

LAM MING KI, ANGEL

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WORKING EXPERIENCE

TRICOR SERVICES LIMITED

December 2011 until May 2017

COMPANY SECRETARIAL SUPERVISOR

Promoted from Company Secretarial Officer in July 2015

- Handle company secretarial matters of Hong Kong and offshore companies, including HKEx listed, British Virgin Islands, Cayman Islands, PRC, Macau, Mauritius, Cook Islands, Isle of Man companies
- Handle company secretarial, regulatory compliance and corporate governance matters of listed companies
- Assist in drafting and reviewing interim and annual results announcements, interim and annual reports, announcements and circulars for listed companies
- Assist in preparing the prescribed forms for disclosure of interests notifications for listed companies
- Maintain and update statutory records, registers and routine filings for Hong Kong and offshore companies
- Handle full range of company secretarial matters, including formation of companies
- Liaise with HKEx, Companies Registry, Inland Revenue Department, Business Registration Office, Stamp Office etc., when necessary
- Liaise with Registered Agent for annual renewal / compliance and ad hoc matters for offshore companies
- Assist in application of working visa for the officers of the companies
- Coordinate with the junior to complete the tasks assigned by the senior
- Report to director and manager of the team

HKEx listed company:

- Hebei Yichen Industrial Group Corporation Limited (*H-share listed in December 2016, stock code: 1596*)
- MicroPort Scientific Corporation (*stock code: 853*)
- Dongpeng Holdings Company Limited (*delisted in June 2016, stock code: 3386*)

Hong Kong and offshore company:

- Geox Asia Pacific Limited
- Sharp Electronics Corporation
- Wei-Chuan Food Corporation

EDUCATION & EXAMINATION

HKICS, International Qualifying Scheme
6 Subjects Passed

THE UNIVERSITY OF HONG KONG, Faculty of Science
Bachelor of Science

Major in Statistics; Minor in Finance; Minor in Social Work and Social Administration

BELILIOS PUBLIC SCHOOL, Secondary School Form 1-7

SKILLS, INTERESTS & OTHERS

- Language skills: English (fluent), Mandarin (fluent)
- Computer skills: Microsoft Office
- Interests: volunteering, travelling, hiking and swimming
- Available: Immediate