瑞亞・海外易™

OFFSHORE-2

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

客戶號碼 A/C Number	
表格編號 Form Code	VO1618 V1.01

公司資料 Company Details

公司名稱 Company Name	(中文) (Chinese)		
	(英文) (English)		
公司類型 Company Type1	( ) 有限公司 Limited Company ( ) 無限公司 Unlimited Company ( ) 非牟利機構 Non-Profit Organization ( ) 其他 Others:_____		
業務範圍 Business Nature	( ) 貿易 Trading ( ) 資訊技術 IT ( ) 顧問 Consulting ( ) 其他 Others:_____		
公司註冊國家 Country of Registration2	( ) HK ( ) BVI ( ) 其他 Others:_____	商業登記號碼 Business Registration No.	
公司註冊地址 Registered Office			

申請人資料 Applicant Details

申請人姓名 Applicant's Name	(先生/ 小姐) (英文) (Mr/ Ms.) (English)		((中文) (Chinese))	
證件號碼ID Number	身份證 / 護照 (ID / Passport)	國籍 Nationality		
聯絡電話 Contact Number	(辦公電話) (Office Tel.)	(流動電話) (Mobile)	傳真號碼 Fax No.	
聯絡地址 Contact Address				
電郵地址 E-mail Address				

服務計劃資料 Service Plan Information

公司註冊地址 Office Location*	( ) 上環/S.W. ( ) 尖沙咀/T.S.T.
所選用服務計劃 Service Package*	( ) **選項 Option 1: 註冊地址**年費**Registered Address Annual Fee** (公司註冊/商業登記之用 For use of Business Registration only): HK$1,500 ( ) **選項 Option 2: 商用地址**年費 Commercial Address Annual Fee：HK$3,500 (用以商業通訊的位址/辦事處，尤其是銀行開戶時必須的，一般商務中心提供的地址銀行開戶時不接受) ( ) **選項 Option 3: 虛擬辦公室**(含傳真/電話) Comprehensive Virtual Office(with Tel/Fax number): 年費：HK$8,500 (用於一般營商作為商業通訊的位址/辦事處，同時含傳真/電話)
計劃生效日期 Activation Date (yyyy/mm/dd)	(yyyy)_____/(mm)_____/(dd)_____ （生效日期將由本司設定妥通知 Effective Date to be informed by us officially）
首次繳交費用 First Payment	( ) 12個月 12 months (10% discount)
	( ) 24個月 24 months (15 % discount)
備註: Remark	

本人/ 本公司核證以上資料均正確無誤。
I / our company hereby certify the information provided above is true and correct.

申請人簽署 Applicant Signature

_____ _____

客戶簽署 Customer's Signature 公司印鑒 Company Chop

日期 Date: _____ 日期 Date: _____

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聯絡人資料

Contact Person Information

公司名稱 Company Name	(中文) (Chinese)	
	(英文) (English)	
申請人資料 Applicant Details		
申請人姓名 Applicant's Name	(先生/ 小姐) (英文) (Mr/ Ms.) (English)	((中文) (Chinese))

郵件處理

Mailing Handling (Applicable to Service Plan 1, 2 and 3)

1.	( ) 不需要通知 No notification	( ) 電郵 _____ By email	( ) 電話 _____ By phone
2	( ) 轉寄至其他位址 (需另加行政費用。) Redirect to another address (additional administration cost is required) 地址/ Address _____		

來電答覆 (適用於選項3服務計劃)

Call Answering (Applicable to Service Plan 3 only)

辦公時間內的來電處理
Call Handling During Office Hours

1.	問候語 / Greeting _____ _____		
2.	( ) 留言記錄 Take message	( ) 電郵 _____ By email	( ) 電話 _____ By phone

傳真處理 (適用於選項3服務計劃)

Fax Handling (Applicable to Service Plan 3 Only)

1. 通知有傳真 Notification	( ) 不需要 None	( ) 電郵 _____ By email	( ) 電話 _____ By phone
2. 收取傳真 Collection:	( ) 貴司自取 In person	( ) 傳真到電郵 _____ Refax to Email	( ) 再傳真(每月HK$20或每張HK$5) Refax (Optional HK$20/mth or HK$5/page)

備註: 如多於一位聯絡人，請複製此頁 (每多一位聯絡人,加$500/月)。

Note: Please copy for additional use if you have more than 1 contact person

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公司資料

Company Information

根據我們的經驗， 貴司的客戶會提問一些關於 貴司的問題。因此，請提供 貴司的一些基本資料。

According to our experience, your client would enquire some information related to your company, please fill in the following details for our reference:

給予來電者的公司附加資料 **Additional Company Information to provide to caller when asked**			
地址 Other Address			
傳真號碼 Fax No.		聯絡電話 Contact Number	
電郵地址 E-mail Address			
網站地址 Website			
辦公時間 Operation Hour			
服務/產品 Services/Product Provided			
其他資料 (請註明) Other Information (Please specify)			

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Rules for Virtual Office Customers:

1. One month Service Fee Deposit is required for any services.
2. The total volume of your mails and parcel cannot exceed 15 cubic inches.Offshore2 Limited has rights to reject new mails once your total volume exceed 15 cubic inches or the new mail itself exceeds 15 cubic inches.
3. Mails or parcels exceeding 3.5 cubic inches will be kept, at no charge, for 2 working days counting from the day after the parcel is received. We will charge $20/parcel/day afterwards. In general, we encourage client(s) to pick-up their parcels promptly. We reserve the right refuse to receive or keep it for client(s).
4. Mails and fax will be kept for no more than 30 days. If we have not received any notice from you after 30 days, we will charge a storage charge of $5/week. If mails are not collected 1 month after we received it, Offshore2 Limited has the right to dispose them at our discretion, without any notice.
5. All Notifications by phone and fax, direct transfer of calls and refax services are restricted to Hong Kong numbers only, unless IDD deposit have been paid. Once the service is terminated, you are not allowed to continue using the telephone and fax number provided byOffshore2 Limited without our authorization or to continue using our address as your registered office address and for any commercial applications. Once founded, we have the rights to claim for damages and compensation from you.
6. Our services do not include any advertising recruitment, product promotion and introduction, placing of orders, estate rent and sale etc.
7. If payment is note settled within 7 days after the due date of service, 5% late charge per week will be added on the total amount for administration fee; if payment is still not yet settled 30 days after the due date of service, Offshore2 Limited has the rights to terminate the service provided without giving any notice at once. You are required to pay HK 500 for the cost associated with the reconnection of services and the overdue charge before the service connection.
8. Early Termination or breach of any rules of the service contract will result in the confiscation of the deposit given.
9. Any request on service termination after the contract service period must be informed to Offshore2 Limited at least 1 month in advance, otherwise the deposit would be confiscated. When we intend to terminate the service after the contract service period, notification must be given to you at least 1 month in advance.
10. It is not allowed to be involved in any fraudulent or unlawful activities at Offshore2 Limited, otherwise we have the rights to cancel all the services provided at once without any objection and any lawsuit is at your responsibility. We are also entitled to forfeit any deposit and reserve the rights to claim for damages and compensation form you. Where any members of the debt collection agency, finance company, police or ICAC require, we have the rights to provide your information/records to them at their request.

虛擬辦公室服務組合細則:

1. 所有服務需繳交 1 個月服務費作為按金。
2. 本司為閣下接收郵件及包裹之容量為不多於 15 立方吋,一旦郵件總容量超出上限,本司有權拒絕接收任何新郵件或體積超出 15 立方吋之郵件。
3. 任何體積超於 3.5 立方吋之郵件及包裹,本司會由收件日起計提供 2 天免費儲存期。之後將收取儲存費用$20/件/日。一般情況, 我司希望客戶及時取回有關郵件或包裹; 本司保留最終權利拒絕代為收件或保管。
4. 一般郵件及傳真會於本司存放最多 30 日。如儲存多於 30 日而未有事先通知本司,本司會收取該件過期郵件$5/星期作為儲存費用。如閣下於郵件抵達日起計一個半月內仍未到來領取,本司有權在不知會閣下之情況下將郵件棄置。
5. 所有電話、電話轉駁、傳真通知及轉發服務，均只適用於本地號碼。在終止服務後，貴客戶不能在未經本司的授權下，繼續使用以上之商務電話及傳真號碼或繼續使用本司之公司位址作為公司註冊地址及任何商業用途。若一經發現，本司有權向貴客戶追究一切的賠償及損失。
6. 本司秘書代聽電話服務並不包括廣告招聘，產品推廣及介紹、落單訂購貨品、地產租售等服務。
7. 如貴客戶未能按時於服務費到期日的七天內繳交服務費，本司會額外收取服務費之每星期 5 %作行政費用; 逾期交款超過 30 天，本司會自動取消貴客戶之服務，如須重新續用服務，貴客戶須先繳付港幣 $ 500.00 作逾期續約手續費及繳交之前所欠之服務費及行政費用。
8. 如貴客戶於合約終止期之前停止服務或違反合約內的任何細則，所有已繳交之按金將不獲退還。
9. 如貴客戶於合約終止期之前停止服務，必須給予 1 個月或以上通知期，否則已繳按金將不獲退還。 如本司欲於合約終止期後停止貴客戶之服務，亦須給予 1 個月或以上通知期。
10. 貴客戶不可利用本司進行任何詐騙及各種不法之活動，否則本司有權即時取消貴客戶之所有服務，不得異議。任何有關之法律訴訟，均由貴客戶承擔。本司有權即時沒收已繳按金，並保留向貴客戶追討任何損失及陪償。若遇有收數公司、財務公司、警務人員及廉政公署調查員查詢貴客戶資料時，本司有權將貴客戶之資料提供給前述人仕。