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A. Company Information of The Client

Company Name ☐	Chinese:			
	English:			
Company Type ☐	A. Individual Client		B. Corporation Client	
	C. Partnership or Unincorporated Body			
Country of Registration ☐		Date of Registration ☐		
Business Registration Number ☐		C.I. Number (If Applicable) ()		
Business Nature ☐				
Forwarding Address (If Need) ☐ ()				
Website Address ☐				

B. Applicant's Details

	<i>Director</i>		<i>Authorised Person</i>	
Applicant's Name ☐	Gender: ☐	English: ☐	Chinese:	
HKID Passport	Identity Number: ☐ :		Mobile Phone No. ☐	
Company Position ☐			Year of Service ☐	
Email Address ☐				
Residential Address ☐				
Documents To Be Submitted ☐	<ul style="list-style-type: none"> • Copy of Business Registration Certificate • Copy of HKID Card / Passport / • Copy of Residential Proof (Most Recent 3 Months) 3 • Copy of Certificate of Incorporation (If Applicable) • List of Shareholder(s) & Director(s) (If Applicable) • Copy of Company's Article of Association (If Applicable) • Authorization Letter * (If Applicable) 			

C. Virtual Office Plan

Plan	Total Months	Fee	Please tick ☐	Service Period
Plan A - 6 months pre-payment ☐ - 6 (送 1 個月)	☐ months	\$420 / \$60 month		To ☐
Plan A - 12 months pre-payment (extra 2 months free) ☐ - 12 (個月)	15 months	\$840 / \$56 month		To ☐
Plan A - 24 months pre-payment (extra 6 months free) ☐ - 24 (個月)	32 months	\$1680 / \$53 month		To ☐
Plan C - 6 months pre-payment ☐ - 6 ☐ ☐ ☐	☐ months	\$1050 / \$150 month		To ☐
Plan C - 12 months pre-payment (extra 2 months free) ☐ - 12 (3)	15 months	\$2100 / \$140 month		To ☐
Plan C - 24 months pre-payment (extra 6 months free) ☐ - 24 (8)	32 months	\$4200 / \$131 month		To ☐

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 / parcels at the designated Center; pick up the mails / parcels from 1:00pm to 6:00pm on working days; 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接收郵件/包裹; 於工作天下午1時至6時取件; 使用該中心地址作商業註冊及書信往來。

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

