

**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		
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 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		

<b>Change the Method of Handling of Mails (Continuous) 更改邮件处理方法 (续)</b>	
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: _____
<b>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)</b>	
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)
<b>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)</b>	
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: