

APPLICATION FORM FOR VIRTUAL OFFICE SERVICE (AFVO_V1-09)
虚拟办公室服务申请书 (AFVO_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		Company No. 公司编号	
Name of Main Contact Person (Eng) 主联络人姓名 (英文)		Name of Main Contact Person (Chi) 主联络人姓名 (中文)	
H.K.I.D. / Passport No. 香港身份证/护照号码		Nationality 国籍	
Contact No. 联络电话		Fax No. 传真	
Contact Address 联络地址			
Email 电邮			

* For additional contact person, please fill in the form SIVO_V1-09 如多于一个联络人, 请填写表格 SIVO_V1-09。

Choosing the Service Plan 所选择之服务计划	
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
Handling of Mails 邮件处理	
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
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: _____

Handling of Telephone Calls (For Client using Tel or Communication Package only) 电话代接服务 (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号码 (只适用于服务全方位组合之客户)	
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 (只适用于服务全方位组合之客户)	
	<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 (只适用于服务全方位组合之客户)	
Handling of Fax (For Client using Tel or Communication Package only) 处理传真服务 (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 Main Contact Person 主要联络人之电邮	<input type="checkbox"/> Other Email 其他电邮 _____
<p>I / we hereby confirm that 本人/ 我们现确认:</p> <p>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。</p> <p>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。</p> <p>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。</p> <p>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。</p> <p>_____</p> <p>Signature & Company Chop (if any) 签名及公司印 (如适用)</p> <p>Date 日期:</p>			
Official Use Only 职员专用			
Allotted Telephone No. 所分配之电话号码		Allotted Fax No. 所分配之传真号码	
Service Begin Date 计划生效日期		Service End Date 计划终止日期	
Reimbursement of Postage 预缴邮资费用		Staff-in-Charge 负责人	
Remarks 备注			

**SUPPLEMENTARY INFORMATION FOR
APPLICATION FORM OF VIRTUAL OFFICE SERVICE (SIVO_V1-09)
虚拟办公室服务申请书附加数据 (SIVO_V1-09)**

Information of Other Contact Person(s) 其他联络人数据			
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. 联系电话		Email 电邮	
Contact Address 联络地址			
Remarks 备注			
Handling of Telephone Calls (For Client using Tel or Communication Package only) 电话代接服务 (只适用于电话通讯或全方位组合之客户)			
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 after answering calls (For Client using Communication Package only) 接听后转驳至指定之号码 (只适用于服务全方位组合之客户)	
Other Contact Person(s) Information 其他联络人数据			
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. 联系电话		Email 电邮	
Contact Address 联络地址			
Remarks 备注			
Handling of Telephone Calls (For Client using Tel or Communication Package only) 电话代接服务 (只适用于电话通讯或全方位组合之客户)			
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 after answering calls (For Client using Communication Package only) 接听后转驳至指定之号码 (只适用于服务全方位组合之客户)	

Official Use Only	
CLIENT#	

**SERVICE AGREEMENT FOR VIRTUAL OFFICE SERVICE
CONDITIONS AND TERMS (SGVO_V1-09)**

Party A : **General Business Services Limited**

Party B :

1. MAIN TERMS

- 1.1 Upon signing of the agreement, Party B agreed that this version of Conditions and Terms for Virtual Office Service shall supersede all previously signed agreements signed for virtual office service between Party A (including its group members and associates) and Party B.
- 1.2 Party A shall not in any circumstances be liable or responsible for any losses, damages, costs, claims, expenses of liabilities of whatever nature including consequential losses and however caused arising from or in connection with the provision of services and whether by way of the law of contract, tort, statute or otherwise and whether occurring during the continuance of the agreement or after, but not limited to any losses or damages arising from wrong delivery or non-delivery of messages, calls, mails, parcels, fax or any other objects or any errors in transmission of any of the same.
- 1.3 For all service plans, HK\$ 300 should be paid as reimbursement of postage. For service Tel or Communication Package, additional HK\$ 500 should be paid as deposit. An official receipt will be issued. Services will be provided upon receipt of payments. If Party B terminates the service within the contract covering period, deposit and service fees paid shall not be refunded.
- 1.4 Party B agrees that he / she can publicize the address, telephone and fax number provided by Party A **ONLY** in conjunction with the company name and contact person(s) registered with Party A. Party A has the rights to request for compensation and take legal actions if party B has violated this condition.
- 1.5 Under the following circumstances, Party A reserves all rights to terminate service(s) to Party B without prior notice. Party A shall bear no responsibilities nor shall be liable for any claims or compensation for discontinuing service(s).
 - 1.5.1 Party B has failed to settle the service fees, handling fees, reimbursement of postage, or to renew annual return fee or business registration fee on time.
 - 1.5.2 In suspicion of Party B is involving a fraud or carrying out any illegal or improper activities.
 - 1.5.3 In suspicion of Party B is using provided service(s) for marketing, advertising or recruitment purposes.
- 1.6 Upon termination of service(s), Party B shall not use the provided telephone number, fax number and address anymore without the prior authorization from Party A. Party A reserves all rights for claiming against all losses and expenses incurred. Any mails, parcels, fax or any other objects sent to or left at the Party A's address shall be at the disposal of Party A at its absolute discretion.
- 1.7 If the account of Party B has been suspended, Party B has to pay a re-activation fee (equals to the amount of 1-month service(s) fees) and outstanding fees (if any) in order to apply for re-activating the services. Party A reserves all rights to accept the application or not.
- 1.8 Without a prior written consent from Party A, Party B is not allowed to transfer or assign any or part of the service(s) to any other parties.
- 1.9 Party B shall indemnify and keep indemnified Party A against all losses, demands, damages, costs, claims, expenses, actions or other liabilities arising from or in connection with the provision of the services hereunder.
- 1.10 The agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region ("HKSAR"). All parties hereby irrevocably submit to the non-exclusive jurisdiction of the courts of HKSAR.

2. RECEIVING MAILS / PARCELS ON BEHALF OF PARTY B

- 2.1 The total volume of mails and parcels shall not exceed 3.5 cubic feet. Otherwise, Party A reserves rights to refuse receiving further mails / parcels or any parcel(s) which volume exceed the prescribed cubic feet.
- 2.2 Party A reserves the rights to refuse receiving any dangerous / illegal items for Party B.
- 2.3 In case of paying postages, courier fees or other fees on behalf of Party B, the amount shall not exceed the balance of prepayment of postage that kept by Party A. If the balance of prepayment is lesser than the required fee, the deposit should be deducted accordingly. If the balance of deposit is lesser than required fee, Party A reserves the rights to refuse receiving the item and paying fee on behalf of Party B.
- 2.4 Item received for Party B disregarding the size and the quantity are charged as follows:
 - First 10 days after the email notification sent Free
 - Collected on the 11 – 20 days HK\$ 20 / item / day
 - Counting from the 21 days HK\$200 / item / day
- 2.5 Mails and parcels uncollected over 30 days, or if Party B is un-contactable, the mails and parcels shall be disposed of without any notice. Party A shall not be responsible for any losses or any obligations.
- 2.6 Party A would not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.

3. MAILES REDIRECTING SERVICE

- 3.1 If Party B requires Party A to redirect the mails, Party B should state at the time of application. Otherwise, Party B should notice Party A by email or written notice afterward.
- 3.2 The postage or courier fee should be reimbursed on actual basis. The handling charges are as follows:
- | | |
|--|------------------|
| Ordinary mail | HK\$ 10 per time |
| Courier (industrial / commercial area or overseas) | HK\$ 20 per time |
| Registered mail | HK\$ 30 per time |
- 3.3 Party A would not be liable for any lost in mail.

4. CALLS FORWARDING SERVICE

- 4.1 All calls forwarding services apply to local call only.
- 4.2 The number of contact person is limited to two and extra monthly fee of HK\$50 should be collected for each extra contact person (the maximum contact person shall be four).
- 4.3 Party A will transfer all incoming calls to Party B's designated number within office hours, but will not transfer optional calls.
- 4.4 Party A will transfer all incoming calls to Party B's designated number during non-office hours. This number can be different from the one chosen for office-hours (upon request).
- 4.5 If the designated number was to be changed, there should be at least a 3-working-days leap between each change request. A formal written notification should be submitted to Party A before 3 working days prior to the effective date.

5. VOICE MAIL BOX SERVICE

- 5.1 Party A will not be responsible for any losses occurred during the process of recording or storage of voice mails.

6. CALLS MESSAGES

- 6.1 Notification of calls messages will be sent by email to the designated email address.
- 6.2 For protecting client's interest and privacy, all calls messages will be reserved 48 hours after the notification sent.

7. HANDLING OF FAX (For Shared Fax Number)

- 7.1 Forwarding the incoming fax to the designated email from shared fax number.
- 7.2 If the pages received from shared fax number exceeded the quota, all extra pages would be deleted without prior notice.
- 7.3 The company name should be marked on each incoming page using shared fax number, otherwise, the fax would be deleted.

8. OFFICE HOURS

- 8.1 Our working office is 09:00 –12:30 and 13:30 -17:30 (MON – FRI).
- 8.2 We closed on Sunday and Hong Kong Public Holiday.
- 8.3 Our office hours will possibly be late or services may be suspended during severe weather conditions such as thunderstorm or rainstorm warning, Service will be resumed as soon as possible.
- 8.4 Our office will be closed 3 hours earlier than normal office hour on special holiday's eve.

I / we hereby confirm that

- 1) I / we have obtained proper authorization from relevant person to sign this application form.
- 2) I / we ensure all information provided is true and correct
- 3) I / we understand and agree the above terms and remarks.
- 4) I / we agree to undertake all the costs and fees incurred.

Signature & Company Chop (if any)

Date:

AUTHORIZATION LETTER FOR RECEIVING MAILS / PARCELS

I, _____ being a director of _____
(B.R. No. _____), hereby appoint General Business Services Limited to receive
mails / parcels on behalf of the Company since the date of this letter, until further notice of
termination.

Signature & Company Chop (if any)
Date: