

Virtual Office Services Application Form & Agreement
虛擬辦公室服務計劃申請表及合約

Applicant Information 申請人資料			
Company/Person name* 公司/申請人名稱* <small>(Corporate applicant is required to submit business registration certificate 公司申請人需遞交商業註冊證)</small>	Chinese name 中文名稱		
	English name 英文名稱		
Company type ² 公司類型 ²	<input type="checkbox"/> Limited Company 有限公司 <input type="checkbox"/> Unlimited Company 無限公司 <input type="checkbox"/> Others 其他: _____		
Business nature* 業務性質*	<input type="checkbox"/> Trading 貿易 <input type="checkbox"/> IT 資訊科技 <input type="checkbox"/> Consultancy 顧問 <input type="checkbox"/> Others 其他: _____		
Country of registration ² 公司註冊國家 ²		Business Registration No. ² 商業登記號碼 ²	
Contact name* 聯絡人名稱*	(Mr./Ms.)	(先生/小姐)	
Designation ² 職銜 ²			
ID document number ¹ 證件號碼 ¹	(HKID/Passport) 身分證/護照	Nationality ¹ 國籍 ¹	
Phone number* 聯絡電話*	(Home 住宅)		(Mobile 手提)
Contact address* 聯絡地址*			
Email address* 電郵地址*			
<small>* must be completed by all applicant 所有申請人必須填寫 1 must be completed if applicant is a person 個人名義申請人必須填寫 2 must be completed if applicant is a corporate 公司名義申請人必須填寫</small>			
Service Plan Information 服務計劃資料			
Provide registered address 提供註冊地址	<input type="checkbox"/> [AL1] Mongkok 旺角 [\$90] <input type="checkbox"/> [AL2] Kwun Tong 觀塘 [\$90] <input type="checkbox"/> [AL3] Causeway Bay 銅鑼灣 [\$100] <input type="checkbox"/> [AL4] Central 中環 [\$120]		

<p>Mail arrangement 信件安排</p>	<p>() [MA1] Not applicable 不適用 [\$0]</p> <p>() [MA3] Receive mail with notification by email 接收郵件後以電郵通知 [\$15] Email 電郵地址: _____</p> <p>() [MA4] Receive mail with notification by telephone 接收郵件後以電話通知 [\$20] Telephone 電話號碼: _____</p> <p>() [MA12] Receive mail with notification by SMS 接收郵件後以短訊通知 [\$35] Telephone 電話號碼: _____</p> <p>() [MA11] For overseas customers, Scan mail with notification by email [\$215] 為海外客戶提供信件素描服務並以電郵通知 (30 mails/month, additional mails charged at \$5/mail 包素描 30 封郵件, 額外郵件每封 5 元)</p> <p>Value added services 增值服務:</p> <p><input type="checkbox"/> [a] 24 x 7 Mail box rental 租用 24 小時私人信箱 [\$30] <input type="checkbox"/> Mongkok 旺角 <input type="checkbox"/> Kwun Tong 觀塘 <input type="checkbox"/> Causeway Bay 銅鑼灣 <input type="checkbox"/> Central 中環</p> <p><input type="checkbox"/> [b] 24 x 7 Locker rental 租用 24 小時私人儲物櫃 [\$100] <input type="checkbox"/> Mongkok 旺角 <input type="checkbox"/> Kwun Tong 觀塘 <input type="checkbox"/> Causeway Bay 銅鑼灣 <input type="checkbox"/> Central 中環</p> <p><input type="checkbox"/> [c] Divert mail to other branch office 轉寄郵件往其他分行 [\$35] <input type="checkbox"/> Mongkok 旺角 <input type="checkbox"/> Kwun Tong 觀塘 <input type="checkbox"/> Causeway Bay 銅鑼灣 <input type="checkbox"/> Central 中環</p> <p><input type="checkbox"/> [d] Resend mail to your designated address 轉寄至閣下指定地址 [\$40] <input type="checkbox"/> Local 本地 <input type="checkbox"/> Overseas 海外 (20 mails with a weight of up to 50g each per month, additional mails charged at \$10/mail 每月 20 封重量不超過 50g 的郵件, 額外郵件每封 10 元) (Postage charge required for overseas address 海外地址需另加轉寄郵費 \$ _____) Designated address / 指定地址: _____</p>
<p>Call arrangement 來電安排</p>	<p>() [CA1] Not applicable 不適用 [\$0]</p> <p>() [CA2] Dedicated telephone number & notify call message by email [\$190] 獨立電話號碼並以電郵轉告留言</p> <p>() [CA3] Dedicated telephone number & notify call message by telephone [\$200] 獨立電話號碼並以電話轉告留言</p> <p>() [CA8] Dedicated telephone number & notify call message by SMS [\$210] 獨立電話號碼並以短訊轉告留言 (40 SMSs/month, additional SMSs charged at \$1/SMS 每月包 40 個短訊, 額外短訊每個 1 元)</p> <p>() [CA4] Transfer call to your designated number by our receptionist [\$215] 由接待員即時轉駁至閣下指定號碼</p> <p>() [CA5] Divert call to a designated international roaming card number * [\$415] 即時轉駁至指定漫遊飛線卡號碼 *</p> <p>() [CA6] Divert call to voice to email system on 24 hours basis [\$220] 即時轉駁至留言信箱並以電郵轉告留言</p> <p>() [CA7] Divert call to your designated number by phone system on 24 hours basis [\$220] 即時由系統直接轉駁至閣下指定號碼</p> <p>Value added services 增值服務:</p> <p><input type="checkbox"/> [a] voice to email function during non-office hour [\$30] 非辦公時段留言信箱並以電郵轉告留言</p> <p><input type="checkbox"/> [b] divert call to your designated number during non-office hour [\$30] 非辦公時段即時直接轉駁至閣下指定號碼</p> <p>Email 電郵地址: _____ Telephone 電話號碼: _____</p> <p>* IDD call usage will be charged according roaming card's pricing based on usage per minute. IDD 漫遊飛線卡須按電話卡公司服務每分鐘收費</p>
<p>Greeting 歡迎語:</p>	<p>_____</p>

Fax arrangement 傳真安排	<input type="checkbox"/> [FA1] Not applicable 不適用 [\$0] <input type="checkbox"/> [FA4] Dedicated efax number and receiving fax by email 獨立傳真號碼並以電郵收取傳真 [\$60] (Unlimited pages 不限傳真頁數) Email 電郵地址: _____		
Other services 其他服務	<input type="checkbox"/> Setting up unlimited/limited companies 成立無限及有限公司 <input type="checkbox"/> Nomination of shareholders/Directors 股東及董事信託服務 <input type="checkbox"/> Domain registration/web-hosting service 域名註冊及網頁寄存 <input type="checkbox"/> Marketing research/Promotion 市場調查及推廣 Tick the above box for additional services which will be charged at separate billing 如需額外服務，本公司將另開發票收取費用。		
Preferred language 優先語言	<input type="checkbox"/> Chinese 中文 <input type="checkbox"/> English 英文		
Discount 折扣優惠	20% OFF 八折	10% OFF 九折	N/A 不適用
Contract period (months) 合約週期 (月)	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 3
Note: Please copy additional page if you have more than 1 contact person 如多於一位聯絡人，請自行複印此申請表。			

1.2 This agreement shall not be assignable or transferable in any manner by the customer unless with prior written consent from the service provider is obtained.

1.3 This agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region (“HKSAR”) and the parties hereby irrevocably submit to the non-exclusive jurisdiction of the Courts of the HKSAR.

2. Service termination

2.1 The service provider has the right to terminate the services at any time at its sole discretion without any notice to the customer. Refund of the fee paid for the service period not yet provided will be given to the customers after the termination of services.

2.2 The customer is not allowed to terminate the services before the end date of the first contract period unless prior approval from the service provider is obtained.

2.3 The customer is required to give the service provider a notice of termination not less than 30 days before the expiry date of service. Otherwise, the service will automatically be extended for 1 month period and the customer is required to pay the fees for the extended period accordingly.

3. Liabilities

3.1 The service provider shall not in any circumstances be liable or responsible for any losses, damages, costs, claims, expenses of liabilities of whatever nature (including consequential loss) and however caused arising or in connection with the provision of services and whether by way of the law of contract, tory, statute or otherwise and whether occurring during the continuance of the agreement or after, including but not limited to any loss or damage arising from wrong delivery or non-delivery of message, calls, mails, parcels, fax, telexes, cables or any objects or any error in transmission of any of the same.

3.2 The customer shall not use any office facilities or services provided by the service provider for any illegal or immoral purposes.

3.3 The customer will indemnify the service provider against any loss, demands, damage, costs, claims, expenses, action or other liabilities arising from or in connection with the provision of the service, as specified in the application form.

3.4 For avoidance of doubt, the customer agrees and acknowledges that this agreement shall not give the customer any right of access to or any interest in any part of the premises to which the correspondence address related or in any of the equipment or facilities provided.

4. Payment

4.1 The customer shall pay the fee before the due date specified on the relevant invoice or the first date of service provision, whichever the latter.

4.2 The service provider has the right to suspend the services to the customer if the service provider does not receive the appropriate payment from the customer before the due date specified on the relevant invoices.

4.3 If the account of the customer has been suspended by the service provider, the customer has to pay the service provider a re-activation fee equals to the amount of 1 month service fees.

4.4 If the services have been suspended by the service provider due to late payment, the service provider shall charge the customer the fee during the suspended period.

4.5 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.

4.6 The service provider holds the rights to charge the customer if the customer make any use of the service provider’s address before the service starts or after the service has been terminated.

4.7 Deposit of HK\$100 is required for registered address service while HK\$300 is required if additional services on telephone / fax service are provided. 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. The refundable deposit will be paid to the customer within 1 month upon the service expiry date.

4.8 The customer has to pay additional service fee or administration fee for the following service items during the contract period:

Service Item	Fee (HK\$)
Additional contact person	\$50 per month per person

Change of company name	\$100 per request
Change of registered address service location	\$100 per request
Deposit for access card & key for mailbox/locker rental	\$300 per set
Cheque deposit to bank	\$10 per cheque
Local courier service	\$15 per call
Administration arrangement for courier service	\$10 per order
Other customized service requests	<i>to be quoted separately</i>

5. Mail/fax arrange arrangement

5.1 The customer has the responsibility to register appropriate company name, trade name and contact persons with the service provider for mail handling purposes.

5.2 The customer agrees and acknowledges that each account can register only 1 company name or trading name.

5.3 The customer agrees and acknowledges that he can publicize the address, provided by the service provider only in conjunction with the company name, trade name and contact person(s) registered with the service provider. The service provider has the right to call for compensation and legal actions if there is any violation.

5.4 After the termination of the agreement, any mail, parcel, fax, telex or cable or other object send to or left at the service provider's address shall be disposed by the service provider at its sole discretion.

5.5 During the suspension period, the service provider will reject all mail, parcel or any object sent to the service provider's address and not responsible to notify the customer of such delivery.

5.6 If the service provider suspects any mail, parcel or object is dangerous, the service provider reserves the rights to dispose them at discretion.

5.7 Any mails, parcel or other objects sent to or left at the service provider's address shall be limited to 1 kg or 1 ft³ (12 inches x 12 inches x 12 inches). Any overweighed / oversized items will be charged at HK\$10 per day (per item).

5.8 The accumulated mail, parcel or other objects sent to or left at the service provider's address shall be limited to 5 kg or 3 ft³. When the limit is reached, additional mail, parcel or other objects will not be accepted at the absolute discretion of the service provider.

5.9 All the mail, parcel, fax, telex or cable or other objects sent to or left at the service provider's address will be kept at a maximum of 21 days. Customer is required to pay an extra storage fee of HK\$5 per week (per unit) thereafter. If the mail, parcel, fax, telex or cable or other objects were kept over 1 month, the service provider reserves the right to dispose them at its discretion.

5.10 All the fax will be received by the customer via email. The customer may receive fax by hard copy at the service provider's address. A printing charge of HK\$1 per page will be charged.

5.11 Customers may request the service provider to divert fax to a designated fax no of the customer. This additional service will be charged at HK\$1 per page.

5.12 Scanning service for overseas customers will be limited to scanning of letters only. Any parcels, books or other objects will be excluded in the scope of service by the service provider. The service provider will notify customer by email regarding the receipt of such items but will not scan such items.

6. Call arrangement

6.1 The customer has the responsibility to register all the relevant company name, trade name, contact person(s) and greeting instructions with the service provider for call arrangement. Each customer can register up to 4 contact persons only, additional contact person is charged at HK\$50 per month.

6.2 The customer agrees and acknowledges that he can publicize the telephone and fax number(s) provided by the service provider only in conjunction with the company name, trade name and contact person(s) registered with the service provider. The service provider has the rights to call for compensation and legal actions if there is any violation.

6.3 The service provider has the rights, at its absolute discretion, to drop or answer in any way all incoming calls for customers during the contract period, account suspension period or after the service termination period.

6.4 Call service arrangement provided by the service provider is limited to 50 calls per day. In any case the daily call exceed the agreed level, the service provider has the right to terminate the service immediately and refund the service fee for the remaining contracted period to the customer. Alternatively, the customer is required to pay HK\$5 per call for those calls exceed the agreed level.

6.5 The call handling arrangement for each registered contact must be consistent according to the selected call arrangement option on signing this agreement. The call handling arrangement cannot be changed unless with the service provider's approval.

Confirmation of service and terms by Applicant
客戶簽署及蓋章

Approved by Flexkin Corporate Services Ltd
由永健商務諮詢有限公司確認

Name 姓名:
Title 職銜:
Date 日期:

Date 日期: