

## Hong Kong Limited Company Registration Services Application Form (RO-001)

\*Mandatory fields    \*\*All amounts are in HKD

Application Information					
Company Name * (See Guideline 1)	Name in Chinese: 有限公司				
	Name in English: Limited				
Registered Capital * (See Guideline 2)	<ul style="list-style-type: none"> <li>The minimum share capital for any companies limited by shares must be \$1.</li> <li>Share capital is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy. <input type="checkbox"/> 10,000 <input type="checkbox"/> Customized share capital: _____ HK\$1/each</li> </ul>				
Purpose of incorporating the Company* (For running a business, briefly describe the business activities involved.)					
Shareholder's / Director's / Co. Sec.'s / Contact Person's Information (See Guideline 3)					
<ul style="list-style-type: none"> <li>For additional member, please fill in the form VO-002. Corporate accounts have a maximum of 3 contact persons. For additional contact person, the service charge is \$50/month per contact person.</li> <li>There should be at least one Shareholder and one Director. The Company Secretary must either be a Hong Kong Permanent Residence or a Hong Kong Company. Please also submit the ID/Passport copy of every contact person.</li> <li>From 27 December 2023, data subjects could apply to the Registry for protecting from public inspection their Protected Information contained in documents registered with the Registry ("Withheld Information"), and replace such information with their correspondence addresses and partial IDNs. # Residential Address is protected information, will not be shown on the public record. <a href="https://www.cr.gov.hk/en/legislation/nir/overview.htm">https://www.cr.gov.hk/en/legislation/nir/overview.htm</a></li> <li>Phone Number and Email Address are for BBC internal use only.</li> </ul>					
Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary				Choose at least one
Name on ID/Passport*	Chinese:		English:		
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *		Date of Birth*	YYYY-MM-DD
No. of Shares *		Phone Number *		Email*	
Usual Residential Addr. # *					
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.				
Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary				Choose at least one
Name on ID/Passport*	Chinese:		English:		
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *		Date of Birth*	YYYY-MM-DD
No. of Shares *		Phone Number *		Email*	
Usual Residential Addr. # *					
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.				
Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary				Choose at least one
Name on ID/Passport*	Chinese:		English:		
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *		Date of Birth*	YYYY-MM-DD
No. of Shares *		Phone Number *		Email*	
Usual Residential Addr. # *					
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.				

Service Plan	
Service charge for different branches is different. Please choose a branch as your registered address for Plan R1-R4. (See Guideline 5)	
<input type="checkbox"/> <b>R0. Hong Kong Limited Company (Economy Pack) HK\$4,780</b> <b>Business Registration (BR) Fee and Certificate of Incorporation(CI) Fee are included.</b> Registered Address: _____ <ul style="list-style-type: none"> <li>Company name search</li> <li>Prepare and submit necessary documents</li> <li>Company Registration (CI) Application</li> <li>Business Registration (BR) Application</li> <li>Articles of Association x 5</li> <li>Pre-ink Circular Chop x 1</li> <li>Necessary documents for bank account setup</li> </ul>	<div style="text-align: center; background-color: #d9ead3; padding: 2px;"><b>Extra Item</b></div> <input type="checkbox"/> Pre-ink Circular Chop \$80 <input type="checkbox"/> Pre-ink Cheque Chop \$80 <input type="checkbox"/> Common Seal \$250  <input type="checkbox"/> Upgrade to Green-Box Set \$400 Includes: <input checked="" type="checkbox"/> Articles of Association x 10 <input checked="" type="checkbox"/> Statutory book x 1 <input checked="" type="checkbox"/> Share certificates book x 1 <input checked="" type="checkbox"/> Pre-inked circular chop x 1 <input checked="" type="checkbox"/> Cheque Chop x 1 <input checked="" type="checkbox"/> Common Seal x 1 <input checked="" type="checkbox"/> Necessary documents for bank account setup <input checked="" type="checkbox"/> Green Box x 1
<input type="checkbox"/> <b>Express Incorporation Service <span style="background-color: yellow; border: 1px solid red; padding: 2px;">-HK\$100</span></b> <ul style="list-style-type: none"> <li>Applicable for Plan R0-R4</li> <li>By using the "e-Services Portal of the Companies Registry"</li> </ul> Username: _____ Password: _____	
<b>R1.</b> <input type="checkbox"/> Causeway Bay \$6,160 <input type="checkbox"/> Sheung Wan \$5,900 <input type="checkbox"/> Kwun Tong \$5,900 <input type="checkbox"/> Tsim Sha Tsui \$5,900 <input type="checkbox"/> Kwai Fong \$5,900 <input type="checkbox"/> Mong Kok \$5,780 <input type="checkbox"/> San Po Kong \$5,780 <b>R0 services + Virtual Office Service Plan A for 1 year, includes</b> <ul style="list-style-type: none"> <li>By using BBC branch's address as your registered address</li> <li>Unlimited mails and parcels handling</li> </ul>	
<b>R2.</b> <input type="checkbox"/> Causeway Bay \$7,760 <input type="checkbox"/> Sheung Wan \$7,480 <input type="checkbox"/> Kwun Tong \$7,480 <input type="checkbox"/> Tsim Sha Tsui \$7,480 <input type="checkbox"/> Kwai Fong \$7,480 <input type="checkbox"/> Mong Kok \$7,380 <input type="checkbox"/> San Po Kong \$7,380 <b>R0 services + Virtual Office Service Plan B for 1 year, includes</b> <ul style="list-style-type: none"> <li>By using BBC branch's address as your registered address</li> <li>Unlimited mails and parcels handling</li> <li>Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> </ul>	
<b>R3.</b> <input type="checkbox"/> Causeway Bay \$7,880 <input type="checkbox"/> Sheung Wan \$7,660 <input type="checkbox"/> Kwun Tong \$7,660 <input type="checkbox"/> Tsim Sha Tsui \$7,660 <input type="checkbox"/> Kwai Fong \$7,660 <input type="checkbox"/> Mong Kok \$7,560 <input type="checkbox"/> San Po Kong \$7,560 <b>R0 services + Virtual Office Service Plan C for 1 year, includes</b> <ul style="list-style-type: none"> <li>By using BBC branch's address as your registered address</li> <li>Unlimited mails and parcels handling</li> <li>Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> <li>Display of company name on e-office directory</li> </ul>	
<b>R4.</b> <input type="checkbox"/> Causeway Bay \$8,180 <input type="checkbox"/> Sheung Wan \$7,960 <input type="checkbox"/> Kwun Tong \$7,960 <input type="checkbox"/> Tsim Sha Tsui \$7,960 <input type="checkbox"/> Kwai Fong \$7,960 <input type="checkbox"/> Mong Kok \$7,850 <input type="checkbox"/> San Po Kong \$7,850 <b>R0 services + Virtual Office Service Plan D for 1 year, includes</b> <ul style="list-style-type: none"> <li>By using BBC branch's address as your registered address</li> <li>Unlimited mails and parcels handling</li> <li>Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> <li>Display of company name on e-office directory</li> <li>Provide shared fax number. Unlimited fax to email (faxes in PDF format)</li> </ul>	
Collecting your documents	<input type="checkbox"/> Causeway Bay <input type="checkbox"/> Sheung Wan <input type="checkbox"/> Tsim Sha Tsui <input type="checkbox"/> Mong Kok <input type="checkbox"/> Kwun Tong <input type="checkbox"/> San Po Kong <input type="checkbox"/> Kwai Fong <input type="checkbox"/> SF Express (pay on delivery) : Recipient's name: _____ Contact No.: _____ Address: _____
Notification of Commencement of Business by Corporation	
<input type="checkbox"/> <b>Prepare and submit the Notification of Commencement of Business by Corporation – Discounted offer HKD\$200</b> If the company commences to carry on business, it is required under the Business Registration Ordinance to notify the Commissioner of Inland Revenue in writing within one month of the date of such commencement. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.	
Register of Members, Register of Directors & Register of Company Secretary (See Guideline 6)	
<input type="checkbox"/> <b>Prepare the Register Of Members, Register Of Directors &amp; Register Of Company Secretary – HKD\$400</b> <ul style="list-style-type: none"> <li>Prepare the Register Of Members, Register Of Directors &amp; Register Of Company Secretary</li> <li>This is a one-time service, no update would be allowed when the Registers are made.</li> </ul>	

### Significant Controllers Register (See Guideline 7)

☐ **Prepare the Significant Controllers Register (SCR) – HKD\$300**

Prepare the SCR with all necessary information. This is a one-time service, no update would be allowed when the SCR is made.

☐ **Serve as the Designated Representative of the Significant Controllers Register (SCR) – HKD\$1,000/year**

*Please note: In suspicion of the Customer 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.*

\*This service is included in the Company Secretary's Service Plan S4

### Company Secretary's Service Plans (See Guideline 4)

- **Plan S4** is recommended for a company without any Hong Kong Resident to act as its representative.
- In suspicion of the Customer 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.
- The registration fee for Annual Return Filing of \$105 will be billed and prepaid when you apply for or renew the service plan. New subscription is required to pay an one-off Company Search Fee \$100.

#### Plan S1 (Basic)

Company Secretary Service includes:

- Participate as company secretary until the next anniversary of its incorporation
- Prepare and submit Annual Return (AR) for the year

#### Plan S2 (Plus)

Company Secretary Service includes:

- Participate as company secretary until the next anniversary of its incorporation
- Prepare and submit Annual Return (AR) for the year
- 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.
- Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary.
- Arrange for Business Registration Certificate Renewal (BR Fee is NOT included)

☐ **HKD\$905/Year** (Included Service fee \$800 & AR fee \$105)

☐ **HKD\$1,885/Year** (Included Service fee \$1,780 & AR fee \$105)

#### Plan S3 (Pro)

Company Secretary Service includes:

- Participate as company secretary until the next anniversary of its incorporation
- Prepare and submit Annual Return (AR) for the year
- 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.
- Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary.
- Arrange for Business Registration Certificate Renewal (BR Fee is NOT included)

Use any service from below. **Quota: 4 (Gov. Fee NOT Included):**

- Preparing the first director minutes
- Preparing the Notification of Commencement of Business by Corporation / the No commencement letter
- Changing company business nature
- Changing company registered address
- Changing company name
- Applying for branch registration certificate
- Changing branch details
- Appointment and registration of director
- Updating directors' personal information
- Applying Share Allotment

#### Plan S4 (International)

Company Secretary Service includes:

- Participate as company secretary until the next anniversary of its incorporation
- Prepare and submit Annual Return (AR) for the year
- 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.
- Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary.
- Arrange for Business Registration Certificate Renewal (BR Fee is NOT included)

● **Serve as the Designated Representative of the Significant Controllers Register (SCR) until the next anniversary of its incorporation**

*Please note: In suspicion of the Customer 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.*

☐ **HKD\$1,985/Year** (Included Service fee \$1,880 & AR fee \$105)

☐ **HKD\$2,785/Year** (Included Service fee \$2,680 & AR fee \$105)

### Office Directory (For Plan R1 – R2 user only)

☐ **Office Directory Service – \$1,900/Year**

- By using 1 unit space on our company directory board
- Service period: 12 months
- Discounted Annual Fee: \$1,600
- Production fee: \$300

☐ **Electronic Office Directory Service – \$192/Year**

- By using 1 unit space on our e-company directory board
- Service period: 12 months
- Monthly Fee: \$16

Call Processing (For Plan R2 – R4 user only)			
Greetings Message (Max 20 words)			
Methods (Choose either one)	<input type="checkbox"/> Take message & Notify by email		
	<input type="checkbox"/> Transfer to assigned no. after answer		
	<input type="checkbox"/> 7x24 Direct transfer to designated no.		
Remarks (Please provide your company/service information for better handling of call.)			
Dedicated E-Fax Service			
E-fax service	<input type="checkbox"/> <b>Dedicated E-Fax Service \$600/Year</b> <input checked="" type="checkbox"/> Dedicated fax number, Unlimited fax to email (faxes in PDF format), fax out online		
Value-Added Options			
<input type="checkbox"/> <b>Call Forwarding after office-hour at only \$30/month</b> Call(s) will be forwarded to your designated phone number during non-office hour.			
<b>Mail Scan Service</b> <input type="checkbox"/> \$100/Month for 10 mails <input type="checkbox"/> \$300/Month for 30 mails		<input checked="" type="checkbox"/> Scan mail as PDF and send by email. <input checked="" type="checkbox"/> Included 20 (A4) pages per mail. #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. You may submit your order on bbc . me Platform.	
Mail Re-directing Service			
Type	Area and Delivery Fee	Forwarding Cycle	Monthly Fee
by post	Hong Kong Area only (20 mails and stamp fee included)	Every Friday	<input type="checkbox"/> \$70
		Every Month	<input type="checkbox"/> \$50
	Overseas or Mainland China (20 mails and stamp fee included)	Every Friday	<input type="checkbox"/> \$90
		Every Month	<input type="checkbox"/> \$75
by courier	S.F. Express	Every Friday	<input type="checkbox"/> \$60
	Delivery fee payable at destination	Every Month	<input type="checkbox"/> \$60
Forward Address:		Recipient: Tel:	

## Terms & Conditions for Hong Kong Limited Company Incorporation

- This Service Agreement is entered into between Brilliant Business Centre Limited (the “Service Provider”) and the applicant (the “Customer”) for the Hong Kong Limited Company Incorporation service (the “Service”). Both parties agree and intend to be bound legally by the terms and conditions stated in this agreement.
- The Customer confirms that all information provided to the Service Provider in the Service is true and accurate. This information includes the company name, registered capital, registered address, and personal particulars of all shareholders in the company. Provision of false or incorrect information may result in the need for extra time and costs for the amendment or resubmission of documents afterward. In such cases, the Customer agrees to bear all related costs and responsibilities. The Company Registries may take up to a month to handle an amendment request.
- The Customer acknowledges and accepts that the “Company Name Search” service provided by Service Provider is only limited to name searches conducted via the Companies Registry’s company search system. The said service does not include areas related to licenses, trademarks, or domain name.
- The Customer acknowledges and accepts all legal risks related to the use of a company name, including but not limited to infringement of other registered brand names and trademarks and any corresponding benefits deriving from such names.
- The Customer acknowledges that the Companies Registry may randomly request any company to provide reasons or explanation for the incorporation of a company and the said procedure may increase or lengthen the time needed for the incorporation procedures. The Customer agrees to hold the Service Provider free from any responsibility for any delays caused in such situations.
- The Customer acknowledges that the “Express Incorporation Service” is not applicable to company incorporations/applications that do not meet requirements set forth by the Companies Registry. In such cases, the Service Provider will switch to Standard Service Plan to process the Customer’s incorporation application and will not be held responsible for the lengthened processing time.
- The Customer agrees to provide all necessary documents reasonably requested by the Service Provider to complete the company incorporation procedures. In any case that the Customer refuses to provide the required documents they acknowledge and accept that the incorporation procedures will not be completed. And as such, the Service Provider has the right to terminate the service agreement and will not be held responsible for or subject to any damage or loss claims regarding the ceased service.
- The Customer acknowledges and agrees that any request for withdrawal and refund of a subscribed company incorporation service will be subject to an administration fee of a minimum of HKD\$300 charged by the Service Provider, on condition that the Service Provider agrees to such request. In any case, the Service Provider has the right to reject such a request.
- The Service Provider will conduct professional appraisals of services requested by the Customer and reserves the right to make the final decision.
- Customers subscribing to Service Plans containing Virtual Office Service provided by the Service Provider confirm that they have read, understood, and agreed to the “Terms & Conditions for Virtual Office Services”.

## Terms & Conditions for Virtual Office Services

### MAIN TERMS

1. 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. 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. 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. The Customer understands and agrees that if they use the registered address of the Service Provider to apply any license, they MUST get written approval and subscribe relevant service(s) from the Service Provider. Otherwise, the Service Provider would terminate the service(s) with immediate effect and send objection to the related party.
5. 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.
6. 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.
7. 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.
  - 7.1 The Customer is running any business that is identified as direct or indirect competition to the Service Provider.
  - 7.2 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;
  - 7.3 In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities;
  - 7.4 In suspicion of the Customer is using provided services to hold any promotional sales or public recruitment events;
  - 7.5 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;
  - 7.6 The Customer, or any contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc;
  - 7.7 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, etc;
  - 7.8 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.
  - 7.9 The Customer's company has been liquidated / wound-up, a Baliff's presence at the service point and has started effecting the execution of court orders and judgments, or the company has been dissolved.
8. 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.
9. The Customer shall 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, The Customer will have responsibilities for all penalties and legal liability from negligence.
10. (For Limited Company Only) The Customer shall 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), the Customer will be responsible for all penalties and legal liability from late delivery.
11. (For Limited Company Only) The Customer shall 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, the Customer will be responsible for all penalties and legal liability from negligence.
12. Should any disputes arise, the decision of the Service Provider shall be final.

### LIMITATION OF LIABILITY

13. 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.
14. 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.
15. 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.

### CONTRACT PERIOD

16. 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.
17. If not renewing the subscribed service(s), the Customer should notify the Service Provider 30 days before service period ends, otherwise, the deposit (if any) cannot be refunded.
18. Service fee will not be refund for early termination.
19. The Service Provider reserves the right to terminate this Service Agreement for any reason, or no reason at all, at any time by delivering a thirty (30) days prior written notice to the Customer, or with immediate effect by paying an amount equivalent to thirty (30) days' service fee in lieu of notice. Any remaining service fee(s) and/or deposit(s) prepaid for the Service Plan will be reimbursed. In doing so, the Service Provider shall not be held liable for any responsibilities or claims.

### ABOUT SERVICE AND PAYMENT

#### 20. MAIL & PARCEL HANDLING SERVICES

- 20.1 The total dimensions of mails and parcels must not exceed 53cm x 32 cm x 23cm (the sum of the length of all sides must not exceed 108cm). Items exceeding these limits will be classified as "Large Parcel". The Service Provider reserves rights to refuse receiving large parcel.
- 20.2 The Service Provider reserves the rights to refuse any food items or objects that require refrigeration, are perishable, or are fragile, dangerous, or illegal.
- 20.3 The Service Provider is not responsible for checking or counting of any mail or parcel on behalf of the Customer.
- 20.4 The Storage fees of the mail or parcel received for the Customer will be based on the duration and the quantity of storage, as follows:

Regular-sized mail or parcel	Collected within 3-day of notification	Free
Regular-sized mail or parcel	Collected thereafter	\$20 per item per day
Large Parcel	Collected within 1-day of notification	Free
Large Parcel	Collected thereafter	\$80 per item per day

- 20.5 If a package contains food that has melted, rotted, attracted insects, or emitted an odor, the Service Provider has the right to dispose of it without notice.
- 20.6 The Service Provider will not be liable for any theft, loss, or damage of items stored by the customer for any reason.
21. MAIL FORWARDING SERVICES
  - 21.1 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.
  - 21.2 The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.
22. CALL SERVICES
  - 22.1 All call forwarding services apply to local telephone number only.



- 22.2 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.
- 22.3 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.
23. 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.
24. 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.
25. 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.
26. 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.
27. The Customer has acknowledged and agreed the latest version of Terms & Conditions for Virtual Office is located online (URL shows below). The Service Provider reserves the right to amend the Terms & Conditions from time to time without prior notice.  
<https://www.bbcl.com.hk/us/online-document/virtual-office-terms-and-conditions>

### **DUE DILIGENCE TERMS & CONDITIONS**

1. To prevent identity misuse, clients (including shareholders, directors, company secretaries, owners, partners, etc.) must complete identity verification. Failure to cooperate may result in service termination and a \$500 administrative fee.
2. Clients must submit all due diligence documents required by the Service Provider within 15 days of service application, as requested. If not completed on time, service will be suspended until fulfilled. If the client refuses or if document authenticity is in doubt, the service provider may terminate the service and deduct a \$500 administrative fee.
3. If due diligence is not completed within 30 days of application, it will be considered an automatic waiver of the service, and all fees paid (including service and government fees) will be non-refundable.
4. If the Client changes the company structure or members during the service period, they must notify the Service Provider within 5 working days and undergo due diligence again. Additional fees of \$100 for company registration and \$200 for handling may apply. Failure to pass the review will result in service termination.
5. The Customer has acknowledged and agreed the latest version of Terms & Conditions for Due Diligence Terms & Conditions is located online (URL shows below). The Service Provider reserves the right to amend the Terms & Conditions from time to time without prior notice.  
<https://www.bbcl.com.hk/us/online-document/due-diligence-terms-and-conditions>

### **CONFIRM YOUR APPLICATION**

- ☐ 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.
- ☐ I understand that I must return the signed documents within 15 days or as soon as possible according to the instructions of the customer service representative to complete the relevant procedures; otherwise, I will bear any fines or consequences that may arise. I also understand that if I do not submit sufficient information to complete the service application within 30 days, it will be considered a waiver of the service, and any fees paid (including service and government fees) will not be refunded.
- ☐ (For Plan R1-4 user only) I understand that if I need to use the office address of the Service Provider to apply for a license, I must obtain prior written consent and pay the relevant fees.
- ☐ (For Plan R1-4 user only) 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" and "Members, Directors & Company Secretary Registers", I/ my company will have responsibilities for all penalties and legal liability from negligence.

Authorized Signature(s)

Applicant Name(s)

Date

Corporate Email Service Plan			
<input type="checkbox"/> <b>Plan E1 \$600/Year</b> <ul style="list-style-type: none"> <li>Quota: <b>2 GB</b></li> <li>Domain Name registration for 1 year (e.g. mycomp.com)</li> <li>Email Account x 10 (e.g. me@mycomp.com)</li> <li>Unlimited email forwarding</li> <li>Supports Webmail, IMAP, POP3</li> <li>Supports Outlook, iPhone, Android</li> <li>Free parking page with basic company information</li> <li>FTP Account x 1</li> <li>MySQL Database x 1</li> </ul>	<input type="checkbox"/> <b>Plan E2 \$800/Year</b> <ul style="list-style-type: none"> <li>Quota: <b>4 GB</b></li> <li>Domain Name registration for 1 year (e.g. mycomp.com)</li> <li>Email Account x 20 (e.g. me@mycomp.com)</li> <li>Unlimited email forwarding</li> <li>Supports Webmail, IMAP, POP3</li> <li>Supports Outlook, iPhone, Android</li> <li>Free parking page with basic company information</li> <li>FTP Account x 1</li> <li>MySQL Database x 1</li> </ul>	<input type="checkbox"/> <b>Plan E3 \$900/Year</b> <ul style="list-style-type: none"> <li>Quota: <b>6 GB</b></li> <li>Domain Name registration for 1 year (e.g. mycomp.com)</li> <li>Email Account x 30 (e.g. me@mycomp.com)</li> <li>Unlimited email forwarding</li> <li>Supports Webmail, IMAP, POP3</li> <li>Supports Outlook, iPhone, Android</li> <li>Free parking page with basic company information</li> <li>FTP Account x 3</li> <li>MySQL Database x 3</li> </ul>	
Domain Name Registration			
First Choice		Second Choice	
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 _____		
Cloud Backup Service			
<b>Services includes:</b> <ul style="list-style-type: none"> <li>PC Customer side program with 1 user-license</li> <li>Automated &amp; Scheduled backup</li> <li>Supports multiple backup versions for download and restore</li> <li>Complete backup of all files in destined location</li> <li>12 months of services</li> </ul>		<input type="checkbox"/> <b>10 GB</b> Cloud Backup space, at <b>\$336/Year</b> <input type="checkbox"/> <b>50 GB</b> Cloud Backup space, at <b>\$696/Year</b> <input type="checkbox"/> <b>100 GB</b> Cloud Backup space, at <b>\$1,056/Year</b>	
Business Card Printing Service Plan			
Selected Card No.		Company Logo	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>300 Cards (3 boxes) at \$500</b> <ul style="list-style-type: none"> <li>Choose a design template</li> <li>2 persons included</li> <li>Each box contains 100 cards</li> <li>Total 300 pieces</li> </ul>	<input type="checkbox"/> <b>600 Cards (6 boxes) at \$600</b> <ul style="list-style-type: none"> <li>Choose a design template</li> <li>4 persons included</li> <li>Each box contains 100 cards</li> <li>Total 600 pieces</li> </ul>	<input type="checkbox"/> <b>900 Cards (9 boxes) at \$900</b> <ul style="list-style-type: none"> <li>Choose a design template</li> <li>6 persons included</li> <li>Each box contains 100 cards</li> <li>Total 900 pieces</li> </ul>	
Business Card Content			
Company Name	<input type="checkbox"/> Same as Registered Name		
Address	<input type="checkbox"/> Same as Registered Address		
Website			
Tel		Fax	
Name		Title	
Phone		Email	
Name		Title	
Phone		Email	

## Guidelines

### Guideline 1: Company Name

- 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.

- A company name may be in Chinese or in English.

#### **Guideline 2: Registered Capital**

- 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.
- The minimum share capital for any companies limited by shares must be \$1.
- Share capital is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy.

#### **Guideline 3: Shareholder's/ Director's Information**

- Any limited company must have at least one shareholder and director. Non-HK residents can be a director and/or shareholder.
- The Chinese and English name of the directors and shareholders must be the same as ID card or passport.

#### **Guideline 4: Company Secretary**

- If the company has only one director, this director cannot also act as the secretary. (We can be your company secretary, additional charges apply.)
- The company secretary must be a HK resident.
- 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.

#### **Guideline 5: Registered Address**

- This address will be displayed on your business registration certificate and the public company registry database.
- If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company.

#### **Guideline 6: Register Of Members, Register Of Directors & Register Of Company Secretary**

- There are rights to inspect certain records which are required to be kept by companies under Cap. 32. Copies of the records may also be provided in some cases. Such records comprise registers, minutes, copies of resolutions and other documents required to be kept by a company.

#### **Guideline 7: The Significant Controllers Register ("SCR")**

- 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.
- 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.