

(if any) **Virtual Office Services Application Form (VO-001)**

*Mandatory fields #Listed Company is NOT applicable

Application Information					
Type	<input type="checkbox"/> Limited Company <input type="checkbox"/> Unlimited Company <input type="checkbox"/> Personal Use <input type="checkbox"/> NGO <input type="checkbox"/> Others				
Company Name * (See Guideline 1)	Name in Chinese:				
	Name in English:				
Country of Registration *	<input type="checkbox"/> Hong Kong <input type="checkbox"/> BVI <input type="checkbox"/> Others	Business Registration/HK ID/Passport No. *		CI No. If Applicable*	
Shareholder's / Director's / Co. Sec.'s / Contact Person's Information					
<ul style="list-style-type: none"> For additional member, 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. According to The Companies Ordinance, using Virtual office service must provide the date of Birth. Phase 2 of the New Inspection Regime of the Companies Register under the Companies Ordinance (Cap. 622) has commenced on 24 October 2022. Residential addresses of directors and full identification numbers (“IDNs”) of directors are replaced with correspondence addresses and partial IDNs for public inspection. # Residential Address is protected information, will not be shown on the public record. https://www.cr.gov.hk/en/legislation/nir/faq/Phase2.htm Phone Number and Email Address are for BBC internal use only. 					
Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary <input type="checkbox"/> Staff				
Name on ID/Passport*	Chinese:		English:		
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *	Date of Birth*	YYYY-MM-DD	
No. of Shares		Phone Number *	Email*		
Usual Residential Addr. # *					
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.				
Shareholder's / Director's / Co. Sec.'s / Contact Person's Information					
Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary <input type="checkbox"/> Staff				
Name on ID/Passport*	Chinese:		English:		
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *	Date of Birth*	YYYY-MM-DD	
No. of Shares		Phone Number *	Email*		
Usual Residential Addr. # *					
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.				
Shareholder's / Director's / Co. Sec.'s / Contact Person's Information					
Applicant's position *	<input type="checkbox"/> Shareholder <input type="checkbox"/> Director <input type="checkbox"/> Company Secretary <input type="checkbox"/> Staff				
Name on ID/Passport*	Chinese:		English:		
ID/Passport Issuing Country *	<input type="checkbox"/> HK	ID/Passport Number *	Date of Birth*	YYYY-MM-DD	
No. of Shares		Phone Number *	Email*		
Usual Residential Addr. # *					
Correspondence Addr. *	<input type="checkbox"/> Same as Registered Addr.				

Service Plans

Service charge for different branches is different. Please choose a branch as your registered address for Plan A-D
6-month-prepay, and get 2 months for FREE 12-month-prepay, and get 6 months for FREE

Plan A

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

Branch	Causeway Bay	Sheung Wan	Kwun Tong	Tsim Shi Tsui	Mong kok	Kwai Fong
6-month-prepay	<input type="checkbox"/> \$950	<input type="checkbox"/> \$790	<input type="checkbox"/> \$790	<input type="checkbox"/> \$790	<input type="checkbox"/> \$700	<input type="checkbox"/> \$790
12-month-prepay	<input type="checkbox"/> \$1,960	<input type="checkbox"/> \$1,580	<input type="checkbox"/> \$1,580	<input type="checkbox"/> \$1,580	<input type="checkbox"/> \$1,400	<input type="checkbox"/> \$1,580

Plan B

- 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)

Branch	Causeway Bay	Sheung Wan	Kwun Tong	Tsim Shi Tsui	Mong kok	Kwai Fong
6-month-prepay	<input type="checkbox"/> \$2,180	<input type="checkbox"/> \$2,000	<input type="checkbox"/> \$2,000	<input type="checkbox"/> \$2,000	<input type="checkbox"/> \$1,900	<input type="checkbox"/> \$2,000
12-month-prepay	<input type="checkbox"/> \$4,360	<input type="checkbox"/> \$3,960	<input type="checkbox"/> \$3,960	<input type="checkbox"/> \$3,960	<input type="checkbox"/> \$3,800	<input type="checkbox"/> \$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	<input type="checkbox"/> \$2,360	<input type="checkbox"/> \$2,160	<input type="checkbox"/> \$2,160	<input type="checkbox"/> \$2,160	<input type="checkbox"/> \$2,060	<input type="checkbox"/> \$2,160
12-month-prepay	<input type="checkbox"/> \$4,680	<input type="checkbox"/> \$4,200	<input type="checkbox"/> \$4,200	<input type="checkbox"/> \$4,200	<input type="checkbox"/> \$4,080	<input type="checkbox"/> \$4,200

Plan D

- 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
- 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	<input type="checkbox"/> \$2,580	<input type="checkbox"/> \$2,380	<input type="checkbox"/> \$2,380	<input type="checkbox"/> \$2,380	<input type="checkbox"/> \$2,280	<input type="checkbox"/> \$2,380
12-month-prepay	<input type="checkbox"/> \$4,880	<input type="checkbox"/> \$4,600	<input type="checkbox"/> \$4,600	<input type="checkbox"/> \$4,600	<input type="checkbox"/> \$4,380	<input type="checkbox"/> \$4,600

Plan E

- Dedicated phone number (Phone Secretary answers phone calls on behalf of your company)
- 6-month-prepay **HKD\$1,230**
- 12-month-prepay **HKD\$2,380**

Notification By email

Company Search Fee HKD\$100 (applicable for Plans A-D)

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**

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.

Plan S1 (Basic)	Plan S2 (Plus)	Plan S3 (Pro)
<p>Company Secretary Service includes:</p> <ul style="list-style-type: none"> ● Participate as company secretary until the next anniversary of its incorporation ● Prepare and submit Annual Return (AR) for the year 	<p>Company Secretary Service includes:</p> <ul style="list-style-type: none"> ● Participate as company secretary until the next anniversary of its incorporation ● 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) 	<p>Company Secretary Service includes:</p> <ul style="list-style-type: none"> ● Participate as company secretary until the next anniversary of its incorporation ● 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) <p>Use any service from below. Quota: 4 (Gov. Fee NOT Included):</p> <ul style="list-style-type: none"> ● 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
<p>Following the end of the waiver of Annual Return Filing Fees from 1st October 2020 to 30th September 2022, Hong Kong incorporated businesses will be required to pay a registration fee for Annual Return Filing of HKD105 starting October 2022. To avoid late filing and submission, the said fee will be billed and prepaid when you apply for or renew the corresponding service plan.</p>		
<input type="checkbox"/> HKD\$905/Year (Included Service fee \$800 & AR fee \$105)	<input type="checkbox"/> HKD\$1,885/Year (Included Service fee \$1,780 & AR fee \$105)	<input type="checkbox"/> 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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
 - The Customer is running any business that is identified as direct or indirect competition to the Service Provider.
 - 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;
 - In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities;
 - In suspicion of the Customer is using provided services to hold any promotional sales or public recruitment events;
 - 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;
 - The Customer, or any contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc;
 - 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;
 - 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.
 - 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.
 - 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

procedures.

- 8 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.
- 11 (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.

LIMITATION OF LIABILITY

- 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 If not renewing the subscribed service(s), the Customer should notify the Service Provider 30 days before service period ends, otherwise, the deposit (if any) 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 FORWARDING 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

- 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.
- 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

Corporate Email Service Plans			
<input type="checkbox"/> Plan E1 \$600/Year <ul style="list-style-type: none"> ● 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 	<input type="checkbox"/> Plan E2 \$800/Year <ul style="list-style-type: none"> ● 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 	<input type="checkbox"/> Plan E3 \$900/Year <ul style="list-style-type: none"> ● 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 	
Domain Name Registration			
First Choice			Second Choice
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 _____		
Cloud Backup Service Plans			
Services includes: <ul style="list-style-type: none"> ● PC Customer side program with 1 user-license ● Automated & Scheduled backup ● Supports multiple backup versions for download and restore ● Complete backup of all files in destinated location ● 12 months of services 		<input type="checkbox"/> 10 GB Cloud Backup space, at HKD\$336/Year <input type="checkbox"/> 50 GB Cloud Backup space, at HKD\$696/Year <input type="checkbox"/> 100 GB Cloud Backup space, at HKD\$1,056/Year	
Business Card Printing Service Plans			
<input type="checkbox"/> 300 Cards (3 boxes) at HKD\$500 <ul style="list-style-type: none"> ● Choose a design template ● 2 persons included ● Each box contains 100 cards ● Total 300 pieces 	<input type="checkbox"/> 600 Cards (6 boxes) at HKD\$600 <ul style="list-style-type: none"> ● Choose a design template ● 4 persons included ● Each box contains 100 cards ● Total 600 pieces 	<input type="checkbox"/> 900 Cards (9 boxes) at HKD\$900 <ul style="list-style-type: none"> ● Choose a design template ● 6 persons included ● Each box contains 100 cards ● Total 900 pieces 	
Selected Card No.			Company Logo <input type="checkbox"/> Yes <input type="checkbox"/> No
Business Card Content			
Company Name	<input type="checkbox"/> Same as Registered Name		
Address	<input type="checkbox"/> Same as Registered Address		
Website			
Tel			Fax
Name			Title
Phone			Email
Name			Title
Phone			Email