

虛擬辦公室服務計劃申請表 (VO-001)

Virtual Office Services Application Form

*為必須填寫項目 Required fields

C. Code	
Tel.	
Fax.	
P.M.	
Date	

申請資料 Applicant Information			
公司/個人名稱 Company/Registrant Name *	如公司尚未登記，請填寫申請人姓名。 Please fill the applicant's name if the company hasn't registered.		
	中文名稱 Chinese name		
	英文名稱 English name		
類型 Type	<input type="checkbox"/> 有限公司 Limited Company <input type="checkbox"/> 無限公司 Unlimited Company <input type="checkbox"/> 非牟利機構 Non-profit organization <input type="checkbox"/> 個人 Personal Use <input type="checkbox"/> 其他 Others _____		
公司註冊國家 Country of Registration	<input type="checkbox"/> HK <input type="checkbox"/> BVI <input type="checkbox"/> Others 其他 _____	商業登記/香港身份証/護照號碼 Business Registration/HK ID/ Passport No. *	
聯絡人資料 Contact Person Information			
<ul style="list-style-type: none"> 如多於三位聯絡人，請填寫表格 VO-002。 For additional contact person, please fill in the form VO-002. 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。 Corporate accounts have a maximum of 3 contact persons. For additional person, HK\$50/month will be charged per person. 如以個人名義申請服務，只限一位聯絡人(即申請人)。 1 contact person for personally account and he must be the applicant himself. 請連同所有聯絡人之證件一併遞交。Please submit the ID copy of all contact person for application. 聯絡電話和電郵地址為 BBC 內部使用。Phone Number and Email Address is for BBC internal use only. 			
主要聯絡人姓名 Main Contact Name *	中文 Chinese	英文 English	
證件號碼 ID Document Number *		國籍 Nationality	
聯絡電話 Phone Number *		Email Address *	電郵地址
聯絡人資料 Contact Person Information			
主要聯絡人姓名 Main Contact Name *	中文 Chinese	英文 English	
證件號碼 ID Document Number *		國籍 Nationality	
聯絡電話 Phone Number *		Email Address *	電郵地址
聯絡人資料 Contact Person Information			
主要聯絡人姓名 Main Contact Name *	中文 Chinese	英文 English	
證件號碼 ID Document Number *		國籍 Nationality	
聯絡電話 Phone Number *		Email Address *	電郵地址

服務計劃內容 Service Plan Information

<p>服務計劃 Service Plan *</p> <p>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 select a branch as your registered address.</p> <p>#6 個月預繳送 2 個 月 6-month-prepay, and get 2 months for FREE #12 個月預繳送 6 個月 12-month-prepay, and get 6 months for FREE</p>	<p>A. 基本計劃 PLAN A</p> <ul style="list-style-type: none"> 無限代收信件及包裹，並作出即時通知 Unlimited mails and parcels handling 																				
	<table border="1"> <thead> <tr> <th>分行 Branch</th> <th>上環 (SW)</th> <th>銅鑼灣(CWB)</th> <th>尖沙咀(TST)</th> <th>旺角(MK)</th> </tr> </thead> <tbody> <tr> <td>月費 Monthly Fee (HK\$)</td> <td>\$132</td> <td>\$117</td> <td>\$132</td> <td>\$117</td> </tr> <tr> <td>6 個月預繳 6-month-prepay (HK\$)</td> <td><input type="checkbox"/> \$790</td> <td><input type="checkbox"/> \$700</td> <td><input type="checkbox"/> \$790</td> <td><input type="checkbox"/> \$700</td> </tr> <tr> <td>12 個月預繳 12-month-prepay (HK\$)</td> <td><input type="checkbox"/> \$1,580</td> <td><input type="checkbox"/> \$1,400</td> <td><input type="checkbox"/> \$1,580</td> <td><input type="checkbox"/> \$1,400</td> </tr> </tbody> </table>	分行 Branch	上環 (SW)	銅鑼灣(CWB)	尖沙咀(TST)	旺角(MK)	月費 Monthly Fee (HK\$)	\$132	\$117	\$132	\$117	6 個月預繳 6-month-prepay (HK\$)	<input type="checkbox"/> \$790	<input type="checkbox"/> \$700	<input type="checkbox"/> \$790	<input type="checkbox"/> \$700	12 個月預繳 12-month-prepay (HK\$)	<input type="checkbox"/> \$1,580	<input type="checkbox"/> \$1,400	<input type="checkbox"/> \$1,580	<input type="checkbox"/> \$1,400
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	<p>B. 商務計劃 PLAN B</p> <ul style="list-style-type: none"> 無限代收信件及包裹，並作出即時通知 Unlimited mails and parcels handling 提供獨立電話號碼 Dedicated phone number 電話秘書以貴公司名義代接電話 Phone Secretary answer phone calls on behalf of your co. 代接電話後即時轉駁至指定號碼 Phone Secretary answer and redirect phone call(s) 主動通知閣下有關於來電及口訊 Phone/Email notification of received call(s) 																				
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<p>D. 尊尚計劃 PLAN D</p> <ul style="list-style-type: none"> 無限代收信件及包裹，並作出即時通知 Unlimited mails and parcels handling 提供獨立電話號碼 Dedicated phone number 電話秘書以貴公司名義代接電話 Phone Secretary answer phone calls on behalf of your co. 代接電話後即時轉駁至指定號碼 Phone Secretary answer and redirect phone call(s) 主動通知閣下有關於來電及口訊 Phone/Email notification of received call(s) 提供獨立傳真號碼，可於網上直接收發傳真 E-Fax (Private fax number.) 每月接收 200 張；發送 100 張 200 incoming and 100 outgoing faxes per month 																					
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<p>T. 電話計劃 PLAN Tel</p> <ul style="list-style-type: none"> 提供獨立電話號碼 Dedicated phone number 電話秘書以貴公司名義代接電話 Phone Secretary answer phone calls on behalf of your co. 代接電話後即時轉駁至指定號碼 Phone Secretary answer and redirect phone call(s) 主動通知閣下有關於來電及口訊 Phone/Email notification of received call(s) <p><input type="checkbox"/> 6 個月預繳 6-month-prepay HK\$960 <input type="checkbox"/> 12 個月預繳 12-month-prepay HK\$1,920</p>																					

郵件通知 Mail Notification *	<input type="checkbox"/> 以電郵通知 Notify by email		
按金 Deposit	<input type="checkbox"/> \$100 (適用於計劃 A) <input type="checkbox"/> \$300 (適用於計劃 B - 計劃 Tel)		
來電處理 Call Management			
歡迎語 Greetings			
來電處理安排 Call Handling Service	<input type="checkbox"/> 接聽後即時轉駁至指定號碼 Transfer to assigned no. after answer <input type="checkbox"/> 系統轉駁至指定號碼 Direct transfer to assigned no. <input type="checkbox"/> 以電郵通知 Notify by email		
備註 Remarks (可提供公司資料以提升服務質素 Please provide the following information for better quality of services.)			
增值服務 Value-Added Options			
<input type="checkbox"/> 非辦公時間來電處理 [\$30/月] Call Handling after office-hr	<ul style="list-style-type: none"> ◆ 非辦公時間, 將來電轉駁至指定號碼。 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Call(s) will be forwarded to your designated phone number during non-office hour. 		
郵件掃描服務 Mail Scan Service	<ul style="list-style-type: none"> ◆ 信件掃描並以電郵通知。 Scan mail as PDF and send by email. ◆ 每封不多於 20 頁 A4 紙。 Included 20 A4 pages per mail. #如沒有使用這服務而需要掃描郵件, 將收取 HKD\$20/封, 並限 20 頁 A4 紙 #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. 		
<input type="checkbox"/> \$100/月 - 10 封 \$100/Month for 10 mails			
<input type="checkbox"/> \$300/月 - 30 封 \$300/Month for 30 mails			
<input type="checkbox"/> 郵件轉寄 Mail Re-directing Service	<ul style="list-style-type: none"> ◆ 郵寄 by post : <input type="checkbox"/> 香港 Hong Kong (包轉寄 20 封郵件及基本郵費) [\$60/月] <input type="checkbox"/> 海外或內地 Overseas or Mainland China [\$80/月] (包轉寄 20 封郵件及基本郵費) ◆ 速遞 by courier : <input type="checkbox"/> 順豐速運 S.F. Express [\$60/月] <input type="checkbox"/> DHL [\$60/月] 運費到付 freight fee payable at destination ◆ 次數 Frequency : <input type="checkbox"/> 每週 Weekly <input type="checkbox"/> 每月 Monthly ◆ 地址 Address : 		
企業電郵服務 Corporate Email	<input type="checkbox"/> 計劃 E1 \$600 <input type="checkbox"/> 計劃 E2 \$800 <input type="checkbox"/> 計劃 E3 \$900 <ul style="list-style-type: none"> ◆ 包括域名註冊費 1 年 Domain Name Registration fee for 1 year included ◆ 送基本資料網頁一頁 Free parking page for company's information *頁 6 有詳細表格 Details on page 6 		
公司卡片印刷 Business Card Printing	<input type="checkbox"/> 300 張 Pieces \$400 <input type="checkbox"/> 600 張 Pieces \$600 <input type="checkbox"/> 900 張 Pieces \$800 <ul style="list-style-type: none"> ◆ 任選一款設計 Choose design from templates ◆ 印刷費全包 Printing fee included *頁 6 有詳細表格 Details on page 6 		
付款方式及方法 Payment Information			
計劃生效日期 Activation Date *			繳交費用 Payment *
繳費方式 Payment Method	<input type="checkbox"/> 親身到本公司繳費 Apply and pay in person <input type="checkbox"/> 銀行轉帳 (中國銀行或匯豐銀行) Bank Transfer (Bank of China or HSBC) <input type="checkbox"/> 支票付款 (支票抬頭「智尚商務國際有限公司」) Cheque Payable to "Brilliant Business Centre Limited"		

服務將於繳交費用確認後生效。 Services will start ONLY when payment is verified.

請連同商業登記証及聯絡人證件副本一併遞交。

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

一般條款 MAIN TERMS

1. 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.
2. 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 facilities within the premises of the Service Provider under this agreement.
3. 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地址、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。
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 天後，客戶遺下的任何郵件、包裹、傳真和物件，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 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.
 - 5.1 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；
The Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time;
 - 5.2 客戶涉嫌進行或涉及任何非法、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;
 - 5.3 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;
 - 5.4 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.
 - 5.5 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 the contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc.
 - 5.6 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 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 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. 如有任何爭議，服務供應商將保留最終決定權。
Should any disputes arise, the decision of the Service Provider shall be final.

責任範圍 LIMITATION OF LIABILITY

7. 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.
8. 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。
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。
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. 代收取客戶郵件及包裹 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物件。
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 超逾 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。

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. 電話服務 CALL SERVICES

13.1 所有來電轉駁服務只適用於本地電話號碼。

All call forwarding services apply to local telephone number only.

13.2 若客戶須更改系統直接轉駁之指定號碼，必須於生效期前 1 個工作天向服務供應商以書面形式通知。

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 為保障客戶之利益及私隱，所有來電訊息會儲存 48 小時。

For protecting the Customer's interest and privacy, all messages from callers will be reserved 48 hours.

13.4 於辦公時間內，專線電話服務只限代接後留言及轉駁電話，而不包括任何產品查詢，報價及客戶服務的工作。

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.

15. 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.

16. 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 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.

Received by Brilliant Business Centre Limited

客戶簽署或蓋印 Applicant Signature

日期 Date :

日期 Date :

企業電郵服務計劃 Corporate Email Service Plan

<input type="checkbox"/> 計劃 E1 \$600/年 <ul style="list-style-type: none"> ● 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 	<input type="checkbox"/> 計劃 E2 \$800/年 <ul style="list-style-type: none"> ● 4GB 空間 ● 1 年域名註冊 (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 	<input type="checkbox"/> 計劃 E3 \$900/年 <ul style="list-style-type: none"> ● 5GB 空間 ● 1 年域名註冊 (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
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域名註冊 Domain Name Registration

第一選擇 First Choice		第二選擇 Second Choice	
請選擇域名類型 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		
基本資料網頁 Parking Page #免費 FREE	<input type="checkbox"/> 需要 Yes <input type="checkbox"/> 不需要 No		

公司卡片印刷計劃 Business Card Printing Plan

<input type="checkbox"/> 300 張 (\$400) <ul style="list-style-type: none"> ● 選擇 1 個設計款式 ● 3 個人名 ● 每人最少 100 張 ● 全部合共 300 張 	<input type="checkbox"/> 600 張 (\$600) <ul style="list-style-type: none"> ● 選擇 1 個設計款式 ● 6 個人名 ● 每人最少 100 張 ● 全部合共 600 張 	<input type="checkbox"/> 900 張 (\$800) <ul style="list-style-type: none"> ● 選擇 1 個設計款式 ● 9 個人名 ● 每人最少 100 張 ● 全部合共 900 張 	
選取編號 Selected Card No.		公司商標 Has Logo	<input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No

卡片內容 Business Card Content

公司名稱 Company Name			
公司地址 Address	<input type="checkbox"/> SW <input type="checkbox"/> CWB <input type="checkbox"/> TST <input type="checkbox"/> MK		
公司網址 Website			
聯絡電話 Phone		傳真號碼 Fax	

名稱 Name		職位 Title	
聯絡電話 Phone		通訊電郵 Email	
名稱 Name		職位 Title	
聯絡電話 Phone		通訊電郵 Email	
名稱 Name		職位 Title	
聯絡電話 Phone		通訊電郵 Email	
名稱 Name		職位 Title	
聯絡電話 Phone		通訊電郵 Email	
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