

## Limited Company Registration & Virtual Office Services Application Form 香港有限公司注册及虚拟办公室服务计划申请表 (RO-001)

\*为必须填写项目 Required fields

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

申请数据 Applicant Information	
公司名称 Company Name * (See Guideline 1 见附录 1)	中文名称 Chinese name 有限公司 英文名称 English name Limited
注册资本 Registered Capital * (See Guideline 2 见附录 2)	<ul style="list-style-type: none"> <li>任何一间持股的有限公司，所持股本最少为 1。 The minimum share capital for any companies limited by shares must be \$1.</li> <li>贵公司所持有的股份并不相等于公司于银行开户的存款数目，视乎不同银行的需求。 Share capital is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy.</li> </ul> <input type="checkbox"/> 10,000 <input type="checkbox"/> 自定义股数 Customize : _____ HK\$1 for each share 每股为港币一元

### 成员资料 Shareholder's / Director's / Co. Sec.'s / Contact Person's Information (见附录 3 See Guideline 3)

- 如多于三位联络人，请填写表格 VO-002。所有虚拟办公室都包括了最多 3 位联络人，如需增加联络人，每位/每月 HK\$50。  
For additional contact person, please fill in the form VO-002.  
Corporate accounts have a maximum of 3 contact persons. For additional contact person, the service charge is HK\$50/month per contact person.
- 请连同所有联络人之证件一并递交。  
Please also submit the ID/Passport copy of every contact person.
- 任何一间有限公司必须有一位或以上的董事及股东，非香港居民亦可作董事或股东。  
There should be at least one Shareholder and one Director.
- 公司秘书则必须是香港居民或香港公司。  
The Company Secretary must either be a Hong Kong Permanent Residence or a Hong Kong Company.
- 根据 2018 年最新修订公司法，使用虚拟办公室服务者必须提供出生日期。  
According to The Companies Ordinance, using Virtual office service must provide the date of Birth.
- 联络电话和电邮地址只供 BBC 内部使用。  
Phone Number and Email Address are for BBC internal use only.

申请人身份 Applicant's position *	<input type="checkbox"/> 股东 Shareholder	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 公司秘书 Company Secretary	请选择最少其中一项 Choose at least one
证件上名称 Name on ID/Passport*	中文 Chinese		英文 English	
证件号码 ID Document Number *		持股量 No. of Shares *	出生日期 Date of Birth *	YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address*		
住址 Residential Address *				

申请人身份 Applicant's position *	<input type="checkbox"/> 股东 Shareholder	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 公司秘书 Company Secretary	请选择最少其中一项 Choose at least one
证件上名称 Name on ID/Passport*	中文 Chinese		英文 English	
证件号码 ID Document Number *		持股量 No. of Shares *	出生日期 Date of Birth *	YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address*		
住址 Residential Address *				

### 公司秘书服务 Company Secretary's Information (见附录 4 See Guideline 4)

<ul style="list-style-type: none"> <li>● 出任公司秘书一职至贵公司本年度结束日 Participate as company secretary until the next anniversary of its incorporation</li> <li>● 准备及按时提交同一年度的周年申报表 (AR) Prepare and submit Annual Return (AR) for the year</li> <li>● 缴交周年申报表费用 HK\$105 Annual Return fee HK\$105 is included</li> <li>● 非香港居民成立公司建议使用 This service is recommended for a company without any Hong Kong Resident as its shareholder &amp; director.</li> <li>● 客户若牵涉任何涉嫌违法事件、或受到民事或刑事起诉, 本公司有权实时辞任公司秘书 In suspicion of the Client is involved in any illegal activities, or subjected to any civil or criminal prosecution, BBC reserves all rights to resign from the position of Company Secretary with immediate effect.</li> </ul>	<input type="checkbox"/> \$680
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### 重要控制人登记册 Significant Controllers Register (见附录 6 See Guideline 6)

<input type="checkbox"/> <b>代办重要控制人登记册, 费用\$300/次</b> <b>Prepare the Significant Controllers Register – HKD\$300/Once</b> 编制重要控制人登记册, 并把重要控制人的所需详情及公司指定代表的联络数据记入该登记册内一次 Prepare the SCR and enter the required particulars of the significant controller(s) and contact detail of the designated representative of the company in the SCR once
<input type="checkbox"/> <b>代任重要控制人登记册内指定代表, 费用\$1,000/年</b> <b>Serve as the Designated Representative of the Significant Controllers Register (SCR) – HKD\$1,000/year</b> 客户若牵涉任何涉嫌违法事件、或受到民事或刑事起诉, 本公司有权实时辞任重要控制人登记册内指定代表 In suspicion of the Client is involved in any illegal activities, or subjected to any civil or criminal prosecution, BBC reserves all rights to resign from the position of the Designated Representative of the SCR with immediate effect.

### 服务计划内容 Service Plan Information

R1-R4 收费因分行而异, 请选择分行作为注册地址。

Service charge for different branches is difference. Please choose a branch as your registered address for Plan R1-R4

<input type="checkbox"/> <b>R0. 注册香港有限公司 Hong Kong Limited Company (Economy Pack) HK\$2,680</b> ( 已包括政府费用: 公司注册费 \$1,720 及首年商业登记费 \$250, 共 HK\$1,970 All registration fees included. BR Fee \$250 & CI Fee \$1,720, total HK\$1,970) 注册地址 Registered Address: _____ <ul style="list-style-type: none"> <li>● 公司名称查册 Company name search</li> <li>● 准备及递交有关文件 Prepare and submit necessary documents</li> <li>● 领取公司注册证书(CI) Company Registration(CI) Application</li> <li>● 商业登记证(BR) Business Registration(BR) Application</li> <li>● 公司章程 5 本 Memorandum &amp; Articles of Association x 5</li> <li>● 圆印 1 个 Pre-ink Circular Chop x 1</li> <li>● 银行开户文件 Necessary documents for bank account setup</li> </ul>	<b>额外订制 ORDERS</b> <input type="checkbox"/> 圆印 Pre-ink Circular Chop \$80 <input type="checkbox"/> 签名印 Pre-ink Cheque Chop \$80 <input type="checkbox"/> 金属钢印 Common Seal \$250 <input type="checkbox"/> 绿盒 Greenbox \$400 <input checked="" type="checkbox"/> 公司章程 10 本 Articles of Association x 10 <input checked="" type="checkbox"/> 会议记录册 1 本 Statutory book x 1 <input checked="" type="checkbox"/> 公司股票簿 1 本 Share certificates book x 1 <input checked="" type="checkbox"/> 圆印, 签名章, 金属钢印 Pre-ink Circular Chop, Cheque Chop and Common Seal
<input type="checkbox"/> <b>特快注册公司服务 Express Services Hong Kong Limited Company HK\$800</b> <ul style="list-style-type: none"> <li>● 使用“注册易”服务 Get registered using our Express service</li> <li>● 我有注册易户口 I have e-Registry Account ID _____ PW _____</li> </ul>	
<b>R1. <input type="checkbox"/> 铜锣湾(CWB) \$3,680 <input type="checkbox"/> 上环(SW) \$3,800 <input type="checkbox"/> 观塘(KT) \$3,800 <input type="checkbox"/> 尖沙咀(TST) \$3,800 <input type="checkbox"/> 旺角(MK) \$3,680</b> <ul style="list-style-type: none"> <li>● R0 服务 + 虚拟办公室 PLAN A 一年服务 R0 services + Virtual Office Service Plan A, includes:</li> <li>● 代收政府信件、私人信件及包裹, 并作出实时以电邮通知 Unlimited mails and parcels handling</li> </ul>	
<b>R2. <input type="checkbox"/> 铜锣湾(CWB) \$5,280 <input type="checkbox"/> 上环(SW) \$5,380 <input type="checkbox"/> 观塘(KT) \$5,380 <input type="checkbox"/> 尖沙咀(TST) \$5,380 <input type="checkbox"/> 旺角(MK) \$5,280</b> <ul style="list-style-type: none"> <li>● R0 服务 + 虚拟办公室 PLAN B 一年服务 R0 services + Virtual Office Service Plan B, includes:</li> <li>● 代收政府信件、私人信件及包裹, 并作出实时以电邮通知 Unlimited mails and parcels handling</li> <li>● 提供独立电话号码, 由秘书以贵公司名义代接, 实时转驳至指定号码 Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> </ul>	
<b>R3. <input type="checkbox"/> 铜锣湾(CWB) \$5,460 <input type="checkbox"/> 上环(SW) \$5,560 <input type="checkbox"/> 观塘(KT) \$5,560 <input type="checkbox"/> 尖沙咀(TST) \$5,560 <input type="checkbox"/> 旺角(MK) \$5,460</b> <ul style="list-style-type: none"> <li>● R0 服务 + 虚拟办公室 PLAN C 一年服务 R0 services + Virtual Office Service Plan C, includes:</li> <li>● 代收政府信件、私人信件及包裹, 并作出实时以电邮通知 Unlimited mails and parcels handling</li> <li>● 提供独立电话号码, 由秘书以贵公司名义代接, 实时转驳至指定号码 Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> <li>● 一个电子水牌位置租用 By using 1 unit space on our e-company directory board</li> </ul>	
<b>R4. <input type="checkbox"/> 铜锣湾(CWB) \$5,750 <input type="checkbox"/> 上环(SW) \$5,860 <input type="checkbox"/> 观塘(KT) \$5,860 <input type="checkbox"/> 尖沙咀(TST) \$5,860 <input type="checkbox"/> 旺角(MK) \$5,750</b> <ul style="list-style-type: none"> <li>● R0 服务 + 虚拟办公室 PLAN D 一年服务 R0 services + Virtual Office Service Plan D, includes:</li> <li>● 代收政府信件、私人信件及包裹, 并作出实时以电邮通知 Unlimited mails and parcels handling</li> <li>● 提供独立电话号码, 由秘书以贵公司名义代接, 实时转驳至指定号码 Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> <li>● 共享传真号码 Provide shared fax number</li> <li>● 无限接收页数 Unlimited faxes receive to send to your email in PDF</li> <li>● 一个电子水牌位置租用 By using 1 unit space on our e-company directory board</li> </ul>	

取证书分行 Branch for collecting documents	<input type="checkbox"/> 铜锣湾(CWB) <input type="checkbox"/> 上环(SW) <input type="checkbox"/> 观塘(KT) <input type="checkbox"/> 尖沙咀(TST) <input type="checkbox"/> 旺角(MK) <input type="checkbox"/> 顺丰到付 (到付方式) 转寄: 收件人姓名: _____ 电话: _____ 收件地址: _____
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按金 Deposit	<input type="checkbox"/> \$100 (适用于计划 R1 – R4)
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### 水牌服务 Office Directory

<input type="checkbox"/> <b>实体水牌位置租用, 费用 \$1,900</b> <b>Office Directory Service – HKD\$1,900</b> <ul style="list-style-type: none"> <li>● 一个水牌位置租用 By using 1 unit space on our company directory board</li> <li>● 12个月 Service period: 12 months</li> <li>● 优惠年费 Discounted Annual Fee HKD\$1,600</li> <li>● 一次性制作费 Production fee HKD\$300</li> </ul>	<input type="checkbox"/> <b>电子水牌位置租用, 费用 \$192</b> <b>Electronic Office Directory Service – HKD\$192</b> <ul style="list-style-type: none"> <li>● 一个电子水牌位置租用 By using 1 unit space on our e-company directory board</li> <li>● 12个月 Service period: 12 months</li> <li>● 月费 Monthly Fee HKD\$16</li> </ul>
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### 企业形象提升服务 Corporate Image Enhancement Services

独立传真服务 E-fax service	<input type="checkbox"/> <b>E-Fax \$600</b> <ul style="list-style-type: none"> <li>◆ 提供独立传真号码, 可于网上直接收发传真 Dedicated fax number (e-fax service)</li> <li>◆ 12个月 Service period: 12 months</li> </ul>
企业电邮服务 Corporate Email *页6 有详细表格 Details on page 6	<input type="checkbox"/> <b>计划 E1 \$600</b> <input type="checkbox"/> <b>计划 E2 \$800</b> <input type="checkbox"/> <b>计划 E3 \$900</b> <ul style="list-style-type: none"> <li>◆ 包括域名注册费 1 年 Domain Name Registration fee for 1 year included</li> <li>◆ 送基本数据网页一页 Free parking page for company's information</li> </ul>
公司卡片印刷 Business Card Printing *页6 有详细表格 Details on page 6	<input type="checkbox"/> <b>300 张 Pieces \$400</b> <input type="checkbox"/> <b>600 张 Pieces \$600</b> <input type="checkbox"/> <b>900 张 Pieces \$800</b> <ul style="list-style-type: none"> <li>◆ 任选一款设计 Choose design from templates</li> <li>◆ 印刷费全包 Printing fee included</li> </ul>

### 来电处理 Call Management

欢迎语 Greetings	
来电处理安排 Call Handling Service	<input type="checkbox"/> 接听后实时转驳至指定号码 Transfer to assigned no. after answer <input type="checkbox"/> 系统转驳至指定号码 Direct transfer to assigned no. <input type="checkbox"/> 以电邮通知 Notify by email

备注 Remarks (可提供公司数据以提升服务质素 Please provide the following information for better quality of services.)

### 增值服务 Value-Added Options

<input type="checkbox"/> 非办公时间来电处理 [\$30/月] Call Forwarding after office-hr	非办公时间, 将来电转驳至指定号码。 Call(s) will be forwarded to your designated phone number during non-office hour.
邮件扫描服务 Mail Scan Service <input type="checkbox"/> \$100/月 - 10 封 \$100/Month for 10 mails <input type="checkbox"/> \$300/月 - 30 封 \$300/Month for 30 mails	<ul style="list-style-type: none"> <li>◆ 信件扫描并以电邮通知。Scan mail as PDF and send by email.</li> <li>◆ 每封不多于 20 页 A4 纸。Included 20 (A4) pages per mail.</li> </ul> #如没有使用这服务而需要扫描邮件, 将收取 HKD\$20/封, 并限 20 页 A4 纸 #If you have not applied this service and you wish to scan the mail, the service charge per mail is HKD\$20, limited to 20 (A4) pages of content.

### 邮件转寄 Mail Re-directing Service

方式 Type	地区及邮费 Area and Delivery Fee	转寄频率 Forwarding Cycle	月费 Monthly Fee
邮寄 by post	香港 (包转寄 20 封邮件及基本邮费) Hong Kong Area only (20 mails and stamp fee included)	每周五 Every Friday	<input type="checkbox"/> \$70
	海外或内地 (包转寄 20 封邮件及基本邮费) Overseas or Mainland China (20 mails and stamp fee included)	每月转寄 Every Month	<input type="checkbox"/> \$50
		每周五 Every Friday	<input type="checkbox"/> \$90
	速递 by courier	顺丰速运 S.F. Express [\$60/月] 运费到付 Delivery fee payable at destination	每月转寄 Every Month
每周五 Every Friday			<input type="checkbox"/> \$60
转寄地址: Forward Address:		收件人 Receiver:	
		电话 Tel:	

## 一般条款 MAIN TERMS

1. 本合同由智尚商务国际有限公司（服务提供商）提供，并由申请虚拟办公室服务的公司或个人（客户）同意，双方共同履行合约内所载的条款及细则。  
This agreement is offered by Brilliant Business Centre Limited (Service provider) and is accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.
2. 本协议受中华人民共和国香港特别行政区法律管辖，并按香港特别行政区法律阐释，服务提供商及顾客均同意接受香港特别行政区法院的专属管辖权所管辖。This agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region (“HKSAR”) and the parties hereby irrevocably submit to the non-exclusive jurisdiction of the Courts of the HKSAR.
3. 客户知悉并同意在本合约中没有赋予客户占用或使用任何服务提供商的办公室、设备或设施的权力。  
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.
4. 在未经服务提供商认可的情况下，客户不能在服务生效前或终止后，或以其他未向服务提供商登记的公司和用户的的名义，公开或使用其提供的地址、电话号码以及传真号码。服务提供商保留因上述情况而引致损失而追究的权利。  
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.
5. 在服务生效前或终止期间，或任何未经认可的情况下，服务提供商有权拒绝收取客户的邮件、包裹、电邮、传真或任何对象，及拒绝处理客户专线电话的来电，并且不会通知以上各种项目的传送。在服务终止的 30 天后，客户遗下的任何邮件、包裹、传真和对象，服务提供商有权代为处理。  
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 terminating the service, any mails, parcels, fax or any other objects that being sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its absolute discretion.
6. 就以下情况，服务提供商有权终止服务而不作任何通知；同时亦无须为停止提供服务，而负上法律责任或承担任何被索偿的后果。  
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.
  - 6.1 客户未能按时缴交费用，包括服务费、手续费或转寄邮件费用；或未能及时更新商业登记；或未按香港法例提交必要文件；  
The Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time; or to submit necessary documents required by the law of HKSAR.
  - 6.2 客户涉嫌进行或涉及任何非法、违例或诈骗活动；  
In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities;
  - 6.3 客户涉嫌利用服务提供商提供的服务作展销会或招聘会等活动；  
In suspicion of the Customer is using provided services to hold any promotional sales or public recruitment events;
  - 6.4 客户涉嫌在未经服务提供商许可下，把服务转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.
  - 6.5 客户公司或客户公司联络人因任何问题而被追数人或公司透过上门、电话或信件等等到服务提供商的服务点追讨债务。债务不限于钱债，包括任何形式。  
The customer, or any contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc.
  - 6.6 客户公司或客户公司联络人因任何问题而被第三者以透过上门、电话或信件等等到服务提供商的服务点进行滋扰，抗议或任何扰乱性行为。  
The Customer, or any contact person(s) of the Customer has caused any third party to disturb the operation at any service point of the Service Provider to claim for lost, protest, etc.
  - 6.7 客户公司或客户公司联络人因任何负面新闻而令传媒到服务提供商的服务点进行采访，拍摄，录像等等行为。  
The Customer, or any contact person(s) of the Customer has caused the press and media to arrive at any service point of the Service Provider for interview, filming or taking photograph.
7. 客户知悉并同意在本协议中服务提供商并不保证会为客户签署包括但不限于政府或执法机构以申报使用本公司地址为其地址的申请书，服务提供商需时 7-14 天审阅该文件，同时可能会就签署相关文件收费。服务提供商有权拒绝签署任何文件，亦有权向相关政府或执法机构提交取消相关授权的通知书。  
The Client shall acknowledge and agree in accordance with the Terms that the service provider does not guarantee to endorse an application for the Client regarding the declaration to including but not limited to the government and law enforcement agencies in relation to the use of our company's registered address as the Client's address. The service provider may require 7 to 14 days to review the relevant documents, and may induce additional charges for endorsing the associated documents. The service provider reserves the right to refuse to endorse any documents, and to submit the notification of termination of relevant authorization to the government and law enforcement agencies.
8. 如有任何争议，服务提供商将保留最终决定权。  
Should any disputes arise, the decision of the Service Provider shall be final.

## 责任范围 LIMITATION OF LIABILITY

9. 客人已知悉因语言、文字或电子通讯的限制，如因服务受阻、延误或中断、或任何错漏，服务提供商的责任只限于其服务受影响的时段的服务费，服务提供商不会因上述原因而负上其他责任。  
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.
10. 客户同意不会因服务受阻、延误或中断、或任何错漏而引致的直接或间接损失(包括业务及收益之损失)而提出索偿。  
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.
11. 服务提供商同意在未经客户同意的情况下，不会向第三者售卖或提供其任何数据。  
The Service Provider agrees that no information of the Customer would be sell to any third party without consent from the Customer.

## 合约期 CONTRACT PERIOD

12. 首合约期为服务生效日期起至已缴付的服务周期完结为止。其后合约期会按照客户每次缴付的服务周期而延续，而本合同之内容亦会于新延续的合约期内适用。  
The first contract period will be the period started on 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.

13 未经服务提供商许可下，客户不能在首张合约时期之结束日前终止服务。  
The customer is not allowed to terminate the services before the end date of the first contract period unless prior approval from the service provider is obtained.

14 提早终止服务并不会退回已缴交之服务费用 Service fee will not be refund for early termination.

**关于服务及付款 ABOUT SERVICE AND PAYMENT**

**15 代收客户邮件及包裹 MAIL HANDLING SERVICES**

15.1 邮件或包裹的总体积不应超过 53cm x 32 cm x 23cm，长阔高总和不超过 108cm。超出上限服务供货商有权拒收。  
The total volume of mails and parcels shall not exceed 53cm x 32 cm x 23cm (Sum of the length of the sides less than 108cm). The Service Provider reserves rights to refuse receiving further mails and parcels which volume exceed the prescribed size.

15.2 服务供货商有权拒收客户任何危险或非法的对象。  
The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for the Customer.

15.3 客户包裹之处理费用将根据存放时间及数量而定，详情如下：  
The handling charge of the parcel received for the Customer is based on the storing time and the quantity, details as follows:

客户获通知后首 3 天内领取 collect within first 3-day after the email notification sent	免费 Free
于首 3 天后领取 collect after the first 3-day	港币 20 元正 (每日 / 每件) HK\$ 20 / day / item

15.4 若客户暂存的对象基于任何原因而被盗，遗失或损毁，服务供货商不须为此而负上任何责任。  
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.

**16 转寄邮件服务 MAIL FORWARDING SERVICES**

16.1 若客户需要转寄邮件，须于申请服务时提出。否则，客户需每次以电邮或书面形式通知服务供货商。  
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.

16.2 服务供货商不会为转寄邮件而引致的损失、被窃、被破坏、或任何灾害，而作出任何赔偿及负上任何责任。  
The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.

**17 电话服务 CALL SERVICES**

17.1 所有来电转驳服务只适用于本地电话号码。  
All call forwarding services apply to local telephone number only.

17.2 若客户须更改系统直接转驳之指定号码，必须于生效期前 1 个工作日向服务供货商以书面形式通知。  
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.

17.3 为保障客户之利益及私隐，所有来电讯息会储存 48 小时。  
For protecting the Customer's interest and privacy, all messages from callers will be reserved 48 hours.

17.4 于办公时间内，专线电话服务只限代接后留言及转驳电话，而不包括任何产品查询，报价及客户服务的工作。  
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.

18 客户须于服务到期日一个月前与服务供货商书面提出续约或中止服务，否则按金将不获退回。  
Customers are required to renew / terminate the service with the service provider 1 month before the expiry date of the service period. Otherwise, the deposit will be forfeited.

19 客户应于账单上列明的到期日前缴交有关款项，否则服务供货商有权终止其服务而不作另行通知。同时客户有责任于到期日前确保已缴交之费用已由服务供货商收取并确认。  
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.

20 若客户要求重启因延迟缴款或欠款被终止的服务，服务供货商将会向客户收取于终止期间的相关服务费用。  
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.

21 客户如需更改服务指令、内容或地点，需以书面形式通知服务供货商，及缴付相关费用。  
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.

本人已知悉及理解须每年于公司成立为法团之日在该年中的周年日后的 42 日内(订明时限)，向公司注册处处长交付周年申报表登记。逾期罚款及相关的法律责任会由本人/ 我司自行承担。

I acknowledge and understand every year annual return is required to be delivered to the Registrar of Companies for registration within 42 days after the anniversary of the date of the company's incorporation in that year (the prescribed time period), I/ my company will have responsibilities for all penalties and legal liability from late delivery.

本人已知悉及理解须取得和保存实益拥有权的最新数据，以备存「重要控制人登记册」供执法人员查阅，违规罚款及相关的法律责任会由本人/ 我司自行承担。

I acknowledge and understand a local private company is required to obtain and maintain up-to-date beneficial ownership information by way of keeping a Significant Controllers Register, I/ my company will have responsibilities for all penalties and legal liability from negligence.

本人已知悉及理解须展示公司名称于注册办事处或业务场所，违规罚款及相关的法律责任会由本人/ 我司自行承担。  
I acknowledge and understand a local private company is required to display its registered name in a conspicuous position from the registered office or business venue, I/ my company will have responsibilities for all penalties and legal liability from negligence.

本人兹证实上述资料确实无讹，并已阅读及同意合约所列之条款。本人明白如公司注册处不接纳本申请，智尚商务国际有限公司不需负上任何责任，本人明白及接受在任何情况下，已缴交的费用是不可退回。

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. I agree that Brilliant Business Centre Limited shall not be liable if the incorporation is rejected by Companies Registry. I also accept that any payments for this service is non-refundable under any circumstances.

客户签署

日期 Date :

### 企业电邮服务计划 Corporate Email Service Plan

<input type="checkbox"/> <b>计划 E1 \$600/年</b> <ul style="list-style-type: none"> <li>● 2GB 空间</li> <li>● 1 年域名注册 (e.g. mycomp.com)</li> <li>● 10 个企业电邮账户 (e.g. me@mycomp.com)</li> <li>● 无限电邮转寄</li> <li>● 支援 Webmail、IMAP、POP3</li> <li>● 支援 Outlook、iPhone、Android 等查阅</li> <li>● 送基本数据网页 1 页</li> </ul>	<input type="checkbox"/> <b>计划 E2 \$800/年</b> <ul style="list-style-type: none"> <li>● 4GB 空间</li> <li>● 1 年域名注册 (e.g. mycomp.com)</li> <li>● 20 个企业电邮账户 (e.g. me@mycomp.com)</li> <li>● 无限电邮转寄</li> <li>● 支援 Webmail、IMAP、POP3</li> <li>● 支援 Outlook、iPhone、Android 等查阅</li> <li>● 送基本数据网页 1 页</li> <li>● 1 个 FTP 账户</li> <li>● 1 个 MySQL 数据库</li> </ul>	<input type="checkbox"/> <b>计划 E3 \$900/年</b> <ul style="list-style-type: none"> <li>● 6GB 空间</li> <li>● 1 年域名注册 (e.g. mycomp.com)</li> <li>● 30 个企业电邮账户 (e.g. me@mycomp.com)</li> <li>● 无限电邮转寄</li> <li>● 支援 Webmail、IMAP、POP3</li> <li>● 支援 Outlook、iPhone、Android 等查阅</li> <li>● 送基本数据网页 1 页</li> <li>● 3 个 FTP 账户</li> <li>● 3 个 MySQL 数据库</li> </ul>
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### 域名注册 Domain Name Registration

第一选择 First Choice		第二选择 Second Choice	
请选择域名类型 Domain Category	<input type="checkbox"/> .com <input type="checkbox"/> .com.hk <input type="checkbox"/> .hk <input type="checkbox"/> .net <input type="checkbox"/> .co <input type="checkbox"/> .org <input type="checkbox"/> .org.hk <input type="checkbox"/> .info <input type="checkbox"/> Others		

### 云端数据备份 Cloud Backup Service

<b>内容包括 Services included:</b> <ul style="list-style-type: none"> <li>● PC 版客户端及 1 个授权账户 PC Client side program with 1 user-license</li> <li>● 自动化定时备份 Automated &amp; Scheduled backup</li> <li>● 自动保存多个备份版本供下载回复 Supports multiple backup versions for download and restore</li> <li>● 完整备份指定位置的所有档案 Complete backup of all files in destined location</li> <li>● 服务期: 12 个月 12 months of services</li> </ul>	<input type="checkbox"/> <b>10GB 云端备份空间</b> 10GB Cloud Backup space <b>HKD\$336</b>
	<input type="checkbox"/> <b>50GB 云端备份空</b> 50GB Cloud Backup space <b>HKD\$696</b>
	<input type="checkbox"/> <b>100GB 云端备份空</b> 100GB Cloud Backup space <b>HKD\$1,056</b>

### 公司卡片印刷计划 Business Card Printing Plan

<input type="checkbox"/> <b>300 张 (\$400)</b> <ul style="list-style-type: none"> <li>● 选择 1 个设计款式</li> <li>● 2 个人名</li> <li>● 每人最少 100 张</li> <li>● 全部合共 300 张</li> </ul>	<input type="checkbox"/> <b>600 张 (\$600)</b> <ul style="list-style-type: none"> <li>● 选择 1 个设计款式</li> <li>● 4 个人名</li> <li>● 每人最少 100 张</li> <li>● 全部合共 600 张</li> </ul>	<input type="checkbox"/> <b>900 张 (\$800)</b> <ul style="list-style-type: none"> <li>● 选择 1 个设计款式</li> <li>● 6 个人名</li> <li>● 每人最少 100 张</li> <li>● 全部合共 900 张</li> </ul>	
选取编号 Selected Card No.		公司商标 Company Logo	<input type="checkbox"/> 有 Yes <input type="checkbox"/> 没有 No

### 卡片内容 Business Card Content

公司名称 Co.Name	<input type="checkbox"/> 与注册名称相同 Same as Registered Name		
公司地址 Address	<input type="checkbox"/> 铜锣湾(CWB) <input type="checkbox"/> 上环(SW) <input type="checkbox"/> 观塘(KT) <input type="checkbox"/> 尖沙咀(TST) <input type="checkbox"/> 旺角(MK)		
公司网址 Website			
联络电话 Phone		传真号码 Fax	
名称 Name		职位 Title	
联络电话 Phone		电邮 Email	
名称 Name		职位 Title	
联络电话 Phone		电邮 Email	

### Additional Contact Person's Information 额外客户数据表 (VO-002)

- 所有虚拟办公室都包括了最多 3 位联络人，如需增加联络人，每位/每月 **HK\$50**。  
Corporate accounts have a maximum of 3 contact persons. For additional contact person, the service charge is **HK\$50/month** per contact person.
- Please submit the ID/Passport copy of every contact person. 请连同所有联络人之证件一并递交。

Additional Contact Person's Information 额外客户数据表 (VO-002)					
<ul style="list-style-type: none"> <li>● 所有虚拟办公室都包括了最多 3 位联络人，如需增加联络人，每位/每月 <b>HK\$50</b>。 Corporate accounts have a maximum of 3 contact persons. For additional contact person, the service charge is <b>HK\$50/month</b> per contact person.</li> <li>● Please submit the ID/Passport copy of every contact person. 请连同所有联络人之证件一并递交。</li> </ul>					
申请人身份 Applicant's position *	<input type="checkbox"/> 股东 Shareholder	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 公司秘书 Company Secretary	请选择最少其中一项 Choose at least one	
证件上名称 Name on ID/Passport*	中文 Chinese		英文 English		
证件号码 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address*			
住址 Residential Address *					
申请人身份 Applicant's position *	<input type="checkbox"/> 股东 Shareholder	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 公司秘书 Company Secretary	请选择最少其中一项 Choose at least one	
证件上名称 Name on ID/Passport*	中文 Chinese		英文 English		
证件号码 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address*			
住址 Residential Address *					
申请人身份 Applicant's position *	<input type="checkbox"/> 股东 Shareholder	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 公司秘书 Company Secretary	请选择最少其中一项 Choose at least one	
证件上名称 Name on ID/Passport*	中文 Chinese		英文 English		
证件号码 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address*			
住址 Residential Address *					
申请人身份 Applicant's position *	<input type="checkbox"/> 股东 Shareholder	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 公司秘书 Company Secretary	请选择最少其中一项 Choose at least one	
证件上名称 Name on ID/Passport*	中文 Chinese		英文 English		
证件号码 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address*			
住址 Residential Address *					

## 表格填写指引 - 有限公司 Guidelines for Completing Form - For Limited Company Only

<p><b>附录 1：公司名称 Guideline 1 : Company Name</b></p> <ul style="list-style-type: none"> <li>● 先选择拟注册成立公司的名称，我们会进行查册。 Choose a name for the company you wish to incorporate, we'll conduct a company name search to make sure the name has not been used.</li> <li>● 公司名称可用中文或英文注册。 A company name may be in Chinese or in English.</li> </ul>
<p><b>附录 2：注册资本 Guideline 2 : Registered Capital</b></p> <ul style="list-style-type: none"> <li>● 当你成立一间持有限股本的公司，公司债务将不多于贵公司的资产及发行股本的价值。 You are forming a private company limited by shares. The liability is limited to the assets of the company and the value of the issued shares.</li> <li>● 任何一间持股的有限公司，所持股本最少为\$1。 The minimum share capital for any companies limited by shares must be \$1.</li> <li>● 贵公司所持有的股份并不相等于公司于银行开户的存款数目，视乎不同银行的需求。 Share capital is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy.</li> </ul>
<p><b>附录 3：股东/董事数据 Guideline 3 : Shareholder's/ Director's Information</b></p> <ul style="list-style-type: none"> <li>● 任何一间有限公司必须有一位或以上的董事及股东，非香港居民亦可作董事或股东。 Any limited company must have at least one shareholder and director. Non-HK residents can be a director and/or shareholder.</li> <li>● 董事及股东所填写的中英文姓名必须与身份证或护照上的姓名一样。 The Chinese and English name of the directors and shareholders must be the same as ID card or passport.</li> </ul>
<p><b>附录 4：公司秘书 Guideline 4 : Company Secretary</b></p> <ul style="list-style-type: none"> <li>● 如公司只有一位董事，该董事不能同时兼任秘书。(以本公司作为公司秘书，需另收费。) If the company has only one director, this director cannot also act as the secretary. (We can be your company secretary, additional charges apply.)</li> <li>● 凡以个人身份作为公司秘书，他/她必须为香港居民。 The company secretary must be a HK resident.</li> <li>● 如贵公司于服务期内没有透过本公司更改公司架构，贵公司必须于 7 个工作日内将文件副本主动传送本公司，否则会根据现有纪录准备文件，如递交文件后需作任何更改或不被公司注册处接纳，所造成的行政费或罚款将由贵公司承担。 Shall there be any change of the particulars of the company which is not via BBC, please be reminded to send BBC a copy within 7-calendar-day after submitting. Otherwise the AR would be prepared based on our information. If any amendment is required to do afterwards or the submitted AR is rejected by the CR, the client will be responsible for all induced administration fee and government's fine.</li> </ul>
<p><b>附录 5：注册地址 Guideline 5 : Registered Address</b></p> <ul style="list-style-type: none"> <li>● 此地址为商业登记证上所打印的地址以及商业登记署所查册到的地址。 This address will be displayed on your business registration certificate and the public company registry database.</li> <li>● 若以商业地址作为登记地址，会令客人对公司规模增加信心。 If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company.</li> </ul>
<p><b>附录 6：重要控制人登记册 Guideline 6 : The Significant Controllers Register ("SCR")</b></p> <ul style="list-style-type: none"> <li>● 《公司（修订）条例》已于 2018 年 3 月 1 日正式实施。为了提升法团实益拥有权的透明度，条例规定在香港成立为法团的公司须取得和保存实益拥有权的最新数据，以备存《重要控制人登记册》，供执法人员查阅。 The Companies Ordinance (Cap.622) ("CO") has been amended to require a company incorporated in Hong Kong to identify persons who have significant control over the company ("significant controllers") and to maintain a significant controllers register ("SCR") to be accessible by law enforcement officers upon demand.</li> <li>● 《重要控制人登记册》必须包含 重要控制人 及 公司的指定代表。凡未有履行上述责任，即属刑事罪行。 The "Significant Controllers Register" should maintain the most updated information of the company's #significant controllers and it's *designated representative. Failure to comply with the above obligations is a criminal offence.</li> </ul>