

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

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/香港身份證/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 2 聯絡人，請填寫表格 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。 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. 根據 2018 年最新修訂公司法，使用虛擬辦公室服務者必須提供出生日期。 According to The Companies Ordinance, using Virtual office service must provide the date of Birth. 聯絡電話和電郵地址只供 BBC 內部使用。 Phone Number and Email Address are for BBC internal use only. 			
申請人身份 Applicant's position *	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <input type="checkbox"/> 職員 Staff		
證件上名稱 Name on ID/Passport*	中文 Chinese	英文 English	
證件號碼 ID Document Number *		出生日期 Date of Birth *	YYYY-MM-DD
聯絡電話 Phone Number *		電郵地址 Email Address*	
通常住址 # Usual Residential Address *			
通訊地址 Correspondence Address *	<input type="checkbox"/> 與註冊地址相同 Same as Registered Address		
聯絡人資料 Contact Person Information			
申請人身份 Applicant's position *	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <input type="checkbox"/> 職員 Staff		
證件上名稱 Name on ID/Passport*	中文 Chinese	英文 English	
證件號碼 ID Document Number *		出生日期 Date of Birth *	YYYY-MM-DD
聯絡電話 Phone Number *		電郵地址 Email Address*	
通常住址 # Usual Residential Address *			
通訊地址 Correspondence Address *	<input type="checkbox"/> 與註冊地址相同 Same as Registered Address		

服務計劃內容 Service Plan Information

收費因分行而異，請選擇分行作為註冊地址。

Service charge for different branches is different. Please choose a branch as your registered address for Plan A-D

#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

A. 基本計劃 PLAN A

➤ 無限代收信件及包裹，並作出即時通知 Unlimited mails and parcels handling

分行 Branch	銅鑼灣(CWB)	上環 (SW)	觀塘 (KT)	尖沙咀(TST)	旺角(MK)	葵芳(KF)
月費 Monthly Fee (HK\$)	\$117	\$132	\$132	\$132	\$117	\$132
6 個月預繳 6-month-prepay (HK\$)	<input type="checkbox"/> \$700	<input type="checkbox"/> \$790	<input type="checkbox"/> \$790	<input type="checkbox"/> \$790	<input type="checkbox"/> \$700	<input type="checkbox"/> \$790
12 個月預繳 12-month-prepay (HK\$)	<input type="checkbox"/> \$1,400	<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

B. 商務計劃 PLAN B

- 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)

分行 Branch	銅鑼灣(CWB)	上環 (SW)	觀塘 (KT)	尖沙咀(TST)	旺角(MK)	葵芳(KF)
月費 Monthly Fee (HK\$)	\$317	\$333	\$333	\$333	\$317	\$333
6 個月預繳 6-month-prepay (HK\$)	<input type="checkbox"/> \$1,900	<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 個月預繳 12-month-prepay (HK\$)	<input type="checkbox"/> \$3,800	<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

C. 優越計劃 PLAN C

- 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)
- 一個電子水牌位置租用 By using 1 unit space on our e company directory board

分行 Branch	銅鑼灣(CWB)	上環 (SW)	觀塘 (KT)	尖沙咀(TST)	旺角(MK)	葵芳(KF)
月費 Monthly Fee (HK\$)	\$345	\$360	\$360	\$360	\$345	\$360
6 個月預繳 6-month-prepay (HK\$)	<input type="checkbox"/> \$2,060	<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 個月預繳 12-month-prepay (HK\$)	<input type="checkbox"/> \$4,080	<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

D. 尊尚計劃 PLAN D

- 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)
- 一個電子水牌位置租用 By using 1 unit space on our e company directory board
- 共用傳真號碼 Provide shared fax number
- 無限接收頁數 Unlimited faxes receive to send to your email in PDF

分行 Branch	銅鑼灣(CWB)	上環 (SW)	觀塘 (KT)	尖沙咀(TST)	旺角(MK)	葵芳(KF)
月費 Monthly Fee (HK\$)	\$380	\$397	\$397	\$397	\$380	\$397
6 個月預繳 6-month-prepay (HK\$)	<input type="checkbox"/> \$2,280	<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 個月預繳 12-month-prepay (HK\$)	<input type="checkbox"/> \$4,380	<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

E. 電話計劃 PLANE	
<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\$1,230 <input type="checkbox"/> 12 個月預繳 12-month-prepay HK\$2,380</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 (適用於所有計劃)
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，或 Transfer to assigned no. after answer, OR <input type="checkbox"/> 系統轉駁至指定號碼 Direct transfer to assigned no. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> <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	非辦公時間，將來電轉駁至指定號碼。 Call(s) will be forwarded to your designated phone number during non-office hour.
郵件掃描服務 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. <p>#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.</p>
增值服務 Value-Added Options	
<input type="checkbox"/> 代辦成員登記冊、董事登記冊、公司秘書登記冊，費用\$400/次 Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary – HKD\$400/Once ● 編製成員登記冊、董事登記冊及公司秘書登記冊 Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary 服務只限製作一次，修改需重新收費 This is one-time service, no update would be allowed when the Registers are made.	
重要控制人登記冊 Significant Controllers Register (見附錄 7 See Guideline 7)	
<input type="checkbox"/> 代辦重要控制人登記冊，費用\$300/次 Prepare the Significant Controllers Register – HKD\$300/Once 編製重要控制人登記冊，並把重要控制人的所需詳情及公司指定代表的聯絡資料記入該登記冊內一次 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 once	
<input type="checkbox"/> 代任重要控制人登記冊內指定代表，費用\$1,000/年 Serve as the Designated Representative of the Significant Controllers Register (SCR) – HKD\$1,000/year 客戶若牽涉任何涉嫌違法事件、或受到民事或刑事起訴，本公司有權即時辭任重要控制人登記冊內指定代表 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 the Designated Representative of the SCR with immediate effect.	
水牌服務 Office Directory	
實體水牌位置租用 Office Directory Service <ul style="list-style-type: none"> ● 一個水牌位置租用 By using 1 unit space on our company directory board ● 12 個月 Service period: 12 months ● 折後平均月費 Discounted average monthly fee HKD\$133-150 ● 一次性製作費 Production fee HKD\$300 <input type="checkbox"/> 6 個月預繳 6-month-prepay HK\$1,500 <input type="checkbox"/> 12 個月預繳 12-month-prepay HK\$2,700	電子水牌位置租用 Electronic Office Directory Service <ul style="list-style-type: none"> ● 一個電子水牌位置租用 By using 1 unit space on our e-company directory board ● 12 個月 Service period: 12 months ● 月費 Monthly Fee HKD\$16 <input type="checkbox"/> 6 個月預繳 6-month-prepay HK\$144 <input type="checkbox"/> 12 個月預繳 12-month-prepay HK\$288

公司秘書服務 Company Secretary Service

S1 計劃 (基本) Plan S1 (Basic)	S2 計劃 (商務) Plan S2 (Plus)	S3 計劃 (專業) Plan S3 (Pro)
<p>公司秘書服務內容包括： Company Secretary Service included:</p> <ul style="list-style-type: none"> ● 出任公司秘書一職至貴公司本年度結束日 Participate as company secretary until the next anniversary of its incorporation ● 準備及按時提交同一年度的周年申報表 (AR) Prepare and submit Annual Return (AR) for the year 	<p>公司秘書服務內容包括： Company Secretary Service included:</p> <ul style="list-style-type: none"> ● 出任公司秘書一職至貴公司本年度結束日 Participate as company secretary until the next anniversary of its incorporation ● 準備及按時提交同一年度的周年申報表 (AR) Prepare and submit Annual Return (AR) for the year ● 編製／更新重要控制人登記冊，並把重要控制人的所需詳情及公司指定代表的聯絡資料記入該登記冊內 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. ● 編製／更新成員登記冊、董事登記冊及公司秘書登記冊 Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary. ● 代辦商業登記續期 Arrange for Business Registration Certificate Renewal 	<p>公司秘書服務內容包括： Company Secretary Service included:</p> <ul style="list-style-type: none"> ● 出任公司秘書一職至貴公司本年度結束日 Participate as company secretary until the next anniversary of its incorporation ● 準備及按時提交同一年度的周年申報表 (AR) Prepare and submit Annual Return (AR) for the year ● 編製／更新重要控制人登記冊，並把重要控制人的所需詳情及公司指定代表的聯絡資料記入該登記冊內 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. ● 編製／更新成員登記冊、董事登記冊及公司秘書登記冊 Prepare the Register Of Members, Register Of Directors & Register Of Company Secretary. ● 代辦商業登記續期 Arrange for Business Registration Certificate Renewal <p>任意選用以下服務共 4 次： Use any service from below. Quota: 4 :</p> <ul style="list-style-type: none"> ● 周年股東大會會議記錄 Preparing the first director minutes ● 提交開業通知/沒營運會議紀錄 Preparing the Notification of Commencement of Business by Corporation / the No commencement letter ● 更新業務性質 Changing company business nature ● 更改營業地址、註冊地址 Changing company registered address ● 更改公司名稱 Changing company name ● 申請分行商業登記證 Applying for branch registration certificate ● 分行更改資料 Changing branch details ● 董事委任及辭任 Appointment and registration of director ● 更改董事資料 Updating directors' personal information ● 增加註冊資本 Applying Share Allotment
<input type="checkbox"/> \$800/年 Year	<input type="checkbox"/> \$1,780/年 Year	<input type="checkbox"/> \$1,880/年 Year
<ul style="list-style-type: none"> ● 公司秘書服務計劃並不包括政府費用 Government Fee is NOT included in the Company Secretary service plans above. ● 非香港居民成立公司建議使用 This service is recommended for a company without any Hong Kong Resident as its shareholder. ● 客戶若牽涉任何涉嫌違法事件、或受到民事或刑事起訴，本公司有權即時辭任公司秘書 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. 		

郵件轉寄 Mail Re-directing Service

方式 Type	地區及郵費 Area and Delivery Fee	轉寄頻率 Forwarding Cycle	月費 Monthly Fee
郵寄 by post	香港 (包轉寄 20 封郵件及基本郵費) Hong Kong Area only (20 mails and stamp fee included)	每周五 Every Friday	<input type="checkbox"/> \$70
		每月轉寄 Every Month	<input type="checkbox"/> \$50
	海外或內地 (包轉寄 20 封郵件及基本郵費) Overseas or Mainland China (20 mails and stamp fee included)	每周五 Every Friday	<input type="checkbox"/> \$90
		每月轉寄 Every Month	<input type="checkbox"/> \$75
速遞 by courier	順豐速運 S.F. Express [\$60/月] 運費到付 Delivery fee payable at destination	每周五 Every Friday	<input type="checkbox"/> \$60
		每月轉寄 Every Month	<input type="checkbox"/> \$60
轉寄地址： Forward Address:		收件人 Receiver：	
		電話 Tel：	

企業形象提昇服務 Corporate Image Enhancement Services

獨立傳真服務 E-fax service	<input type="checkbox"/> E-Fax \$600 <ul style="list-style-type: none"> ◆ 提供獨立傳真號碼，可於網上直接收發傳真 Dedicated fax number with online portal ◆ 12 個月 Service period: 12 months
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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.

如經網上申請虛擬辦公室服務，我們將安排進行身份認證。

For online applications, we would arrange identity validation.

虛擬辦公室服務條款 Terms & Conditions for Virtual Office Services

一般條款 MAIN TERMS

- 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或個人（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 is accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.
- 本協議受中華人民共和國香港特別行政區法律管轄，並按香港特別行政區法律闡釋，服務提供者及客戶均同意接受香港特別行政區法院的專屬管轄權所管轄。This agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region (“HK SAR”) and the parties hereby irrevocably submit to the non-exclusive jurisdiction of the Courts of the HK SAR.
- 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.
- 客戶知悉並同意如要使用服務供應商的分行地址申請任何牌照，必須先得服務供應商書面同意，否則服務供應商有權向相關機構提出反對並終止客戶的一切服務。
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.
- 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客戶的名義，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.
- 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 terminating the service, any mails, parcels, fax or any other objects that being sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its absolute discretion.
- 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.
 - 客戶進行任何與服務供應商構成直接或間接競爭的行業；
The Customer is running any business that is identified as direct or indirect competition to the Service Provider;
 - 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；或未按香港法例提交必要文件；
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 HK SAR;
 - 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;
 - 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;
- 7.5 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;
- 7.6 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 any contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc.;
- 7.7 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 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, protest, etc.;
- 7.8 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 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 客戶公司遭清盤、遭執達利上門執行法庭命令、或已告解散。
The Customers' 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 客戶未有按服務供應商指示或未有配合安排，在限期前提交真實可靠的資料以完成一切服務供應商需要執行的盡職審查程序。
The Customer who fail to provide true and correct information, or necessary documents within the set time limit to Service Provider for completion of customer due diligence procedures.
- 8 客戶知悉並同意在本協議中服務供應商並不保證會為客戶簽署包括但不限於政府或執法機構以申報使用本公司地址為其地址的申請書，服務供應商需時 7-14 天審視該文件，同時可能會就簽署相關文件收費。服務供應商有權拒絕簽署任何文件，亦有權向相關政府或執法機構提交取消相關授權的通知書。
The Customer shall acknowledge and agree in accordance with the Terms that the Service Provider does not guarantee to endorse an application for the Customer 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 Customer'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 客戶知悉及理解須展示公司名稱於註冊辦事處或業務場所，違規罰款及相關的法律責任會由客戶自行承擔。
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 (只限有限公司) 客戶知悉及理解須每年於公司成立為法團之日在該年中的周年日後的 42 日內(訂明時限)，向公司註冊處處長交付周年申報表登記。逾期罰款及相關的法律責任會由客戶自行承擔。
(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), and the Customer will be responsible for all penalties and legal liability from late delivery.
- 11 (只限有限公司) 客戶已知悉及理解須取得和保存實益擁有權的最新資料，以備存「重要控制人登記冊」供執法人員查閱，違規罰款及相關的法律責任會由客戶自行承擔。
(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 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

- 13 客戶已知悉因語言、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.
- 14 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.
- 15 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 no information of the Customer would be sell to any third party without consent from the Customer.

合約期 CONTRACT PERIOD

- 16 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.
- 17 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.
- 18 提早終止服務並不會退回已繳交之服務費用。
Service fee will not be refund for early termination.
- 19 在任何時間，因任何原因，供應商如判斷無法繼續為客戶提供服務，供應商有權提前 30 天或以相等之服務費，以書面通知客戶，並退回相對所餘下的服務費及按金，供應商將不需負任何責任或作任何賠償。
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.

關於服務及付款 ABOUT SERVICE AND PAYMENT

20 代收客戶郵件及包裹 MAIL HANDLING SERVICES

- 20.1 郵件或包裹的總體積不應超過 53cm x 32 cm x 23cm，長闊高總和不超過 108cm。超出上限服務供應商有權拒收。

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 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.

20.3 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

20.4 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。

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 轉寄郵件服務 MAIL FORWARDING SERVICES

21.1 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.

21.2 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.

22 電話服務 CALL SERVICES

22.1 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.

22.2 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.

22.3 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.

23 客戶同意使用 bbc • me 自助平台之電子錢包作支付郵費、速遞件運費、信件掃描、信件/包裹轉寄費用。客戶可經現金、銀行帳戶及其他指定渠道為電子錢包增值。

The Customer agrees to use the e-wallet in bbc • me Self-Service Platform to pay for the postage fee, express delivery fee, letter scanning, letter/package forwarding fee. Customers can recharge the e-wallet via cash, bank account and other designated channels.

24 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.

25 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.

26 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.

27 客戶清楚並同意服務條款以網上版本為準，本公司將不定期更新服務條款而不作另行通知。

<https://www.bbcl.com.hk/hk/online-document/virtual-office-terms-and-conditions>

The Customer has acknowledged and agreed the latest Terms & Conditions is located online. 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>

本人明白必須於 12 日內或按客戶服務員指引盡快交回簽署好的文件以完成相關程序，否則引起的罰款或後果本人需要自行承擔。本人亦明白如果 1 個月內我未有提交足以完成申請服務的文件，將被視作放棄服務，我將不會得到退款，繼續服務需重新收費。

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.

本人確定這 **不是上市公司**，並清楚如果虛報任何資料將被即時終止服務，而且將不會獲得退款。

I confirm this is **NOT a listed company** and understand that my service will be terminated without notice and refund if there is any false information provided or misrepresentation on my part.

本人確定以上所填寫資料準確無誤，並已閱讀及同意 虛擬辦公室服務條款。本人同意如果由於本人所填寫資料錯誤而產生任何問題或行政費將由我負責。

I confirm all the information filled above is true and accurate to the best of my knowledge. And I have read and agreed to be bound by the Terms and Conditions of BBC's Virtual Office. I understand and accept to bear any administration fee that is resulted from any incorrect information or misrepresentations provided by me.

客戶簽署或蓋印 Signature

日期 Date

企業電郵服務計劃 Corporate Email Service Plan

<input type="checkbox"/> 計畫 E1 \$600/年 Year <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 ● 1 個 FTP 帳戶 ● 1 個 MySQL 資料庫 	<input type="checkbox"/> 計畫 E2 \$800/年 Year <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"/> 計畫 E3 \$900/年 Year <ul style="list-style-type: none"> ● 6GB 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 _____		

公司卡片印刷計劃 Business Card Printing Plan

<input type="checkbox"/> 300 張 (\$500) <ul style="list-style-type: none"> ● 選擇 1 個設計款式 ● 2 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 ● 4 個人名 ● 每人最少 100 張 ● 全部合共 600 張 	<input type="checkbox"/> 900 張 (\$900) <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 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 Co.Name	<input type="checkbox"/> 與註冊名稱相同 Same as Registered Name		
公司地址 Address	<input type="checkbox"/> 銅鑼灣(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) <input type="checkbox"/> 葵芳(KF)		
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		電郵 Email	
名稱 Name		職位 Title	
聯絡電話 Phone		電郵 Email	

Additional Contact Person's Information 額外客戶資料表 (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 contact person, the service charge is **HK\$50/month** per contact person.
- 請連同所有聯絡人之證件一併遞交。
Please submit the ID/Passport copy of every contact person.

申請人身份 Applicant's position *	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <input type="checkbox"/> 職員 Staff			
證件上名稱 Name on ID/Passport*	中文 Chinese		英文 English	
證件號碼 ID Document Number *	持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
聯絡電話 Phone Number *	電郵地址 Email Address*			
通常住址 # Usual Residential Address *				
通訊地址 Correspondence Address *	<input type="checkbox"/> 與註冊地址相同 Same as Registered Address			
申請人身份 Applicant's position *	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <input type="checkbox"/> 職員 Staff			
證件上名稱 Name on ID/Passport*	中文 Chinese		英文 English	
證件號碼 ID Document Number *	持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
聯絡電話 Phone Number *	電郵地址 Email Address*			
通常住址 # Usual Residential Address *				
通訊地址 Correspondence Address *	<input type="checkbox"/> 與註冊地址相同 Same as Registered Address			
申請人身份 Applicant's position *	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <input type="checkbox"/> 職員 Staff			
證件上名稱 Name on ID/Passport*	中文 Chinese		英文 English	
證件號碼 ID Document Number *	持股量 No. of Shares *		出生日期 Date of Birth *	YYYY-MM-DD
聯絡電話 Phone Number *	電郵地址 Email Address*			
通常住址 # Usual Residential Address *				
通訊地址 Correspondence Address *	<input type="checkbox"/> 與註冊地址相同 Same as Registered Address			

2022年10月24日公司註冊處開始實施第二階段新查冊安排：註冊時董事可以通訊地址及部分身分識別號碼代替通常住址及完整身分識別號碼
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

#上述住址為受保護資料，不會供公眾查閱。

Residential Address is protected information, will not be shown on the public record.

<https://www.cr.gov.hk/en/legislation/nir/faq/Phase2.htm>