**Kitman Tsang**

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**Personal Summary**

1. Currently a manager in the company secretarial services team of Ernst & Young
2. was a named company secretary of a GEM Board listed company from Feb 2014 to Oct 2016 reporting to the chief financial officer of the Group and working independently (one man band)
3. over 8 years of company secretarial experience gained from both GEM Board and Main Board listed companies as well as sizeable accounting firm
4. hands-on experience in full spectrum of company secretarial works for both listed and private companies
5. associate member of ICSA / HKICS

**Professional and Educational Qualification**

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| **Year** | **Institution/Association** | **Qualification obtained** |
| 2011 – 2012 | HKU Space & Manchester Metropolitan University, UK | Bachelor of Laws |
| 2011 | The Hong Kong Institute of Chartered Secretaries | qualified as an associate member of ICSA and HKICS |
| 2004 – 2007 | HKU Space & Manchester Metropolitan University, UK | Graduate Diploma in English and Hong Kong Law of England and Wales obtained by Common Professional Examination (C.P.E.) |
| 2001 – 2004 | The University of Hong Kong | Bachelor of Arts |

**Career History**

**10/2016 – Present Ernst & Young Company Secretarial Services Limited**

**Manager**

Job duties:

1. manage a full range of company secretarial duties for the clients
2. provide advisory services for clients
3. assist in the formation of Hong Kong companies as well as registration of Hong Kong branches
4. assist in the ongoing maintenance of Hong Kong companies, including the filing of the necessary returns with the Companies Registry
5. manage and develop a team of professional staff

**01/2014 – 10/2016 Telecom Digital Services Limited**

**Company Secretary**

Responsible for performing a full range of company secretarial duties and services as well as statutory compliance of two companies listed on the GEM Board of the Stock Exchange:

1. Telecom Service One Holdings Limited (Stock Code: 8145)
2. Telecom Digital Holdings Limited (Stock Code: 6033 (formerly: 8336 when listed on GEM board))

Job duties:

1. being the named company secretary of Telecom Service One Holdings Limited;
2. prepare meeting papers of board and committee meetings of the two listed companies as well as attend and draft minutes for these meetings;
3. draft and review annual/interim/quarterly reports, results announcements, circulars & notices for annual general meetings and proxy forms, etc. of the two listed companies;
4. prepare written resolutions for seeking board/committee’s approval on certain matters, e.g. change of directors, banking facilities, corporate guarantees, etc. where necessary; and
5. prepare and maintain statutory records and filings of the two listed companies as well as their respective subsidiaries.

**10/2008 – 10/2013 Wheelock Secretaries Limited**

**Senior Secretarial Officer (01/2013 - 10/2013)**

**Secretarial Officer (07/2011 - 12/2012)**

**Assistant Secretarial Officer (01/2010 - 06/2011)**

**Secretarial Assistant (10/2008 - 12/2009)**

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| **Hong Kong Listed Team (07/2010 - 10/2013)**  Responsible for full spectrum of company secretarial works of two companies listed on the Main Board of the Stock Exchange:   1. i-CABLE Communications Limited (Stock Code: 1097) 2. Harbour Centre Development Limited (Stock Code: 51)   Job duties:   1. prepare announcements, circulars, annual/interim reports, organise board and committee meetings as well as annual general meetings; 2. prepare meeting papers for board and committee meetings; 3. draft and prepare board minutes/resolutions for the listed companies as well as their subsidiaries; and 4. maintain and update the statutory records and other routine secretarial matters. |
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| **China Team (10/2008-07/2010)**  Responsible for full spectrum of company secretarial works of the China projects within the groups of:   1. Wheelock and Company Limited (Stock Code: 20) 2. The Wharf (Holdings) Limited (Stock Code: 4), and 3. Harbour Centre Development Limited (Stock Code: 51).   Job duties:   1. prepare documents for use in land auctions in China and arrange documents to be attested by China Appointed Attesting Officers when necessary; 2. prepare documents for setting up PRC project companies upon successful bidding of lands in China; 3. prepare documents for appointments/resignations of directors, increase of authorised/issued/registered capital, transfers of shares, group restructures, maintain and update the statutory records for subsidiaries incorporated in Hong Kong, BVI and PRC; 4. draft and prepare board minutes/resolutions for recording management decisions; 5. incorporate or acquire shelf companies in Hong Kong, China and British Virgin Islands; 6. arrange board resolutions and relevant documents for approving bank facilities and bank accounts opening; and 7. maintain and update the statutory records and any other routine secretarial matters. |

**07/2007 - 10/2008 Ebrand Limited**

**Trade Mark Executive**

Job duties:

1. submit applications for trade mark registrations in Hong Kong, China, Macau and other jurisdictions;
2. provide primary opinions and preliminary advice on the registrability and the chances of success of the proposed trade mark applications;
3. conduct trade mark searches on the Intellectual Property Department’s online trade mark system and obtain official advices and search reports from the Intellectual Property Department; and
4. prepare reports to inform the clients the progress of the trade mark applications.

**10/2004 - 03/2007 Kong & Associates, Solicitors**

**04/2004 - 09/2004 David Ho, Kevin Kong & Co., Solicitors** (ceased business on 30/9/2004)

**Legal Secretary**

Job duties:

1. incorporate Hong Kong companies, including limited companies, partnerships and sole proprietorships for clients;
2. file statutory forms and documents with Hong Kong Companies Registry;
3. prepare board minutes/written resolutions;
4. arrange documents to be attested by China Appointed Attesting Officers for use in China; and
5. submit trade mark applications for clients.

**Current Salary : HK$44,500 per month x 12 months**

**Expected Salary : HK$55,000 per month**

**Availability : One month’s notice**

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