



P.B.C.Limited

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Virtual Office Services Application Form 虛擬辦公室服務計劃申請表

C. Code	
Tel.	
Fax.	
P.M.	
Date	

Applicant Information

Company Name 公司名稱	Please fill the applicant's name if the company hasn't registered. 如公司尚未登記,請填寫申請人姓名。	
	Chinese Name 中文名稱	
	English Name 英文名稱	
Company Type 公司類型	<input type="checkbox"/> Limited Company 有限公司	<input type="checkbox"/> Non-profit organization 非牟利組織
	<input type="checkbox"/> Unlimited Company 無限公司	<input type="checkbox"/> Others 其他_____
Business Type 服務範圍	<input type="checkbox"/> Trading 貿易	<input type="checkbox"/> Consulting 顧問
	<input type="checkbox"/> IT 資訊技術	<input type="checkbox"/> Others 其他_____
Country Of Registration 公司註冊國家	<input type="checkbox"/> HK	Business Registration No. 商業登記號碼
	<input type="checkbox"/> BVI	
	<input type="checkbox"/> Others 其他_____	
Sources of Funds 資金來源	<input type="checkbox"/> Hong Kong 香港	Company Registration(CI) No. 公司註冊證
	<input type="checkbox"/> China 內地	
	<input type="checkbox"/> Foreign 國外	

Contact Person Information

- 請填寫表格 PBC-002.
Please fill in the form PBC-002.
- 如以個人名義申請服務,只限一位聯絡人(既申請人).
1 contact person for personally account and he must be the applicant himself.
- 請連同所有人的證件和地址證明一併遞交
Please submit the ID and Add copy of all person for application.

Main Contact Name 主要聯絡人姓名	中文 Chinese	英文 English
ID Document Number 證件號碼		Nationality 國籍
Phone Number 聯絡電話		Email Address 電郵地址
Contact Address 聯絡地址		

Main Contact Name 主要聯絡人姓名	中文 Chinese	英文 English
ID Document Number 證件號碼		Nationality 國籍
Phone Number 聯絡電話		Email Address 電郵地址
Contact Address 聯絡地址		

Service Plan Information

Plan A	-使用 PBC 荃灣公司地址為註冊地址 <i>Using PBC Tsuen Wan address as your registration address</i> -無限代收信件及包裹，并作出即時通知 <i>Unlimited mails and parcels handling</i>	<input type="checkbox"/> 12 個月 HK\$ 1680	<input type="checkbox"/> 24 個月 HK\$ 3160
Plan B	-使用 PBC 荃灣公司地址為註冊地址 <i>Using PBC Tsuen Wan address as your registration address</i> -無限代收信件及包裹，并作出即時通知 <i>Unlimited mails and parcels handling</i> -提供獨立電話號碼-轉駁至指定號碼 <i>Provide an independent phone number - transfer to a designated number</i>	<input type="checkbox"/> 12 個月 HK\$ 3260	<input type="checkbox"/> 24 個月 HK\$ 6220
重要控制人 登記冊 <i>Prepare the Significant Controllers Register</i>	-編製重要控制人登記冊和股東名冊 <i>Prepare the SCR and Statutory Book</i> -並把重要控制人所需詳情及公司指定代表的聯絡資料記入該登記冊內 <i>Enter the required particulars of the significant controller(s) and contact detail of the designated representative of the company in the SCR</i>	<input type="checkbox"/> HK\$300	
	-股東名冊存放 <i>Using PBC Tsuen Wan to Keep Statutory Book</i> -重要控制人登記冊儲存一年 <i>Using PBC Tsuen Wan to Keep Significant Controllers Register (SCR) 1 year</i>	<input type="checkbox"/> HK\$2000	
附加服務計劃 Additional Plans			
公司秘書服務 <i>Company Secretary</i>	-任公司秘書一職 1 年 <i>Participate as company Secretary for 1 Year</i> -準備及按時提交周年申報表 <i>Prepare and submit Annual Returns (NAR1) on time</i> -繳交周年申報表費用 <i>Pay for Annual Returns fee</i> -非香港永久居民成立公司必須使用 <i>Non-HongKong-Resident(s) fromed Company must use this service</i>	<input type="checkbox"/> HK\$1600 (已包括所有政府費用 HK\$105) <i>(All registration fee included HK\$105)</i>	

Call Management Details

Mail Notification * 郵件通知	<input type="checkbox"/> 以電郵通知 Notify by email	<input type="checkbox"/> 以電話通知 Notify by phone
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Payment Method 繳費方式

- ☐ 親身前往本公司申請及繳費 Apply and pay in person
- ☐ 透過傳真或電郵申請服務 Apply via fax or email
- ☐ 客戶可將服務費直接存入：
恆生銀行，戶口號碼：228 738142 883；
戶口名稱：專業商務中心有限公司
Directly Deposit into：
HangSeng Bank Account 228 738142 883.
Account Name: P.B.C. Limited.
- ☐ 客戶亦可以支票付款，支票抬頭「專業商務中心有限公司」
Check payment please made payable to 「P.B.C. Limited」
- ☐ 客戶亦可以轉數快，162554620「專業商務中心有限公司」
FPS: 162554620「P.B.C. Limited」

一般條款 MAIN TERMS

1. 本合約由專業商務中心有限公司（服務供應商）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 Brilliant Business Centre Limited (Service provider) and accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.
2. 客戶知悉並同意在本合約中沒有賦予客戶佔用或使用任何服務供應商的辦公室、設備或設施的權力。
The Customer understands and agrees that they will have no right to occupy and access any part of the premises and any equipment or facilities within the premises of the Service Provider under this agreement.
3. 在未經服務供應商認可的情況下，客戶不能在服務生效前或終止後，或以其他未向服務供應商登記的公司和用戶的名義，公開或使用其提供的地址、電話號碼以及傳真號碼。服務供應商保留因上述情況而引致損失而追究的權利。
The Customer shall not publish or use the provided address, telephone number and fax number without the prior authorization from the Service Provider, before the commencement of services or after termination of services, or on behalf of a company or user not registered with the Service Provider. The Service Provider reserves all rights for claiming against all losses and expenses incurred.
4. 在服務生效前或終止期間，或任何未經認可的情況下，服務供應商有權拒絕收取客戶的郵件、包裹、電郵、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 30 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 Customer and will not handle all calls from the assigned telephone number. The Service Provider is not responsible to notify the Customer of such delivery. 30 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.
5. 就以下情況，服務供應商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.
 - 5.1 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 Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time;
 - 5.2 客戶涉嫌進行或涉及任何非法、違例或詐騙活動；
In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities;
 - 5.3 客戶涉嫌利用服務供應商提供的服務作展銷會或招聘會等活動；
In suspicion of the Customer is using provided services to hold any promotional sales or public recruitment events;
 - 5.4 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用。
In suspicion of the Customer is transferring or assigning any or part of the services to any other parties, without the prior authorization from the Service Provider.
 - 5.5 客戶公司或客戶公司聯絡人因任何問題而被追數公司透過上門、電話或信件等等追討債務。
The Customer, or the contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc.
6. 如有任何爭議，服務供應商將保留最終決定權。
Should any disputes arise, the decision of the Service Provider shall be final.

責任範圍 LIMITATION OF LIABILITY

7. 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，服務供應商的責任只限於其服務受影響的時段的服務費，服務供應商不會因上述原因而負上其他責任。
The Customer 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.
8. 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 Customer agrees to waive, and agrees not to make, any claims 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.
9. 服務供應商同意在未經客戶同意的情况下，不會向第三者售賣或提供其任何資料。
The Service Provider agrees that they are not allowed to sell or provide any information of the Customer to any third party without consent from the Customer.

合約期 CONTRACT PERIOD

10. 首合約期為服務生效日期起至已繳付的服務周期完結為止。其後合約期會按照客戶每次繳付的服務周期而延續，而本合約之內容亦會於新延續的合約期內適用。
The first contract period will be the period started from the date of service commenced to the last date of the period covered within the first payment. The contract period will be extended according to the period covered of each payment of the Customer afterward, and the content of this agreement will be applicable within the extended contract period.

關於服務及付款 ABOUT SERVICE AND PAYMENT

11. 代收客戶郵件及包裹 MAIL HANDLING SERVICES

- 11.1 郵件或包裹的總體積不應超過 40cm x 40cm x 40cm。服務供應商有權拒收任何超出上述體積的郵件及包裹

The total volume of mails and parcels shall not exceed 40cm x 40cm x 40cm. The Service Provider reserves rights to refuse receiving further mails and parcels which volume exceed the prescribed size.

- 11.2 服務供應商有權拒收客戶任何危險或非法的物件。

The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for the Customer.

- 11.3 客戶包裹之處理費用將根據存放時間及數量而定，詳情如下：

The handling charge of the parcel received for the Customer will be based on the storing time and the quantity, details as follows :

客戶獲通知後首 3 天內領取 collect within first 3-day after the email notification sent	免費 Free
於首 3 天後領取 collect after the first 3-day	港幣 20 元正 (每日 / 每件) HK\$ 20 / day / item

- 11.4 超逾 30 天不取，及不能聯絡者，服務供應商將自行處理寄存物，而不另行通知，並且不負任何責任，後果客戶自負。

Mails and parcels uncollected over 30 days, or if the Customer is un-contactable, the mails and parcels shall be disposed of without any notice. The Service Provider shall not be responsible for any losses or any obligations.

- 11.5 若客戶暫存的物件基於任何原因而被盜，遺失或損毀，服務供應商不須為此而負上任何責任。

The Service Provider shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.

12. 轉寄郵件服務 MAIL FORWARDING SERVICES

- 12.1 若客戶需要轉寄郵件，須於申請服務時提出。否則，客戶需每次以電郵或書面形式通知服務供應商。

If the mail forwarding services is required, the Customer should state at the time of application. Otherwise, the Customer should notice the Service Provider by email or written notice afterward every time.

- 12.2 服務供應商不會為轉寄郵件而引致的損失、被竊、被破壞、或任何災害，而作出任何賠償及負上任何責任。

The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.

13. 電話服務 CALL SERVICES

- 13.1 所有來電轉駁服務只適用於本地電話號碼。

All call forwarding services apply to local telephone number only.

- 13.2 若客戶須更改系統直接轉駁之指定號碼，必須於生效期前 1 個工作日向服務供應商以書面形式通知。

If the designated number direct transferred by system is to be changed, a formal written notification should be submitted to the Service Provider on or before 1 working day prior to the effective day.

- 13.3 於辦公時間內，專線電話服務只限代接後留言及轉駁電話，而不包括任何產品查詢，報價及客戶服務的工作。

During the office hour, the telephone services provided by the Service Provider can be only used for receiving calls, leaving messages and transferring calls on behalf of the Customer, not including any services related to product inquiries, making quotations and customer services.

14. 客戶應於賬單上列明的到期日前繳交有關款項，否則服務供應商有權終止其服務而不作另行通知。同時客戶有責任於到期日前確保已繳交之費用已由服務供應商收取並確認。

The Customer shall pay the fees before the due date specified on the relevant invoices, or the Service Provider has the right to suspend the services to the Customer. 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.

15. 若客戶要求重啟因延遲繳款或欠款被終止的服務，服務供應商將會向客戶收取於終止期間的相關服務費用。

If Customer requests to reactive the services which has been suspended by the Service Provider due to late payment or overdue situation, the Service Provider shall charge the Customer the service fees for the suspended period.

16. 客戶如需更改服務指令、內容或地點，需以書面形式通知服務供應商，及繳付相關費用。

If the Customer requires to make amendments to service instructions, contents or location, a written notice should be given to the Service Provider to the amendment take place, related service fees shall apply.

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.

For and on behalf of BBC Business Centre

Applicant Signature 客戶簽署及蓋印

Date 日期 :

Date 日期 :

PBC-002

Applicant's position 申請人身份	<input type="checkbox"/> Shareholder 股東 <input type="checkbox"/> Director 董事			Please select at least one 請選擇最少其中一項
Main Contact Name 主要聯絡人姓名	中文 Chinese		英文 English	
ID Document Number 證件號碼		No of shares 持股量	(shareholder only 只適用於股東)	
Phone Number 聯絡電話		Email Address 電郵地址		
Contact Address 聯絡地址				
Applicant's position 申請人身份	<input type="checkbox"/> Shareholder 股東 <input type="checkbox"/> Director 董事			Please select at least one 請選擇最少其中一項
Main Contact Name 主要聯絡人姓名	中文 Chinese		英文 English	
ID Document Number 證件號碼		No of shares 持股量	(shareholder only 只適用於股東)	
Phone Number 聯絡電話		Email Address 電郵地址		
Contact Address 聯絡地址				
Applicant's position 申請人身份	<input type="checkbox"/> Shareholder 股東 <input type="checkbox"/> Director 董事			Please select at least one 請選擇最少其中一項
Main Contact Name 主要聯絡人姓名	中文 Chinese		英文 English	
ID Document Number 證件號碼		No of shares 持股量	(shareholder only 只適用於股東)	
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Contact Address 聯絡地址				
Applicant's position 申請人身份	<input type="checkbox"/> Shareholder 股東 <input type="checkbox"/> Director 董事			Please select at least one 請選擇最少其中一項
Main Contact Name 主要聯絡人姓名	中文 Chinese		英文 English	
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Phone Number 聯絡電話		Email Address 電郵地址		
Contact Address 聯絡地址				