

虚拟办公室服务计划申请表 (VO-001)

Virtual Office Services Application Form

*为必须填写项目 Required fields

C. Code	
Tel.	
P.M.	
Date	

申请数据 Applicant Information

公司/个人名称 Company/Registrant Name *	如公司尚未登记, 请填写申请人姓名。 Please fill the applicant's name if the company hasn't registered.		
	中文名称 Chinese name		
	英文名称 English name		
类型 Type	<input type="checkbox"/> 有限公司 Limited Company <input type="checkbox"/> 非牟利机构 Non-profit organization <input type="checkbox"/> 其他 Others		<input type="checkbox"/> 无限公司 Unlimited Company <input type="checkbox"/> 个人 Personal Use
公司注册国家 Country of Registration	<input type="checkbox"/> HK <input type="checkbox"/> Others 其他 _____	<input type="checkbox"/> BVI <input type="checkbox"/> 其他 _____	商业登记/香港身份证/护照号码 Business Registration/HK ID/ Passport No. *

联络人数据 Contact Person Information

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

证件上名称 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*	
住址 Residential Address *			

证件上名称 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*	
住址 Residential Address *			

证件上名称 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*	
住址 Residential Address *			

服务计划内容 Service Plan Information

收费因分行而异，请选择分行作为注册地址。

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

#6 个月预缴送 2 个月 6-month-prepay, and get 2 months for FREE
#12 个月预缴送 6 个月 12-month-prepay, and get 6 months for FREE

A. 基本计划 PLAN A

➤ 无限代收信件及包裹，并作出实时通知 Unlimited mails and parcels handling

分行 Branch	上环 (SW)	铜锣湾(CWB)	观塘 (KT)	尖沙咀(TST)	旺角(MK)
月费 Monthly Fee (HK\$)	\$132	\$117	\$132	\$132	\$117
6 个月预缴 6-month-prepay (HK\$)	<input type="checkbox"/> \$790	<input type="checkbox"/> \$700	<input type="checkbox"/> \$790	<input type="checkbox"/> \$790	<input type="checkbox"/> \$700
12 个月预缴 12-month-prepay (HK\$)	<input type="checkbox"/> \$1,580	<input type="checkbox"/> \$1,400	<input type="checkbox"/> \$1,580	<input type="checkbox"/> \$1,580	<input type="checkbox"/> \$1,400

B. 商务计划 PLAN B

- 无限代收信件及包裹，并作出实时通知 Unlimited mails and parcels handling
- 提供独立电话号码 Dedicated phone number
- 电话秘书以贵公司名义代接电话 Phone Secretary answer phone calls on behalf of your co.
- 代接电话后实时转驳至指定号码 Phone Secretary answer and redirect phone call(s)
- 主动通知阁下有关来电及口讯 Phone/Email notification of received call(s)

分行 Branch	上环 (SW)	铜锣湾(CWB)	观塘 (KT)	尖沙咀(TST)	旺角(MK)
月费 Monthly Fee (HK\$)	\$330	\$315	\$330	\$330	\$315
6 个月预缴 6-month-prepay (HK\$)	<input type="checkbox"/> \$1,980	<input type="checkbox"/> \$1,890	<input type="checkbox"/> \$1,980	<input type="checkbox"/> \$1,980	<input type="checkbox"/> \$1,890
12 个月预缴 12-month-prepay (HK\$)	<input type="checkbox"/> \$3,960	<input type="checkbox"/> \$3,780	<input type="checkbox"/> \$3,960	<input type="checkbox"/> \$3,960	<input type="checkbox"/> \$3,780

C. 优越计划 PLAN C

- 无限代收信件及包裹，并作出实时通知 Unlimited mails and parcels handling
- 提供独立电话号码 Dedicated phone number
- 电话秘书以贵公司名义代接电话 Phone Secretary answer phone calls on behalf of your co.
- 代接电话后实时转驳至指定号码 Phone Secretary answer and redirect phone call(s)
- 主动通知阁下有关来电及口讯 Phone/Email notification of received call(s)
- 共享传真号码 Provide shared fax number
- 无限接收页数 Unlimited faxes receive to send to your email in PDF

分行 Branch	上环 (SW)	铜锣湾(CWB)	观塘 (KT)	尖沙咀(TST)	旺角(MK)
月费 Monthly Fee (HK\$)	\$360	\$345	\$360	\$360	\$345
6 个月预缴 6-month-prepay (HK\$)	<input type="checkbox"/> \$2,160	<input type="checkbox"/> \$2,070	<input type="checkbox"/> \$2,160	<input type="checkbox"/> \$2,160	<input type="checkbox"/> \$2,070
12 个月预缴 12-month-prepay (HK\$)	<input type="checkbox"/> \$4,320	<input type="checkbox"/> \$4,140	<input type="checkbox"/> \$4,320	<input type="checkbox"/> \$4,320	<input type="checkbox"/> \$4,140

D. 尊尚计划 PLAN D

- 无限代收信件及包裹，并作出实时通知 Unlimited mails and parcels handling
- 提供独立电话号码 Dedicated phone number
- 电话秘书以贵公司名义代接电话 Phone Secretary answer phone calls on behalf of your co.
- 代接电话后实时转驳至指定号码 Phone Secretary answer and redirect phone call(s)
- 主动通知阁下有关来电及口讯 Phone/Email notification of received call(s)
- 提供独立传真号码，可于网上直接收发传真 E-Fax (Private fax number.)
- 每月接收 200 张；发送 100 张 200 incoming and 100 outgoing faxes per month

分行 Branch	上环 (SW)	铜锣湾(CWB)	观塘 (KT)	尖沙咀(TST)	旺角(MK)
月费 Monthly Fee (HK\$)	\$420	\$405	\$420	\$420	\$405
6 个月预缴 6-month-prepay (HK\$)	<input type="checkbox"/> \$2,520	<input type="checkbox"/> \$2,430	<input type="checkbox"/> \$2,520	<input type="checkbox"/> \$2,520	<input type="checkbox"/> \$2,430
12 个月预缴 12-month-prepay (HK\$)	<input type="checkbox"/> \$5,040	<input type="checkbox"/> \$4,860	<input type="checkbox"/> \$5,040	<input type="checkbox"/> \$5,040	<input type="checkbox"/> \$4,860

T. 电话计划 PLAN Tel > 提供独立电话号码 Dedicated phone number > 电话秘书以贵公司名义代接电话 Phone Secretary answer phone calls on behalf of your co. > 代接电话后实时转驳至指定号码 Phone Secretary answer and redirect phone call(s) > 主动通知阁下有关来电及口讯 Phone/Email notification of received call(s) <input type="checkbox"/> 6 个月预缴 6-month-prepay HK\$960 <input type="checkbox"/> 12 个月预缴 12-month-prepay HK\$1,920											
邮件通知 Mail Notification *	<input type="checkbox"/> 以电邮通知 Notify by email										
按金 Deposit	<input type="checkbox"/> \$100 (适用于计划 A) <input type="checkbox"/> \$300 (适用于计划 B - 计划 Tel)										
来电处理 Call Management											
欢迎语 Greetings											
来电处理安排 Call Handling Service	<input type="checkbox"/> 接听后实时转驳至指定号码, 或 Transfer to assigned no. after answer, OR <input type="checkbox"/> 系统转驳至指定号码 Direct transfer to assigned no. <table border="1" style="width: 100px; height: 20px; margin: 5px auto;"> <tr> <td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td> </tr> </table> <input type="checkbox"/> 以电邮通知 Notify by email										
备注 Remarks (可提供公司数据以提升服务素质 Please provide the following information for better quality of services.)											
增值服务 Value-Added Options											
<input type="checkbox"/> 非办公时间来电处理 [\$30/月] Call 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. <table border="1" style="width: 100px; height: 20px; margin: 5px auto;"> <tr> <td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td><td style="width: 15px;"> </td> </tr> </table>										
邮件扫描服务 Mail Scan Service <input type="checkbox"/> \$100/月 - 10 封 \$100/Month for 10 mails <input type="checkbox"/> \$300/月 - 30 封 \$300/Month for 30 mails	<ul style="list-style-type: none"> ◆ 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.										
重要控制人登记册 Significant Controllers Register											
<input type="checkbox"/> 代办重要控制人登记册, 费用\$300 Prepare the Significant Controllers Register – HKD\$300 <ul style="list-style-type: none"> ● 编制重要控制人登记册, 并把重要控制人的所需详情及公司指定代表的联络数据记入该登记册内 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 	<input type="checkbox"/> 代任重要控制人登记册内指定代表, 费用\$1,000/年 Serve as the Designated Representative of the Significant Controllers Register – HKD\$1,000/year <ul style="list-style-type: none"> ● 代任法定指定代表 Acting as the designated representative of the company in the SCR 										
公司秘书服务 Company Secretary Service											
<ul style="list-style-type: none"> ● 出任公司秘书一职至贵公司本年度结束日 Participate as company secretary until the next anniversary of its incorporation ● 准备及按时提交同一年度的周年申报表 (AR) Prepare and submit Annual Return (AR) for the year ● 缴交周年申报表费用 HK\$105 Annual Return fee HK\$105 is included ● 非香港居民成立公司必须使用 This service is required for a company without any Hong Kong Resident as its shareholder. 注: 如贵公司于服务期内没有透过本公司更改公司架构, 贵公司必须于 7 个工作日内将文件副本主动传送本公司, 否则会根据现有纪录准备文件, 如递交文件后需作任何更改或不被公司注册处接纳, 所造成的行政费或罚款将由贵公司承担。 Note: 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.	<input type="checkbox"/> \$600										

水牌服务 Office Directory

实体水牌位置租用 Office Directory Service <ul style="list-style-type: none"> ● 一个水牌位置租用 By using 1 unit space on our company directory board ● 12个月 Service period: 12 months ● 折后平均月费 Discounted average monthly fee HKD\$133-150 ● 一次性制作费 Production fee HKD\$300 <input type="checkbox"/> 6个月预缴 6-month-prepay HK\$1,500 <input type="checkbox"/> 12个月预缴 12-month-prepay HK\$2,700	电子水牌位置租用 Electronic Office Directory Service <ul style="list-style-type: none"> ● 一个电子水牌位置租用 By using 1 unit space on our e-company directory board ● 12个月 Service period: 12 months ● 月费 Monthly Fee HKD\$16 <input type="checkbox"/> 6个月预缴 6-month-prepay HK\$144 <input type="checkbox"/> 12个月预缴 12-month-prepay HK\$288
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邮件转寄 Mail Re-directing Service

方式 Type	地区及邮费 Area and Delivery Fee	转寄频率 Forwarding Cycle	月费 Monthly Fee
邮寄 by post	香港 (包转寄 20 封邮件及基本邮费) Hong Kong Area only (20 mails and stamp fee included)	每周五 Every Friday	<input type="checkbox"/> \$70
	海外或内地 (包转寄 20 封邮件及基本邮费) Overseas or Mainland China (20 mails and stamp fee included)	每月转寄 Every Month	<input type="checkbox"/> \$50
		每周五 Every Friday	<input type="checkbox"/> \$90
速递 by courier	顺丰速运 S.F. Express [\$60/月] 运费到付 Delivery fee payable at destination	每月转寄 Every Month	<input type="checkbox"/> \$75
		每周五 Every Friday	<input type="checkbox"/> \$60
转寄地址: Forward Address:		收件人 Receiver:	
		电话 Tel:	

企业形象提升服务 Corporate Image Enhancement Services

企业电邮服务 Corporate Email	<input type="checkbox"/> 计划 E1 \$600 <input type="checkbox"/> 计划 E2 \$800 <input type="checkbox"/> 计划 E3 \$900 <ul style="list-style-type: none"> ◆ 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 6 有详细表格 Details on page 6
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 <ul style="list-style-type: none"> ◆ 任选一款设计 Choose design from templates ◆ 印刷费全包 Printing fee included *页 6 有详细表格 Details on page 6

付款方式及方法 Payment Information

计划生效日期 Activation Date *	缴交费用 Payment *
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"

服务将于缴交费用确认后生效。 Services will start ONLY when payment is verified.

请连同商业登记证及联络人证件副本一并递交。

Please submit the BR copy and the ID copy of all contact persons for application.

一般条款 MAIN TERMS

1. 本合同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的时段的服务费，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.

合约期 CONTRACT PERIOD

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

关于服务及付款 ABOUT SERVICE AND PAYMENT

11. 代收客户邮件及包裹 MAIL HANDLING SERVICES
- 11.1 邮件或包裹的总体积不应超过 60cm x 60cm x 120cm。服务供货商有权拒收任何超出上述体积的邮件及包裹
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 服务供货商有权拒收客户任何危险或非法的对象。
The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for the Customer.
- 11.3 客户包裹之处理费用将根据存放时间及数量而定，详情如下：
The handling charge of the parcel received for the Customer will be based on the storing time and the quantity, details as follows :
- | | |
|--|--|
| 客户获通知后首 3 天内领取
collect within first 3-day after the email notification sent | 免费
Free |
| 于首 3 天后领取
collect after the first 3-day | 港币 20 元正 (每日 / 每件)
HK\$ 20 / day / item |
- 11.4 超逾 30 天不取，及不能联络者，服务供货商将自行处理寄存物，而不另行通知，并且不负任何责任，后果客户自负。
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.
若客户暂存的对象基于任何原因而被盗，遗失或损毁，服务供货商不须为此而负上任何责任。
- 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. 转寄邮件服务 MAIL FORWARDING SERVICES

- 12.1 若客户需要转寄邮件，须于申请服务时提出。否则，客户需每次以电邮或书面形式通知服务供货商。
If the mail forwarding services is required, the Customer should state at the time of application. Otherwise, the Customer should notice the Service Provider by email or written notice afterward every time.
- 12.2 服务供货商不会为转寄邮件而引致的损失、被窃、被破坏、或任何灾害，而作出任何赔偿及负上任何责任。
The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.

13. 电话服务 CALL SERVICES

- 13.1 所有来电转驳服务只适用于本地电话号码。
All call forwarding services apply to local telephone number only.
- 13.2 若客户须更改系统直接转驳之指定号码，必须于生效期前 1 个工作天向服务供货商以书面形式通知。
If the designated number direct transferred by system is to be changed, a formal written notification should be submitted to the Service Provider on or before 1 working day prior to the effective day.
- 13.3 为保障客户之利益及私隐，所有来电讯息会储存 48 小时。
For protecting the Customer's interest and privacy, all messages from callers will be reserved 48 hours.
- 13.4 于办公时间内，专线电话服务只限代接后留言及转驳电话，而不包括任何产品查询，报价及客户服务的工作。
During the office hour, the telephone services provided by the Service Provider can be only used for receiving calls, leaving messages and transferring calls on behalf of the Customer, not including any services related to product inquiries, making quotations and customer services.

14. 客户须于服务到期日一个月前与服务供货商书面提出续约或中止服务，否则按金将不获退回

Customers are required to renew / terminate the service with the service provider 1 month before the expiry date of the service period. Otherwise, the deposit will be forfeited.

15. 客户应于账单上列明的到期日前缴交有关款项，否则服务供货商有权终止其服务而不作另行通知。同时客户有责任于到期日前确保已缴交之费用已由服务供货商收取并确认。
The Customer shall pay the fees before the due date specified on the relevant invoices, or the Service Provider has the right to suspend the services to the Customer. The Customer has the responsibility to make sure that their payments are received and identified by the Service Provider before the due date specified on the relevant invoices.
16. 若客户要求重启因延迟缴款或欠款被终止的服务，服务供货商将会向客户收取于终止期间的相关服务费用。
If Customer requests to reactive the services which has been suspended by the Service Provider due to late payment or overdue situation, the Service Provider shall charge the Customer the service fees for the suspended period.
17. 客户如需更改服务指令、内容或地点，需以书面形式通知服务供货商，及缴付相关费用。
If the Customer requires to make amendments to service instructions, contents or location, a written notice should be given to the Service Provider to the amendment take place, related service fees shall apply.

本人兹证实上述资料确实无讹，并已阅读及同意合约所列之条款。

I have read and agreed to the Terms and Conditions and declared that the information given above is true.

Received by Brilliant Business Centre Limited

客户签署或盖印 Applicant Signature

日期 Date :

日期 Date :

企业电邮服务计划 Corporate Email Service Plan

□ 计划 E1 \$600/年	□ 计划 E2 \$800/年	□ 计划 E3 \$900/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 	<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 	<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

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 	
选取编号 Selected Card No.		公司商标 Has Logo	<input type="checkbox"/> 有 Yes <input type="checkbox"/> 没有 No
卡片内容 Business Card Content			
公司名称 Company Name			
公司地址 Address	<input type="checkbox"/> SW <input type="checkbox"/> CWB <input type="checkbox"/> KT <input type="checkbox"/> TST <input type="checkbox"/> MK		
公司网址 Website			
联络电话 Phone		传真号码 Fax	
姓名资料 1			
名称 Name		职位 Title	
联络电话 Phone		通讯电邮 Email	
姓名资料 2			
名称 Name		职位 Title	
联络电话 Phone		通讯电邮 Email	
姓名资料 3			
名称 Name		职位 Title	
联络电话 Phone		通讯电邮 Email	