

Virtual Office Services Application Form  
虛擬辦公室服務計劃申請表 (VO-001)

C. Code	
Tel.	
Fax.	
P.M.	
Date	

\* required field 為必須填寫項目

Applicant Information			
Company Name * 公司名稱	Please fill the applicant's name if the company hasn't registered. 如公司尚未登記，請填寫申請人姓名。		
	Chinese name 中文名稱		
	English name 英文名稱		
Company Type 公司類型	<input type="checkbox"/> Limited Company 有限公司 <input type="checkbox"/> Non-profit organization 非牟利機構	<input type="checkbox"/> Unlimited Company 無限公司 <input type="checkbox"/> Others 其他_____	
Business Nature 服務範圍	<input type="checkbox"/> Trading 貿易 <input type="checkbox"/> Consulting 顧問	<input type="checkbox"/> IT 資訊技術 <input type="checkbox"/> Others 其他_____	
Country of Registration 公司註冊國家	<input type="checkbox"/> HK <input type="checkbox"/> BVI <input type="checkbox"/> Others 其他_____	Business Registration No. * 商業登記號碼	

Contact Person Information			
<ul style="list-style-type: none"> <li>For additional contact person, please fill in the form <b>VO-002</b>. 如多於三位聯絡人，請填寫表格 <b>VO-002</b>。</li> <li>Corporate accounts have a maximum of 3 contact persons. For additional person, <b>HK\$50/month</b> will be charged per person. 所有虛擬辦公室及服務式辦公室服務都包括了最多 3 位聯絡人，如需增加聯絡人，每位/每月 <b>HK\$50</b>。</li> <li>1 contact person for personally account and he must be the applicant himself. 如以個人名義申請服務，只限一位聯絡人(即申請人)。</li> <li>Please submit the ID copy of all contact person for application. 請連同所有聯絡人之證件一併遞交。</li> </ul>			
Main Contact Name * 主要聯絡人姓名	中文 Chinese	英文 English	
ID Document Number * 證件號碼		Nationality 國籍	
Phone Number * 聯絡電話	手提 Mobile		
Contact Address 聯絡地址			
Email Address * 電郵地址			
Contact Name * 聯絡人姓名	中文 Chinese	英文 English	
ID Document Number * 證件號碼		Nationality 國籍	
Phone Number * 聯絡電話	手提 Mobile		
Contact Address 聯絡地址			
Email Address * 電郵地址			

Contact Name * 聯絡人姓名	中文 Chinese	英文 English
ID Document Number * 證件號碼		Nationality 國籍
Phone Number * 聯絡電話	手提 Mobile	
Contact Address 聯絡地址		
Email Address * 電郵地址		
<b>Service Plan Information</b>		
Service Package * 服務計劃	<input type="checkbox"/> <b>A. 基本計劃 [ \$98 ]</b> <ul style="list-style-type: none"> <li>代收政府信件、私人信件及包裹，並作出即時通知 Use of our address for commercial correspondence Receive mails, parcels, inform recipient immediately</li> </ul>	
	<input type="checkbox"/> <b>B. 商務計劃 [ \$148 ]</b> <ul style="list-style-type: none"> <li>代收政府信件、私人信件及包裹，並作出即時通知 Use of our address for commercial correspondence Receive mails, parcels, inform recipient immediately</li> <li>提供獨立電話號碼，由秘書以貴公司名義代接，並主動通知有關口訊 Use of private telephone line Provide professional secretarial support and answer call in your company name Notify recipient upon receipt of call and message</li> </ul>	
	<input type="checkbox"/> <b>C. 優越計劃 [ \$188 ]</b> <ul style="list-style-type: none"> <li>代收政府信件、私人信件及包裹，並作出即時通知 Use of our address for commercial correspondence Receive mails, parcels, inform recipient immediately</li> <li>提供獨立電話號碼，由秘書以貴公司名義代接，即時轉駁至指定號碼 Use of private telephone line Answer your call and redirect it to your designated local phone number.</li> <li>共用傳真號碼 shared fax</li> </ul>	
	<input type="checkbox"/> <b>D. 尊尚計劃 [ \$238 ]</b> <ul style="list-style-type: none"> <li>代收政府信件、私人信件及包裹，並作出即時通知 Use of our address for commercial correspondence Receive mails, parcels, inform recipient immediately</li> <li>提供獨立電話號碼，由秘書以貴公司名義代接，即時轉駁至指定號碼 Use of private telephone line Answer your call and redirect it to your designated local phone number.</li> <li>提供獨立傳真號碼，可於網上直接收發傳真 E-Fax ( Private fax number.)</li> </ul>	
Mail Notification * 郵件通知	<input type="checkbox"/> 以電郵通知 Notify by email <input type="checkbox"/> 以電話通知 Notify by phone	
Call Handling Service 來電處理安排	<input type="checkbox"/> 接聽後即時轉駁至指定號碼 Transfer to assigned no. after answer <input type="checkbox"/> 系統轉駁至指定號碼 Direct transfer to assigned no. <input type="checkbox"/> 以電郵通知 Notify by email <input type="checkbox"/> 以電話通知 Notify by phone	
<b>Call Management Details</b>		
Greetings 歡迎語		

### Additional Information

請提供以下公司資料以提高服務質素 Please provide the following company information to enhance better quality service.

Address	公司地址	
Opening Hours	辦公時間	
Business Nature	產品服務類型	
Others	其他資料	

### Value-Added Options

<input type="checkbox"/> 企業電郵服務 [500/年] Corporate Email	◆ 包括域名註冊，最多設立 10 個企業電郵帳戶；支持網上、OUTLOOK、iPhone 等查閱；加送基本資料網頁 1 頁（可包含公司名稱、聯絡資料）* 請同時填寫第 6 頁
<input type="checkbox"/> 非辦公時間來電處理[\$100] Call Handling after office-hr	◆ 非辦公時間，將來電轉駁至指定號碼。 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Call(s) will be forwarded to your designated phone number during non-office hour.
<input type="checkbox"/> 郵件轉寄到深圳分行 [\$30] Mail deliver to SZ Branch	◆ 次數 Frequency : <input type="checkbox"/> 每週 Weekly <input type="checkbox"/> 每月 Monthly
<input type="checkbox"/> 郵件轉寄 Mail Re-directing Service	◆ 郵寄 by post : <input type="checkbox"/> 香港 Hong Kong [\$40] <input type="checkbox"/> 海外或內地 Overseas or Mainland China [\$50] ◆ 速遞 by courier : <input type="checkbox"/> 順豐速運 S.F. Express [\$30] <input type="checkbox"/> DHL [\$30] 運費到付 freight fee payable at destination ◆ 次數 Frequency : <input type="checkbox"/> 每日 Daily <input type="checkbox"/> 每週 Weekly <input type="checkbox"/> 每月 Monthly ◆ 地址 Address : _____ _____

### Payment Information

Activation Date * 計劃生效日期		Payment Cycle * 繳費週期	<input type="checkbox"/> 6 months ( extra 2 months for free ) <input type="checkbox"/> 12 months ( extra 6 months for free )
Payment * 繳交費用	Deposit * 按金 <input type="checkbox"/> \$100 <input type="checkbox"/> \$300		
Payment Method * 繳費方式	<input type="checkbox"/> Apply and pay in person 親身前往本公司申請及繳費 <input type="checkbox"/> Apply via fax or email 透過傳真或電郵申請服務 <input type="checkbox"/> 客戶可將服務費直接存入中國銀行，戶口號碼：012 - 676 - 00064922，戶口名稱：智尚商務國際有限公司。請填上貴公司名稱於銀行收據上，並連同申請表一併交上。Directly Deposit into Bank of China Bank Account 012 - 676 - 00064922. Account Name: Brilliant Business Centre Limited. Please write your company name on the bank receipt and submit with this application form. <input type="checkbox"/> 客戶亦可以支票付款，支票抬頭「智尚商務國際有限公司」Check payment please made payable to “Brilliant Business Centre Limited” .		

# Services will start ONLY when payment is verified. 服務將於繳交費用確認後生效。

Please submit the BR copy and the ID copy of all contact person for application. 請連同商業登記証及聯絡人證件副本一併遞交。

得知本公司途徑	<input type="checkbox"/> Yahoo Search <input type="checkbox"/> Google <input type="checkbox"/> Referral 轉介 _____ <input type="checkbox"/> Others _____
其他服務	貴 公司已有 <input type="checkbox"/> 公司網頁 <input type="checkbox"/> 電子郵箱 <input type="checkbox"/> 網頁寄存服務。 本公司職員可能會聯絡閣下提供相關服務資料。 <input type="checkbox"/> 同意 <input type="checkbox"/> 不同意

## **一般條款 MAIN TERMS**

1. 本合約由智尚商務國際有限公司（服務供應商）提供，並由申請虛擬辦公室服務的公司（客戶）同意，雙方共同履行合約內所載的條款及細則。  
This agreement is offered by Brilliant Business Centre Limited (Service provider) and accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.
2. 客戶知悉並同意在本合約中沒有賦予客戶佔用或使用任何服務供應商的辦公室、設備或設施的權力。  
The Customer understands and agrees that they will have no right to occupy and access any part of the premises and any equipment or facilities within the premises of the Service Provider under this agreement.
3. 在未經服務供應商認可的情況下，客戶不能在服務生效前或終止後，或以其他未向服務供應商登記的公司和用戶的名義，公開或使用其提供的地址、電話號碼以及傳真號碼。服務供應商保留因上述情況而引致損失而追究的權利。  
The Customer shall not publish or use the provided address, telephone number and fax number without the prior authorization from the Service Provider, before the commencement of services or after termination of services, or on behalf of a company or user not registered with the Service Provider. The Service Provider reserves all rights for claiming against all losses and expenses incurred.
4. 在服務生效前或終止期間，或任何未經認可的情況下，服務供應商有權拒絕收取客戶的郵件、包裹、電郵、傳真或任何物件，及拒絕處理客戶專線電話的來電，並且不會通知以上各種項目的傳送。在服務終止的 30 天後，客戶遺下的任何郵件、包裹、傳真和物件，服務供應商有權代為處理。  
Before the commencement of service, during suspension period, or any situation without the prior authorization, the Service Provider will reject all mails, parcels, fax or any other objects sent to the Customer and will not handle all calls from the assigned telephone number. The Service Provider is not responsible to notify the Customer of such delivery. 30 days after the termination of service, any mails, parcels, fax or any other objects sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its absolute discretion.
5. 就以下情況，服務供應商有權終止服務而不作任何通知；同時亦無須為停止提供服務，而負上法律責任或承擔任何被索償的後果。  
Under the following circumstances, the Service Provider reserves all rights to terminate services without any prior notice. The Service Provider shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing services.
  - 1.1 客戶未能按時繳交費用，包括服務費、手續費或轉寄郵件費用；或未能及時更新商業登記；  
The Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time;
  - 1.2 客戶涉嫌進行或涉及任何非法、違例或詐騙活動；  
In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities;
  - 1.3 客戶涉嫌利用服務供應商提供的服務作展銷會或招聘會等活動；  
In suspicion of the Customer is using provided services to hold any promotional sales or public recruitment events;
  - 1.4 客戶涉嫌在未經服務供應商許可下，把服務轉移或分配至任何第三者使用。  
In suspicion of the Customer is transferring or assigning any or part of the services to any other parties, without the prior authorization from the Service Provider.
6. 如有任何爭議，服務供應商將保留最終決定權。  
Should any disputes arise, the decision of the Service Provider shall be final.

## **責任範圍 LIMITATION OF LIABILITY**

7. 客人已知悉因語言、文字或電子通訊的限制，如因服務受阻、延誤或中斷、或任何錯漏，服務供應商的責任只限於其服務受影響的時段的服務費，服務供應商不會因上述原因而負上其他責任。  
The Customer acknowledges that due to the imperfect nature of verbal, written and electronic communications, the Service Provider is not responsible for any failure to render any service, any error or omission, or any delay or interruption of any service, the sole obligation is limited to the service charges during the affected period.
8. 客戶同意不會因服務受阻、延誤或中斷、或任何錯漏而引致的直接或間接損失(包括業務及收益之損失)而提出索償。  
The Customer agrees to waive, and agrees not to make, any claims for damages, direct or consequential, including with respect to lost business or profits, arising out of any failure to furnish any service, any error or omission with respect there to, or any delay or interruption of services.
9. 服務供應商同意在未經客戶同意的情况下，不會向第三者售賣或提供其任何資料。  
The Service Provider agrees that they are not allowed to sell or provide any information of the Customer to any third party without consent from the Customer.

## **合約期 CONTRACT PERIOD**

10. 首合約期為服務生效日期起至已繳付的服務周期完結為止。其後合約期會按照客戶每次繳付的服務周期而延續，而本合約之內容亦會於新延續的合約期內適用。  
The first contract period will be the period started from the date of service commenced to the last date of the period covered within the first payment. The contract period will be extended according to the period covered of each payment of the Customer afterward, and the content of this agreement will be applicable within the extended contract period.

## 關於服務及付款 ABOUT SERVICE AND PAYMENT

### 11. 代收取客戶郵件及包裹 MAIL HANDLING SERVICES

- 11.1 郵件或包裹的總體積不應超過 40cm x 40cm x 40cm。服務供應商有權拒收任何超出上述體積的郵件及包裹  
The total volume of mails and parcels shall not exceed 40cm x 40cm x 40cm. The Service Provider reserves rights to refuse receiving further mails and parcels which volume exceed the prescribed size.
- 11.2 服務供應商有權拒收客戶任何危險或非法的物件。  
The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for the Customer.
- 11.3 客戶包裹之處理費用將根據存放時間及數量而定，詳情如下：  
The handling charge of the parcel received for the Customer will be based on the storing time and the quantity, details as follows :

客戶獲通知後首 3 天內領取 collect within first 3-day after the email notification sent	免費 Free
於首 3 天後領取 collect after the first 3-day	港幣 20 元正 (每日 / 每件) HK\$ 20 / day / item

- 11.4 超逾 30 天不取，及不能聯絡者，服務供應商將自行處理寄存物，而不另行通知，並且不負任何責任，後果客戶自負。  
Mails and parcels uncollected over 30 days, or if the Customer is un-contactable, the mails and parcels shall be disposed of without any notice. The Service Provider shall not be responsible for any losses or any obligations.
- 11.5 若客戶暫存的物件基於任何原因而被盜，遺失或損毀，服務供應商不須為此而負上任何責任。  
The Service Provider shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.
- ### 12. 轉寄郵件服務 MAIL FORWARDING SERVICES
- 12.1 若客戶需要轉寄郵件，須於申請服務時提出。否則，客戶需每次以電郵或書面形式通知服務供應商。  
If the mail forwarding services is required, the Customer should state at the time of application. Otherwise, the Customer should notice the Service Provider by email or written notice afterward every time.
- 12.2 服務供應商不會為轉寄郵件而引致的損失、被竊、被破壞、或任何災害，而作出任何賠償及負上任何責任。  
The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.
- ### 13. 電話服務 CALL SERVICES
- 13.1 所有來電轉駁服務只適用於本地電話號碼。  
All call forwarding services apply to local telephone number only.
- 13.2 若客戶須更改系統直接轉駁之指定號碼，必須於生效期前 1 個工作天向服務供應商以書面形式通知。  
If the designated number direct transferred by system is to be changed, a formal written notification should be submitted to the Service Provider on or before 1 working day prior to the effective day.
- 13.3 為保障客戶之利益及私隱，所有來電訊息會儲存 48 小時。  
For protecting the Customer's interest and privacy, all messages from callers will be reserved 48 hours.
- 13.4 於辦公時間內，專線電話服務只限代接後留言及轉駁電話，而不包括任何產品查詢，報價及客戶服務的工作。  
During the office hour, the telephone services provided by the Service Provider can be only used for receiving calls, leaving messages and transferring calls on behalf of the Customer, not including any services related to product inquiries, making quotations and customer services.
14. 客戶應於賬單上列明的到期日前繳交有關款項，否則服務供應商有權終止其服務而不作另行通知。同時客戶有責任於到期日前確保已繳交之費用已由服務供應商收取並確認。  
The Customer shall pay the fees before the due date specified on the relevant invoices, or the Service Provider has the right to suspend the services to the Customer. The Customer has the responsibility to make sure that their payments are received and identified by the Service Provider before the due date specified on the relevant invoices.
15. 若客戶要求重啟因延遲繳款或欠款被終止的服務，服務供應商將會向客戶收取於終止期間的相關服務費用。  
If Customer requests to reactive the services which has been suspended by the Service Provider due to late payment or overdue situation, the Service Provider shall charge the Customer the service fees for the suspended period.
16. 客戶如需更改服務指令、內容或地點，需以書面形式通知服務供應商，及繳付相關費用。  
If the Customer requires to make amendments to service instructions, contents or location, a written notice should be given to the Service Provider to the amendment take place, related service fees shall apply.

本人茲證實上述資料確實無訛，並已閱讀及同意合約所列之條款。  
I have read and agreed to the Terms and Conditions and declared that the information given above is true and accurate in each and every respect.

For and on behalf of BBC Business Centre

Applicant Signature 客戶簽署及蓋印  
Date 日期 :

Date 日期 :

**Corporate Email 企業電郵服務 ( \$500 /年 )**

**Service Include 服務包括**

- 域名註冊 (e.g. yourcompany.com)
- 最多設立 10 個企業電郵帳戶 (e.g. yourname@yourcompany.com)
- 特大容量電子郵箱 (7GB)
- 支持網上、OUTLOOK、iPhone 等查閱
- 加送基本資料網頁 1 頁 (可包含公司名稱、聯絡資料)

**Register Domain Name 域名註冊**

First Choice 第一選擇											
Second Choice 第二選擇											
Third Choice 第三選擇											
Domain Category 請選擇域名類型	<input type="checkbox"/> .com <input type="checkbox"/> .com.hk <input type="checkbox"/> .hk <input type="checkbox"/> .net <input type="checkbox"/> .co <input type="checkbox"/> .info <input type="checkbox"/> .org <input type="checkbox"/> .org.hk										
Email Account 自訂電郵帳戶	<table border="0"> <tr> <td>1. _____</td> <td>2. _____</td> </tr> <tr> <td>3. _____</td> <td>4. _____</td> </tr> <tr> <td>5. _____</td> <td>6. _____</td> </tr> <tr> <td>7. _____</td> <td>8. _____</td> </tr> <tr> <td>9. _____</td> <td>10. _____</td> </tr> </table>	1. _____	2. _____	3. _____	4. _____	5. _____	6. _____	7. _____	8. _____	9. _____	10. _____
1. _____	2. _____										
3. _____	4. _____										
5. _____	6. _____										
7. _____	8. _____										
9. _____	10. _____										

**Domain Parking Page 基本資料網頁**

Company Name 公司名稱			
Phone 聯絡電話		Fax 傳真號碼	
Email 通訊電郵			
Address 公司地址			
Message 訊息 (不多於 30 字)			