



# PORTCULLIS NEWS

MCI (P) 023/06/2019

14 November 2019

## IMPORTANT NOTICE ON RENEWAL OF YOUR COMPANY

As you may be aware, the protests in Hong Kong have resulted in an escalation of violence and political instability. This has greatly affected usual transport routes and the normal operation of businesses in Hong Kong.

Our office has had to close on short notice in the last 2 days given the present situation.

Whilst staff from our Hong Kong office will continue to work and attend to your matters as usual under our business contingency plan, we are concerned that clients who have companies which are due for renewal on 30 November 2019 may be affected.

To ensure that the renewal process is smooth and that the renewal of your companies are attended to on a timely basis, in addition to notifying your relationship manager etc, ***please also notify Ms Carrie Ko of our accounting department*** when you make payment.

[Carrie.Ko@Portcullis.co](mailto:Carrie.Ko@Portcullis.co)  
cc. [info.hongkong@portcullis.co](mailto:info.hongkong@portcullis.co)

If you are making payment by cheque, please ensure that the cheques are received by us no later than the 25<sup>th</sup> of November 2019. If you have posted cheques, please contact your relationship manager to ensure that they have been received by us.

Furthermore, cheques that are posted at the very last minute may not reach us or we may be unable to present them for payment to be cleared in time due to the present situation. In such circumstances, we will not be responsible if we are unable to attend to the renewal of your company by the 30<sup>th</sup> November deadline.

With the escalating situation in Hong Kong, we strongly encourage all clients to remit funds to the bank account specified in our renewal notices instead of posting cheques to us to avoid any uncertainty in respect of the November 2019 company renewals.

Please do not hesitate to contact your relationship manager for further clarification.



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