

請用正楷填寫本申請表上各欄，並在適當的方格內加上"✓"號。  
Please complete all sections in BLOCK LETTERS and mark "✓" where applicable

公司註冊地址 / 虛擬辦公室 服務申請書  
Application Form for Registered / Virtual Office Services

**Section A - Information of Applicant**

姓名	:	_____	電郵	:	_____
Name	:	_____	email	:	_____
電話	:	_____	傳真	:	_____
Tel	:	_____	Fax	:	_____
香港身份證 / 護照號碼	:	_____	國籍	:	_____
HKID / Passport Number	:	_____	Nationality	:	_____
地址	:	_____			
Address	:	_____			

**Section B - Information of Company**

公司英文名稱	:	_____
Company name in English	:	_____
公司中文名稱	:	_____
Company name in Chinese (if any)	:	_____
公司編號	:	_____
Company Number	:	_____
商業登記證號碼	:	_____
Business Registration Number	:	_____
業務性質	:	_____
Nature of Business	:	_____

Please provide copy of Memorandum and Articles of Association, Certificate of Incorporation, Valid Business Registration Certificate, HKID / Passport of Director(s) and Shareholder(s) and Annual Return for verification purpose.

請附上公司章程、公司註冊證書、有效的商業登記證、所有董事/股東之香港身份證或護照、最近的週年申報表之副本，以供核對。

**Section C - Services Plan**

	<input type="checkbox"/> Registered Office Services 註冊地址服務 Annual Fee: HK\$1,200 年費只需 HK\$1,200	<input type="checkbox"/> Virtual Office Services A 虛擬辦公室服務 A Annual Fee: HK\$6,000 年費只需 HK\$6,000	<input type="checkbox"/> Virtual Office Services B 虛擬辦公室服務 B Annual Fee: HK\$6,880 年費只需 HK\$6,880
Using S & G Office for receiving letters and parcels. 由盈豐會計秘書服務有限公司提供之一年公司註冊地址服務	✓	✓	✓
Redirect Letters / Parcels to Hong Kong designated address. (Charge: Postage Fee + HK \$50 per letter, Postage fee + HK \$200 per parcel (below 2kg)) 轉寄信件或包裹。(每封信件收費:郵資+HK \$50, 每件包裹收費:郵資+HK \$200(2公斤以下))	✓	✓	✓
Customers can make use of the registered office at their letter paper and business cards for business corresponding address. 客戶可把本公司之地址作為商業用途並印於 貴公司之信紙及咭片上。	✗	✓	✓
Phone answering services by professional secretary with individual phone number* for messages taking. 提供獨立電話號碼*並由專業秘書以客戶公司名字接聽來電及留言轉告。	✗	✓	✓
Provision of individual fax number* (send and receive fax messages up to 500 pages per month) and Fax will be transmitted directly to a designated email. 提供獨立傳真號碼*供客戶網上收發傳真。每月接收/發送頁數500頁。	✗	✗	✓

\*Customer will be assigned a phone / fax number by S & G. If customer wants to use their own phone / fax number, S & G will NOT liable for the installation fee and monthly fee.

\*客戶將被分配一個電話/傳真號碼，如客戶希望使用自己的電話/傳真號碼，盈豐會計秘書服務有限公司將不承擔其安裝費和月費。



Section D - Handling of Mails (For Registered Office / Virtual Office Services A & B. A B)	
通知方式 Method of Notification	<input type="checkbox"/> 無須通知 No action <input type="checkbox"/> 以電郵通知 Notify by email <input type="checkbox"/> 以電話通知 Notify by telephone
郵件轉發處理方法 Method of Forwarding Mails	<input type="checkbox"/> 親臨本公司領取 Keep in our office for collection by person <input type="checkbox"/> 掃描信件到指定的電子郵件地址 Scan the letter and email to your designated email address 電子郵件地址 email address : _____ <input type="checkbox"/> 轉寄到指定工商 / 海外地址 Forward to the designated local / Overseas address <input type="checkbox"/> 快遞到指定工商 / 海外地址 Courier to designated business address / overseas address 指定地址 Designated address : _____
轉發頻率 Frequency of Forwarding	<input type="checkbox"/> 每星期一次 Once per week <input type="checkbox"/> 每月一次 Once per month
快遞帳戶 User Account of Courier	如選擇快遞到指定地址，請提供快遞帳戶 Please provide user account for courier to designated address <input type="checkbox"/> DHL <input type="checkbox"/> UPS <input type="checkbox"/> FEDEX User Account No 帳戶號碼 : _____

Section E - Handling of Telephone Calls (For Virtual Office Services A & B. A B)	
公司名字接聽來電 Name of Company for answering incoming call (以四個中文字或兩個英文字為限 4 Chinese words or 2 English words)	
公司業務範圍 / 產品或服務之簡介 Business Nature / Introduction of Product(s) or Service(s)	
接聽來電處理方法 Method of Handling Incoming Calls	<input type="checkbox"/> 留言後以電郵通知 Take message and notify by email 電子郵件地址 email address : _____

Section F - Handling of Fax (For Virtual Office Services B. B)	
傳真處理服務轉至電郵 Fax Forward to Email	<input type="checkbox"/> 傳真轉至以下電郵 Fax will be forwarded to following email

Personal Information Collection Statement : All personal information collected are for the related services only.

收集個人資料聲明：所有資料只用作相關服務之用，絕不用於其他用途。

### Section F - Declaration

#### I/ We (Customer(s)) hereby agree and understand the following terms and conditions

- I/ We hereby certify that the information given in this form are true to the best of my knowledge and belief. I/ We also understand and agree to the service fee and details of the services provided by S & G Accounting and Secretary Ltd (S & G).  
本人/吾等特此證明，本表格內所提供之資料乃真實無誤。同時本人/吾等也理解相關服務內容並同意繳付相關之服務費。
- I/ We have no right to occupy and access any part of the premises and any equipment or facilities within the premises of S&G.  
本人/吾等明白及同意在本合約中沒有賦予本人/吾等佔用或使用任何盈豐會計秘書服務有限公司的辦公室、設備或設施的權力。
- Before the commencement of service(s) and/or after termination of service(s), S & G have the right to reject all mails, parcels, fax, or any other objects sent to customer(s) and will not handle all Calls / Fax from the assigned Telephone / Fax number. S & G is not responsible to notify customer(s) of such delivery. 30 days after the termination of services, any mails, parcels, fax or any other objects sent to or left at S&G office shall be at the disposal of S&G at its absolute discretion.  
服務開始前或/及終止服務後，盈豐會計秘書服務有限公司有權拒絕接收所有的郵件，包裹，傳真或發送給客戶的任何物件和不會處理從指定電話/傳真號碼的所有來電及傳真。盈豐會計秘書服務有限公司無需通知客戶以上各項之送達。終止服務30天後，盈豐會計秘書服務有限公司有其絕對權處置留在盈豐會計秘書服務有限公司辦公室內的任何郵件，包裹，傳真及任何物件。
- Under the following circumstances, S & G have the rights to terminate services without any prior notice. S & G shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing service(s).  
在下列情況下，盈豐會計秘書服務有限公司有權終止服務而不作任何事先通知。盈豐會計秘書服務有限公司不承擔任何法律責任，也不為停止服務承擔任何索賠或賠償責任。
  - Customer(s) has failed to settle any service fees, handling fees, reimbursements of postage, or renew business registration on time.  
客戶未能按時繳付任何服務費，手續費，郵資費用，或按時更新商業登記。
  - In suspicion of customer(s) is involving or carrying out a fraud and / or any illegal or improper activities  
客戶被懷疑涉及或進行欺詐和/或任何非法或不正當活動。
  - In suspicion of customer(s) is using provided service(s) for promotion sales, public recruitment and any hotline function(s).  
客戶涉嫌利用服務作市場推介會、招聘服務或任何熱線電話用途。



- 5 I / We hereby agree that due to the imperfect nature of verbal, written, and electronic communication, S & G is not responsible for any failure to render any service(s), any error or omission, or any delay or interruption of any service(s), the sole obligation is limited to the services charges during the affected period. Customer(s) also agree to waive, and not to make, any claim for damages, direct or consequential, including with respect to lost business or profits, arising out of any failure to furnish any service(s), any error or omission with respect there to, or any delay or interruption of services.  
本人/吾等同意由於語言，文字和電子通訊的不完善及限制。如因服務受阻、延誤、中斷、或錯漏。盈豐會計秘書服務有限公司的責任只限於其服務受影響時段的服務費。盈豐會計秘書服務有限公司不會因上述原因而負上其他責任。客戶也同意不會因服務受阻、延誤、中斷或任何錯漏而引致的直接或間接損失(包括業務及其收益或利潤之損失)而提出索償。
- 6 Customer(s) agree that they will not transfer or assign any parts of the service(s) to any other parties.  
客戶同意不會把服務轉移或分配予第三者使用。
- 7 If Customer(s) terminates the service(s), all the prepaid service fees will not refund.  
如客戶終止服務，所有已繳付之服務費將不獲退回。
- 8 If S & G is no longer able to provide the service(s) or terminate your service(s) within/after your paid period, a 30-day formal notice/email will be given to customer(s) (except for the situation stated in term 4), and the prepaid service fees will be refunded to customer(s) on pro-rata basic.  
如盈豐會計秘書服務有限公司未能提供服務或提前終止相關服務。盈豐會計秘書服務有限公司將在30天前向客戶作出正式書面/電郵通知(於第4條列明的情況除外)，同時盈豐會計秘書服務有限公司將按比例退回已繳付之服務費。
- 9 Customer(s) understand and agree that the service(s) details, terms and conditions, and disbursement schedule will be renewed irregularly. Before any modification, S & G will give not less than a 30-days notice to customer(s)  
客戶理解並同意，服務之內容、條款及細則和收費將不定期更新。任何修改之前，盈豐會計秘書服務有限公司將給予客戶不少於30天的通知。

I / We have read and agree the above Declaration, Terms and Conditions.

本人/吾等已閱讀並同意以上聲明，條款與細則

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Signature of Applicants with Company Chop 申請人簽署及公司印

如英文本與中文譯本有任何歧義，概以英文本為準。

In case of any discrepancy between the English version and its Chinese translation, the English version shall prevail.

End