

Virtual Office Services Application Form 虛擬辦公室服務申請表格(CB20)

For Staff Only	
File No.	
Service No.	
Tel No.	
Fax No.	
Staff	

公司資料 Company Information									
公司名稱 Company Name	(英文 English)								
	(中文 Chinese)								
商業登記號碼 Business Registration No.									服務生效日期 Effective Date (DD/MM/YYYY)
有關更改公司註冊地址為虛擬辦公室服務地址 About Change The Registered Address				☐ 由港信代為更改(首次免費) Change By Conson (Free for the first time)			☐ 自行更改地址 Change by Client		☐ 毋須更改註冊地址 No need to change
業務性質 / 產品性質 Business Nature / Products						*公司電話 Company Tel No.			
*公司電郵地址 Company Email Address						*公司網址 Company Website			
*公司地址 Company Address									
* 可選擇提供 Optional									

虛擬辦公室服務計劃資料 Virtual Office Service Plan Information		
請於適當位置加上✓號 Please indicate ✓ as appropriate		
地址組合服務內容 Address Package Service Scope		
☐ Plan B • 提供通訊地址服務 Business address service • 代收取郵件及包裹 Mail handling service	☐ Plan B1 • 地址組合 Plan B • 提供中英文公司名流動式電子水牌 Dynamic Electric Directory Sign	☐ Plan B2 • 地址組合 Plan B1 • 拆開信件掃描並每月轉寄到指定地址 Sending mails to assigned address monthly after scanning 不包括轉寄郵費 Postage fee is not included
通訊組合服務內容 Communication Package Service Scope		
☐ Plan D • 提供通訊地址服務 Business address service • 代收取郵件及包裹 Mail handling service • 代接電話及留言後電郵通知 Telephone service and notified by email	☐ Plan D1 • 通訊組合 Plan D • 提供中英文公司名流動式電子水牌 Dynamic Electric Directory Sign	☐ Plan D2 • 通訊組合 Plan D1 • 拆開信件掃描並每月轉寄到指定地址 Sending mails to assigned address monthly after scanning 不包括轉寄郵費 Postage fee is not included
專業組合服務內容 Professional Package Service Scope		
☐ Plan E • 提供通訊地址服務 Business address service • 代收取郵件及包裹 Mail handling service • 代接電話及留言後電郵通知 Telephone service and notified by email • 接聽來電後即時轉駁至本地號碼 Call transfer to local phone number after greeting • 非辦公時間轉駁至本地號碼或留言信箱 Direct transfer to local phone number or voice mailbox in non-office hour • 獨立傳真號碼，每月無限接收 Dedicated fax number with unlimited pages	☐ Plan E1 • 通訊組合 Plan E • 提供中英文公司名流動式電子水牌 Dynamic Electric Directory Sign	☐ Plan E2 • 通訊組合 Plan E1 • 拆開信件掃描並每月轉寄到指定地址 Sending mails to assigned address monthly after scanning 不包括轉寄郵費 Postage fee is not included

Conson Business Limited

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

Hong Kong Branches: TsimShaTsui Wan Chai Kwun Tong Tsuen Wan Lai Chi Kok Sheung Shui

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Fax: (852) 2159 8099

Email: sales@conson.com.hk

China Branches: Shenzhen Guangzhou Shanghai Beijing

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

地址選擇 Branch Location	
☐ 觀塘 Kwun Tong	☐ 荔枝角 Lai Chi Kok
☐ 上水 Sheung Shui	☐ 灣仔 Wan Chai
☐ 旺角九龍行 Mong Kok Kowloon Building	☐ 荃灣 Tsuen Wan
☐ 尖沙咀 Tsim Sha Tsui	
其他選項 Other Options	
用戶數目 Number of user	☐ 1-2 名用戶 1-2 users (+\$0) ☐ 3-4 名用戶每月(每用戶\$50) 3-4 users per month (+\$50 per user)
繳費週期 Payment Cycle	☐ 12 個月 (八折) 首次申請額外送 2 個月 12 months (20% off) with extra 2 months free for first time application ☐ 6 個月 (九折) 6 months (10% off)
得知本公司途徑 How to know us	☐ 谷歌 Google ☐ 雅虎 Yahoo ☐ 戶外廣告 Outdoor Advertising ☐ 轉介 Referral (公司名 Company Name) _____ ☐ 其他 Other _____
虛擬辦公室增值服務選項 Virtual Office Value-added Service	
請於適當位置加上✓號 Please indicate ✓ as appropriate	
辦公室體驗計劃 (新客戶尊享優惠) Experience Office (New Client Promotion)	
☐ 3 次使用半日通行證 3 times to enjoy Half Day Pass (+\$100) ☐ 3 至 5 人會議室 3 小時 Enjoy 3-5 people conference room for 3 hours (+\$100)	
公司名牌 Directory Sign	
☐ 流動式電子水牌 Dynamic Electric Directory Sign (+\$45) 固定水牌 Fixed Directory Sign (+\$70) 升級固定水牌 Upgrade To Fixed Directory Sign (只適用於服務組合 Only applicable for service package B1, B2, D1, D2, E1 & E2)	
信件及郵件處理 Mail Handling Service	
☐ 轉寄至港信其他分行 Forwarding to other Conson Branch (+\$35) ☐ 觀塘 Kwun Tong ☐ 荔枝角 Lai Chi Kok ☐ 旺角 Mong Kok ☐ 荃灣 Tsuen Wan ☐ 灣仔 Wan Chai ☐ 尖沙咀 Tsim Sha Tsui ☐ 上水 Sheung Shui ☐ 深圳 Shenzhen ☐ 廣州 Guangzhou ☐ 上海 Shanghai ☐ 北京 Beijing ☐ 收件後以電話通知 Mail notification by call (+\$10) ☐ 每月一次信件轉寄到指定地址不包括轉寄郵費 (本地平郵+\$15/次, 速運+\$30/次) Forward to assigned address once a month Postage fee is not included (+\$15/time by post +\$30/time by courier)	
來電處理(辦公時間內) Call Handling Service (During office hour)	
☐ 留言後以電話通知 Take message and notify by call (+\$10) ☐ 系統直接轉駁至指定電話號碼 Direct transfer to assigned number (+\$35) ☐ 接聽來電後即時轉駁至本地號碼 Call transfer to local phone number after greeting (+\$35) ☐ 系統直接轉駁至留言信箱 Direct transfer to mailbox (+\$35)	
來電處理(非辦公時間內) Call Handling Service (During non-office hour)	
☐ 系統直接轉駁至留言信箱 Direct transfer to mailbox (+\$35) ☐ 系統直接轉駁至指定電話號碼 Direct transfer to assigned number (+\$70)	
電子傳真服務 E-fax Service	
☐ 共用傳真號碼 (限制接收 40 頁) Shared E-fax number (with 40 pages limit) (+\$25) ☐ 每月無限接收 with unlimited pages (+\$100)	
保存名冊備查服務 Company Record Keeping Service	
☐ 12 個月/ 12 months (+\$300) ☐ 6 個月/ 6 months (+\$200)	

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用戶 1 User 1- 公司代表資料 Company Representative Information			
用戶姓名 User Name	(英文 English)		聯絡電話 Contact No.
	(中文 Chinese)		
電郵地址 Email Address			
☐ 公司董事 Director / 東主 Proprietor ☐ 股東 Shareholder ☐ 授權運作代理人 Authorizer ☐ 公司秘書 Company Secretary			
用戶 2 資料 User 2 Information			
用戶姓名 User Name	(英文 English)		聯絡電話 Contact No.
	(中文 Chinese)		
電郵地址 Email Address			
☐ 公司董事 Director / 東主 Proprietor ☐ 股東 Shareholder ☐ 授權運作代理人 Authorizer ☐ 公司秘書 Company Secretary ☐ 不適用 Inapplicable			
郵件及傳真管理詳情 Mail And Fax Management Details			
通知方法 Notification ways	☐ 電郵通知 Notification by email ☐ 電話通知 (+\$10/月) Notification by call (+\$10/month)		
通知用戶 Notification To	☐ 用戶 1 User1 ☐ 用戶 2 User2 ☐ 其他 Other : _____ (只能選擇一位 One User Only)		
轉寄地址 Mail Forwarding Address			
適用於掃描信件服務及 E-fax 服務 - 接收檔案之電郵地址 Receiving Email - Preferred Package and E-fax Services applicable	☐ 用戶 1 User1 ☐ 用戶 2 User2 ☐ 其他 Other : _____		
電話管理詳情 Call Management Details (僅供有電話服務的客人填寫 For Phone Call Service Only)			
公司簡稱 Company short name	(字數限制: 中文四個字以內 / 英文兩個字以內) (Limited of word: (Chi) within 4 words / (Eng) within 2 words)		
通知方法 Notification ways	☐ 電郵通知 Notification by email ☐ 電話通知 (+\$10/月) Notification by call (+\$10/month)		
接收電話留言之用戶 Receiving Email	☐ 用戶 1 User1 ☐ 用戶 2 User2 ☐ 其他 Other : _____		
如還有電話轉駁服務，請填以下選項 For call transfer service only :			
電話轉駁方式 Call transfer method	☐ 接聽後轉駁 Call transfer after greeting ☐ 系統直接轉駁 Direct transfer		
接收電話轉駁之電話號碼 (只限轉駁至本地號碼) Direct transfer number (local number only)	☐ 用戶 1 User1 ☐ 用戶 2 User2 ☐ 其他 Other : _____		
非辦公時間內來電處理 (如適用) Call Handling Service during non-office hour (If applicable)	☐ 系統直接轉駁至留言信箱後電郵通知 Email notification after the system direct transfer to voicemail ☐ 系統直接轉駁至指定電話號碼 Direct transfer to assigned number ☐ 不用處理 No action is required		
帳單資料 Billing Information			
收取帳單方法 Contact Method For Bills	☐ 電郵 Email	☐ 用戶 1 User1 ☐ 用戶 2 User2 ☐ 其他 Other :	
	☐ 郵寄 Post (+\$10)	地址 Address :	

本人茲證實上述資料確實無訛，並已閱讀及同意服務合約(STC20221001)及服務細則(SD20230201)之條款。
 I have read and agreed to Service Terms and Conditions (STC20221001) and Service Details (SD20230201) 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

簽署日期
 Signed Date

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服務合約 Service Terms and Condition (STC20221001)

一般條款 Main terms

- 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.
- 一旦簽署本合約或續用服務，即代表客戶知悉並同意此合約將會取代以往簽訂的虛擬辦公室合約，包括「虛擬辦公室服務申請表格 CB20」。
Upon signing of this services terms and conditions or renew the service, The Client understands and agrees that this version of Service Terms and Conditions for Virtual Office Clients will supersede all previously signed Virtual Office agreements titled "Virtual Office Service Application Form (CB-20)".
- 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.
- 客戶知悉並同意每個服務只包括服務一個公司名稱或法團名稱，以及一個業務名稱。在未經服務供應商認可情況下，客戶不能在服務生效前或終止後以其他未向服務供應商登記的公司或用戶的名義，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的追究權利。
The Client agrees and acknowledges that each account can register only one company name or corporation name and one business name. 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.
- 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 not handle and 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.
- 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.
6.1 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;
6.2 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;
6.3 客戶涉嫌利用服務供應商提供的服務作展銷會、招聘會、直銷場所或者實體店舖等活動；In suspicion of the Client is using provided services to hold any promotional sales, public recruitment event or physical store;
6.4 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,
- 如客戶在服務期內更改公司名稱，服務供應商將收取 \$150 手續費。
If the customer changes the company name during the service period, the service provider will charge \$150 handling fee.
- 客戶知悉並同意服務供應商會不定期修訂「服務細則」及「其他服務收費表」，而「服務細則」及「其他服務收費表」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 "Fee Schedule of Supporting Services" will be renewed irregularly. The latest announced "service details" and "Fee Schedule of Supporting Services" will be shown on the website of the Service Provider www.conson.com.hk. The Service Provider will give not less than a 30-day notice to the Client before any modification.

責任範圍 Limitation of liability

- 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。客戶亦同意不會因直接或間接損失(包括業務及收益之損失)而提出索償。
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. 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,
- 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.
- 「更改註冊地址」並非虛擬辦公室服務內容，港信並無就此收取任何費用或承諾負擔任何責任。港信只協助客戶將已簽署及填妥之文件轉交香港政府，港信不須為客戶因未有或未能成功更改公司註冊或商業登記地址而引致之任何損失負責或賠償。
Change of Registration Address" is not part of Virtual Office Service. Conson did not charge any service fee or take any responsibility for this action. Conson only hand in filled and signed document to Hong Kong Government. Conson do not need to take any responsibility or compensate the loss to client for the failure of changing registration address.

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

- 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，一旦付款確認，服務將會被延續，並不獲退款，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. Once payment is confirmed, the service will be extended and no refund will be given, also the content of this agreement will be applicable within the extended contract period.
- 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 settled 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.
- 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 CB23」。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.
- 三十天退款保證只適用於首合約期的首三十天內。客戶如欲行使該保證條款以終止服務，可於有關期內向服務供應商提交已填妥的「商務計劃終止表格」(CB 23)，服務供應商會於收到終止表格後的三十天內，退還所有已繳款的服务費及按金餘額。（每個組合需扣減 HK\$150 行政費）
30-day money back guarantee is only applicable to the first 30 days of the first contract period. To terminate the service under the guaranteed circumstances, the Client should submit a completed "Termination of Services Application Form" (CB 23) within the mentioned period. The Service Provider will refund the prepared service fees and the balance amount of any deposit payment within 30 days after received the form. (HK\$150 will be deducted as administrative charge for each package)
- 不論客戶在服務啟用日期前或服務終止後，使用服務供應商的地址，服務供應商有權向客戶收費使用期間的費用。
Regardless of the customer uses the service provider's address before the service starts or after the service is terminated, the service provider has the right to charge the customer according to the usage period.
- 所有按金在終止服務後 7 年內未能成功領取，將不獲退還。
All deposits will not be refunded if they are not collected within 7 years after termination of service.
- 如服務供應商在合約期內未能於合約議定的地點內提供服務，可將剩餘合約轉移至其他地點繼續履行。如服務供應商提出終止合約，均必須在 30 天前向客戶作出通知（於第 6 條列明的情況除外）。
If the Service Provider is no longer able to provide services at the or location stated in the agreement, the remaining contracts can be transferred to other locations to continue the service. If the Service Provider proposes to terminate 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 6).

關於服務及付款 About service and payment

- 香港法例規定公司服務提供者須向客戶進行「盡職審查」，如客戶因任何原因未能於服務供應商要求之時間內完成及通過「盡職審查」，或出自政府或執法機構之要求，服務供應商有權只提供有限度服務甚或中止服務。如因「盡職審查」要求而中止服務，服務供應商有權扣除 HKD\$150 行政費及 HKD\$150 查冊費，其後退回餘額。According to Hong Kong Law, company business service provider need to conduct "Customer Due Diligence" (CDD). If client failed to complete or pass CDD within certain period for any reasons, or service provider receive requirement from government or law enforce department, service provider could only provide limited service or even terminate the service. If service is terminated due to CDD issues, Service provider could deduct HKD\$150 administrative charge and \$150 Company Search fee and return remaining balance amount.
- 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.
- 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.
- 客戶有責任向服務供應商提供及更新客戶的公司資料及用戶資料，包括但不限於公司股東、董事、重要控制人等資料。客戶如需更改以上資料、服務指令或地點，需以書面形式通知服務供應商，及繳付相關費用（如有）。
Client undertakes the responsibility to provide and update the company information and user information to service provider including but not limited to shareholders, directors and significant controller information. If the Client requires making any amendments for above information, service instructions or location, a written notice should be given to the Service Provider to the amendment take place and related service fees if any.

Conson Business Limited

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

Hong Kong Branches: TsimShaTsui Wan Chai Kwun Tong Tsuen Wan Lai Chi Kok Sheung Shui

China Branches: Shenzhen Guangzhou Shanghai Beijing

Hotline: (852) 2159 8001

Fax: (852) 2159 8099

Email: sales@conson.com.hk

Website: www.conson.com.hk

服務細則 Service Details (SD20230201)

1. 收取郵件及包裹 Mail Handling Services

1.1 客戶使用收取郵件及包裹服務時，來信或來件上必須寫有客戶公司名稱，否則服務供應商有權拒絕接收。

Company name of Client should be marked clearly on each incoming parcels. Otherwise, service provider reserves the rights to refuse receiving the parcels.

1.2 全部郵件及包裹的總體積不可超過 120cm x 60cm x 60cm。服務供應商有權在客人存放量達到總體積後拒收任何郵件及包裹。

The total volume of mails and parcels shall not exceed 60cm x 60cm x 120cm. The Service Provider reserves rights to refuse receiving further mails and parcels when the total volume exceeds the prescribed size.

1.3 服務供應商有權拒絕接收認為危險或非法的物件。客戶亦不可利用此服務接收任何危險品、易燃品、違禁品或非法物件。

The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for client which judged by service provider. Client could not use the service to receive dangerous, flammable, contraband or illegal items.

1.4 客戶應存放適量的交易按金予服務供應商，以支付因接收或轉寄郵件及包裹時的郵費或手續費，可存放之交易按金上限為港幣三千元。

Client should keep certain amount of transaction deposit at the Service Provider to settle any postage or handling charge of mail receiving or sending service. Maximum Total Deposit is HKD\$3000.

1.5 每次交易按金支付金額如超過港幣五百元，將另外收取港幣三十元手續費。如未有存放按金，或按金餘額不足以支付有關費用而客戶需要服務供應商代支，服務供應商會每次額外收取港幣三十元手續費，總代支上限為港幣一百元。如代支金額超過一百元，服務供應商有權拒絕收取該郵件或包裹。

For any transaction over HKD\$500 for transaction deposit, handling charge HKD\$30 will be charged. If there is no deposit kept or the balance is not enough to settle the fee and client require service provider to pay the fee on behalf of client, Service Provider will charge HKD\$30 handling charge per time and maximum debt amount is HKD\$100 only. If the fee is exceeded HKD\$100, Service Provider reserves the rights to refuse receiving the mail or parcel.

1.6 交易按金只限於客戶停用服務後退回。客戶如在服務停用前申請退回交易按金，服務供應商有權收取每次HKD\$30手續費，退款將於30天內退還，每次退款只可選擇全數退回。

Transaction deposit will only be refunded when client terminated the service. If client require refunded before service termination, service provider will charge HKD\$30 per time. The refunded will be issued within 30 days and could only be full refund.

1.7 客戶之信件或包裹體積如超過 21cm x 30cm x 2cm，不論收件或寄件，將會根據存放時間釐訂收費，詳情：

If any received/send mails or parcels particularly exceed the size of 21cm x 30cm x 2cm, a services charge coherent to the period of time of storage in our office will be validated according to the following details,

總尺寸 Dimensions	可免費存放時間 Free storage	*Storage Charge (per day) 寄存費(每日)
- 如體積超過60cm x 40cm x 50cm Over 60cm x 40cm x 50cm	1天內需取件 1 day	港幣30元 HK\$ 30
-如體積超過21cm x 30cm x 2cm Over 21cm x 30cm x 2cm	3天內需取件 3 Days	港幣30元 HK\$ 30

1.8 信件或包裹超過 90 天不取，或不能聯絡者，服務供應商將自行處理寄存物而不另行通知，並且不負任何責任或引致之損失。

Mails and parcels uncollected over 90 days, or if the Client is un-contactable, the mails and parcels shall be disposed without further notice. The Service providers shall not be responsible for any losses or any obligations.

1.9 若客戶暫存的物件基於任何原因被盜、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.

1.10 若服務供應商發現客戶之物件出現發霉、變壞或發出異味，服務供應商將自行處理而不作另行通知，並且不負任何責任或引致之損失。

If the service provider find that the parcel or letter are moldy, spoiled, or smelly, the mails and parcels shall be disposed without further notice. The Service providers shall not be responsible for any losses or any obligations.

1.11 每月掃描最多30封信，每封信件最多以10頁為限。如該封信件多於10頁，服務供應商只需掃描首10頁予客戶。如客戶需要此類信件後續內容，服務供應商有權收取手續費，每10頁掃描費用為HKD\$30。

Maximum scanned letter would be 30 letters per months and maximum 10 pages for each letter. For letters over 10 pages, service provider could scan only first 10 pages to client. If Client requires following content of such letter, service provider could charge HKD\$30 for each 10 pages as service charge.

2. 轉寄郵件服務 Mail Forwarding Services

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

2.2 客戶每次使用轉寄服務都需繳付相關手續費用，有關費用可參考「其他服務收費表」及「港信轉寄服務提示」。

The handling charges are required for each mail forwarding services. For relevant charges, please refer to the "Other Service Charges" & "Conson Forward Service Reminder".

2.3 服務供應商不需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.

3. 電話服務 Call and Voice Mail Services

3.1 所有電話通知及來電轉駁服務只適用於本地電話號碼。

All Notification and call forwarding services only apply to local telephone number.

3.2 專線電話服務基本用戶數量為兩位，如需增加用戶，每位須額外繳付每月港幣五十元正的費用，總用戶上限為四位。

The basic vacancy of call service is two users. Extra monthly fee of HK\$50 will be added for each extra user and maximum is four users in total.

3.3 初次啟用電話或傳真服務時，服務供應商需時2個工作天處理。客戶如欲更改來電處理方法，必須於生效期前2個工作天以書面形式通知服務供應商。

For activate call and Efax service, service provider takes 2 working days to complete. A formal written notification should be submitted to Service Provider 2 working days before effective day of changing call handling method.

3.4 服務供應商不會為系統留言信箱的錄音或留言存取過程所引致的損失而負上任何責任。

The Service Provider will not be responsible for any losses occurred during the process of recording or storage of voice mails of the telephone system.

3.5 所有來電訊息於通知客戶後最多儲存二十四小時。

All call messages will be reserved at most 24 hours after notification.

3.6 專線電話服務只限代接後留言或轉駁電話，不包括任何產品查詢、報價及客戶服務的工作。

Call Handling Services provided by the Service Provider can only be used for receiving calls, messages taking or call transferring on behalf of the Client. This service does not include product enquiries, price quotations and customer services.

3.7 如有騷擾性來電 (包括但不限於恐嚇、謊言穢語、債務、不停重覆來電等)，服務供應商有權暫停接聽服務。如客戶要求服務供應商重開服務，供應商保留最終決定權是否重開服務。每次重開服務需時不多於2個工作天處理。

If there are nuisance calls (including but not limited to intimidation, abusive language, debt, repeated calls etc.), service provider could suspend call handling service. If client required service provider to reactive the service, Service Provider reserves the right to reactive the service. Each reactivation takes 2 working days to complete.

3.8 所有電話接聽服務會在辦公時間內的 9:00-13:00 & 14:00-18:00 提供。

All telephone answering services will be available during office hours 9:00-13:00 & 14:00-18:00.

4. 共用傳真處理 Shared Fax Services

4.1 使用共用傳真號碼時，寄方需於每頁傳真上寫有客戶公司名稱，否則該傳真會被刪除。

Company name of the Client should be marked clearly on each incoming page while using the shared fax number; otherwise the fax will be deleted.

4.2 若傳真接收之頁數超出客戶服務計劃指定的限量，超出的頁數會被刪除而不作任何通知。

If the pages received exceed the quota stated in service plan, all extra pages would be deleted without prior notice.

5. 其他 Others

5.1 每當收信或收件後，服務供應商會以客戶選用之通知方法通知客戶有關信件或貨件的種類。Whenever a letter is received, the service provider will notify the customer of the type of letter or shipment by the notification method chosen by the customer.

5.2 所有通知只會通知一次，如客戶電話未能接通或未有接聽，服務供應商將會以電郵通知。如致電時號碼被轉駁至留言信箱，服務供應商留言後則代表通知成功。All notifications will only be notified once. If the call is not connected or not answered, the service provider will notify via email. If the line is transferred to voicemail, it will be regarded as a successful notification after the service provider leaves a message.

5.3 若客戶在辦公時間內未接聽電話，服務供應商會以電郵通知客戶有關信件或貨件的種類。Whenever a letter is received, the service provider will notify the customer of the type of letter or shipment by the notification method chosen by the customer.

5.4 所有通知只會通知一次，如客戶電話未能接通或未有接聽，服務供應商將會以電郵通知。如致電時號碼被轉駁至留言信箱，服務供應商留言後則代表通知成功。All notifications will only be notified once. If the call is not connected or not answered, the service provider will notify via email. If the line is transferred to voicemail, it will be regarded as a successful notification after the service provider leaves a message.

6. 辦公時間 Office Hours

6.1 服務供應商辦公時間如下：

The office hour of the Service Provider is as follow,

星期一至星期五 Monday to Friday	9:00-13:00 & 14:00-18:30 (上午 Sheung Shui : 9:00-13:00 & 14:00-18:00)
星期六、星期日及公眾假期 Saturday, Sunday and Public Holiday	休息 Closed

6.2 服務供應商之服務或會因惡劣天氣而受阻，如香港天文台發出或宣佈將於未來兩小時內發出8號或以上熱帶氣旋警告 或 黑色暴雨警告訊號的情況下，服務將會暫停而不作事前通知。服務將會在以上訊號取消後兩小時內恢復。如有關訊號於下午兩時後除下，當日服務會暫停。

The services may be affected by severe weather. Services will be suspended without prior notice during Tropical Cyclone Warning Signal No. 8 or above, Black Rainstorm Warning or above signals will be issued within two hours by Hong Kong Observatory. Services will be resumed within 2 hours after the cancellation of above warning. If the signals cancelled after 14:00, the service will be suspended whole day.

6.3 服務供應商保留權利在節日或特殊情況下更改辦公時間，如有更改會於各分行貼出告示通知客戶。

Service Provider reserves the rights to change the office hour during festivals or special circumstances. Service Provider will place notification at the branch for the changes.

本服務細則公佈日期為2023年2月1日

This Service Details announced at 1st February 2023

Conson Business Limited

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Website: www.conson.com.hk

公司盡職調查問卷 COMPANY DUE DILIGENCE QUESTIONNAIRE

公司資料 Company Information

公司名稱 Company name	(客戶編號 File No:)	
請提供下列有剔號者及所有重要控制人之身份證或護照副本 Please provide ID or Passport Copy for Significant Controller and the person who have tick at ☐ box		
全體董事 / 東主姓名 Names of all director(s) / proprietor(s)	1. ☐	2. ☐
	3. ☐	4. ☐
	5. ☐	6. ☐
全體股東姓名 Names of all shareholder(s)	1. ☐	2. ☐
	3. ☐	4. ☐
	5. ☐	6. ☐
直接或間接持有 25%或以上已發行股份 Holding 25% or above issued share	重要控制人詳情 - 1 1 st Significant Controller Details	重要控制人詳情 - 2 2 nd Significant Controller Details
姓名 Name		
電話 Tel		
電郵 Email		
住址 Residential Address		
	重要控制人詳情 - 3 3 rd Significant Controller Details	重要控制人詳情 - 4 4 th Significant Controller Details
姓名 Name		
電話 Tel		
電郵 Email		
住址 Residential Address		

業務資料 Business Information

業務性質 Business Nature	☐ 投資 Investment ☐ 諮詢 Consultancy ☐ 進出口 Import or Export ☐ 貿易 Trading ☐ 製造 Manufacturing ☐ 其他 (請註明) Others (please specify):
主要業務詳細 (產品 / 服務類別) Description of business activities	
主要業務地方或國家 Main Country (ies) where the activities are conducted	
資金來源 The source of funds	☐ 股東私人儲蓄 Shareholder's Private savings ☐ 股東銀行貸款 · 請註明 Shareholder's Bank Loans, please specify : _____ ☐ 投資 : 請說明投資類型和地點 investment : please state the type and place : _____ ☐ 其他 (請註明) Others (please specify) : _____
本人確認上述資料真實準確，並同意港信商務有限公司有權根據監管機構的要求提供相關資料，有關資料只作公司內部或政府審查用途，港信不會將上述資料提供給公司或政府部門以外人士或作其他用途。 I / We confirm that the above information is true and accurate. I / We hereby consent and authorised Conson Business Limited shall have the right to provide the relevant information as required by the Regulators. All information will only be used for internal or Government due diligence. Conson will not disclosed the information to other parties who is not our Staff or Government and will not use it for other usage.	
簽署 Signature : _____ (由董事 / 東主簽署 Sign by Director / Proprietor)	
姓名 Name : _____	
日期 Date : _____	

致港信商務客戶，

客戶盡職審查

簡介

政府於 2018 年推出新公司(修訂)條例，公司服務提供者必須申領「信託或公司服務牌照」(我司已獲發相關牌照)，並按照香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》向客戶進行「盡職審查」，以加強公司擁有權透明度及防止洗黑錢活動。

要求

根據相關條例，我司需要向新客戶及現有客戶作以下盡職審查：

- 取得客戶身分證明文件及其公司實益擁有人相關資料
- 核實取得文件及資料的真實性
- 持續監測不尋常活動
- 不時與客戶聯絡以確保我司存有最新的客戶資料記錄

程序及文件

身份認證

我司需與申請服務之董事 及 其授權代理人 或 服務管理人進行身份認證，包括獲得該人士之身份證明文件以及會面(會面可經面見、拍照、視像會議 或 錄影片段完成)

收集文件

1. 盡職調查問卷及聲明 (由董事或東主簽署作實) – 以了解客戶公司架構及業務性質
2. 以下人士之香港或內地身份證本副本 (香港身份證只需正面、內地身份證需要正背面) 或 護照副本
 - I. 直接或間接持有公司 25% 或 以上股權或控制權人士 及 獲公司授權之董事/東主
 - II. 獲董事授權之服務申請人 或 服務管理人 (如果申請人/管理人並非董事/東主)
3. 香港有限公司 - 請提供最新一年的周年申報表 (Annual Return, NAR1) 或 法團成立表格 (NNC1 或 NC1)
其他國家公司 - 請提供最新列明所有股東董事人員資料之相關文件

若情況需要，我司亦可能會收集上述文件以外之資料。

我們感謝貴司合作。當貴司股東董事的身份證明資料、資金或收入來源類別及程度、或業務架構及擁有權有所改變時，請向我司提供最新及正確的資料。我司亦會不時透過電話、信件或其他適當方式與閣下聯絡，對客戶進行盡職審查。

上述收集之文件只會用作我司及政府審查用途，我司不會主動將上述資料提供給第三者或作其他用途。

如對盡職審查有任何查詢，歡迎致電 (852)23388500 或電郵至 mk@conson.com.hk 查詢。

敬祝商祺

港信商務有限公司

Dear Conson Business Client,

Customer Due Diligence

Introduction

HK Government Introduce new “Companies (Amendment) Ordinance” in 2018 which requires company service provider to apply “Trust and Company Service Provider License” (TCSP License which Conson have obtained) and perform “**Customer Due Diligence**” (CDD) according to HK Law Chapter 615 “Anti-Money Laundering and Counter-Terrorist Financing Ordinance” to enhance the transparency of corporate beneficial ownership and prevent money laundering.

Requirement

According to the regulation, we need to perform following CDD procedure with new and existing client,

- Obtain identity document from client and significant controller
- Confirm the authenticity of documents and information obtained
- Continuously monitor clients activities
- Continuously contact with client to ensure we have the updated information from client

Procedure and Document

Identity Recognition

We need to perform identity recognition with the Director who apply our service, or the person assigned by director or service administrator including obtain the ID / Passport copy and meet with the person. (Meeting could be performed by face to face, video conference or video recording)

Obtain Document

1. Filled “Due Diligence Questionnaire and Declaration” and sign by Director or Proprietor – which provide us the company structure and business nature
2. Identity card copy (HKID only need front side. China ID need both front and back side) or passport copy of following person,
 - I. Shareholder who directly or indirectly hold 25% shares or ownership of the company and the Director / Proprietor who apply our service
 - II. the person assigned by director to apply our service or service administrator (If the applicant or service administrator is not Director / Proprietor)
3. HK Limited Company – Please provide latest Annual Return (NAR1) or New Corporation Form (NNC1)
Limited Company from other countries – Please provide latest documents which list all the shareholders and directors information

We may require further information or documents if needed. Thank you in advance for your cooperation. When following information changed, including identification of shareholders and directors, investment type and company structure, please inform us the updated and correct information. We may also contact you by call, mail or other suitable methods to perform CDD.

All information obtained during CDD will only be used for our internal and Government due diligence usage. We will not disclose above information to third party or use the information for other usage. Should you have any enquiry, please contact us by (852)23388500 or email to mk@conson.com.hk for enquiry.

Best Regards,

Conson Business Limited

非犯罪資金來源聲明 STATEMENT OF NON-CRIMINAL ORIGIN OF FUNDS

本人，即簽署人（董事 / 東主姓名）_____ 為
（公司名稱）_____ 之負責人

特此代表上述公司證實、確認並聲明本人狀況如下：

I, as the undersigned person, _____ (Name of Director / Proprietor),
is the Principal of _____ (Name of Company),
does hereby attest, affirm and state as follows:

1. 本人就與任何專業服務有關的任何交易作出本聲明，本人就任何與其他專業服務有關的服務而言，已獲得或將會獲得「港信商務有限公司」及任何關聯公司或法團或股東或僱員或以任何專業身份（任何公司、法團或涉及的人員應被稱為「代理人」）擔任本人的代理人。I make this Statement in connection with any transaction in connection with any professional services, I have caused or procured, or will cause or procure, Conson Business Limited and any affiliated companies or entities or shareholders or employees to act as my agent and/or in any professional capacity (any company, entity, or person so involved shall be referred to as "the Agent") in respect of any services connected with the other professional services.

2. 本人同意就與專業服務有關的任何款項發表本聲明，以滿足代理人及其法律顧問有關款項來源的各種事宜。特別是，本人在此確認及證實，代理人就任何專業服務收到的或以任何方式持有的任何資金，據本人所知、消息和確信並非源於犯罪及逃稅或其他有關香港稅務條例第 82 條或任何政府機關的收入條例的欺詐行為。本人並確認及證實，與任何專業服務基礎有關的資金均來自正常的合法商業活動。本人進一步聲明，本人並無犯罪記錄。本人承諾，如本聲明中的任何陳述已變成或本人相信為不真實時，本人將通知上述的代理人。In view of any monies in connection with professional services, I have agreed to make this Statement to satisfy the Agent and its legal advisors, of various matters concerning the origin of the monies. In particular, I hereby confirm and verify that any funds being received by, or in any way held by, said Agent in connection with any professional services are to my knowledge, information and belief of non-criminal origin and are not derived from tax fraud or other fraudulent practices with respect to Section 82 of the Hong Kong Inland Revenue Ordinance or the revenue laws of any governmental authority. I also confirm and verify that the monies which form the basis of any professional services are derived from normal legitimate business activities. I further affirm that I have no record of criminal activity. I further undertake to notify said Agent in the event any statement contained herein shall become, or may in our belief become, untrue.

3. 本人已閱讀並理解附表 A「洗錢管制備忘錄」的描述，並確認及表示代理人收到的與任何交易有關的任何款項均並非源於該備忘錄內指明的任何活動。I have read and understand the description of the Money Laundering Control Memorandum attached hereto as **Schedule A** and confirm and represent that none of the monies being received by the Agent in connection with the Transaction have been derived from any of the activities specified in such Memorandum.

4. 本人已閱讀並明白上述第 2 段及第 3 段是各自獨立和有差別的。
I have read and understand that each of the Paragraphs 2 and 3 are separate and distinct.

本人於_____年_____月_____日訂立本聲明，並由衷地確信本聲明為真實。

I make this Statement conscientiously believing the same to be true this on date : _____

(董事/東主簽署 Signature of Director / Proprietor)

非政治人物及破產人士聲明書 DECLARATION OF NON POLITICALLY EXPOSED PERSON

本人，即簽署人（董事 / 東主姓名）_____ 為
（公司名稱）_____ 之負責人

特此代表上述公司證實、確認並聲明各人狀況並非如下：

I, as the undersigned person, _____ (Name of Director / Proprietor),
is the Principal of _____ (Name of Company),
does hereby attest, affirm and state not as follows：

1. 被頒布破產令或臨時破產令的人或受破產承諾所限制的人；

a person against whom a bankruptcy order or an interim order has effect or in respect of whom a bankruptcy restrictions undertaking is in place;

2. 未獲解除破產令的破產人； an undischarged bankrupt；

3. 《打擊洗錢及恐怖分子資金籌集 (金融機構) 條例 (第 615 章)》附表：2 的釋義所指的政治人物。該附表所指的政治人物是指：

a “politically exposed person” as defined in Schedule 2 of the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance (Cap 615) (the “AML”). Schedule 2 of the AML defines a “politically exposed person” as:

(a) 在中華人民共和國以外地方擔任或曾擔任重要公職的個人

an individual who is or has been entrusted with a prominent public function in a place outside the People’s Republic of China and —

(i) 並包括國家元首、政府首長、資深從政者、高級政府、司法或軍事官員、國有企業高級行政人員及重要政黨幹事；但

includes a head of state, head of government, senior politician, senior government, judicial or military official, senior executive of a state-owned corporation and an important political party official; but

(ii) 不包括第(i)節所述的任何類別的中級或更低級官員

does not include a middle-ranking or more junior official of any of the categories mentioned in subparagraph (i);

(b) (a) 段所指的個人的配偶、伴侶、子女或父母，或該名個人的子女的配偶或伴侶；或

a spouse, a partner, a child or a parent of an individual falling within paragraph (a), or a spouse or a partner of a child of such an individual; or

(c) 與 (a) 段所指的個人關係密切的人。 a close associate of an individual falling within paragraph (a);

4. 打擊清洗黑錢財務行動特別組織所定義的政治人物。該組織把政治人物定義為：

a “politically exposed person” as defined in The FATF Recommendations. The FATF Recommendations defines a “politically exposed person” as：

現時或曾經在外國擔任主要公職人員的個人，例如國家或政府首長、資深政客、高級官員、司法人員或軍官、公營機構的高級人員及政黨的要員。

...individuals who are or have been entrusted with prominent public functions by a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations, important political party officials.

本人於_____年_____月_____日訂立本聲明，並由衷地確信本聲明為真實。

I make this Statement conscientiously believing the same to be true this on date：_____

(董事/東主簽署 Signature of Director / Proprietor)

洗錢管制備忘錄

所附聲明中規定的活動包括：

- (1) 販賣毒品之犯罪行為，包括但不限於製造、進口、銷售或分發非法毒品或受管制藥品，上述犯罪行為包括由持續性之犯罪集團所為及隨身攜帶毒品之內；及
- (2) 財務上之不法行為，包括但不限於對收受者、保管人、受託人、或法院執行官隱匿資產，或在破產程序中對債權人隱匿資產；在破產程序中，製造虛假之財產轉移或蓄意違反破產法之規定或作出虛假之宣誓或要求；行賄；在貸款程序中給予佣金或餽贈；竊盜、舞弊或向銀行、其他借貸機構、保險機構申請不當借貸；向銀行或信用機構提出虛假之貸款或信用申請；作出郵件、電匯或對銀行的欺詐行為或搶奪銀行、竊盜郵件；及
- (3) 其他犯罪行為，包括仿冒行為；間諜行為；綁架或擄走人質；賄賂；侵犯著作權、商標權或知識產權；或在任何國家藉由虛假聲明引進貨品；走私；移走海關人員或其他政府人員保管之貨物；非法出口、銷售或運送武器；或任何違反香港《有組織及嚴重罪行條例》之行為。

SCHEDULE A

MONEY LAUNDERING CONTROL MEMORANDUM.

The activities specified in the annexed Statement consist of:

- (1) Drug-trafficking offenses which include and is not limited to the manufacture, importation, sale or distribution of illegal drugs or controlled substances; the commission of acts constituting a continuing criminal enterprise; and transportation of drug paraphernalia; and
- (2) Financial misconduct which includes and is not limited to the concealment of assets from a receiver, custodian, trustee, marshal or other officer of the court, or from creditors in a bankruptcy proceeding; the making of a fraudulent conveyance in contemplation of a bankruptcy preceding or with the intent to defeat any bankruptcy law; the giving of false oaths or claims in relation to a bankruptcy proceeding; bribery; the giving of commissions or gifts for the procurement of loans; theft, embezzlement, or misapplication of bank funds or funds or other lending, credit, or insurance companies or institutions; the marking of fraudulent bank or credit company or institution entries or loan or credit applications; and mail, postal, wire, or bank fraud or bank, mail or postal robbery or theft; and
- (3) Other criminal activities such as counterfeiting; espionage; kidnapping or hostage-taking; bribery; copyright, patent trademark or other intellectual property infringement; entry of goods into any country by means of false statements; smuggling; removing goods from the custody of the Police, Customs or other Governmental officials; illegally exporting, selling or transporting arms; or any other activity that might be an offence under the Hong Kong Organized and Serious Crimes Ordinance.