

CHANGE OF DETAIL / INSTRUCTION FOR VIRTUAL OFFICE SERVICE (CVO_V1-09)
更改虚拟办公室服务细则或指令 (CVO_V1-09)

Please complete the form in BLOCK LETTERS 请以英文正楷填写此表格。If not applicable, please fill in "N/A" 如有不适用者, 请填上"不适用"。

Information of Applicant / Company 申请人/公司资料			
Name of Company 公司名称			
Business Registration No. 商业登记证号码		Name of Contact Person 联络人姓名	
Contact No. 联络电话		Fax No. 传真	
Contact Address 联络地址			
Email 电邮		Effect Date of Change (dd/mm/yy) 更改生效日期	
Change of Information of Contact Person(s) 更改联络人数据			
Name in English 英文名称		Name in Chinese 中文名称	
H.K.I.D. / Passport No. 香港身份证/护照号码		Nationality 国籍	
Contact No. 联络电话		Email 电邮	
Contact Address 联络地址			
Change of Information of Contact Person(s) 更改联络人数据			
Name in English 英文名称		Name in Chinese 中文名称	
H.K.I.D. / Passport No. 香港身份证/护照号码		Nationality 国籍	
Contact No. 联络电话		Email 电邮	
Contact Address 联络地址			
Change of Service Plan 更改服务计划			
Service Plan 服务计划	<input type="checkbox"/> Address Package 通讯地址组合	<input type="checkbox"/> Tel Package 电话通讯组合	<input type="checkbox"/> Communication Package 全方位组合
Method of Prepayment 预缴方法	<input type="checkbox"/> 6 months 6个月	<input type="checkbox"/> 12 months 12个月	
Registered Office Address 公司注册地址	<input type="checkbox"/> Yu Sung Boon Building, 107-111 Des Voeux Road Central, Hong Kong 中环德辅道中 107-111 号余崇本行		
	<input type="checkbox"/> Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon, Hong Kong 九龙观塘开源道 64 号源成中心		
Change the Method of Handling of Mails 更改邮件处理方法			
1. Method of Notification 通知方式	<input type="checkbox"/> No action 无须通知 <input type="checkbox"/> Notify by email 以电邮通知		
2. Method of Handling Mails 邮件处理方法	<input type="checkbox"/> Keep in registered office address for collection by person 亲临注册分行领取		
	<input type="checkbox"/> Forward to other branch for collection by person 转送到其他分行领取		
	<input type="checkbox"/> Forward to designated local address 转寄到指定本地地址		
	<input type="checkbox"/> Courier to designated business address / overseas address 快递到指定工商 / 海外地址		

Change the Method of Handling of Mails (Continuous) 更改邮件处理方法 (续)	
3. Frequency of Forwarding 转发频率	<input type="checkbox"/> Once per week 每星期一次 <input type="checkbox"/> Once per month 每月一次
4. Designated Address for Forwarding 转递地址	
5. User Account of Courier 快递帐户	Please provide user account for courier to designated overseas address 如选择快递到指定海外地址, 请提供快递帐户 <input type="checkbox"/> UPS <input type="checkbox"/> DHL <input type="checkbox"/> FEDEX User A/C No. 帐户号码: _____
Change the Method of Handling of Telephone Calls (For Client using Tel or Communication Package only) 更改电话代接方法 (只适用于电话通讯或全方位组合之客户)	
1. Short Name of Co. (either of 4 Chinese words or 2 English words) 公司简称, 以四个中文字或两个英文字为限	
2. Business Nature / Introduction of Product(s) or Service(s) 公司业务范围 / 产品或服务之简介	
3. During Office Hours 办公时间内	<input type="checkbox"/> Take message and notify by email 留言后以电邮通知
	<input type="checkbox"/> Calls transfer to the designated number (For Client using Communication Package only) 实时直接转驳至指定电话号码 (只适用于全方位组合之客户)
	<input type="checkbox"/> Calls transfer to the designated number after answering calls (For Client using Communication Package only) 接听后转驳至指定之电话号码 (只适用于全方位组合之客户)
4. After Office Hours 办公时间外	<input type="checkbox"/> Ring until caller hangs up 无须处理
	<input type="checkbox"/> Transfer to voicemail box (For Client using Communication Package only) 转驳至留言信箱 (只适用于全方位组合之客户)
	<input type="checkbox"/> Calls transfer to the designated number (For Client using Communication Package only) 实时直接转驳至指定电话号码 (只适用于全方位组合之客户)
Change the Method of Handling of Fax (For Client using Tel or Communication Package only) 更改处理传真方法 (只适用于电话通讯或全方位组合之客户)	
Fax Forward to Email 传真处理服务转至电邮	<input type="checkbox"/> Email of Applicant 申请人之电邮 <input type="checkbox"/> Other Email 其他电邮 _____

I / we hereby confirm that 本人/ 我们现确认:

- 1) I / we have obtained proper authorization from relevant person to sign this application form.
本人/ 我们已获得相关人士之正式授权签署此申请书。
- 2) I / we ensure all information provided is true and correct.
本人/ 我们证明所提供之数据正确无误。
- 3) I / we understand and agree the attached conditions and terms.
本人/ 我们明白和同意附件服务条款及细则。
- 4) I / we agree to undertake all the costs and fees incurred.
本人/ 我们承诺按时足额支付所需之服务费用。

Signature & Company Chop (if any)

签名及公司印 (如适用)

Date 日期: