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Unlimited Company Registration & Virtual Office Services Application Form 香港无限公司注册及虚拟办公室服务计划申请表 (UO-001)

*为必须填写项目 Required fields

申请数据 Applicant Information

公司名称 Company Name *	中文名称 Chinese name	
	英文名称 English name	
服务范围 Business Nature	<input type="checkbox"/> Trading 贸易 <input type="checkbox"/> IT 信息技术	<input type="checkbox"/> Consulting 顾问 <input type="checkbox"/> Others 其他 _____

成员资料 Shareholder's / Co. Sec.'s / Contact Person's Information

- For additional contact person, please fill in the form **VO-002**. 如多于三位联络人, 请填写表格 **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**。
- Phone Number and Email Address is for BBC internal use only. 联络电话和电邮地址为 **BBC** 内部使用。
- Please submit the ID copy of everyone for application. 请连同所有联络人之证件一并递交。

主要申请人名称 Name on ID/Passport*	中文 Chinese	英文 English
证件号码 ID Document Number *		出生日期 Date of Birth * YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address *
联络地址 Contact Address *		

主要申请人名称 Name on ID/Passport*	中文 Chinese	英文 English
证件号码 ID Document Number *		出生日期 Date of Birth * YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address *
联络地址 Contact Address *		

主要申请人名称 Name on ID/Passport*	中文 Chinese	英文 English
证件号码 ID Document Number *		出生日期 Date of Birth * YYYY-MM-DD
联络电话 Phone Number *		电邮地址 Email Address *
联络地址 Contact Address *		

服务计划内容 Service Plan Information

U3 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 U3

U1. 注册香港无限公司 \$2,800

(已包括政府费用: 首年商业登记费 \$2,250)

注册地址: _____

- 公司名称查册
- 准备及递交有关文件
- 商业登记证(BR)

U2. 注册香港无限公司 \$3,000

(已包括政府费用: 首年商业登记费 \$2,250)

注册地址: _____

- 公司名称查册
- 准备及递交有关文件
- 商业登记证(BR)
- 公司圆印及签名章各一

U3. 铜锣湾(CWB) \$3,900 上环(SW) \$4,050 观塘(KT) \$4,050 尖沙咀(TST) \$4,050 旺角(MK) \$3,900

(已包括政府费用: 首年商业登记费 \$2,250)

注册地址: _____

- 公司名称查册
- 准备及递交有关文件
- 商业登记证(BR)
- 公司圆印及签名章各一
- 虚拟办公室 PLAN A, 包括: 代收政府信件、私人信件及包裹, 并作出实时通知
- 以电邮通知 Notify by email

取证书分行

铜锣湾(CWB) 上环(SW) 观塘(KT) 尖沙咀(TST) 旺角(MK)

增值服务 Value-Added Options

非办公时间来电处理 [\$30/月]
Call Handling 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

- \$100/月 - 10 封
\$100/Month for 10 mails
- \$300/月 - 30 封
\$300/Month for 30 mails

- ◆ 信件扫描并以电邮通知。 Scan mail as PDF and send by email.
- ◆ 每封不多于 20 页 A4 纸。 Included 20 A4 pages per mail.
- #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.

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)	每周五 Every Friday	<input type="checkbox"/> \$90
		每月转寄 Every Month	<input type="checkbox"/> \$75
	速递 by courier	顺丰速运 S.F. Express [\$60/月] 运费到付 Delivery fee payable at destination	每周五 Every Friday
每月转寄 Every Month			<input type="checkbox"/> \$60
转寄地址: Forward Address:		收件人 Receiver: 电话 Tel:	

- 企业电邮服务
Corporate Email
- 计划 E1 \$600 计划 E2 \$800 计划 E3 \$900
 - ◆ 包括域名注册费 1 年 Domain Name Registration fee for 1 year included
 - ◆ 送基本数据网页一页 Free parking page for company's information
 - *页 5 有详细表格 Details on page 5

公司卡片印刷 Business Card Printing	<input type="checkbox"/> 300 张 Pieces \$400 <input type="checkbox"/> 600 张 Pieces \$600 <input type="checkbox"/> 900 张 Pieces \$800 ♦ 任选一款设计 Choose design from templates ♦ 印刷费全包 Printing fee included *页 5 有详细表格 Details on page 5
付款方式及方法 Payment Information	
缴交费用 Payment *	* 按金 (适用于计划 U3) Deposit (For Plan U3 only) <input type="checkbox"/> \$100
缴费方式 Payment Method	<input type="checkbox"/> 亲身到本公司缴费 Apply and pay in person <input type="checkbox"/> 银行转账 (中国银行或汇丰银行) Bank Transfer (Bank of China or HSBC) <input type="checkbox"/> 支票付款 (支票抬头「智尚商务国际有限公司」) Cheque Payable to "Brilliant Business Centre Limited"

一般条款 MAIN TERMS

1. 本合约由智尚商务国际有限公司 (服务供货商) 提供, 并由申请虚拟办公室服务的公司 (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 accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.
2. 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供货商的办公室、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.
3. 在未经服务供货商认可的情况下, 客户不能在服务生效前或终止后, 或以其他未向服务供货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。服务供货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.
4. 在服务生效前或终止期间, 或任何未经认可的情况下, 服务供货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, 服务供货商有权代为处理。
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 the termination of service, any mails, parcels, fax or any other objects sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its absolute discretion.
5. 就以下情况, 服务供货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.

 - 5.1 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;
The Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time;
 - 5.2 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;
 - 5.3 客户涉嫌利用服务供货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;
 - 5.4 客户涉嫌在未经服务供货商许可下, 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.
 - 5.5 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供货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 the contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc.
 - 5.6 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供货商的服务点进行滋扰, 抗议或任何扰乱性行为。
The Customer, or the 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.
 - 5.7 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供货商的服务点进行采访, 拍摄, 录像等等行为。
The Customer, or the 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 and taking photograph.
6. 如有任何争议, 服务供货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

7. 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, 服务供货商的责任只限于其服务受影响时段的的服务费, 服务供货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.
8. 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.
9. 服务供货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 they are not allowed to sell or provide any information of the Customer to any third party without consent from the Customer.

合約期 CONTRACT PERIOD

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

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

關於服務及付款 ABOUT SERVICE AND PAYMENT

11. 代收客戶郵件及包裹 MAIL HANDLING SERVICES

11.1 郵件或包裹的總體積不應超過 60cm x 60cm x 120cm。服務供應商有權拒收任何超出上述體積的郵件及包裹

The total volume of mails and parcels shall not exceed 60cm x 60cm x 120cm. The Service Provider reserves rights to refuse receiving further mails and parcels which volume exceed the prescribed size.

11.2 服務供應商有權拒收客戶任何危險或非法的對象。

The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for the Customer.

11.3 客戶包裹之處理費用將根據存放時間及數量而定，詳情如下：

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

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

11.4 超過 30 天不取，及不能聯絡者，服務供應商將自行處理寄存物，而不另行通知，並且不負責任何責任，後果客戶自負。

Mails and parcels uncollected over 30 days, or if the Customer is un-contactable, the mails and parcels shall be disposed of without any notice. The Service Provider shall not be responsible for any losses or any obligations.

若客戶暫存的對象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。

11.5 The Service Provider shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.

12. 轉寄郵件服務 MAIL FORWARDING SERVICES

12.1 若客戶需要轉寄郵件，須於申請服務時提出。否則，客戶需每次以電郵或書面形式通知服務供應商。

If the mail forwarding services is required, the Customer should state at the time of application. Otherwise, the Customer should notice the Service Provider by email or written notice afterward every time.

12.2 服務供應商不會為轉寄郵件而引致的損失、被竊、被破壞、或任何災害，而作出任何賠償及負上任何責任。

The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.

13. 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.

14. 客戶應於賬單上列明的到期日前繳交有關款項，否則服務供應商有權終止其服務而不作另行通知。同時客戶有責任於到期日前確保已繳交之費用已由服務供應商收取並確認。

The Customer shall pay the fees before the due date specified on the relevant invoices, or the Service Provider has the right to suspend the services to the Customer. The Customer has the responsibility to make sure that their payments are received and identified by the Service Provider before the due date specified on the relevant invoices.

15. 若客戶要求重啟因延遲繳款或欠款被終止的服務，服務供應商將會向客戶收取於終止期間的相關服務費用。

If Customer requests to reactivate the services which has been suspended by the Service Provider due to late payment or overdue situation, the Service Provider shall charge the Customer the service fees for the suspended period.

16. 客戶如需更改服務指令、內容或地點，需以書面形式通知服務供應商，及繳付相關費用。

If the Customer requires to make amendments to service instructions, contents or location, a written notice should be given to the Service Provider to the amendment take place, related service fees shall apply.

本人茲證實上述資料確實無訛，並已閱讀及同意合約所列之條款。

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

客戶簽署或蓋印 Applicant Signature

日期 Date :

企业电邮服务计划 Corporate Email Service Plan

<input type="checkbox"/> 计划 E1 \$600/年 <ul style="list-style-type: none"> ● 2GB 空间 ● 1 年域名注册 (e.g. mycomp.com) ● 10 个企业电邮账户 (e.g. me@mycomp.com) ● 无限电邮转寄 ● 支援 Webmail、IMAP、POP3 ● 支援 Outlook、iPhone、Android 等查阅 ● 送基本数据网页 1 页 	<input type="checkbox"/> 计划 E2 \$800/年 <ul style="list-style-type: none"> ● 4GB 空间 ● 1 年域名注册 (e.g. mycomp.com) ● 20 个企业电邮账户 (e.g. me@mycomp.com) ● 无限电邮转寄 ● 支援 Webmail、IMAP、POP3 ● 支援 Outlook、iPhone、Android 等查阅 ● 送基本数据网页 1 页 ● 1 个 FTP 账户 ● 1 个 MySQL 数据库 	<input type="checkbox"/> 计划 E3 \$900/年 <ul style="list-style-type: none"> ● 6GB 空间 ● 1 年域名注册 (e.g. mycomp.com) ● 30 个企业电邮账户 (e.g. me@mycomp.com) ● 无限电邮转寄 ● 支援 Webmail、IMAP、POP3 ● 支援 Outlook、iPhone、Android 等查阅 ● 送基本数据网页 1 页 ● 3 个 FTP 账户 ● 3 个 MySQL 数据库
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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		
基本数据网页 Parking Page #免费 FREE	<input type="checkbox"/> 需要 Yes <input type="checkbox"/> 不需要 No		

公司卡片印刷计划 Business Card Printing Plan

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

公司名称 Company Name			
公司地址 Address	<input type="checkbox"/> 铜鑼灣(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)		
公司网址 Website			
联络电话 Phone		传真号码 Fax	

名称 Name		职位 Title	
联络电话 Phone		通讯电邮 Email	
名称 Name		职位 Title	
联络电话 Phone		通讯电邮 Email	
名称 Name		职位 Title	
联络电话 Phone		通讯电邮 Email	
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联络电话 Phone		通讯电邮 Email	
名称 Name		职位 Title	
联络电话 Phone		通讯电邮 Email	
名称 Name		职位 Title	
联络电话 Phone		通讯电邮 Email	