to eliminate tedious daily backend functions, free up substantial time to focus on their core business.

Leveraging our expertise and extensive experience, our dedicated team are committed to helping enterprises of all sizes and types to meet their diversified business needs with unparalleled and innovative one-stop solutions.



Tax Advisory

With our in-depth knowledge of Hong Kong tax laws and practice, and our extensive experience in PRC tax, we lead the way in tax excellence with quality and efficiency. All in all, we aim to transform your tax efficiency into a strategic business asset.



Tax and business advisory

CityLinkers provides comprehensive tax and business advisory services to enterprises regardless of the business nature and size in respect of the Hong Kong tax regime. A broad range of tax advisory services are offered to achieve a favourable end-position for our clients considering their business situation, operating models, business objective, risk thresholds and financial objectives.



Tax compliance & planning

Our multi-disciplinary tax professionals will navigate the complexities of tax laws adopting a tailored and risk-focused approach to maximize tax efficiency while managing clients' tax compliance obligations and ensuring full compliance with the tax laws.



Strong presence in China

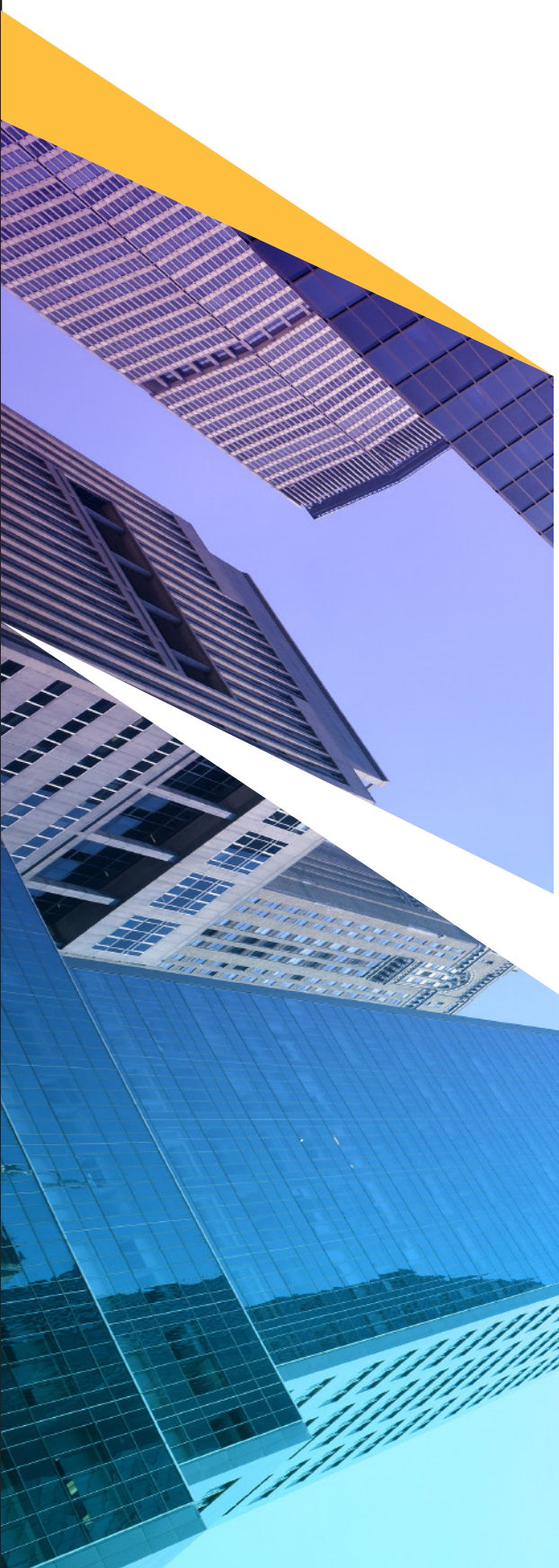
CityLinkers has strong presence in China with network offices spanning across Beijing, Guangzhou, Shanghai, Shenyang and Shenzhen. Our tax advisory team possesses extensive experience and expertise to navigate the ever-evolving tax environment across jurisdictions to meet compliance obligations, mitigate tax risks and maximize tax efficiency.



Listing Consultation

Going public is a significant milestone for a company that requires great effort and cooperation from all departments as well as professional parties to work together, it would be of great benefit if professional assistance is available to guide you through the process and tackle potential issues.

CityLinkers' capital market experts can assist in solving key issues during the IPO process. Our experienced team possesses in-depth understanding of the rules and regulations of all major capital markets and related knowledge.



Recognised in the market with professional IPO experience, CityLinkers can help assessing whether the company is ready for IPO, a standard listing preparation assessment includes:

- Historical financial information and "investment stories"
- Major requirements and obstacles to listing
- Transaction structure (e.g. tax optimisation)
- Key value drivers and risk factors that may affect corporate value
- Corporate governance arrangements
- Assist in selecting suitable professional parties for listing
- Industry and peer comparisons
- Listing preparation assessments
- Pre-listing valuations



Internal Audit and Risk Management

With the increasingly stringent requirements from the HKEX, listed companies are required to provide internal control disclosures in their annual reports, pre-listed companies are also required to conduct due internal control diligence assessments. However, in reality, not every company would have sufficient internal resources to fulfill such requirements.

CityLinkers' internal audit and risk advisory professionals possess extensive experience in providing services to our clients in the Mainland China, Hong Kong and overseas regarding internal control reviews. We act independently as or work together with the companies' internal audit department to conduct internal control assessments and provide practical solutions on business efficiency and sound internal control.

Financial Due Diligence

Financial due diligence is important for investors to evaluate targeted companies' financial performances and positions before entering into a transaction. It enables investors to have an in-depth understanding of the company financially and the potential risk involved in the contemplated transaction.

CityLinkers can assist the followings:

- Financial analysis of targeted companies' financial statements
- Examine and review the accounting records, statutory records, major agreements or related contracts
- Site visit and physical inventory count (if required)
- Analyse working capital



Environmental, Social and Governance Report

The Hong Kong Exchanges and Clearing Limited (“HKEX”) requires all listed companies to submit their Environmental, Social and Governance (“ESG”) Report annually. The ESG Report, can enable stakeholders, such as investors, management, employees and clients, and media to better understand of the goals and commitments of the company in sustainable development practices. The report also promotes the integration of sustainability initiatives with the business in order to bring additionalvalue to the society.

CityLinkers’ ESG professionals have extensive experience and expertise to assist clients in strengthening their ESG/sustainability reporting processes in accordance with the ESG reporting guideline of the HKEX. We can provide the following services according to the needs of our clients:

- Stakeholders survey and needs analysis
- Report verification and assessment support
- Calculation and disclosure of carbon emissions
- Consultation on social responsibilities, effective investment and green finance





Valuation

CityLinkers provides valuation advisory service to our clients including but not limited to merger and acquisitions, management strategy planning and financial reporting.

We have in depth knowledge and understanding of the International Financial Reporting Standard (IFRS) and valuation techniques. Together with our broad industry exposures, we are capable of providing customised services and practical solutions to our clients in identifying potential opportunities, exploring values and highlighting risks in order to assist our clients to reach their goals.

Financial PR, Investor Relations, Media Relations and Event Management

CityLinkers' experienced financial and public relations professionals, backed with an extensive financial intermediaries network, we are specialized in providing services to listed companies.

Our services include:

- Financial PR, including market positioning, corporate communications, public relations and publicity strategies, management presentation skills training, crisis management, ESG report, corporate governance, market matching
- Investor relations, including investors meeting, investor database, site visits, roadshows, research reports & analysis, corporate introductory PPT
- Media relations, including corporate positive message writing, press releases, media monitoring & response, interviews, columns, stock articles, stock commentator promotion, media gathering, financial KOL, social media promotion and advertising
- Publicity and event management, including listed-company result announcement, Initial Public Offering (IPO), CSR, branding promotion and financial seminar etc



> CityLinkers assists our clients to strengthen their relationships with stakeholders and regulators, and deliver positive messages to the market via our diversified and effective channels, attracting institutional investors and funds in order to achieve increased investment resilience, improve corporate governance and establish value for shareholders.

Fund formation and structuring

In order to achieve tax optimization, it would be beneficial for investors to establish a fund to manage their investment. Our seasoned professionals could help analyse our clients' situation and advice on the best structure that suits our clients' needs.

CityLinkers could assist in the following ways:

- Assist and advice on fund structure and setup
- Review of fund documentation including Private Placement Memorandum (PPM), subscription agreement, redemption form, the memorandum and articles of association etc.
- Assist with anti-money laundering compliance requirements
- Coordination of licenses application with regulatory authorities
- Coordination of fund establishment with lawyers, auditors and recommendation of administrators and auditors
- Assist in bank account opening

Trust Setup

We work with global lawyers, tax advisors and private bankers through consistent and transparent communication, to develop the most suitable solutions for high net worth individuals and entrepreneurs.

- Pre-IPO Founder Trust
- Family Trust
- Employee Benefit Trust
- Purpose Trust
- Orphan Trust / SPV



Hong Kong Headquarter

Address : Unit 1904, 19/F., Podium Plaza,

5 Hanoi Road, Tsim Sha Tsui, Kowloon

Shanghai Office

Address : Room 2129, 21/F., Or Space at Raffles City,

268 Central Tibet Road, Huangpu District, Shanghai

Singapore Office

Address : 336 Smith Street #04-304 New Bridge Centre,

Singapore 050336

General Enquiry :

HK Tel : (852) 3152 2148　(852) 6816 8938

China Tel :　(86) 1741 602 1693

Email : info@citylinkers.com.hk

Website : www.citylinkers.com.hk