

銅鑼灣 | 上環 | 觀塘 | 尖沙咀 | 旺角 | 葵芳 | 深圳辦事處
Causeway Bay | Sheung Wan | Kwun Tong | Tsim Sha Tsui | Mong Kok | Kwai Fong | Shenzhen
Trust or Company Service Provider License No.: TC000722

Virtual Office Services Application Form (VO-001)

*Mandatory fields #Listed Company is NOT applicable

		Application I	nformation			
Туре	☐ Limited Company ☐ NGO	☐ Unlimited (☐ Others	Company	Person	al Use	
Company Name *	Name in Chinese:					
(See Guideline 1)	Name in English:					
Country of Registration *	Hong Kong BV	Business Registration/HI Passport No. *	K ID/		CI No. If Applicable*	
	Shareholder's / Dire	ector's / Co. Sec.	's / Contact Pe	erson's Inf	ormation	
 service charge is HK\$ According to The Con Phase 2 of the New I Residential addresses public inspection. # Residential Address 	or, please fill in the form VO-00 550/month per contact person. Inspection Regime of the Come of directors and full identificate is protected information, will nearly Address are for BBC interna-	al office service must panies Register under ion numbers ("IDNs" ot be shown on the pu	provide the date of I the Companies On of directors are re	Birth. rdinance (Cap.	. 622) has commen	ced on 24 October 2022.
Applicant's position *	☐ Shareholder	☐ Director	☐ Com	pany Secreta	ry 🗌 St	aff
Name on ID/Passport*	Chinese:		English:			
ID/Passport Issuing Country *	□ нк	ID/Passport Number *			Date of Birth*	YYYY-MM-DD
No. of Shares		Phone Number *			Email*	
Usual Residential Addr. # *		,				
Correspondence Addr. *					☐ Same as I	Registered Addr.
Applicant's position *	☐ Shareholder	☐ Director	☐ Com	pany Secreta	ry 🗌 St	aff
Name on ID/Passport*	Chinese:		English:			
ID/Passport Issuing Country *	□ нк	ID/Passport Number *			Date of Birth*	YYYY-MM-DD
No. of Shares		Phone Number *			Email*	
Usual Residential Addr. # *			1			
Correspondence Addr. *					☐ Same as I	Registered Addr.
Applicant's position *	☐ Shareholder	☐ Director	☐ Com	pany Secreta	ry 🗌 St	aff
Name on ID/Passport*	Chinese:		English:			
ID/Passport Issuing Country *	□ нк	ID/Passport Number *			Date of Birth*	YYYY-MM-DD
No. of Shares		Phone Number *			Email*	
Usual Residential Addr. # *		<u> </u>				
Correspondence Addr. *					Same as I	Registered Addr.

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Service charge fo

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銅鑼灣		上環		觀塘		尖沙咀		旺角		葵芳		深圳辦事處
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Causeway Bay | Sheung Wan | Kwun Tong | Tsim Sha Tsui | Mong Kok | Kwai Fong | Shenzhen

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	choose a branch as your registered address for Plan A-D 12-month-prepay, and get 6 months for FREE
ranch's address as your registered address	

By using BBC br Unlimited mails and parcels handling

Branch	Causeway Bay	Sheung Wan	Kwun Tong	Tsim Shi Tsui	Mong kok	Kwai Fong
6-month-prepay	□ \$700	□ \$790	□ \$790	□ \$790	□ \$700	□ \$790
12-month-prepay	□ \$1,400	□ \$1,580	S1,580	□ \$1,580	□ \$1,400	S1,580

Service Plans

Plan B

Plan A

- By using BBC branch's address as your registered address
- Unlimited mails and parcels handling

Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)

_	Dedicated phone number (1 none secretary answers phone earls on benair or your company)						
	Branch	Causeway Bay	Sheung Wan	Kwun Tong	Tsim Shi Tsui	Mong kok	Kwai Fong
	6-month-prepay	□ \$1,900	□ \$2,000	S2,000	□ \$2,000	□ \$1,900	□ \$2,000
	12-month-prepay	□ \$3,800	□ \$3,960	□ \$3,960	□ \$3,960	□ \$3,800	□ \$3,960

Plan C

- By using BBC branch's address as your registered address
- Unlimited mails and parcels handling
- Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)

Display of company name on e-office directory

Branch	Causeway Bay	Sheung Wan	Kwun Tong	Tsim Shi Tsui	Mong kok	Kwai Fong
6-month-prepay	□ \$2,060	S2,160	S2,160	S2,160	□ \$2,060	□ \$2,160
12-month-prepay	□ \$4,080	□ \$4,200	□ \$4,200	□ \$4,200	□ \$4,080	□ \$4,200

Plan D

- By using BBC branch's address as your registered address
- Unlimited mails and parcels handling
- lacktriangleDedicated phone number (Phone Secretary answers phone calls on behalf of your company)
- Display of company name on e-office directory

Provide shared fax number. Unlimited fax to email (faxes in PDF format)

Branch	Causeway Bay	Sheung Wan	Kwun Tong	Tsim Shi Tsui	Mong kok	Kwai Fong		
6-month-prepay	□ \$2,280	□ \$2,380	□ \$2,380	□ \$2,380	□ \$2,280	□ \$2,380		
12-month-prepay	□ \$4,380	S4,600	S4,600	S4,600	□ \$4,380	□ \$4,600		

	6-month-prepay	□ \$2,280	□ \$2,380	□ \$2,380	□ \$2,380	□ \$2,280	□ \$2,380	
	12-month-prepay	S4,380	S4,600	S4,600	S4,600	S4,380	S4,600	
P	Plan E Dedicated phone nur 6-month-prepay HKD	\$1,230	ry answers phon	e calls on behalf	of your company)			

12-month-prepar	12-month-prepay HKD\$1,230					
Notification	☐ By email					
Deposit	☐ HKD\$100 (applicable for ALL plans)					
	0.00					

Office Directory

Office Directory Service

- By using 1 unit space on our company directory board
- Discounted average monthly fee HKD\$133-150
- Production fee HKD\$300

6-month-prepay HKD\$1,500
12-month-prepay HKD\$2,700

Electronic Office Directory Service

- By using 1 unit space on our e-company directory board
- Discounted average monthly fee HKD\$16-18

6-month-prepay HKD\$144 12-month-prepay HKD\$288

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			Call Processing (F	or Plan B-	E only)	
Greetings Mes (Max 20 words)						
		☐ Take	message & Notify by email			
Methods (Choose either one)			Transfer to assigned no. after answer			
(Choose ethici c	пс)	☐ 7x24	Direct transfer to designated no.			
Remarks (Please provide company/service for better handli	e information					
			Value-Addeo	d Options	S	
			nour at only HKD\$30/month or designated phone number during no	on-office ho	our.	
	rvice nth for 10 m nth for 30 m			er mail. and you w	ish to scan the mail, the service charg submit your order on bbc . me Platfor	
			Mail Re-direct	ting Servi	ice	
Туре	Area and D	elivery F	ee		Forwarding Cycle	Monthly Fee
by post	Hong Kong	g Area onl	y (20 mails and stamp fee included)		Every Friday	□ \$70
					Every Month	□ \$50
	Overseas o	r Mainlan	d China (20 mails and stamp fee inclu	ided)	Every Friday	□ \$90
					Every Month	\$75
by courier	S.F. Expres		-4 d4:4:		Every Friday	\$60
Forward Addr		e payable	at destination		Every Month Recipient:	\$60
roiwaiu Auui	ess.				Tel:	
			Dedicated E-F	lay Canyi		
E-fax service	2	•	Dedicated E-Fax Service \$600/Yea	r	(faxes in PDF format), fax out online	9
	Register o	of Memb	ers, Register of Directors & R	egister of	f Company Secretary (See Guid	leline 6)
• Prepar	e the Register	Of Memb	chers, Register Of Directors & Register Of Directors & Register Of Directors & Register Oupdate would be allowed when the Register Of Directors & Register Output Directors & Register Of Directors &	f Company	Secretary	
			Significant Controllers R	egister (S	See Guideline 7)	
_	_		rollers Register (SCR) – HKD\$300 ry information. This is a one-time service	e, no update	e would be allowed when the SCR is m	ade.
Please no	te: In suspici	on of the	esentative of the Significant Control Customer is involved in any illegal acti of the Designated Representative of the	vities, or su	bjected to any civil or criminal prosec	rution, BBC reserves all

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Company Secretary's Service Plans

- This service is recommended for a company without any Hong Kong Resident as its shareholder.
- 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

rights to resign from the position of Company Secretary with immediate effect.						
Plan S1 (Basic)	Plan S2 (Plus)	Plan S3 (Pro)				
incorporated businesses will be req	uired to pay a registration fee for Annual 1	 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 2020 to 30th September 2022, Hong Kong Return Filing of HKD105 starting October 2022. To 				
		you apply for or renew the corresponding service plan.				
HKD\$905/Year (Included Service fee \$800 & AR fee \$105)	HKD\$1,885/Year (Included Service fee \$1,780 & AR fee \$105)	HKD\$1,985/Year Special Offer! (Included Service fee \$1,880 & AR fee \$105)				

Please submit the BR copy and the ID copy of all contact persons for application. For online applications, we would arrange identity validation.

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.
- 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 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.

7.10 The customers who fail to provide true and correct information, or necessary documents within the set time limit to the Service Provider for completion of customer due diligence

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procedures

- 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.
- (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.

<u>LIMITATION OF LIABILITY</u>

- 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 When not renewing the subscribed service(s), the Customer should notify the Service Provider 30 days before server period ends, otherwise, the deposit amount 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 HANDLING SERVICES
 - 20.1 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.
 - 20.2 The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for the Customer.
 - 20.3 The handling charge of the parcel received for the Customer will be based on the storing time and the quantity, details as follows:

collect within first 3-day after the email notification sent	Free
collect after the first 3-day	HK\$ 20 / day / item

- 20.4 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.
- 21 MAIL FORARDING 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

CONFIRM YOUR APPLICATION

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	I have read and agreed to the Terms and Conditions and declared that the in agree that Brilliant Business Centre Limited shall not be liable if the incapayments for this service is non-refundable under any circumstances.	, 1		
	I understand that I MUST return the required documents duly signed to Brilliant Business Centre Limited for completing the application process within 12 days from the signing of this document, or I / my company shall be deem liable for all the penalties and legal liabilities incurred. I also agree that if I fail to provide the required documents within a month, this application would be considered cancelled, and under such circumstance, there will be NO refund of any fees that have been paid for this application. Reconnection or reapplication fee may apply.			
	(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		

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Corporate Email Service Plans							
 Plan E1 \$600/Year Quota: 2 GB Domain Name registration for 1 year (e.g. mycomp.com) Email Account x 10 (e.g. me@mycomp.com) Unlimited email forwarding Supports Webmail, IMAP, POP3 Supports Outlook, iPhone, Android Free parking page with basic company information FTP Account x 1 MySQL Database x 1 Plan E2 \$800/Year Quota: 4 GB Domain Name registration for 1 year (e.g. mycomp.com) Email Account x 20 (e.g. me@mycomp.com) Unlimited email forwarding Supports Webmail, IMAP, POP3 Supports Outlook, iPhone, Android Free parking page with basic company information FTP Account x 1 MySQL Database x 1 Domain Name Registration 		 □ Plan E3 \$900/Year ● Quota: 6 GB ● Domain Name registration for 1 year (e.g. mycomp.com) ● Email Account x 30 (e.g. me@mycomp.com) ● Unlimited email forwarding ● Supports Webmail, IMAP, POP3 ● Supports Outlook, iPhone, Android ● Free parking page with basic company information ● FTP Account x 3 ● MySQL Database x 3 					
First Choice			ond Choice				
Category			Others				
Cloud Backup Service Plans							
Services includes: PC Customer side program with 1 us Automated & Scheduled backup Supports multiple backup versions fo Complete backup of all files in destination 12 months of services		for download and restore	☐ 50 GB Clo	oud Backup space, at HKD\$336 /Year oud Backup space, at HKD\$696 /Year Cloud Backup space, at HKD\$1,056 /Year			
Business Card Printing Service Plans							
 300 Cards (3 boxes) at HKD\$500 Choose a design template 2 persons included Each box contains 100 cards Total 300 pieces 		 600 Cards (6 boxes) at HKD\$600 Choose a design template 4 persons included Each box contains 100 cards Total 600 pieces 		 900 Cards (9 boxes) at HKD\$900 Choose a design template 6 persons included Each box contains 100 cards Total 900 pieces 			
Selected Card No.			Company Logo	☐ Yes ☐ No			
Business Card Content							
Company Name	pany Name Same as Registered Name						
Address	ddress Same as Registered Addres						
Website							
Tel			Fax				
Name			Title				
Phone			Email				
Name			Title				
Phone			Email				

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