

虛擬辦公室服務申請表格 Virtual Office Service Application Form (CB-20CN)

公司資料 Company Information

公司名稱 Company name	英文 English																								
	中文 Chinese																								
業務/分行名稱 Business/Branch name	英文 English																								
	中文 Chinese																								
公司類別 Company type	<input type="checkbox"/> 有限公司 Limited company <input type="checkbox"/> 獨資/合夥公司 Sole proprietor/Partnership <input type="checkbox"/> 其他 Other																								
註冊國家 Country of registration													商業登記號碼 Business registration No.												
業務範圍 Business nature.													成立日期 Date of incorporation	年 Year	月 Month	日 Day									

申請人資料 Administrator Information

稱謂 Title	<input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 太太 Mrs. <input type="checkbox"/> 小姐 Miss			常用語言 Language	<input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 普通話 Mandarin <input type="checkbox"/> 英語 English																				
用戶姓名 User name	英文 English																								
	中文 Chinese				別名 Nick Name																				
公司職銜 Title in company													國籍 Nationality												
身份証/護照號碼 ID / Passport No.													簽發國家 Issuing country												
聯絡電話 Contact Number													聯絡電話 Contact Number												
電郵地址 Email address																									
郵寄地址 Billing address																									

公司背景及經營資料 Company Background and Business Information

敬請提供以下公司背景資料以便提升服務質素 Please provide the following company background information to enhance better quality services

業務服務及產品 Business nature Service & product													公司來自國家 Country of origin																									
公司網頁 Web site																																						
電郵 Email																																						
電話 Phone													傳真 Fax													公司聯絡人 Contact person												
地址 Address																																						
其他資料 Other information																																						

Conson Business Limited

Head Office: 7/F Kowloon Building 555 Nathan Road Kowloon Hong Kong

Hong Kong Branches: Langham Place Central Wan Chai Kwun Tong Tsuen Wan

China Branches: Shenzhen Guangzhou Shanghai Beijing

Hotline: (852) 2159 8005

Fax: (852) 2159 8099

Email: business@conson.com.hk

Website: http://www.conson.com.hk

服務組合選擇 Service Package Options

- B** 地址組合 - \$360
Address package
- 深圳 Shenzhen 廣州 Guangzhou 上海 Shanghai
 北京 Beijing
- D** 通訊組合 - \$720
Communication package
- 深圳 Shenzhen 廣州 Guangzhou 上海 Shanghai
 北京 Beijing
- C** 電話組合 - \$420
Telephone package
- 不包括地址服務
No address service

服務內容選擇 Service Detail Options

- 郵件處理服務 (選擇性質)
Mail handling service (optional)
- 存放於分行待領
Keep and awaiting collecting in branch +\$0 (轉寄到客戶指定地點則按次收費)
(Mail forwarding service will be charged by service bases)
- 拆開信件掃描後發送至指定電郵或傳真
Send to assigned email or fax after scanning +\$180
- 轉寄到其他港信分行
Forward to other Conson office +\$35
- 香港分行
Hong Kong office
- 旺角 Mongkok 觀塘 Kwun Tong 荃灣 Tsuen Wan
 灣仔 Wan Chai 中環 Central 朗豪坊 Langham Place
- 中國分行
China office
- 深圳 Shenzhen 廣州 Guangzhou 上海 Shanghai
 北京 Beijing
- 郵件通知 (選擇性質)
Mail notification (optional)
- 收件後以電郵通知
Notify by email after receive
- 收件後以電話通知
Notify by phone after receive (只限中國號碼)
(Chain number only)

賬單及其他選項 Billing and other options

- 用戶數目
Number of user
- 一至兩名用戶 +\$0 三至四名用戶 +\$50
Within two users Three to four users
- 繳費週期
Payment cycle
- 3個月 +\$35 6個月 (九折) 12個月 (八折)
3 months 6 months (10% off) 12 months (20% off)
- 收取賬單方式
Billing method
- 電郵 By email +\$0 郵寄 By post +\$10
Per invoice

用戶資料 User Information 1

- 稱謂
Title
- 先生 Mr. 太太 Mrs. 小姐 Miss
- 常用語言
Language
- 廣東話 Cantonese 普通話 Mandarin 英語 English
- 用戶姓名
User name
- 英文 English
- 中文 Chinese
- 別名
Nick Name
- 聯絡電話
Contact Number
- 工作職位
Job title
- 電郵地址
Email address
- 電話處理
Call handling
- 留言後以電郵通知 Message notify by email 留言後以電話通知 Message notify by call (只限中國號碼)
(Chain number only)

用戶資料 User Information 2

- 稱謂
Title
- 先生 Mr. 太太 Mrs. 小姐 Miss
- 常用語言
Language
- 廣東話 Cantonese 普通話 Mandarin 英語 English
- 用戶姓名
User name
- 英文 English
- 中文 Chinese
- 別名
Nick Name
- 聯絡電話
Contact Number
- 工作職位
Job title
- 電郵地址
Email address
- 電話處理
Call handling
- 留言後以電郵通知 Message notify by email 留言後以電話通知 Message notify by call (只限中國號碼)
(Chain number only)

Conson Business Limited

Head Office: 7/F Kowloon Building 555 Nathan Road Kowloon Hong Kong

Hong Kong Branches: Langham Place Central Wan Chai Kwun Tong Tsuen Wan

China Branches: Shenzhen Guangzhou Shanghai Beijing

Hotline: (852) 2159 8005

Fax: (852) 2159 8099

Email: business@conson.com.hk

Website: http://www.conson.com.hk

用戶資料 User Information 3 (額外用戶需要另付服務費 Extra charge for additional users)

稱謂 Title 先生 Mr. 太太 Mrs. 小姐 Miss

常用語言 Language 廣東話 Cantonese 普通話 Mandarin 英語 English

用戶姓名 User name
 英文 English
 中文 Chinese

別名 Nick Name

聯絡電話 Contact Number

工作職位 Job title

電郵地址 Email address

電話處理 Call handling 留言後以電郵通知 Message notify by email 留言後以電話通知 Message notify by call (只限中國號碼) (Chain number only)

用戶資料 User Information 4 (額外用戶需要另付服務費 Extra charge for additional users)

稱謂 Title 先生 Mr. 太太 Mrs. 小姐 Miss

常用語言 Language 廣東話 Cantonese 普通話 Mandarin 英語 English

用戶姓名 User name
 英文 English
 中文 Chinese

別名 Nick Name

聯絡電話 Contact Number

工作職位 Job title

電郵地址 Email address

電話處理 Call handling 留言後以電郵通知 Message notify by email 留言後以電話通知 Message notify by call (只限中國號碼) (Chain number only)

郵件及傳真管理詳情 Mail and Fax Management Details

拆信掃描及傳真轉電郵服務適用 Scan letter and efax service applicable

接收檔案電郵 Receiving email

轉寄信件服務適用 Mail forwarding service applicable

轉寄周期 Forwarding cycle 每天 Daily 每星期 Weekly 每月 Monthly (按每次通知處理將加收 50%手續費) (handling charge plus 50% by each notification)

轉寄方式 Forwarding method 順豐速遞 S.F. Express \$20 + 運費 charges

轉寄地址 Forwarding address

電話管理詳情 Call Management Details

歡迎辭語言 Greeting language 廣東話 Cantonese 英語 English

公司簡稱 Company short name (四個中文字或兩個英文字為限 Limited to four Chinese words or two English words)

Conson Business Limited

Head Office: 7/F Kowloon Building 555 Nathan Road Kowloon Hong Kong

Hong Kong Branches: Langham Place Central Wan Chai Kwun Tong Tsuen Wan

China Branches: Shenzhen Guangzhou Shanghai Beijing

Hotline: (852) 2159 8005

Fax: (852) 2159 8099

Email: business@conson.com.hk

Website: http://www.conson.com.hk

服務合約 Service Agreement (v1010)

一般條款 Main terms

- 1 本合約由港信商務有限公司（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 Conson Business Limited (Service provider) and accepted by the applicant of virtual office service (Client), 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 Client 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 Client 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 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. 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 Client 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 Client 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 Client 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 Client is transferring or assigning any or part of the services to any other parties, without the prior authorization from the Service Provider,

責任範圍 limitation of liability

- 6 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 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.
- 7 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.
- 8 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 Client to any third party without consent from the Client.

合約期及終止服務 Contract period and termination of service

- 9 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 Client afterward, and the content of this agreement will be applicable within the extended contract period.
- 10 當合約期完結時，服務會自動延續十五天，除非客戶已繳付下一服務周期的費用或已辦理終止服務手續。服務供應商有權向客戶索取自動延續服務期間的服務費。
The contract period will be extended for 15 days automatically while it comes to an end, unless the Client had settle the next payment of the service or processed the service termination procedure. The Service Provider has the right to request for the service fees for the extended period.
- 11 如客戶欲終止服務，必須提前 30 天以郵寄、電郵、傳真或親臨服務供應商的辦事處提交已填妥的<商務計劃終止表格>(CB 23)。若客戶於合約期內終止服務計劃，已繳付的服務費將不獲退回。
To terminate the service, the Client shall notice the Service Provider before 30 days by submitting a completed "Termination of Services Application Form" (CB 23), which should be signed and sent by post, email, fax or in person. If the Client terminates the service within the contract period, all the prepaid service fees will be non-refundable.
- 12 如服務供應商未能於合約議定的地點內提供服務，或在合約期內或完成後提出終止合約，均必須在 30 天前向客戶作出正式書面通知（於第 5 條列明的情況除外），同時亦必須按比例退回客戶已繳交之服務費。
If the Service Provider is no longer able to provide services at the or location stated in the agreement, or terminates the agreement within or after the contract period, a 30-day formal notice will be given to the Client (except for the situation stated in term 5), and the prepaid service fees will be refunded to the Client on pro-rata basis.

關於服務及付款 About service and payment

- 13 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 Client 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 Client. The Client 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.
- 14 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 Client 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 Client the service fees for the suspended period.

Conson Business Limited

Head Office: 7/F Kowloon Building 555 Nathan Road Kowloon Hong Kong

Hong Kong Branches: Langham Place Central Wan Chai Kwun Tong Tsuen Wan

China Branches: Shenzhen Guangzhou Shanghai Beijing

Hotline: (852) 2159 8005

Fax: (852) 2159 8099

Email: business@conson.com.hk

Website: http://www.conson.com.hk

- 5 -

- 15 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 Client 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.
- 16 客戶知悉並同意服務供應商會不定期修訂服務細則及雜項收費表，而服務細則及雜項收費表會以服務供應商在網頁 www.conson.com.hk 的最新公佈為準。在修訂前，服務供應商會給予客戶不少於 30 天的通知。
The Client understands and agrees that the service details and disbursement schedule will be renewed irregularly, the latest announced service details and disbursement schedule will be shown on the website of the Service Provider, www.conson.com.hk. Before any modification, the Service Provider will give not less than a 30-day notice to the Client.

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

申請日期 Date of application 年 Year 月 Month 日 Day 申請人姓名 Applicant name

得知本公司途徑 How to know us

- 現有客戶 Existing client
- 商務中心服務 Business centre services
 - 註冊及秘書服務 Registration and secretarial services
 - 會計及稅務服務 Accounting and taxation services
- 新登記客戶 New registered client
- 雅虎搜尋器 Yahoo! search
 - 谷歌搜尋器 Google search
 - 地鐵廣告 MTR advertisement
 - GoHome advertisement
 - 雜誌 Magazines
 - 物業中介人 Property agency
 - 展覽會 Exhibitions
 - 香港青年創業聯盟 HKYEA
 - 轉介 Referral
 - 其他 Other

職員專用 Official Use Only

檔案號碼 File number	CB	CA	電話號碼 Assigned phone number	<input type="text"/>
介紹人 Referrer			傳真號碼 Assigned fax number	<input type="text"/>
負責職員 Handling staff			啟用日期 Activation date	<input type="text"/> 年 Year <input type="text"/> 月 Month <input type="text"/> 日 Day
備註 Remarks				

Conson Business Limited

Head Office: 7/F Kowloon Building 555 Nathan Road Kowloon Hong Kong

Hong Kong Branches: Langham Place Central Wan Chai Kwun Tong Tsuen Wan

China Branches: Shenzhen Guangzhou Shanghai Beijing

Hotline: (852) 2159 8005

Fax: (852) 2159 8099

Email: business@conson.com.hk

Website: <http://www.conson.com.hk>