

APPLICATION FORM FOR VIRTUAL OFFICE SERVICE (AFVO_V1-09)
虛擬辦公室服務申請書 (AFVO_V1-09)

Please complete the form in BLOCK LETTERS 請以英文正楷填寫此表格。 If not applicable, please fill in "N/A" 如有不適用者，請填上“不適用”。

Information of Applicant / Company 申請人/公司資料			
Name of Company 公司名稱			
Business Registration No. 商業登記證號碼		Company No. 公司編號	
Name of Main Contact Person (Eng) 主聯絡人姓名 (英文)		Name of Main Contact Person (Chi) 主聯絡人姓名 (中文)	
H.K.I.D. / Passport No. 香港身份證/護照號碼		Nationality 國籍	
Contact No. 聯絡電話		Fax No. 傳真	
Contact Address 聯絡地址			
Email 電郵			

* For additional contact person, please fill in the form SIVO_V1-09 如多於一個聯絡人，請填寫表格 SIVO_V1-09。

Choosing the Service Plan 所選擇之服務計劃			
Service Plan 服務計劃	<input type="checkbox"/> Address Package 通訊位址組合	<input type="checkbox"/> Tel Package 電話通訊組合	<input type="checkbox"/> Communication Package 全方位組合
Method of Prepayment 預繳方法	<input type="checkbox"/> 6 months 6 個月	<input type="checkbox"/> 12 months 12 個月	
Registered Office Address 公司註冊地址	<input type="checkbox"/> Yu Sung Boon Building, 107-111 Des Voeux Road Central, Hong Kong 中環德輔道中 107-111 號余崇本行		

Handling of Mails 郵件處理			
1. Method of Notification 通知方式	<input type="checkbox"/> No action 無須通知	<input type="checkbox"/> Notify by email 以電郵通知	
2. Method of Handling Mails 郵件處理方法	<input type="checkbox"/> Keep in registered office address for collection by person 親臨註冊分行領取		
	<input type="checkbox"/> Forward to designated local address 轉寄到指定本地地址		
	<input type="checkbox"/> Courier to designated business address / overseas address 快遞到指定工商 / 海外地址		
3. Frequency of Forwarding 轉發頻率	<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 轉遞地址			
5. User Account of Courier 快遞帳戶	Please provide user account for courier to designated overseas address 如選擇快遞到指定海外地址，請提供快遞帳戶		
	<input type="checkbox"/> UPS	<input type="checkbox"/> DHL	<input type="checkbox"/> FEDEX
	User A/C No. 帳戶號碼: _____		

Handling of Telephone Calls (For Client using Tel or Communication Package only) 電話代接服務 (只適用於電話通訊或全方位組合之客戶)	
1. Short Name of Co. (either of 4 Chinese words or 2 English words) 公司簡稱，以四個中文字或兩個英文字為限	
2. Business Nature / Introduction of Product(s) or Service(s) 公司業務範圍 / 產品或服務之簡介	
3. During Office Hours 辦公時間內	<input type="checkbox"/> Take message and notify by email 留言後以電郵通知
	<input type="checkbox"/> Calls transfer to the designated number (For Client using Communication Package only) 即時直接轉駁至指定電話號碼 (只適用於服務全方位組合之客戶)
	<input type="checkbox"/> Calls transfer to the designated number after answering calls (For Client using Communication Package only) 接聽後轉駁至指定之電話號碼 (只適用於服務全方位組合之客戶)
4. After Office Hours 辦公時間外	<input type="checkbox"/> Ring until caller hangs up 無須處理
	<input type="checkbox"/> Transfer to voicemail box (For Client using Communication Package only) 轉駁至留言信箱 (只適用於服務全方位組合之客戶)
	<input type="checkbox"/> Calls transfer to the designated number (For Client using Communication Package only) 即時直接轉駁至指定電話號碼 (只適用於服務全方位組合之客戶)
Handling of Fax (For Client using Tel or Communication Package only) 處理傳真服務 (只適用於電話通訊或全方位組合之客戶)	
Fax Forward to Email 傳真處理服務轉至電郵	<input type="checkbox"/> Email of Main Contact Person 主要聯絡人之電郵 <input type="checkbox"/> Other Email 其他電郵 _____
<p>I / we hereby confirm that 本人/ 我們現確認:</p> <p>1) I / we have obtained proper authorization from relevant person to sign this application form. 本人/ 我們已獲得相關人士之正式授權簽署此申請書。</p> <p>2) I / we ensure all information provided is true and correct. 本人/ 我們證明所提供之資料正確無訛。</p> <p>3) I / we understand and agree the attached conditions and terms. 本人/ 我們明白和同意附件服務條款及細則。</p> <p>4) I / we agree to undertake all the costs and fees incurred. 本人/ 我們承諾按時足額支付所需之服務費用。</p> <p>_____</p> <p>Signature & Company Chop (if any) 簽名及公司印 (如適用)</p> <p>Date 日期:</p>	
Official Use Only 職員專用	
Allotted Telephone No. 所分配之電話號碼	Allotted Fax No. 所分配之傳真號碼
Service Begin Date 計劃生效日期	Service End Date 計劃終止日期
Reimbursement of Postage 預繳郵資費用	Staff-in-Charge 負責人
Remarks 備註	

**SUPPLEMENTARY INFORMATION FOR
APPLICATION FORM OF VIRTUAL OFFICE SERVICE (SIVO_V1-09)
虛擬辦公室服務申請書附加資料 (SIVO_V1-09)**

Information of Other Contact Person(s) 其他聯絡人資料			
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D. / Passport No. 香港身份證/護照號碼		Nationality 國籍	
Contact No. 聯絡電話		Email 電郵	
Contact Address 聯絡地址			
Remarks 備註			
Handling of Telephone Calls (For Client using Tel or Communication Package only) 電話代接服務 (只適用於電話通訊或全方位組合之客戶)			
During Office Hours 辦公時間內	<input type="checkbox"/>	Take message and notify by email 留言後以電郵通知	
	<input type="checkbox"/>	Calls transfer to the designated number after answering calls (For Client using Plan C only) 接聽後轉駁至指定之號碼 (只適用於全方位組合之客戶)	
Other Contact Person(s) Information 其他聯絡人資料			
Name in English 英文名稱		Name in Chinese 中文名稱	
H.K.I.D. / Passport No. 香港身份證/護照號碼		Nationality 國籍	
Contact No. 聯絡電話		Email 電郵	
Contact Address 聯絡地址			
Remarks 備註			
Handling of Telephone Calls (For Client using Tel or Communication Package only) 電話代接服務 (只適用於電話通訊或全方位組合之客戶)			
During Office Hours 辦公時間內	<input type="checkbox"/>	Take message and notify by email 留言後以電郵通知	
	<input type="checkbox"/>	Calls transfer to the designated number after answering calls (For Client using Plan C only) 接聽後轉駁至指定之號碼 (只適用於全方位組合之客戶)	

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 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: