

Virtual Office Agreement 虛擬辦公室使用同意書

推薦人 Referrer:

VO:

A. Company Information of The Client 客戶公司資料

Company Name 公司名稱	Chinese: 中文:	
	English: 英文:	
Company Type 公司類別	A. Individual Client 個人客戶 <input type="checkbox"/> B. Corporation Client 公司客戶 <input type="checkbox"/> C. Partnership or Unincorporated Body 合夥人或非法人團體 <input type="checkbox"/>	
Country of Registration 註冊國家		Date of Registration 註冊日期
Business Registration Number 商業登記號碼		C.I. Number (If Applicable) 公司註冊證書編號 (如適用)
Business Nature 業務性質		
Forwarding Address (If Need) 轉寄地址 (如需要)		
Website Address 網頁地址		

B. Applicant's Details 申請人資料 (Director 董事或 Authorized Person 授權人*)

Applicant's Name 申請人	Gender: 性別:	English: 英文:	Chinese: 中文:
HKID 香港身份證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/>	Identity Number: 證件號碼:		Mobile Phone No. 手機號碼
Company Position 公司職位			Year of Service 在職年份
Email Address 電郵地址			
Residential Address 住址			
Documents To Be Submitted 須遞交文件	<ul style="list-style-type: none"> • Copy of Business Registration Certificate 商業登記證副本 • Copy of HKID Card / Passport 香港身份證 / 護照副本 • Copy of Residential Proof (Most Recent 3 Months) 最近 3 個月住址證明副本 • Copy of Certificate of Incorporation 公司註冊證書副本 (If Applicable 如適用) • List of Shareholder(s) & Director(s) 公司股份擁有人、董事列表 (If Applicable 如適用) • Copy of Company's Article of Association 公司組織章程細則副本 (If Applicable 如適用) • Authorization Letter 授權書* (If Applicable 如適用) 		

C. Virtual Office Plan 計劃選項

Plan 計劃	Total Months 總月數	Fee 費用	Please tick 請選擇	Service Period 服務使用期
Plan A - 6 months pre-payment 基本之選 - 預繳 6 個月	6 months 月	\$420 / \$70 month 月		To 至
Plan A - 12 months pre-payment (extra 2 months free) 基本之選 - 預繳 12 個月(送 2 個月)	14 months 月	\$840 / \$60 month 月		To 至
Plan A - 24 months pre-payment (extra 6 months free) 基本之選 - 預繳 24 個月(送 6 個月)	30 months 月	\$1680 / \$56 month 月		To 至
Plan C - 6 months pre-payment 專業之選 - 預繳 6 個月	6 months 月	\$1400 / \$233.3 month 月*		To 至
Plan C - 12 months pre-payment (extra 2 months free) 專業之選 - 預繳 12 個月(送 2 個月)	14 months 月	\$2800 / \$200 month 月*		To 至
Plan C - 24 months pre-payment (extra 6 months free) 專業之選 - 預繳 24 個月(送 6 個月)	30 months 月	\$5600 / \$186.6 month 月*		To 至

*Extra 10% Discount for all PLAN C clients till Dec 2020

D. Details of Contact Person 聯絡人資料			
Contact Person 1 聯絡人 1	Gender: 性別 :	English: 英文:	
		Chinese: 中文 :	
HKID 香港身份證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/>	Identity Number: 證件號碼:		Mobile Phone No. 手機號碼
Company Position 公司職位			
Email Address 電郵地址			

Contact Person 2 聯絡人 2	Gender: 性別 :	English: 英文:	
		Chinese: 中文 :	
HKID 香港身份證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/>	Identity Number: 證件號碼:		Mobile Phone No. 手機號碼
Company Position 公司職位			
Email Address 電郵地址			

Contact Person 3 聯絡人 3	Gender: 性別 :	English: 英文:	
		Chinese: 中文 :	
HKID 香港身份證 <input type="checkbox"/> Passport 護照 <input type="checkbox"/>	Identity Number: 證件號碼:		Mobile Phone No. 手機號碼
Company Position 公司職位			
Email Address 電郵地址			

- Payment Method 付款方式 : electronic transfer 電子轉帳 (HSBC: 819-846411-838) or 或 ; FPS 轉數快 (HSBC - Proxy ID: 3646551) or 或 ; e-cheque 電子支票 or 或 ; cheque to payee 支票抬頭 : Achieve Partner Business Center or 或 ; cash 現金
- At the end of this service period, the agreement will be renewed simply with client's reply, payment & our confirmation. 於服務期屆滿時, 客戶只需以電郵或口頭形式回覆續約及付款, 收到確認信後, 合約便會延續。
- Contact 聯絡方法 : Tel. 電話 : 3975 9800 Email 電郵 : enquiry@achievepartner.com.hk

Achieve Partner Business Center – Virtual Office Terms and conditions 虛擬辦公室條款及細則

Achieve Partner Business Center ("Achieve Partner") is committed to the service it offers its Clients and has created terms and conditions governing the use of its Business Center ("Center"). These terms and conditions set forth herein apply to the person(s)/ entities named in this Agreement ("Client"). Achieve Partner is not responsible to the Client for any mail, phone calls, or fax received, or for any services to be performed for any other individuals or entities except as named in this Agreement. Achieve Partner 致力為其客戶提供高質素服務, 因此制訂此條款及細則來監管此商務中心("中心")之使用。此條款及細則應用於此合約內的所有登記客戶 ("客戶")。Achieve Partner 將不會對此合約外的任何人之郵件, 包裹, 來電, 傳真或服務負責。

1. Product Definition 產品定義

1.1 Plan A: Entitles the Client to receive mail at Achieve Partner's Center specified in this Agreement ("designated Center"). The Client may use the address of the designated Center for business correspondence. 基本計劃 : 客戶有權於合約中指定的中心收取郵件。客戶有權使用該中心地址作註冊及通訊用途。

Address 地址 : 7K King Palace Plaza, 55 King Yip Street, Kwun Tong, Hong Kong 香港九龍觀塘敬業街55號皇廷廣場7K

1.2 Plan C: Includes all service detailed in section 1.1. In addition, the Client is entitled personalized Receptionist Service during normal office business hours including call answering in name of Client's company, message taking and call diverting to designated number, also total 20 pages incoming and outgoing fax. 尊貴計劃：包括 1.1 所列出的服務。此外，客戶將可於辦公時間享用接待員服務（以客人公司名義接聽電話，留言服務及轉駁到客戶指定之電話）和收取及發送傳真共 20 張。

2. This Agreement 此合約

2.1 This Agreement lasts for the period stated in it. All periods shall run to the last day of the agreement in which they would expire. 合約有效期：合約有效期至合約內所載的終止日期。

2.2 Ending this Agreement immediately: To the maximum extent permitted by applicable law, Achieve Partner may put an end to this Agreement immediately by giving the Client notice and without need to follow any additional procedure if (a) the Client becomes insolvent, bankrupt, goes into liquidation or becomes unable to pay its debts as they fall due, or (b) the Client is in breach of one of its obligations or the ordinance of Anti-money Laundering. If Achieve Partner puts an end to this Agreement for any of these reasons it does not put an end to any outstanding obligations, including the payment of any additional services used. 就以下情況，Achieve Partner 有權即時終止合約而不作任何通知：同時無須為停止提供服務而作出任何賠償或承擔任何責任：(a) 客戶破產或未能能力按時繳交費用，包括服務費，手續費或包裹轉寄費，或 (b) 客戶觸犯 Achieve Partner 所訂下的條例或細則或打擊清洗黑錢條例。若 Achieve Partner 因上述任何原因而提出終止本合約，這並不等於客戶可結束任何未償還的義務，包括使用的額外服務和每月費用。

2.3 After the termination of this Agreement, any mails, parcels, fax or other objects sent to or left at the designated Center address shall be at the disposal of Achieve Partner at its absolute discretion. 合約終止後，Achieve Partner 有權代為處理發送給客戶的或客戶遺下的郵件，包裹，電郵，傳真或任何物件。

2.4 While this Agreement is in force and for a period of six months after it ends, neither Achieve Partner nor the Client may knowingly solicit or offer employment to any of the other's staff employed in the Center. This obligation applies to any employee employed at the Center up to that employee's termination of employment, and for three months thereafter. It is stipulated that the breaching party shall pay the non-breaching party the equivalent of one year's salary for any employee concerned. 在本合約生效期間或完結後六個月內，Achieve Partner 或客戶均不得在知情的情況下向對方僱用任何其員工或提供工作。該義務適用於在中心終止僱用之前及其後三個月內在中心工作的任何僱員。違反方需向對方支付相當於有關僱員一年工資的費用。

2.5 All formal notices must be in writing. 所有正式通知均需以書面形式進行。

2.6 In the event that Achieve Partner is no longer able to provide the services at the designated Centre stated in this Agreement then this Agreement will end and the Client will only have to pay monthly office fees up to the date it ends and for the additional services the Client has used. 如果 Achieve Partner 不再能夠在本合約所述的指定中心提供服務，則本合約將終止，客戶僅需支付截至其終止之日的服務月費以及客戶其他已使用之服務費用。

2.7 The terms of this Agreement are confidential. Neither Achieve Partner nor the Client should disclose them without the other's consent unless required to do so by law or an official authority. This obligation continues after this Agreement ends. 此合約之條款及細則均屬機密。除非法律要求，否則在合約有效期甚至終止後，Achieve Partner 或客戶不能於未獲得對方同意下泄露其內容。

2.8 This Agreement is interpreted and enforced in accordance with the law of the HKSAR. Achieve Partner and the Client both accepts the exclusive jurisdiction of the courts of such jurisdiction. If any provision of these terms and conditions is held void or unenforceable under the applicable law, the other provision shall remain in force. 本合約須受香港法律規管及依據香港法律作出解釋。合約雙方同意接受香港法院的非專屬法律及司法管轄權管轄。

2.9 Enforcing this Agreement: The Client must pay any reasonable and proper costs including legal fees that Achieve Partner incurs in enforcing this Agreement. 客戶需繳付 Achieve Partner 因執行此合約時所引起的費用。

2.10 The Client must not carry on a business that competes with Achieve Partner's business of providing serviced office accommodations and virtual offices. 客戶不可進行跟 Achieve Partner 有競爭性業務如服務式辦公室出租及虛擬辦公室。

2.11 The Client may use the designated Center address as its business address. The Client may only carry on business registered in its name. This Agreement is limited to one company with no more 3 contact persons. Any other uses are prohibited without Achieve Partner's prior written consent. 客戶可以使用指定的中心地址作為其公司地址。客戶只可進行已登記之業務。此合約之客戶只限於一間公司名稱登記不多於 3 位聯絡人。未經 Achieve Partner 事先書面同意，禁止將其用於任何其他用途。

2.12 Client should provide a name list of maximum 3 persons as designated persons for mail and parcel collecting at the reception. Anyone other than the designated persons will not be allowed to collect mails and parcel for the Client. 客戶可登記不多於 3 位郵件收集者讓他們到中心領取郵件及包裹。如非已登記的郵件收集者，本中心恕不受理。

2.13 If Achieve Partner suspects any mails, parcels, or objects is dangerous, Achieve Partner reserves the rights to report to the police or dispose them at discretion. 如 Achieve Partner 懷疑任何郵件及包裹為危險物品，Achieve Partner 有權拒絕接受、棄置或報警。

2.14 Achieve Partner reserves the rights to reject & return parcels of 3 cubic feet or above. Achieve Partner will charge collection fee and storage fee for parcels exceeding 1 cubic feet with reference to the price listed at the Virtual Office Services Package. Achieve Partner 有權拒絕接受體積為 3 立方尺以上的包裹，並將根據虛擬辦公室服務計劃中列出的價格收取超過 1 立方英尺的包裹的代收費和寄存費。

2.15 Achieve Partner will keep mails or parcels for no more than 1 month. Storage fee of HK\$5 daily will be incurred on top of its listed collection fee (if any) for any mail or parcel not being collected after 1 month from the day it was received. For any mail or parcel not being collected after 2 months from the day it was received will be disposed without notice at the discretion of Achieve Partner. Achieve Partner 將保存信件及包裹不超過 1 個月。對於自收到日起 1 個月內未領取任何郵件或包裹，除其列出的代收費（如有）外，還將每天收取 5 港元的寄存費。對於自收到之日起 2 個月後仍未領取任何郵件或包

裏，將任憑 Achieve Partner 處理，恕不另行通知。

2.16 Compliance with the Law: The Client must comply with all relevant laws and regulations in the conduct of its business. The Client must do nothing illegal in connection with its use of the Business Center. The Client must not do anything that may interfere with the use of the Center by Achieve Partner or by others, cause any nuisance or annoyance, increase the insurance premiums Achieve Partner has to pay, or cause loss or damage to Achieve Partner (including damage to reputation) or to the owner of any interest in the building which contains the Center the Client is using. The Client acknowledges that (a) the terms of the foregoing sentence are a material inducement in Achieve Partner's execution of this Agreement and (b) any violation by the Client of the foregoing sentence shall constitute a material default by the Client hereunder, entitling Achieve Partner to terminate this Agreement, without further notice or procedure.

遵守法律：客戶在開展業務時必須遵守所有相關法律和法規。客戶不得在使用商務中心方面採取任何非法措施。客戶不得做任何可能干擾 Achieve Partner 或其他人使用中心，造成任何滋擾或煩惱，增加 Achieve Partner 必須支付的保險費，或造成 Achieve Partner 損失或損壞（包括對 Achieve Partner 聲譽損害的行為）或擁有包含客戶正在使用的中心的建築物的任何權益的所有者。客戶承認（a）上述句子的條款是 Achieve Partner 執行本合約的重大誘因，並且（b）客戶違反上述句子的任何行為均構成客戶在此合約下的重大違約，賦予 Achieve Partner 終止本合約權力，恕不另行通知。

2.17 The extent of Achieve Partner's liability: To the maximum extent permitted by applicable law, Achieve Partner is not liable for any loss as a result of Achieve Partner's failure to provide a service as a result of mechanical breakdown, strike, termination of Achieve Partner's interest in the building containing the Center. THE CLIENT EXPRESSLY AND SPECIFICALLY AGREES TO WAIVE, AND AGREES NOT TO MAKE ANY CLAIM FOR DAMAGES, DIRECT, INDIRECT, PUNITIVE, SPECIAL OR CONSEQUENTIAL, INCLUDING, BUT NOT LIMITED TO, LOST BUSINESS, REVENUE, PROFITS OR DTA, FOR ANY REASON WHATSOEVER ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, ANY FAILURE TO FURNISH ANY SERVICE PROVIDED HEREUNDER, ANY ERROR OR MISSION WITH RESPECT HERETO, FROM FAILURE OF ANY AND ALL COURIER SERVICE TO DELIVER ON TIME OR OTHERWISE DELIVER ANY ITEMS (MAIL, PACKAGES, ETC.) OR ANY INTERRUPTION OF SERVICES. Achieve Partner 的責任範圍：在適用法律允許的最大範圍內，Achieve Partner 對因機械故障，罷工，而未能提供服務而造成的任何損失不承擔任何責任。客戶明白且明確地同意放棄，並且不對任何原因造成的直接，間接，懲罰性，特殊或後果性損害（包括但不限於業務損失，收入，利潤或 DTA）提出任何索賠。出於本合約的規定或與本合約有關的任何責任，此處均未提供的任何提供服務，有關此處的任何錯誤，是由於未能及時提供任何及所有快遞服務或以其他方式交付了任何物品（郵件，包裹等）或任何服務中斷。

3. Fees 費用

3.1 Payment: To reduce environmental impact, Achieve Partner will send renewal invitation electronically (where allowed by law) and the Client could make payments via electronic methods or in cash with payment slip notification. 付款：為減低對環境的影響，Achieve Partner 將以電子方式（在法律允許的情況下）發送續約邀請，客戶可透過電子方式或以現金方式付款。

3.2 Pay-as-you-use and Additional Variable Services: Fee for pay-as-you-use services in accordance with Achieve Partner's published rates which may change from time to time, are payable the day which the additional services were provided. 按次性收費及額外服務：按次性收費服務的價格由 Achieve Partner 公佈，收費可能會不時更改，客戶應在提供服務當日支付費用。

3.3 Service Deposit: The Client will be required to pay a quoted service deposit for any services unspecified on the agreement. This will be held by Achieve Partner without generating interest. The service deposit or any balance after deducting outstanding fees, and other cost due to Achieve Partner, will be returned to the Client after the Client has settled its account with Achieve Partner and funds have been cleared. Achieve Partner may require the Client to pay an increased deposit if outstanding fees exceed the service deposit held and/or the Client frequently fails to pay Achieve Partner when due.

服務按金：客戶需要為合約中未指定的任何服務支付已報價的服務按金。這將由 Achieve Partner 持有而期間不會產生利息。在客戶與 Achieve Partner 結清帳戶並清算資金之後，扣除未償還的費用以及應支付給 Achieve Partner 的其他費用，服務按金或任何餘額將退還給客戶。如果未付費用超過所持有的服務按金和 / 或客戶經常在到期時未能支付，Achieve Partner 可能會要求客戶支付更多的按金。

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

本人已閱讀並同意此條款及細則，並聲明以上提供的任何資料均確實無訛。

Applicant / Authorized Person Signature & Company Chop
申請人 / 已授權人士簽署及公司蓋印

Date 日期

For official use

Payment: cash / cheque / electronic transfer / FPS

Allotted Phone Number (if any): _____

Documents Received: BR cert. / CI cert. / Shareholders & Directors List / Article of Association / ID or Passport copy / Address Proof
Web Site

Receipt Only: No. _____ (Date: _____)

Receipt & Service Confirmation: No. _____ (Date: _____)

Checked by: _____ Date: _____

Endorsed by: _____ Date: _____