

## APPLICATION FORM FOR VIRTUAL OFFICE SERVICE (EB02) 虛擬辦公室服務申請書 (EB02)

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 Contact Person (Eng) 聯絡人姓名 (英文)		Name of Contact Person (Chi) 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			

Address Package 通訊位址組合		
<b>Service Include 服務內容</b>	Providing registered office address and correspondence 提供公司註冊及通訊地址	<input type="checkbox"/> 6 mths
		<input type="checkbox"/> 12 mth
	Handling mails and parcels and notifying by email 代收信件/小郵包，並以電郵通知	<input type="checkbox"/> 6 mth
		<input type="checkbox"/> 12 mth
Telephone Package 電話通訊組合		
<b>Service Include 服務內容</b>	1. Dedicated Telephone number and forward to other local number 獨立電話號碼並飛線到本地電話號碼	<input type="checkbox"/> 6 mths
	2. Dedicated Fax number and forward to email (100 pages per month) 獨立傳真號碼並飛線到電郵	<input type="checkbox"/> 12 mth
Company Secretary 公司秘書服務		
<b>Service Include 服務內容</b>	1. Attended as your company secretary 2. Preparing Annual Return 3. Changing company address 4. Appointment and resignation of directors or secretary, changing of office	<input type="checkbox"/> 6 mth
	1. 公司秘書 2. 呈報週年申報表 3. 更改公司註冊地址，營業地址 4. 任免或更改董事及秘書資料	<input type="checkbox"/> 12 mth

備註: (\*) 本公司協助提供轉介公司註冊，虛擬辦公室及公司秘書服務到合資格持牌公司代辦有關服務

## 合約條款 Service Agreement

1. 本合約由營商顧問有限公司(本公司)提供\*, 並由申請虛擬辦公室服務的公司(客戶)同意, 雙方共同履行合約內所載的條款及細則。  
This agreement is offered by Essence Business Consulting Limited (Service provider) and accepted by the applicant of virtual office service (Client), both executing those terms and conditions stated in this agreement.
2. 在服務生效前或終止期間, 或任何未經同意的情况下, 本公司有權拒絕收取客戶的郵件、包裹、傳真或任何物件, 及拒絕處理客戶專線電話的來電, 並且不會通知以上各種項目的傳送。在服務終止的 14 天後, 客戶遺下的任何郵件、包裹、傳真和物件, 服務供應商有權代為處理。  
Before the commencement of service, during suspension period, or any situation without the prior authorization, the Service Provider will reject all mails, parcels, fax or any other objects sent to the Client and will not handle all calls from the assigned telephone number. The Service Provider is not responsible to notify the Client of such delivery. 14 days after the termination of service, any mails, parcels, fax or any other objects sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its absolute discretion.
3. 如在以下情況, 本公司有權終止服務而不作任何通知; 同時亦無須為停止提供服務而負上任何法律責任或承擔任何被索償的後果。  
Under the following circumstances, the Service Provider reserves all rights to terminate services without any prior notice. The Service Provider shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing services.
  - 3.1 客戶未能按時繳交費用, 包括服務費、手續費或轉寄郵件費用; 或未能及時更新商業登記;  
The Client has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time;
  - 3.2 客戶涉嫌進行或涉及任何非法、違例或詐騙活;  
In suspicion of the Client is involving or carrying out a fraud and any illegal or improper activities;
  - 3.3 客戶涉嫌在未經服務供應商許可下, 把服務轉移或分配至任何第三者使。  
In suspicion of the Client is transferring or assigning any or part of the services to any other parties, without the prior authorization from the Service Provider,
4. The Client acknowledges that due to the imperfect nature of verbal, written and electronic communications, the Service Provider is not responsible for any failure to render any service, any error or omission, or any delay or interruption of any service, the sole obligation is limited to the service charges during the affected period. 客人已知悉因語言、文字或電子通訊的限制, 如因服務受阻、延誤或中斷、或任何錯漏, 本公司的責任只限於其服務受影響的時段的服務費, 本公司不會因上述原因而負上其他責任。
5. 客戶同意不會因服務受阻、延誤或中斷、或任何錯漏而引致的直接或間接損失(包括業務及收益之損失)而提出索償。  
The Client agrees to waive, and agrees not to make, any claim for damages, direct or consequential, including with respect to lost business or profits, arising out of any failure to furnish any service, any error or omission with respect there to, or any delay or interruption of services.

本人茲證實上述資料確實無訛, 並已閱讀及同意合約所列之條款

I have read and agreed to the Terms and Conditions and declared that the information given above is true and accurate in each and every respect.

申請人 / 授權人\* 簽署及公司印鑑

Applicant / Authorized Signature and Company Chop

Date: \_\_\_\_\_