

## Limited Company Registration & Virtual Office Services Application Form 香港有限公司註冊及虛擬辦公室服務計劃申請表 (RO-001)

\*為必須填寫項目 Required fields

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

申請資料 Applicant Information	
公司名稱 Company Name * (See Guideline 1 見附錄 1)	中文名稱 Chinese name 有限公司 英文名稱 English name Limited
註冊資本 Registered Capital * (See Guideline 2 見附錄 2)	<ul style="list-style-type: none"> <li>任何一間持股的有限公司，所持股本最少為 1。 The minimum share capital for any companies limited by shares must be \$1.</li> <li>貴公司所持有的股份並不相等於公司於銀行開戶的存款數目，視乎不同銀行的需求。 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"/> 自訂股數 Customize : _____ HK\$1 for each share 每股為港幣一元

成員資料 Shareholder's / Director's / Co. Sec.'s / Contact Person's Information (見附錄 3 See Guideline 3)					
<ul style="list-style-type: none"> <li>如多於三位聯絡人，請填寫表格 VO-002。所有虛擬辦公室都包括了最多 3 位聯絡人，如需增加聯絡人，每位/每月 HK\$50。 For additional contact person, please fill in the form VO-002.</li> <li>Corporate accounts have a maximum of 3 contact persons. For additional contact person, the service charge is HK\$50/month per contact person.</li> <li>請連同所有聯絡人之證件一併遞交。 Please also submit the ID/Passport copy of every contact person.</li> <li>任何一間有限公司必須有一位或以上的董事及股東，非香港居民亦可作董事或股東。 There should be at least one Shareholder and one Director.</li> <li>公司秘書則必須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.</li> <li>根據 2018 年最新修訂公司法，使用虛擬辦公室服務者必須提供出生日期。 According to The Companies Ordinance, using Virtual office service must provide the date of Birth.</li> <li>聯絡電話和電郵地址只供 BBC 內部使用。 Phone Number and Email Address are for BBC internal use only.</li> </ul>					
申請人身份 Applicant's position *	<input type="checkbox"/> 股東 Shareholder	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 公司秘書 Company Secretary	請選擇最少其中一項 Choose at least one	
證件上名稱 Name on ID/Passport*	中文 Chinese	英文 English			
證件號碼 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
聯絡電話 Phone Number *		電郵地址 Email Address*			
住址 Residential Address *					
申請人身份 Applicant's position *	<input type="checkbox"/> 股東 Shareholder	<input type="checkbox"/> 董事 Director	<input type="checkbox"/> 公司秘書 Company Secretary	請選擇最少其中一項 Choose at least one	
證件上名稱 Name on ID/Passport*	中文 Chinese	英文 English			
證件號碼 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
聯絡電話 Phone Number *		電郵地址 Email Address*			
住址 Residential Address *					

### 公司秘書服務 Company Secretary's Information (見附錄 4 See Guideline 4)

<ul style="list-style-type: none"> <li>● 出任公司秘書一職至貴公司本年度結束日 Participate as company secretary until the next anniversary of its incorporation</li> <li>● 準備及按時提交同一年度的周年申報表 (AR) Prepare and submit Annual Return (AR) for the year</li> <li>● 繳交周年申報表費用 HK\$105 Annual Return fee HK\$105 is included</li> <li>● 非香港居民成立公司建議使用 This service is recommended for a company without any Hong Kong Resident as its shareholder &amp; director.</li> <li>● 客戶若牽涉任何涉嫌違法事件、或受到民事或刑事起訴，本公司有權即時辭任公司秘書 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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### 重要控制人登記冊 Significant Controllers Register (見附錄 6 See Guideline 6)

<input type="checkbox"/> <b>代辦重要控制人登記冊，費用\$300/次</b> <b>Prepare the Significant Controllers Register – HKD\$300/Once</b> 編製重要控制人登記冊，並把重要控制人的所需詳情及公司指定代表的聯絡資料記入該登記冊內一次 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>代任重要控制人登記冊內指定代表，費用\$1,000/年</b> <b>Serve as the Designated Representative of the Significant Controllers Register (SCR) – HKD\$1,000/year</b> 客戶若牽涉任何涉嫌違法事件、或受到民事或刑事起訴，本公司有權即時辭任重要控制人登記冊內指定代表 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.

### 服務計劃內容 Service Plan Information

R1-R4 收費因分行而異，請選擇分行作為註冊位址。

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

<input type="checkbox"/> <b>R0. 註冊香港有限公司 Hong Kong Limited Company (Economy Pack) HK\$2,680</b> (已包括政府費用: 公司註冊費 \$1,720 及首年商業登記費 \$250, 共 HK\$1,970 All registration fees included. BR Fee \$250 & CI Fee \$1,720, total HK\$1,970) 註冊地址 Registered Address: _____ <ul style="list-style-type: none"> <li>● 公司名稱查冊 Company name search</li> <li>● 準備及遞交有關文件 Prepare and submit necessary documents</li> <li>● 領取公司註冊證書(CI) Company Registration(CI) Application</li> <li>● 商業登記證(BR) Business Registration(BR) Application</li> <li>● 公司章程 5 本 Memorandum &amp; Articles of Association x 5</li> <li>● 圓印 1 個 Pre-ink Circular Chop x 1</li> <li>● 銀行開戶文件 Necessary documents for bank account setup</li> </ul>	<b>額外訂製 ORDERS</b> <input type="checkbox"/> 圓印 Pre-ink Circular Chop \$80 <input type="checkbox"/> 簽名印 Pre-ink Cheque Chop \$80 <input type="checkbox"/> 金屬鋼印 Common Seal \$250 <input type="checkbox"/> 綠盒 Greenbox \$400 <input checked="" type="checkbox"/> 公司章程 10 本 Articles of Association x 10 <input checked="" type="checkbox"/> 會議記錄冊 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"/> 圓印, 簽名章, 金屬鋼印 Pre-ink Circular Chop, Cheque Chop and Common Seal
<input type="checkbox"/> <b>特快註冊公司服務 Express Services Hong Kong Limited Company HK\$800</b> <ul style="list-style-type: none"> <li>● 使用“註冊易”服務 Get registered using our Express service</li> <li>● 我有註冊易戶 <input type="checkbox"/> I have e-Registry Account ID _____ PW _____</li> </ul>	
<b>R1. <input type="checkbox"/> 銅鑼灣(CWB) \$3,680 <input type="checkbox"/> 上環(SW) \$3,800 <input type="checkbox"/> 觀塘(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 服務 + 虛擬辦公室 PLAN A 一年服務 R0 services + Virtual Office Service Plan A, includes:               <ul style="list-style-type: none"> <li>● 代收政府信件、私人信件及包裹，並作出即時以電郵通知 Unlimited mails and parcels handling</li> </ul> </li> </ul>	
<b>R2. <input type="checkbox"/> 銅鑼灣(CWB) \$5,280 <input type="checkbox"/> 上環(SW) \$5,380 <input type="checkbox"/> 觀塘(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 服務 + 虛擬辦公室 PLAN B 一年服務 R0 services + Virtual Office Service Plan B, includes:               <ul style="list-style-type: none"> <li>● 代收政府信件、私人信件及包裹，並作出即時以電郵通知 Unlimited mails and parcels handling</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 Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> </ul> </li> </ul>	
<b>R3. <input type="checkbox"/> 銅鑼灣(CWB) \$5,460 <input type="checkbox"/> 上環(SW) \$5,560 <input type="checkbox"/> 觀塘(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 服務 + 虛擬辦公室 PLAN C 一年服務 R0 services + Virtual Office Service Plan C, includes:               <ul style="list-style-type: none"> <li>● 代收政府信件、私人信件及包裹，並作出即時以電郵通知 Unlimited mails and parcels handling</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 Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> <li>● 一個電子水牌位置租用 By using 1 unit space on our e-company directory board</li> </ul> </li> </ul>	
<b>R4. <input type="checkbox"/> 銅鑼灣(CWB) \$5,750 <input type="checkbox"/> 上環(SW) \$5,860 <input type="checkbox"/> 觀塘(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 服務 + 虛擬辦公室 PLAN D 一年服務 R0 services + Virtual Office Service Plan D, includes:               <ul style="list-style-type: none"> <li>● 代收政府信件、私人信件及包裹，並作出即時以電郵通知 Unlimited mails and parcels handling</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 Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)</li> <li>● 共用傳真號碼 Provide shared fax number</li> <li>● 無限接收頁數 Unlimited faxes receive to send to your email in PDF</li> <li>● 一個電子水牌位置租用 By using 1 unit space on our e-company directory board</li> </ul> </li> </ul>	

取證書分行 Branch for collecting documents	<input type="checkbox"/> 銅鑼灣(CWB) <input type="checkbox"/> 上環(SW) <input type="checkbox"/> 觀塘(KT) <input type="checkbox"/> 尖沙咀(TST) <input type="checkbox"/> 旺角(MK) <input type="checkbox"/> 順豐到付 (到付方式) 轉寄：收件人姓名：_____ 電話：_____ 收件地址：_____
按金 Deposit	<input type="checkbox"/> \$100 (適用於計劃 R1 – R4)

### 水牌服務 Office Directory

<input type="checkbox"/> <b>實體水牌位置租用，費用 \$1,900</b> <b>Office Directory Service – HKD\$1,900</b> <ul style="list-style-type: none"> <li>● 一個水牌位置租用 By using 1 unit space on our company directory board</li> <li>● 12 個月 Service period: 12 months</li> <li>● 優惠年費 Discounted Annual Fee HKD\$1,600</li> <li>● 一次性製作費 Production fee HKD\$300</li> </ul>	<input type="checkbox"/> <b>電子水牌位置租用，費用 \$192</b> <b>Electronic Office Directory Service – HKD\$192</b> <ul style="list-style-type: none"> <li>● 一個電子水牌位置租用 By using 1 unit space on our e-company directory board</li> <li>● 12 個月 Service period: 12 months</li> <li>● 月費 Monthly Fee HKD\$16</li> </ul>
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### 企業形象提昇服務 Corporate Image Enhancement Services

獨立傳真服務 E-fax service	<input type="checkbox"/> <b>E-Fax \$600</b> <ul style="list-style-type: none"> <li>◆ 提供獨立傳真號碼，可於網上直接收發傳真 Dedicated fax number (e-fax service)</li> <li>◆ 12 個月 Service period: 12 months</li> </ul>
企業電郵服務 Corporate Email *頁 6 有詳細表格 Details on page 6	<input type="checkbox"/> <b>計劃 E1 \$600</b> <input type="checkbox"/> <b>計劃 E2 \$800</b> <input type="checkbox"/> <b>計劃 E3 \$900</b> <ul style="list-style-type: none"> <li>◆ 包括域名註冊費 1 年 Domain Name Registration fee for 1 year included</li> <li>◆ 送基本資料網頁一頁 Free parking page for company's information</li> </ul>
公司卡片印刷 Business Card Printing *頁 6 有詳細表格 Details on page 6	<input type="checkbox"/> <b>300 張 Pieces \$400</b> <input type="checkbox"/> <b>600 張 Pieces \$600</b> <input type="checkbox"/> <b>900 張 Pieces \$800</b> <ul style="list-style-type: none"> <li>◆ 任選一款設計 Choose design from templates</li> <li>◆ 印刷費全包 Printing fee included</li> </ul>

### 來電處理 Call Management

歡迎語 Greetings	
來電處理安排 Call Handling Service	<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

備註 Remarks (可提供公司資料以提升服務質素 Please provide the following information for better quality of services.)

### 增值服務 Value-Added Options

<input type="checkbox"/> 非辦公時間來電處理 [\$30/月] Call Forwarding after office-hr	非辦公時間，將來電轉駁至指定號碼。 Call(s) will be forwarded to your designated phone number during non-office hour.
郵件掃描服務 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>◆ 信件掃描並以電郵通知。Scan mail as PDF and send by email.</li> <li>◆ 每封不多於 20 頁 A4 紙。Included 20 (A4) pages per mail.</li> </ul> #如沒有使用這服務而需要掃描郵件，將收取 HKD\$20/封，並限 20 頁 A4 紙 #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.

### 郵件轉寄 Mail Re-directing Service

方式 Type	地區及郵費 Area and Delivery Fee	轉寄頻率 Forwarding Cycle	月費 Monthly Fee
郵寄 by post	香港 (包轉寄 20 封郵件及基本郵費) Hong Kong Area only (20 mails and stamp fee included)	每周五 Every Friday	<input type="checkbox"/> \$70
		每月轉寄 Every Month	<input type="checkbox"/> \$50
	海外或內地 (包轉寄 20 封郵件及基本郵費) Overseas or Mainland China (20 mails and stamp fee included)	每周五 Every Friday	<input type="checkbox"/> \$90
		每月轉寄 Every Month	<input type="checkbox"/> \$75
速遞 by courier	順豐速運 S.F. Express [\$60/月] 運費到付 Delivery fee payable at destination	每周五 Every Friday	<input type="checkbox"/> \$60
		每月轉寄 Every Month	<input type="checkbox"/> \$60
轉寄地址： Forward Address:		收件人 Receiver：	
		電話 Tel：	

## 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或個人（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 is accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.
2. 本協議受中華人民共和國香港特別行政區法律管轄，並按香港特別行政區法律闡釋，服務提供者及顧客均同意接受香港特別行政區法院的專屬管轄權所管轄。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.
4. 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.
5. 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 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.
  - 6.1 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；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;
  - 6.3 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;
  - 6.4 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.
  - 6.5 客戶公司或客戶公司聯絡人因任何問題而被追數人或公司透過上門、電話或信件等等到服務供應商的服務點追討債務。債務不限於錢債，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 客戶公司或客戶公司聯絡人因任何問題而被第三者以透過上門、電話或信件等等到服務供應商的服務點進行滋擾，抗議或任何擾亂性行為。  
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 客戶公司或客戶公司聯絡人因任何負面新聞而令傳媒到服務供應商的服務點進行採訪，拍攝，錄影等等行為。  
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. 客戶知悉並同意在本協議中服務供應商並不保證會為客戶簽署包括但不限於政府或執法機構以申報使用本公司地址為其地址的申請書，服務供應商需時 7-14 天審視該文件，同時可能會就簽署相關文件收費。服務供應商有權拒絕簽署任何文件，亦有權向相關政府或執法機構提交取消相關授權的通知書。  
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

9. 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.
10. 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.
11. 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 no information of the Customer would be sell to any third party without consent from the Customer.

## 合約期 CONTRACT PERIOD

12. 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 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 未經服務提供者許可下，客戶不能在首張合約時期之結束日前終止服務。  
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 提早終止服務並不會退回已繳交之服務費用 Service fee will not be refund for early termination.

**關於服務及付款 ABOUT SERVICE AND PAYMENT**

**15 代收取客戶郵件及包裹 MAIL HANDLING SERVICES**

15.1 郵件或包裹的總體積不應超過 53cm x 32 cm x 23cm，長闊高總和不超過 108cm。超出上限服務供應商有權拒收。  
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.

15.3 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 is 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

15.4 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.

**16 轉寄郵件服務 MAIL FORWARDING SERVICES**

16.1 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.

16.2 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.

**17 電話服務 CALL SERVICES**

17.1 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.

17.2 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.

17.3 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.

17.4 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.

18 客戶須於服務到期日一個月前與服務供應商書面提出續約或中止服務，否則按金將不獲退回  
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.

20 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.

21 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 requests 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.

本人已知悉及理解須每年於公司成立為法團之日在該年中的周年日後的 42 日內(訂明時限)，向公司註冊處處長交付周年申報表登記。逾期罰款及相關的法律責任會由本人/ 我司自行承擔。

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.

本人已知悉及理解須取得和保存實益擁有權的最新資料，以備存「重要控制人登記冊」供執法人員查閱，違規罰款及相關的法律責任會由本人/ 我司自行承擔。

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.

本人已知悉及理解須展示公司名稱於註冊辦事處或業務場所，違規罰款及相關的法律責任會由本人/ 我司自行承擔。  
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。本人明白如公司註冊處不接納本申請，智尚商務國際有限公司不需負上任何責任，本人明白及接受在任何情況下，已繳交的費用是不可退回。

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.

客戶簽署

日期 Date :

### 企業電郵服務計劃 Corporate Email Service Plan

<input type="checkbox"/> <b>計劃 E1 \$600/年</b> <ul style="list-style-type: none"> <li>● 2GB 空間</li> <li>● 1 年域名註冊 (e.g. mycomp.com)</li> <li>● 10 個企業電郵帳戶 (e.g. me@mycomp.com)</li> <li>● 無限電郵轉寄</li> <li>● 支援 Webmail、IMAP、POP3</li> <li>● 支援 Outlook、iPhone、Android 等查閱</li> <li>● 送基本資料網頁 1 頁</li> </ul>	<input type="checkbox"/> <b>計劃 E2 \$800/年</b> <ul style="list-style-type: none"> <li>● 4GB 空間</li> <li>● 1 年域名註冊 (e.g. mycomp.com)</li> <li>● 20 個企業電郵帳戶 (e.g. me@mycomp.com)</li> <li>● 無限電郵轉寄</li> <li>● 支援 Webmail、IMAP、POP3</li> <li>● 支援 Outlook、iPhone、Android 等查閱</li> <li>● 送基本資料網頁 1 頁</li> <li>● 1 個 FTP 帳戶</li> <li>● 1 個 MySQL 資料庫</li> </ul>	<input type="checkbox"/> <b>計劃 E3 \$900/年</b> <ul style="list-style-type: none"> <li>● 6GB 空間</li> <li>● 1 年域名註冊 (e.g. mycomp.com)</li> <li>● 30 個企業電郵帳戶 (e.g. me@mycomp.com)</li> <li>● 無限電郵轉寄</li> <li>● 支援 Webmail、IMAP、POP3</li> <li>● 支援 Outlook、iPhone、Android 等查閱</li> <li>● 送基本資料網頁 1 頁</li> <li>● 3 個 FTP 帳戶</li> <li>● 3 個 MySQL 資料庫</li> </ul>
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### 域名註冊 Domain Name Registration

第一選擇 First Choice	第二選擇 Second Choice
請選擇域名類型 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 _____	

### 雲端數據備份 Cloud Backup Service

<b>內容包括 Services included:</b> <ul style="list-style-type: none"> <li>● PC 版用戶端及 1 個授權帳戶 PC Client side program with 1 user-license</li> <li>● 自動化定時備份 Automated &amp; Scheduled backup</li> <li>● 自動保存多個備份版本供下載回復 Supports multiple backup versions for download and restore</li> <li>● 完整備份指定位置的所有檔案 Complete backup of all files in destined location</li> <li>● 服務期: 12 個月 12 months of services</li> </ul>	<input type="checkbox"/> <b>10GB 雲端備份空間</b> 10GB Cloud Backup space <b>HKD\$336</b>
	<input type="checkbox"/> <b>50GB 雲端備份空</b> 50GB Cloud Backup space <b>HKD\$696</b>
	<input type="checkbox"/> <b>100GB 雲端備份空</b> 100GB Cloud Backup space <b>HKD\$1,056</b>

### 公司卡片印刷計劃 Business Card Printing Plan

<input type="checkbox"/> <b>300 張 (\$400)</b> <ul style="list-style-type: none"> <li>● 選擇 1 個設計款式</li> <li>● 2 個人名</li> <li>● 每人最少 100 張</li> <li>● 全部合共 300 張</li> </ul>	<input type="checkbox"/> <b>600 張 (\$600)</b> <ul style="list-style-type: none"> <li>● 選擇 1 個設計款式</li> <li>● 4 個人名</li> <li>● 每人最少 100 張</li> <li>● 全部合共 600 張</li> </ul>	<input type="checkbox"/> <b>900 張 (\$800)</b> <ul style="list-style-type: none"> <li>● 選擇 1 個設計款式</li> <li>● 6 個人名</li> <li>● 每人最少 100 張</li> <li>● 全部合共 900 張</li> </ul>
選取編號 Selected Card No.	公司商標 Company Logo	<input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No

### 卡片內容 Business Card Content

公司名稱 Co.Name	<input type="checkbox"/> 與註冊名稱相同 Same as Registered Name		
公司地址 Address	<input type="checkbox"/> 銅鑼灣(CWB) <input type="checkbox"/> 上環(SW) <input type="checkbox"/> 觀塘(KT) <input type="checkbox"/> 尖沙咀(TST) <input type="checkbox"/> 旺角(MK)		
公司網址 Website			
聯絡電話 Phone	傳真號碼 Fax		
名稱 Name	職位 Title		
聯絡電話 Phone	電郵 Email		
名稱 Name	職位 Title		
聯絡電話 Phone	電郵 Email		

### Additional Contact Person's Information 額外客戶資料表 (VO-002)

- 所有虛擬辦公室都包括了最多 3 位聯絡人，如需增加聯絡人，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. 請連同所有聯絡人之證件一併遞交。

Additional Contact Person's Information 額外客戶資料表 (VO-002)							
<ul style="list-style-type: none"> <li>● 所有虛擬辦公室都包括了最多 3 位聯絡人，如需增加聯絡人，每位/每月 <b>HK\$50</b>。 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. 請連同所有聯絡人之證件一併遞交。</li> </ul>							
申請人身份 Applicant's position *	<input type="checkbox"/>	股東 Shareholder	<input type="checkbox"/>	董事 Director	<input type="checkbox"/>	公司秘書 Company Secretary	請選擇最少其中一項 Choose at least one
證件上名稱 Name on ID/Passport*	中文 Chinese			英文 English			
證件號碼 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD		
聯絡電話 Phone Number *		電郵地址 Email Address*					
住址 Residential Address *							
申請人身份 Applicant's position *	<input type="checkbox"/>	股東 Shareholder	<input type="checkbox"/>	董事 Director	<input type="checkbox"/>	公司秘書 Company Secretary	請選擇最少其中一項 Choose at least one
證件上名稱 Name on ID/Passport*	中文 Chinese			英文 English			
證件號碼 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD		
聯絡電話 Phone Number *		電郵地址 Email Address*					
住址 Residential Address *							
申請人身份 Applicant's position *	<input type="checkbox"/>	股東 Shareholder	<input type="checkbox"/>	董事 Director	<input type="checkbox"/>	公司秘書 Company Secretary	請選擇最少其中一項 Choose at least one
證件上名稱 Name on ID/Passport*	中文 Chinese			英文 English			
證件號碼 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD		
聯絡電話 Phone Number *		電郵地址 Email Address*					
住址 Residential Address *							
申請人身份 Applicant's position *	<input type="checkbox"/>	股東 Shareholder	<input type="checkbox"/>	董事 Director	<input type="checkbox"/>	公司秘書 Company Secretary	請選擇最少其中一項 Choose at least one
證件上名稱 Name on ID/Passport*	中文 Chinese			英文 English			
證件號碼 ID Document Number *		持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD		
聯絡電話 Phone Number *		電郵地址 Email Address*					
住址 Residential Address *							

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

<p><b>附錄 1：公司名稱 Guideline 1 : Company Name</b></p> <ul style="list-style-type: none"> <li>● 先選擇擬註冊成立公司的名稱，我們會進行查冊。 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>● 公司名稱可用中文或英文註冊。 A company name may be in Chinese or in English.</li> </ul>
<p><b>附錄 2：註冊資本 Guideline 2 : Registered Capital</b></p> <ul style="list-style-type: none"> <li>● 當你成立一間持有限股本的公司，公司債務將不多於貴公司的資產及發行股本的價值。 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>● 任何一間持股的有限公司，所持股本最少為\$1。 The minimum share capital for any companies limited by shares must be \$1.</li> <li>● 貴公司所持有的股份並不相等於公司於銀行開戶的存款數目，視乎不同銀行的需求。 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>附錄 3：股東/董事資料 Guideline 3 : Shareholder's/ Director's Information</b></p> <ul style="list-style-type: none"> <li>● 任何一間有限公司必須有一位或以上的董事及股東，非香港居民亦可作董事或股東。 Any limited company must have at least one shareholder and director. Non-HK residents can be a director and/or shareholder.</li> <li>● 董事及股東所填寫的中英文姓名必須與身份証或護照上的姓名一樣。 The Chinese and English name of the directors and shareholders must be the same as ID card or passport.</li> </ul>
<p><b>附錄 4：公司秘書 Guideline 4 : Company Secretary</b></p> <ul style="list-style-type: none"> <li>● 如公司只有一位董事，該董事不能同時兼任秘書。(以本公司作為公司秘書，需另收費。) 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>● 凡以個人身份作為公司秘書，他/她必須為香港居民。 The company secretary must be a HK resident.</li> <li>● 如貴公司於服務期內沒有透過本公司更改公司架構，貴公司必須於 7 個工作日內將文件副本主動傳送本公司，否則會根據現有紀錄準備文件，如遞交文件後需作任何更改或不被公司註冊處接納，所造成的行政費或罰款將由貴公司承擔。 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>附錄 5：註冊地址 Guideline 5 : Registered Address</b></p> <ul style="list-style-type: none"> <li>● 此地址為商業登記証上所列印的地址以及商業登記署所查冊到的地址。 This address will be displayed on your business registration certificate and the public company registry database.</li> <li>● 若以商業地址作為登記地址，會令客人對公司規模增加信心。 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>附錄 6：重要控制人登記冊 Guideline 6 : The Significant Controllers Register ("SCR")</b></p> <ul style="list-style-type: none"> <li>● 《公司(修訂)條例》已於 2018 年 3 月 1 日正式實施。為了提升法團實益擁有權的透明度，條例規定在香港成立為法團的公司須取得和保存實益擁有權的最新資料，以備存《重要控制人登記冊》，供執法人員查閱。 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>● 《重要控制人登記冊》必須包含 重要控制人 及 公司的指定代表。凡未有履行上述責任，即屬刑事罪行。 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>