

CityLinkers Group Services Introduction

**Linking the World
of Opportunities**



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

Established in 2012, CityLinkers has assisted over 5,000 companies located in Hong Kong, China and other countries to date.

Our professional team of over 300 members includes former executives of multinational corporations and publicly listed companies, certified public accountants, accredited tax advisors, valuers, and financial analysts. With a team of over 150 based in Hong Kong, we also have branch offices in Beijing, Shanghai, Shenzhen, Hangzhou, Qingdao, Suzhou, Singapore, Vietnam, and Australia.

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 arrangement 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.

Global Development of CityLinkers Group



Ho Chi Minh City Office
Vietnam



Singapore Office



Chengdu Office



Qingdao Office



Suzhou Office



Hong Kong Headquarter
Podium Plaza



Shenzhen Office
Yaohua Chuangjian Building



Shanghai Office
Yuanda Building



Brisbane Office
Australia



Our Services



**Corporate & Fund
Auditing
Arrangement**



**Company
Secretary**



**Offshore
Company
Establish**



**Trademark
Registration**



**Outsourced
Accounting
Smart Accounting
Outsourced Payroll
Management**



**Mainland & Hong Kong
Tax Planning International
Taxation**
(AU, CA, VNM, SG & U.S.)



**Risk Management
Internal Control**

**Pre-IPO Planning
Mergers and Acquisitions
Due Diligence Services**



**Commercial
Asset Valuation**



**Fund
Administration
& Compliance**



**Trust
Establishment
& Management**



**Corporate Turnaround,
Restructuring,
Receivership,
Insolvency Services**



01 Audit & Assurance Services Arrangement



Specialists arranged by CityLinkers can provide audit services arrangement in accordance with the accounting and auditing standards issued by the Hong Kong Institute of Certified Public Accountants and the International Accounting Standards Board.

The clients include listed and private local and multinational corporations. We also provide audit services for offshore funds, particularly those in the Cayman Islands. CityLinkers' management team, comprised of graduates from the Big Four accounting firms with over 20 years of industry experience, provides a deep understanding of our clients' operations and business environments, enabling us to provide them with the most appropriate and effective audit plans.

Our professional team spans various industries and works closely with our offshore partners to ensure our clients fully comply with relevant reporting requirements.



According to the “Hong Kong Companies Ordinance” , every limited company registered in Hong Kong must appoint a company secretary, who must be a Hong Kong resident aged 18 or above or a limited company registered in Hong Kong.

CityLinkers can provide the following company secretarial services:

- Submit annual return to the Companies Registry
- Arrangement of annual general meetings and required documentation
- Handling changes in articles of association, company name, directors, company secretary or auditors
- Handling share allotment and transfer
- Provide supporting facilities such as registered office address, secretary, authorized representative, legal document agent, etc.
- Keeping statutory registration and document records
- Handling company deregistration or liquidation

02

Company Secretarial



Company Secretarial Service in Hong Kong



Establishment of a
Hong Kong
Limited Company



Roundtable
Updates



Offshore
Company
Establishment



Corporate
Bank Account
Opening



Corporate Legal
Process Document
Agent & Entrusted
Transaction
Services

Secretarial Services for Listed Companies

CityLinkers provides corporate services supports listed clients in handling routine and special matters

- Appoint a corporate services director or senior executive who holds the qualifications specified in the “Listing Rules” (i.e., a chartered company secretary or qualified accountant) to serve as the listed issuer's titular company secretary, joint company secretary, or assistant company secretary
- Provide support services to the listed issuer's company secretary
- Authorized representative/person services
- Provide a principal place of business in Hong Kong
- Prepare annual, interim, and quarterly results and reports
- Conduct annual general meetings
- Obtain general mandates for share repurchases and issues
- Assist board members in handling matters related to board committees
- Assist with the code of conduct, compliance manual, and other corporate governance matters
- Assist with the revision of constitutional documents and capital structure-related matters
- Handle non-routine matters and other regulatory compliance services



03

Offshore Company Establishment

Establishment of a Hong Kong Limited Company

Hong Kong's comprehensive legal and tax systems allow for the free flow of capital and contractual funds without exchange controls, while overseas income is also tax-exempt in Hong Kong. Establishing a limited company in Hong Kong can help you expand your overseas business and capitalize on unlimited business opportunities.

CityLinkers provides the following one-stop services for the establishment of a Hong Kong limited company:

- Arrange name search
- Draft company statutory documents
- Act as company secretary
- Provide registered address
- Act as designated representative on the Significant Controllers Register

Offshore Company Establishment

Setting up an offshore company such as the British Virgin Islands, Cayman Islands, Bermuda, Cyprus and Singapore can help keep the company's general information confidential and may also benefit from tax exemptions.

Our services include:

- Offshore company formation
- Handle economic substance filings (if any)
- Maintain registers of shareholders, directors, or charges
- Maintain company compliance with relevant jurisdictions

1. Corporate Bank Account Opening

After incorporating a company, establishing a corporate bank account is a fundamental requirement for operations. Hong Kong corporate bank accounts are convenient to operate, and with the help of online banking, companies can expedite daily operations and fund transfers. Efficient capital management is the cornerstone of business development.

CityLinkers can assist with bank contact and corporate bank account opening.

2. Corporate Legal Process Agent & Entrusted Transaction Services

CityLinkers provides the following services:

- Acting as your company's legal process agent, receiving legal process documents on your behalf
- Entrusted transaction services

04

Hong Kong Trademark Registration Services



Trademarks/registered trademarks are protected by “the Hong Kong Trademarks Ordinance” and goodwill cases under common law, and are also the first step in building a brand.

The three main functions of a trademark are:

- Identify the source or ownership of goods or services (e.g., trademarks on products)
- Ensure the quality or characteristics of goods or services (e.g., anti-counterfeiting trademark stickers)
- Facilitate advertising and promotion (e.g., trademarks on signs and flyers)

05

Cloud Accounting Services & Tax Advisory Services



To meet clients' growing demand for cloud accounting, Citylink Group launched **Cloude**, an intelligent cloud accounting solution, in 2018, aiming to provide businesses with an innovative digital transformation framework to unleash their growth potential.

Cloude leverages the encrypted, secure, comprehensive, and easy-to-use Xero cloud accounting platform and has successfully provided hundreds of businesses with seamless, real-time, paperless, and secure cloud accounting solutions, effectively streamlining business processes and significantly optimizing operational efficiency, allowing businesses to fully reap the benefits of cloud accounting.

Cloude offers tailored solutions tailored to the unique needs of businesses of all sizes, natures, and even functions: from startups to enterprises; from catering and retail to healthcare; from human resources to marketing.

We also offer professional business process outsourcing services on a monthly basis, covering accounting, payroll, tax, and other compliance outsourcing services. This allows clients to prioritize daily financial and logistical tasks, freeing up time to focus on their core business development.

Leveraging extensive experience in digital transformation and professional outsourcing services, our team is committed to providing businesses with high-quality, innovative, one-stop solutions.

06 Tax Services



- Tax services for high-net-worth individuals, families, and family offices
- International tax advisory and planning
- Hong Kong and China tax advisory and tax compliance
- Tax disputes and dispute resolution
- Transfer pricing services
- Transactional tax services
- Global employer services

Tax Consulting

With our deep understanding and expertise in the tax systems and regulations of Hong Kong and Mainland China, we guide our clients in actively striving for excellent tax efficiency arrangements, aiming to transform tax benefits into strategic business assets for our clients.

Tax Compliance and Planning

Our multidisciplinary professional tax team navigates complex tax laws with ease and strictly complies with tax regulations and obligations. We adopt a tailor-made, risk-focused and tax-efficiency-maximizing approach to help our clients strictly comply with tax regulatory regulations and relevant tax laws, while also developing highly tax-efficient arrangements.

Tax and Business Consulting

CityLinkers's Tax Advisory team provides a wide range of tax and business advisory services under Hong Kong's tax system to local businesses of varying sizes and business nature. Our comprehensive tax advisory services carefully consider our clients' unique circumstances, operating models, business objectives, risk tolerance, and financial goals, aiming to provide them with the most advantageous tax arrangements.

Strong Mainland Network

CityLinkers Group has a strong network in mainland China, with offices in Beijing, Guangzhou, Shanghai, Hangzhou, and Shenzhen. Our tax advisory team has extensive and professional experience in handling cross-border tax matters, ensuring strict compliance with regulatory requirements and effective tax risk management, while also developing highly tax-efficient arrangements for our clients.

07

Advisory Services

Pre-IPO Advisory

Going public is a critical milestone for a company, requiring significant effort and collaboration across multiple departments and professional groups. Having professionals to guide you through the entire process and address potential issues is crucial.

Leveraging CityLinkers's capital markets experts, we can assist in addressing key issues during your listing process. Our experienced team possesses in-depth knowledge of the regulations and practices of all major capital markets.

Leveraging our professional team, market recognition, and experience in assisting IPOs, we can assist in assessing a company's readiness for IPO. Typical IPO readiness assessments include:

- Historical financial information and investment story
- Key listing requirements and barriers
- Transaction structure (e.g., tax optimization)
- Identification of drivers and risk factors that impact company valuation
- Corporate governance arrangements
- Assistance in arranging professional assistance for the listing process
- Industry and peer comparisons
- IPO readiness assessment
- Pre-IPO valuation

Pre-IPO Advisory

1.

Financial Audit Arrangement and Preparation

- Arrange audit of company financial statements
- Assist in preparing financial reports

2.

Compliance and Legal Consulting

- Ensure the company complies with laws and regulations
- Assist in preparing prospectuses and other documents

3.

Optimization of Corporate Governance Structure

- Establishing an effective corporate governance framework
- Providing best practice advice

4.

Market Positioning and Valuation

- Market research and analysis of industry trends
- Determine a reasonable offering price

5.

Investor Relations Management

- Develop investor communications strategy
- Prepare investor presentation materials

6.

Tax Planning

- Provide tax structure optimization advice
- Avoid potential tax risks

7.

Financing Strategy

- Recommend suitable financing channels and strategies
- Assist in connecting with potential investors

8.

Post-IPO Supports

- Provide post-IPO compliance support
- Establish an investor relations management system

Financial Due Diligence

Financial Due Diligence is a crucial process for investors to assess the target company, its financial performance, and its status before entering into a transaction. It allows investors to gain a deeper understanding of the target company's financial situation and the potential risks of a potential transaction.

1. Analyze the target company's financial statements

2. Review and examine the company's accounting records, statutory records, and major agreements or contracts

3. Review related party information and transactions

4. Conduct on-site inspections and asset inventories (if necessary)

5. Analyze working capital

Tax Due Diligence

Tax Due Diligence refers to the process of conducting a comprehensive assessment of the target company's tax status during a transaction.

1. Tax compliance review

2. Tax risk assessment

3. Tax structure analysis

4. Cross-border tax issues

5. Potential tax liabilities

6. Tax strategy advice

7. Due diligence report

08 Corporate Services



■ Corporate Turnaround, Restructuring & Receivership Services

- Financial Review and Cash Flow Management
- Management Support and/or Professional Directorship
- Monitoring Accountant
- Forensic Accounting
- Insolvency Experts – Corporate & Personal Insolvency

■ Internal Control & Risk Management

■ Valuation

■ Transaction Advisory

■ Environmental, Social & Governance Report

Corporate Turnaround

We assist distressed organizations in stabilizing operations, restoring their financial and operational viability, and eventually returning to sustainable profitability through early intervention and focused recovery strategies.

Key Services Include:

- Financial Review and Cash Flow Management
- Management Support
- Restructuring
- Receivership
- Professional Directorship

Monitoring Accountant

We professionally act as competent independent monitoring accountants to provide ongoing oversight and assurance to lenders, creditors, and other stakeholders.

Key Services Include:

- Regular review and reporting of financial performance, covenant compliance, cash flow and management forecasts of the target organization.
- Verification of financial information and budgets submitted by management.
- Early identification of issues with recommendations for corrective actions.
- Independent monitoring during restructuring to support transparency and stakeholder confidence.

Forensic Accounting

We provide independent forensic accounting services to investigate financial issues, quantify losses, and support disputes and regulatory compliance, helping clients to navigate through complex financial matters.

Key Services Include:

- Investigations into fraud, misappropriation, financial irregularities, director or professional party misconduct.
- Asset tracing and recovery, including review of pre-insolvency transactions.
- Due diligence and financial analysis in shareholder disputes, commercial litigation, and regulatory investigations.
- Quantification of economic damages, business valuations, and loss of profits assessments.
- Expert witness reports and testimony for litigation, arbitration, or court proceedings.

Insolvency Experts — Corporate & Personal

We provide insolvency services under Hong Kong law, acting as liquidators, provisional liquidators, trustees in bankruptcy, or advisors.

Corporate Insolvency Services:

- Manage voluntary and compulsory winding-up.
- Act as provisional liquidators primarily to preserve assets and, where appropriate, facilitate restructuring.
- Act as liquidators primarily for orderly winding up and distribution of realized assets and/or proceeds.
- Advise on cross-border insolvency matters.

Personal Insolvency Services:

- Act as trustees in bankruptcy under Bankruptcy Ordinance.
- Support individual voluntary arrangements and debt restructuring solutions.
- Advice to debtors and creditors on bankruptcy petitions and alternatives.

Additional Services:

- Maximize asset recovery and provide litigation support.
- Manage hostile stakeholders and creditors communications.
- Post-insolvency review and reporting.

Internal Control & Risk Management

With increasingly stringent requirements from the Hong Kong Exchanges and Clearing Limited ("HKEX"), not only are listed companies required to provide relevant disclosures regarding their internal control practices in their annual reports, but companies preparing for IPOs are also required to conduct due diligence assessments of their internal controls. However, not every company has sufficient internal resources to meet these requirements.

CityLinkers' Internal Control and Risk Management Consulting professionals have extensive experience providing internal control assessments to clients in **Mainland China, Hong Kong, and overseas**. We can conduct **internal control assessments independently or in collaboration with a company's internal audit department**, helping clients strike a balance between business effectiveness and sound internal controls.

Valuation

CityLinkers provides clients with valuation consulting services for various projects, including but not limited to corporate mergers and acquisitions, management strategic planning and financial reporting.

Our in-depth knowledge and understanding of "International Financial Reporting Standards" and valuation methodologies, combined with our diverse corporate expertise, enables us to provide clients with targeted and practical solutions, helping them identify potential business opportunities, explore value, and identify risks to achieve their goals.

CityLinkers provides the following assistance:



1. Mergers and Acquisitions (M&A)

- Target identification
- Valuation services
- Negotiation support

2. Due Diligence

- Financial due diligence
- Tax due diligence

3. Transaction Structure

- Transaction structure design
- Financing solutions

4. Post-merger Integration

- Integration planning
- Change management

5. Sales and Spin-offs

- Selling strategy
- Spin-off consulting

6. Restructuring and Turnaround

- Financial and operational restructuring
- Receivership
- Monitoring and/or forensic accounting

7. Insolvency Services

- corporate voluntary and compulsory liquidations
- Act as individual bankruptcy trustee

Environmental, Social and Governance Report

The Hong Kong Stock Exchange requires all listed companies to submit annual Environmental, Social and Governance ("ESG") reports. ESG reports not only provide stakeholders (such as investors, management, employees, and customers) and the media with a deeper understanding of a company's sustainability goals and commitments, but also encourage companies to integrate sustainability initiatives into their operations, thereby adding value to society.

Our ESG experts possess the extensive experience and expertise to help clients strengthen their ESG/sustainability reporting processes in accordance with the Hong Kong Stock Exchange's ESG Reporting Guidelines. We offer the following services tailored to client needs:

- Stakeholder research and needs analysis
- Report verification and assessment support
- Carbon emissions calculation and disclosure support
- Social responsibility, impact investment, and green finance consulting



07

Fiduciary and Wealth Management Services

Fund Set up & Compliance Services

To achieve tax optimisation, setting up a trust fund to manage their investments can be beneficial for investors. With its experienced professionals, CityLinkers can assist clients in analysing their specific circumstances and advise on the optimal fund structure to meet their needs.

CityLinkers provides the following forms of assistance to customers:

- Provide advice and assistance on fund structuring and establishment
- Review fund documents, including the Private Placement Memorandum (PPM), subscription agreement, redemption application form, and articles of incorporation
- Assist with anti-money laundering and compliance matters
- Coordinate with relevant regulatory authorities on license applications
- Coordinate fund establishment with lawyers, auditors, and fund administrators
- Assist with bank account opening
- Arrange audit services for the fund audit

1

Cayman Fund

2

Hong Kong's Limited Partnership Regime for Fund (HKLPF)

3

Open-ended Fund Company Fund (OFC Fund)

4

Foreign Account Tax Compliance Act (FATCA) and the Common Reporting Standard (CRS)

Our Fund Clients

500+

Total number of
fund clients

Hong Kong
SFC-licensed company

30+

Offshore (primarily
Cayman Islands)

430+

Hong Kong LPF

10+

Hong Kong OFC

70+

Hong Kong Trust Set Up and Services

We hold the TCSP (Trust or Company Service Provider) and full trustee licences. Our core team members bring over 15 years of international trust experience and have spent more than a decade directly serving entrepreneur, holding prestigious professional designations including TEP (UK), LIC (Canada), ACCA (UK), HKICPA (Hong Kong), CPA USA, SCA (Singapore), and CPA Australia.

Working seamlessly with lawyers, tax advisors and private bankers worldwide, we maintain consistent and transparent communication to deliver the most appropriate, tailored solutions for high-net-worth individuals and entrepreneurs – helping them preserve wealth, ensure compliance, and achieve long-term success.

Trusts offer flexibility through discretionary powers, uninterrupted professional management, and confidentiality. Trusts also shield assets from political risks, creditors, and forced heirship, delivering lasting security and control to settlors and beneficiaries.

Individual/Family

- **Discretionary Trust**
- **Reserved Power Trust**
- **Pre-IPO Trust**
- **FGT**
- **Granny Trust**
- **PTC**
- **Will Trust**

Individual/Family/Institution

- **Purpose Trust**
- **Digital Asset Trust**
- **Insurance Trust**
- **Insurance Standby Trust**
- **Private Equity Trust**
- **Charitable Trust**

Institution/Corporate

- **Unit Trust**
- **ESOP Trust**

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