

銅鑼灣 | 上環 | 觀塘 | 尖沙咀 | 旺角 | 深圳辦事處

Causeway Bay | Sheung Wan | Kwun Tong | Tsim Sha Tsui | Mong Kok | Shenzhen

公司服務提供者牌照編號: TC000722

Unlimited Company Registration & Virtual Office Services Application Form 香港無限公司註冊及虛擬辦公室服務計劃申請表 (UO-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	中文名稱 Chinese name				
Company Name *	英文名稱 English name				
服務範圍 Business Nature	□ Trading 貿易 □ Consulting 顧問 □ IT 資訊技術 □ Others 其他				
成員資	資料 Shareholder's / Co. Sec	e.'s / Conta	ct Pe	rson's Information	
 For additional contact person, please fill in the form VO-002. 如多於三位聯絡人,請填寫表格 VO-002。 Corporate accounts have a maximum of 3 contact persons. For additional person, HK\$50/month will be charged per person. 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。。 Phone Number and Email Address is for BBC internal use only. 聯絡電話和電郵地址為 BBC 內部使用。 Please submit the ID copy of everyone for application. 請連同所有聯絡人之證件一併遞交。 					
主要申請人名稱 Name on ID/Passport*	中文 Chinese		英文 Englis	h	
證件號碼 ID Document Number *		出生日期 Date of Birt	h *	YYYY-MM-DD	
聯絡電話 Phone Number *		電郵地址 Email Addre	ess *		
聯絡地址 Contact Address *		•			
主要申請人名稱	中文		英文		
Name on ID/Passport*	Chinese	1	Englis	h	
證件號碼 ID Document Number *		出生日期 Date of Birt	h *	YYYY-MM-DD	
聯絡電話 Phone Number *		電郵地址 Email Addre	ess *		
聯絡地址 Contact Address *					
主要申請人名稱 Name on ID/Passport*	中文 Chinese		英文 Englis	h	
證件號碼 ID Document Number *		出生日期 Date of Birt	h *	YYYY-MM-DD	
聯絡電話 Phone Number *		電郵地址 Email Addre	ess *		
聯絡地址 Contact Address *		•			

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	銄鑼灣	上環	觀塘	尖沙咀	世角 ┃	冷圳辦事處
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服務計劃內容 Service Plan Information
U1-4 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 U3
□ U0. 註冊香港無限公司 Hong Kong Unlimited Company \$900 (已包括政府費用:首年商業登記費 \$250 Registration fee included: first year BR Fee \$250) 註冊地址 Registered Address: ● 準備及遞交有關文件 Prepare and submit necessary documents ● 商業登記證(BR) Business Registration(BR) Application ● 公司圓印 1 個 Pre-ink Circular Chop x 1
U1. □銅鑼灣(CWB) \$1,880 □上環(SW) \$1,980 □觀塘(KT) \$1,980 □尖沙咀(TST) \$1,980 □旺角(MK) \$1,880 (已包括政府費用:首年商業登記費 \$250 Registration fee included: first year BR Fee \$250)
U2. □銅鑼灣(CWB) \$3,500 □上環(SW) \$3,600 □觀塘(KT) \$3,600 □尖沙咀(TST) \$3,600 □旺角(MK) \$3,500 (已包括政府費用:首年商業登記費 \$250 Registration fee included: first year BR Fee \$250) 準備及遞交有關文件 Prepare and submit necessary documents 商業登記證(BR) Business Registration(BR) Application 公司圓印 1 個 Pre-ink Circular Chop x 1 虛擬辦公室 PLAN B,包括 Virtual Office Service Plan B, includes: 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
U3. □銅鑼灣(CWB) \$3,680 □上環(SW) \$3,800 □觀塘(KT) \$3,800 □尖沙咀(TST) \$3,800 □旺角(MK) \$3,680 (已包括政府費用:首年商業登記費 \$250 Registration fee included: first year BR Fee \$250) ■ 準備及遞交有關文件 Prepare and submit necessary documents 商業登記證(BR) Business Registration(BR) Application 公司圓印 1 個 Pre-ink Circular Chop x 1 ■ 虛擬辦公室 PLAN C,包括 Virtual Office Service Plan C, includes: 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 ■ 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) ■ 個電子水牌位置租用 By using 1 unit space on our e-company directory board
U4. □銅鑼灣(CWB) \$3,970 □上環(SW) \$4,080 □觀塘(KT) \$4,080 □尖沙咀(TST) \$4,080 □旺角(MK) \$3,970 (已包括政府費用:首年商業登記費 \$250 Registration fee included: first year BR Fee \$250)
取證書分行 Branch for collecting documents □ 銅鑼灣(CWB) □上環(SW) □觀塘(KT) □尖沙咀(TST) □旺角(MK) □ 順豐到付 (到付方式) 轉寄:收件人姓名:
按金 Deposit □\$100 (適用於計劃 U1 - U4)

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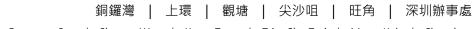


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水牌服務 Office Directory						
*** 實體水牌位置租用,費用 \$1,900 Office Directory Service – HKD\$1,900 ● 一個水牌位置租用 By using 1 unit space on our company directory board ● 12 個月 Service period: 12 months ● 優惠年費 Discounted Annual Fee HKD\$1,600 ● 一次性製作費 Production fee HKD\$300 ■ 電子水牌位置租用,費用 \$192 Electronic Office Directory Service – HKD\$192 ● 一個電子水牌位置租用 By using 1 unit space on our e-company directory board ■ 12 個月 Service period: 12 months ■ 月費 Monthly Fee HKD\$16						
	企業F	形象提昇服務 Corpora	ate Image Enha	ancement Services		
獨立傳真服系 E-fax service	 Cappe					
企業電郵服務 Corporate Em *頁 6 有詳細 page 6	□ 計劃 E1 \$600 □ 計劃 E2 \$800 □ 計劃 E3 \$900 □ □ 計劃 E3 \$900 □ □ 計劃 E3 \$900 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □					
Business Card	□ 表 Details on					
		來電處理 C	all Managemer	nt		
歡迎語 Greet	ings					
	来電處理安排 Call Handling Service					
		增值服務 Valu	ue-Added Opti	ons		
□非辦公時間來電處理 [\$30/月] ◆ 非辦公時間,將來電轉駁至指定號碼。 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □				g non-office hour.		
郵件掃瞄服務 Mail Scan Service □ \$100/月 - 10 封 \$100/Month for 10 mails □ \$300/月 - 30 封 \$300/Month for 30 mails □ \$300/Month for 30 mails □ \$300/Month for 30 mails			20 A4 pages per mail. 好收取 HKD\$20/封,並限 20 you wish to scan the mail, th			
方式	地區及郵費			轉寄頻率	月費	
Туре	•	Area and Delivery Fee		Forwarding Cycle	Monthly Fee	
郵寄	香港 (包轉寄 20 封郵件及基本郵費)		每周五 Every Friday	<u></u> \$70		
by post Hong Kong Area only (20 mails and stamp fee included)		每月轉寄 Every Month	\$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	\$90			
		mp tee included)	每月轉寄 Every Month	\$75		
速遞 順豐速運 S.F. Express [\$60/月]		每周五 Every Friday	\$60			
by courier			每月轉寄 Every Month			
	轉寄地址: Forward Address:			收件人 Receiver:		
Forward Address.		電話 Tel:				

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般條款 MAIN TERMS

本合約由智尚商務國際有限公司(服務供應商)提供,並由申請虛擬辦公室服務的公司(客戶)同意,雙方共同履行合約內所 載的條款及細則。

This agreement is offered by Brilliant Business Centre Limited (Service provider) and accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.

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 2. Region ("HKSAR") and the parties hereby irrevocably submit to thenon-exclusive jurisdiction of the Courts of the HKSAR. 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

3.

facilities within the premises of the Service Provider under this agreement.
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位址、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。 4

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. 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 天后,客戶遺下的任何郵件、包裹、傳 5 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 6. 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 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.

客戶涉嫌推行或涉及任何非法、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; 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;

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.
- 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.

- 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.

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. 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 7. 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.

Should any disputes arise, the decision of the Service Provider shall be final. **責任範圍 LIMITATION OF LIABILITY**9. 多人已知采用語言、文字子展了。 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.

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。 10.

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.

服務供應商同意在未經客戶同意的情況下,不會向第三者售賣或提供其任何資料。 11.

The Service Provider agrees that they are not allowed to sell or provide any information of the Customer to any third party without consent from the Customer.

合約期 CONTRACT PERIOD

首合約期為服務生效日期起至已繳付的服務週期完結為止。其後合約期會按照客戶每次繳付的服務週期而延續,而本合約之內容亦會於新延續的合約期內適用。

The first contract period will be the period started from the date of service commenced to the last date of the period covered within the first payment. The contract period will be extended according to the period covered of each payment of the Customer afterward, and the content of this agreement will be applicable within the extended contract period.

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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.

是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

大收取客戶郵件及包裹 MAIL HANDLING SERVICES 5.1 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.

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. 客戶包裹之處理費用將根據存放時間及數量而定,詳情如下:

The handling charge of the parcel received for the Customer will be based on the storing time and the quantity, details as follows:

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

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.

轉寄郵件服務 MAIL FORARDING SERVICES 16.

若客戶需要轉寄郵件,須于申請服務時提出。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.

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.

客戶須于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. 客戶應于帳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。同時客戶有責任于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.

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于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.

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。 20.

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.

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。本人明白如商業登記署不接納本申請,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.1 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.

本人茲證實上述資料確實無訛,並已閱讀及同意合約所列之條款。

I have read and agreed to the Terms and Conditions and declared that the information given above is true and accurate in each and every respect.

客戶簽署或蓋印 Applicant Signature

日期 Date:

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Causeway Bay | Sheung Wan | Kwun Tong | Tsim Sha Tsui | Mong Kok | Shenzhen 公司服務提供者牌照編號: TC000722

企業電郵服務計劃 Corporate Email Service Plan					
□ 計劃 E1 \$600/年 • 2GB 空間 • 1 年域名註冊 (e.g. mycomp.com) • 10 個企業電郵帳戶 (e.g. me@mycomp.com) • 無限電郵轉寄 • 支援 Webmail、IMAP、POP3 • 支援 Outlook、iPhone、Android 等查閱 • 送基本資料網頁 1 頁		□ 計劃 E2 \$800/年 4GB 空間 1 年域名注冊 (e.g. mycomp.com) 20 個企業電郵帳戶 (e.g. me@mycomp.com) 無限電郵轉寄 支援 Webmail、IMAP、POP3 支援 Outlook、iPhone、Android等查閱 送基本資料網頁 1 頁 1 個 FTP 帳戶 1 個 MySQL 資料庫		■ 計劃 E3 \$900/年 6GB 空間 1 年域名注冊 (e.g. mycomp.com) 30 個企業電郵帳戶 (e.g. me@mycomp.com) 無限電郵轉寄 支援 Webmail、IMAP、POP3 支援 Outlook、iPhone、Android等查閱 送基本資料網頁 1 頁 3 個 FTP 帳戶 3 個 MySQL 資料庫	
	垣	戏名註冊 Domain Name Re	gistratio	n	
第一選擇 First Choice		第二選擇 Secon	d Choice		
請選擇域名類型 Domain Category	□.com □.com.hk	□.hk □.net □.co □.org □.org.h	k □.info	□ Others	
		雲端數據備份 Cloud Backu	p Servic	e	
内容包括 Services included: ● PC 版用戶端及 1 個授權帳戶PC Client side program with 1 user-le自動化定時備份Automated & Scheduled backupel動保存多個備份版本供下載回後Supports multiple backup versions fe完整備份指定位置的所有檔案Complete backup of all files in destinution 服務期: 12 個月12 months of services		复 for download and restore	10G HKI 50G 50G HKI	□ 10GB 雲端備份空間 10GB Cloud Backup space HKD\$336 □ 50GB 雲端備份空 50GB Cloud Backup space HKD\$696 □ 100GB 雲端備份空 100GB Cloud Backup space HKD\$1,056	
	公司卡	片印刷計劃 Business Card	l Printin	g Plan	
□ 300 張 (\$400) ■ 選擇 1 個設計款式 ■ 2 個人名 ■ 每人最少 100 張 ■ 全部合共 300 張 選取編號 Selected Card No.		□ 600 張 (\$600) ■ 選擇 1 個設計款式 ■ 4 個人名 ■ 每人最少 100 張 ■ 全部合共 600 張 公司商標 Company I		 □ 900 張 (\$800) ● 選擇 1 個設計款式 ● 6 個人名 ● 每人最少 100 張 ● 全部合共 900 張 □ 有 Yes □ 沒有 No 	
		卡片内容 Business Card (
公司名稱 Co.Name 公司地址 Address			□ 與註冊	冊名稱相同 Same as Registered Name 唐(KT) □尖沙咀(TST) □旺角(MK)	
公司網址 Website		Leader			
聯絡電話 Phone			Fax		
名稱 Name 聯絡電話 Phone		職位 Titl 電郵 Em			
名稱 Name		職位 Titl	e		
聯絡電話 Phone	Tan Email True				

Website: www.bbcl.com.hk Email: cs@bbcl.com.hk Tel: 3757 5555 Fax: 3011 5681 Whatsapp/Wechat: 5606 2083

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