Conson 港信

# 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 | |
| INB ☐ CSB ☐ IN ☐ CS ☐ | |

## 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. | - | 申請日期 Date of Application | (DD/MM/YYYY) |
| 有關更改公司註冊地址為虛擬辦公室服務地址 Change Of Registered Address By Conson | ☐ 由港信代為更改(首次免費) Changed By Conson (Free for the first time) | ☐ 自行更改地址 Changed by Client | ☐ 不適用 Inapplicable |
| 服務生效日期 Effective Date | (DD/MM/YYYY) | | |

## 請選擇虛擬辦公室服務計劃 Please Select Virtual Office Service Plan

請於適當位置加上✓號 Please indicate ✓ as appropriate

| | | | |
|---|---|---|---|
| 地址組合服務 Address Package Service | ☐ Plan B | ☐ Plan B1 | ☐ Plan B2 |
| 電話組合服務 Call Package Service | ☐ Plan C | | |
| 通訊組合服務 Communication Package Service | ☐ Plan D | ☐ Plan D1 | ☐ Plan D2 |
| 專業組合服務 Professional Package Service | ☐ Plan E | ☐ Plan E1 | ☐ Plan E2 |

## 請選擇租用地點 Location Select

☐ 觀塘 Kwun Tong ☐ 荔枝角 Lai Chi Kok ☐ 旺角九龍行 Mong Kok Kowloon Building ☐ 荃灣 Tsuen Wan
☐ 上水 Sheung Shui ☐ 尖沙咀 Tsim Sha Tsui ☐ 灣仔 Wan Chai ☐ 不適用 Inapplicable

## 電子傳真服務 e-Fax Service

☐ 共用傳真號碼 (最多 40 頁) Shared E-fax number (Max. 40 pages) (+$25 /月 month)
☐ 獨立傳真號碼，每月無限接收 Dedicated fax number with unlimited pages (+$100 /月 month *)
(*專業組合包含此項服務 This service is available to Professional Package)

## 辦公室體驗計劃 (新客戶尊享優惠) Trial Offer (Exclusive to new client)

☐ 3 次使用半日通行證 Half Day Pass for 3 Visits (+$100 ~~$180~~)
☐ 3 小時會議室 (可容納 3 - 5 人) 3 Hours Conference Room Usage (Capacity of 3 - 5 Pax ) (+$100 ~~$360~~)

## 其他選項 Other Options

| | |
|---|---|
| 用戶數目 Number of User | ☐ 1-2 名用戶 1-2 users (+$0)<br>☐ 3-4 名用戶 (每月每用戶$50) 3-4 users (+$50 per user & month) |
| 公司名牌 Directory Sign | ☐ 流動式電子水牌 Dynamic Directory Sign (+$45/月 month)<br>(There are no additional charges for Services Plan B1, B2, D1, D2, E1 & E2 不需額外收費)<br>☐ 固定水牌 Fix Directory Sign (+$70 /月 month)<br>☐ 升級固定水牌 Upgrade To Fixed Directory Sign (+$408/ 12 月 months. +$177/6 月 months)<br>(只適用於服務組合 Only applicable for service package B1, B2, D1, D2, E1 & E2) |
| 保存名冊備查服務 Company Record Keeping Service | ☐ 12 個月/ 12 months (+$300) ☐ 6 個月/ 6 months (+$200) |
| 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<br>☐ 6 個月 (九折) 6 months (10% off) |


**Conson Business Limited**

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

**Hong Kong Branches:** Tsim Sha Tsui Wan Chai Kwun Tong Tsuen Wan Lai Chi Kok Sheung Shui **China Branches:** Shenzhen Guangzhou Shanghai Beijing

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| 用戶 1 User 1- 公司代表資料 Company Representative Information | | | |
|---|---|---|---|
| 用戶姓名 Name Of User | (英文 English) | | |
| | (中文 Chinese) | 聯絡電話 Contact No. | |
| 電郵地址 Email Address | | | |
| ☐ 公司董事 Director / 東主 Proprietor ☐ 股東 Shareholder ☐ 授權代理人 Authorizer ☐ 公司秘書 Company Secretary | | | |

| 用戶 2 資料 User 2 Information | | | |
|---|---|---|---|
| 用戶姓名 Name Of User | (英文 English) | | |
| | (中文 Chinese) | 聯絡電話 Contact No. | |
| 電郵地址 Email Address | | | |
| ☐ 公司董事 Director / 東主 Proprietor ☐ 股東 Shareholder ☐ 授權代理人 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 Method | ☐ 電郵通知 Email Notification ☐ 電話通知 (+$10/月) Call Notification (+$10/month) ☐ **WhatsApp** 通知 (+$10/月) **WhatsApp** Notification (+$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) |
| 信件及郵件特別處理 Other Mail Handling Service | ☐ 轉寄至港信其他分行(+$35/月) Forwarding to other Conson Branch (+$35/month)<br>觀塘 Kwun Tong 荔枝角 Lai Chi Kok 旺角 Mong Kok<br>荃灣 Tsuen Wan 灣仔 Wan Chai 尖沙咀 Tsim Sha Tsui 上水 Sheung Shui<br>深圳 Shenzhen 廣州 Guangzhou 上海 Shanghai 北京 Beijing<br>☐ 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, 一般速運+$30/次, DHL/FedEx+15%/次)<br>Forward to designated address once a month Postage fee is not included (Local Surface Mail+$15/time, General Courier+$30/time, DHL/FedEx+15%)<br>Plan B2/D2/E2 每月已包一次免手續費 For Plan B2/D2/E2, one transaction per month is already included without any processing fee. |
| 轉寄地址 Mail Forwarding Address | |
| 接收檔案之電郵地址 (適用於掃瞄信件服務及 eFax 服務) Email for Files Receiving (Applicable for Mails Scanning Service & eFax Service) | ☐ 用戶 1 User1 ☐ 用戶 2 User2 ☐ 其他 Other： |

| 來電處理詳情 Details of Incoming Call Handling (僅供選用電話服務的客戶填寫 For Telephone Service Subscribers Only) | |
|---|---|
| 企業簡稱 Abbreviation of Company | (字數限制: 中文四個字元 / 英文兩個單字)<br>(Word Limit: 4 Characters for Chinese / 2 Words for English) |
| 來電處理方式 Handling Method | ☐ 接聽後電郵通知 Email Notification ☐ 接聽後電話通知 Call Notification (+$10/月 month)<br>☐ 接聽後轉駁 Forward after greeting (+$35/月 month*) ☐ **WhatsApp** 通知 Notification (+$10/月 month)<br>☐ 系統直接轉駁 Automatic Call Forward (+$35/月 month*)<br>☐ 系統直接轉駁至留言信箱 Automatically Forward to Mailbox (+$35/月 month*)<br>(*)專業組合服務 Plan E 不需額外收費<br>(*)No Additional Charge for Plan E Subscribers |
| 接收電話留言/ 轉駁之用戶 (只限轉駁至本地號碼) Receiving Email (local number only) | ☐ 用戶 1 User1 ☐ 用戶 2 User2 ☐ 其他 Other： |
| 非辦公時間之處理方式 Handling Instruction During Non-Office Hours | ☐ 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 (+$35/ 月 month *)<br>☐ 系統直接轉駁至指定電話號碼 Automatic Forward to Designated Local Number (+$70/ 月 month *)<br>☐ 不用處理 No action is required<br>(*) 專業組合服務 Plan E 不需額外收費<br>(*)No Additional Charge for Plan E Subscribers |


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| 帳單資料 Billing Information | | |
|---|---|---|
| 收取帳單方法<br>Invoices Receiving Method | ☐ 電郵 Email | ☐ 用戶1 User1 ☐ 用戶2 User2 ☐ 其他Other： |
| | ☐ 郵寄 Post (+$10) | 地址Address: |

**得知本公司途徑 How Did You Hear About Conson?**

☐ 谷歌 Google ☐ 雅虎 Yahoo ☐ 戶外廣告 Outdoor Advertising ☐ 其他 Other _____

☐ 轉介Referral (公司名稱 Company Name)_____

## 關於盡職審查
## About the Due Diligence

根據政府公布的法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》，我們作為公司服務提供者必須為客戶進行「盡職審查」，了解並獨立認證所有公司董事/東主、股東及實益擁有人身份，並保存由政府指定有關用於識別客戶及公司的證明文件。請仔細閱讀以下條款後在空格上加上✓號:
In accordance with the government's legislation under Chapter 615, "Anti-Money Laundering and Counter-Terrorist Financing Ordinance," as service providers, we are required to conduct "due diligence" on our customers and maintain records of government-designated identification documents for both customers and companies. Please read carefully the following terms and mark them with an "✓" in the provided space.

☐ 客戶需在申請日期後的15天內遞交所有與「盡職審查」有關的文件(有關文件可查閱CDD-DL) 並完成「盡職審查」程序, 如在生效日期後仍然未能完成並通過「盡職審查」程序，收信服務及電話服務將會被暫停直至完成整個程序。
The customer is required to submit all documents related to the "Due Diligence" within 15 days after the application date (relevant documents can be found in CDD-DL) and complete the " Due Diligence " process. If the process is not completed and passed after the effective date, mail receiving services and telephone services will be temporarily suspended until the entire process is completed.

☐ 如客戶因任何原因於服務生效日期 30天或之後終止服務，客戶將同意並知悉所有已繳款項(包括服務費及政府費)將不獲退還。
If the customer terminates the service 30 days or later after the service effective date for any reason, the customer agrees and acknowledges that all payments made (including service fees and government fees) will not be refunded.

☐ 如客戶因任何原因未能於服務生效日期後的 60 天內完成及通過「盡職審查」，或出自政府或執法機構之要求，客戶將被視作自動放棄服務，服務供應商將終止提供服務。
If the customer fails to complete and pass the "due diligence review" within 60 days after the service effective date for any reason or as required by the government or law enforcement agencies, the customer will be deemed to have voluntarily relinquished the service, and the service provider will terminate the provision of services.

☐ 在服務生效後的任何時候，如客戶更改公司架構/資料/名稱，更改公司成員及聯絡資料，客戶必須立刻通知服務供應商，並需要重新進行「盡職審查」及遞交有關文件，並由服務供應商決定是否需要收取 HKD$150 查冊費及 HKD$150 手續費。如服務供應商發現客戶更改後並不能通過「盡職審查」，服務供應商有權終止服務，已繳付的服務費將不獲退回，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。
At any time after the service becomes effective, if the customer makes changes to the company structure/information/name, company members, or contact information, the customer must immediately notify the service provider. The customer will be required to undergo a new due diligence process and submit the relevant documents. The service provider will determine whether a company search fee of HKD$150 and HKD$150 handling fee will be charged. If the service provider finds that the customer's changes do not pass the due diligence process, they reserve the right to terminate the service. Any service fees already paid will not be refunded, and the service provider will not be liable legally or bear any consequences for ceasing the provision of services.

☐ 如服務供應商發現客戶涉嫌偽造文件，故意隱瞞或欺騙有關公司文件及資料，服務供應商有權終止服務，已繳付的服務費將不獲退回，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。
If the service provider discovers that the customer is suspected of forging documents, intentionally concealing or deceiving the company's documents and information, the service provider reserves the right to terminate the service. Any service fees already paid will not be refunded, and the service provider will not be liable legally or bear any consequences for ceasing the provision of services.

本人茲證實上述資料確實無訛，並已閱讀及同意盡職審查條款、服務合約(STC20241023)及服務細則(SD20240315)之條款。
I have read and agreed with the provisions contented in "Due Diligence", Service Terms and Conditions (STC20241023) and Service Details (SD20240315).
I hereby declare that the information provided is true and correct.

姓名Name:

公司董事 / 東主 / 授權人簽署及公司印鑑
The Signature of Company Director / Proprietor / Authorized and Company Chop

簽署日期
Signing Date

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# 服務合約 Service Terms and Conditions (STC20241023)

## 一般條款 Main terms

1. 本合約由港信商務有限公司（下稱服務供應商）提供，並由申請虛擬辦公室服務的公司（下稱客戶）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. 一旦簽署本合約或續用服務，即代表客戶知悉並同意將履行該合約期，並了解該合約受香港特區政府法律之約束。
By signing this contract or renewing the service, the customer acknowledges and agrees to fulfill the contract period and understands that the contract is bound by Hong Kong SAR law.
3. 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。Client understands and agrees that he/she has no right to occupy any co-working space, or use any in-house facilities and equipment belongs to Service Provider.
4. 客戶知悉並同意每個服務只包括服務**一個商業登記證號碼**內的**一個公司名稱、法團名稱或業務名稱**。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。
Client acknowledges and agrees each application can apply one company name, corporate name, or business name within one business registration number. Disclosing or applying the provided address, telephone numbers and fax number before the service commencement or after termination without Service Provider's consent is prohibited. Client shall be responsible for any loss howsoever arising, as a result of such unauthorized information disclosure.
5. 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.
6. 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；Client fails to settle fees payment, such as: service fee, handling charge or mails forwarding fee by the deadline. Or, postponement on Certificate of Business Registration renewal;
6.2 客戶涉嫌進行或涉及任何非法、違例或詐騙活動；Client is suspected of conducting and being involved to any illegal, offensive or fraudulent 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；Client is suspected of hosting trade shows, job fairs, direct marketing events or physical stores at Service Provider's venues;
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。
Client is suspected of transferring or sharing the enrolled service to any third party without Service Provider's approval.
7. 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。
All information appearing in "Service Details" and "Fee Schedule of Supporting Services" may be revised, in whole or in part, constantly without notice. Client acknowledges to be bound by any such revisions. Client also agrees to periodically visit Service Provider's official website www.conson.com.hk to determine the current terms of use to which Client is bound. Service Provider will give not less than 30 days' prior notice to Client before effecting the change.

## 責任範圍 Limitation of liability

8. 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。
Client acknowledges service may be subject to interruption, delay or suspension, or any mistake occurs due to limitations on verbal, written and electronic communications. Service Provider will only responsible for paid fees during the affected period. Client agrees not claiming his/her direct or indirect loss (including forfeiture of business and profit) from Service Provider.
9. 服務供應商同意在未經客戶同意的情況下，不會向第三者售賣或提供其任何資料。
Service Provider does not sell or disclose any information Client provided to any third party without Client's consent.
10. 「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 Address of Registered Office" is not the bundled service offers to Service Provider's Packages. Service Provider does not charge any fees or take any responsibilities for the amendment. Service Provider only assist Client submitting the completed and signed document to Hong Kong government. Service Provider disclaim all liability in relation to the updating failure on Client's registered office address.

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

11. 首合約期為首次申請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 application 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.
12. 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。
Unless the fees for upcoming service cycle have been settled or service termination process is completed, enrolled service shall automatically extend 15 days at the end of each subscription period. Service Provider reserves the right to charge the fees for the relevant period.
13. 如客戶欲終止服務，必須提前 **15 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」。客戶需在終止日期後的 14 天內將地址更改去新地址，且不能再使用我司地址作任何登記。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。
15-day notice period is required prior to the service due date. Completed and signed "Termination of Service Application Form" (CB23) can be submitted via surface mail, email, facsimile or in person. Customer is required to change their address to the new address within 14 days after the termination date and cannot use our company's address for any registrations. No refunds of prepaid fees shall be made to Client in connection with any termination during contract period.
14. **三十天退款保證**只適用於首次申請服務的生效日期三十天內。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務費及按金餘額。（每個組合需扣減 HK$150 行政費及 HKD$150 查冊費）
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 Company Search Fee and HK$150 administration fee will be deducted as for each package)
15. 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取使用期間的費用．
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.
16. 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.
17. 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，可將剩餘合約轉移到其他地點繼續履行。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 Service Provider fails to provide service at the agreed location, Client may consider conducting service relocation to one of Service Provider's branches during the remained contract period. Client will be notified for service suspension 30 days in advance (other than the circumstances as mentioned in Point 6).

## 關於服務及付款 About service and payment

18. 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。
Client should settle payments prior to the due date. Service Provider reserves the right to suspend or terminate the service without notice as a result of payment not having been made. Besides, Client has responsibility to confirm if Service Provider has received the relevant payment.
19. 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。For service reactivation due to late or overdue payment, Service Provider will charge the relevant fees during suspending period.
20. 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**

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# Conson 港信

## 服務細則 Service Details (SD20240315)

**1. 收取郵件及包裹 Mail Handing 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<br>Dimensions | 可免費存放時間<br>Free storage | *Storge Charge (per day)<br>寄存費(每日) |
|---|---|---|
| - 如體積超過60cm x 40cm x 50cm<br>Over 60cm x 40cm x 50cm | 1天內需取件<br>1 day | 港幣30元<br>HK$ 30 |
| -如體積超過21cm x 30cm x 2cm<br>Over21cm x 30cm x 2cm | 3天內需取件<br>3 Days | 港幣30元<br>HK$ 30 |

1.8 信件或包裹超逾 **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作另行通知，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 每月掃瞄最多30封信，每封信件最多以10頁為限。如該封信件多於10頁，服務供應商只需掃瞄首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頁掃瞄費用為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、粗言穢語、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.

**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<br>Monday to Friday | 9:00-13:00 & 14:00-18:30<br>(上水 Sheung Shui : 9:00-13:00 & 14:00-18:00 ) |
| 星期六、星期日及公眾假期<br>Saturday, Sunday and Public Holiday | 休息<br>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2024年10月23日

This Service Details announced at 23th October 2024


**Conson Business Limited**

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Conson 港信 ®

| For Staff Only | |
|---|---|
| File No. | |
| Service No. | |
| Staff | |

# CDD-DL 盡職審查文件收集表

感謝貴司選用港信服務，請在申請服務 / 進行盡職審查時提供以下文件及資料：

Thank you for choosing our service. Please provide following documents and information for application or Customer Due Diligence:

☐ 公司盡職調查問卷 Due Diligence Questionnaire CDD-DDQ

☐ 董事 / 股東/東主租用地址同意書及聲明書 Director/Shareholder / Proprietor Consent and Declaration CDD-CNS

☐ 所有股東、董事/東主、董事/東主授權申請人的香港身份證 /內地身份證 / 有效護照副本
(內地身份證正背面都需要。香港身份證只須正面)

ID / Passport copy of Shareholder, Director / Proprietor, the applicant auth by Director
(Both front and back side are required for China ID. HKID only need front side.)

☐ 其中一位董事/東主 及 所有非持有香港身份證成員的住址證明
Proof of residential address for one director/owner and all non-Hong Kong identity card holders.

☐ 有效的香港商業登記證 Valid Hong Kong Business Registration

☐ 其他國家公司：最新列明所有股東董事人員資料之相關文件
Limited Company from other countries: Latest documents which list all the shareholders and director's information

☐ 請確認文件遞交方式: Please select the way to submit the documents:

☐ 到分行遞交 Submit to our branch ☐ 電郵 Email ☐ WhatsApp WhatsApp ☐ 郵寄或速遞 Post or Courier

☐ 請確認身份認證方式並在橫線上填上名字:

親身會面 Visit our branch: _____

視像會面 Video Conferencing: _____

手持身份證自行錄影~~/拍照~~ Take a ~~photo /~~ video with holding your ID / Passport: _____

_____

個人名義銀行帳戶轉帳$0.1 Transfer $0.1 to Conson via the bank account under your own name:

_____

☐ 其他文件: _____

**Conson Business Limited**
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**Hotline:** (852) 2159 8001 **Fax:** (852) 2159 8099 **Email:** business@conson.com.hk **Website:** http://www.conson.com.hk

# Director/Shareholder/ Proprietor Consent and Declaration CDD-CNS

I, the undersigned_____, as a director/shareholder/proprietor of _____ _____ (company name), hereby confirm, acknowledge, and declare the following:

1. The matter regarding the company address has been approved by the board of proprietor/directors/resolved in writing by the company. The directors/members of the company unanimously agree and acknowledge that the company will lease the address and services provided by Conson Group Limited, starting from _____(Date).

2. _____(Name of Grantee) will be appointed as the company's representative to handle all matters related to the rental of the company address.

**DECLARATION 1 - NON-CRIMINAL ORIGIN OF FUNDS**

1. 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 Group 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. 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. 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. I have read and understand that each of the Paragraphs 2 and 3 are separate and distinct.

**DECLARATION 2 - NON-POLITICALLY EXPOSED PERSON**

1. 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. An undischarged bankrupt；

a. 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:

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

c. 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

d. A close associate of an individual falling within paragraph (a);

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

…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.

I hereby establish this Declaration One and Declaration Two on _____(Date), and sincerely believe that the above content is true.

_____

(Signature of Director / Proprietor)

**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.

# 董事 / 股東/ 東主同意書及聲明書 CDD-CNS

本人 , 即簽署人_____為 _____ （公司名稱）

之 ( 董事 / 股東/東主)，特此證實、確認並聲明狀況如下：

本公司就公司地址一事已經東主/董事會議通過或作出書面決議，本公司董事/成員一致同意並知悉由_____年_____月_____

日開始租用由港信集團有限公司提供的公司地址及服務。並將委_____為本公司之代理人處理有關租用公司地址

之事務。

**聲明一 - 非犯罪資金來源:**

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「港信集團有限公司」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。
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。
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。
4. 本人已閱讀並明白上述第2段及第3段是各自獨立的和有差別的。

**聲明二 -非政治人物及破產人士:**

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；
2. 未獲解除破產令的破產人；
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) 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

(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

(ii) 不包括第(i)節所述的任何類別的中級或更低級官員

(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

(c) 與 (a) 段所指的個人關係密切的人。

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：

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。

本人於_____年_____月_____日訂立本聲明一及聲明二，並由衷地確信以上內容為真實。

_____

(簽署)

附表 A

**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。

Conson 港信

# 公司盡職調查問卷 COMPANY DUE DILIGENCE QUESTIONNAIRE (CDD-DDQ)

**公司資料 Company Information** ( File No: )

| | | |
|---|---|---|
| 公司名稱 Company name | | |
| 全體董事 / 東主姓名<br>Names of all director(s) / proprietor(s) | 1. | 2. |
| | 3. | 4. |
| 全體股東姓名<br>Names of all shareholder(s) | 1. | 2. |
| | 3. | 4. |

| **直接或間接持有25%或以上已發行股份<br>Holding 25% or above issued share** | **重要控制人詳情 - 1<br>1st Significant Controller Details** | **重要控制人詳情 - 2<br>2nd Significant Controller Details** |
|---|---|---|
| 姓名 Name | | |
| 電話Tel | | |
| 電郵Email | | |
| 住址Residential Address | | |
| | **重要控制人詳情 - 3<br>3rd Significant Controller Details** | **重要控制人詳情 - 4<br>4th 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<br>Business Nature | ☐ 投資 Investment<br>☐ 貿易 Trading | ☐ 諮詢 Consultancy<br>☐ 製造Manufacturing | ☐ 進出口Import or Export<br>☐ 其他（請註明）Others (please specify):_____ | |
| 主要業務詳細（產品 / 服務類別）Description of business activities | | | | |
| 銷售地點國家Country of sale location | | | | |
| 供應商地點國家 Countries of Suppliers | | | | |
| 開立銀行戶口狀況Status of opening bank account | ☐ 已開立 Yes | ☐ 未開立 No | ☐ 其他 Others: _____ | |
| 業務是否需要牌照，如是請註明牌照類別及號碼<br>Does the business require a license? If yes, please specify the category of the license. | ☐ 否 No<br>牌照類別License type:<br>牌照號碼License number: | ☐ 是 Yes | | |
| 資金來源<br>The source of funds | ☐ 股東私人儲蓄Shareholder's Private savings<br>☐ 股東銀行貸款，請註明 Shareholder's Bank Loans, please specify :<br>☐ 投資：請說明投資類型和地點 investment : please state the type and place :<br>☐ 其他（請註明）Others (please specify) : | | | |

本人確認上述資料真實準確，並同意港信企業顧問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 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 disclose the information to other parties who is not our Staff or Government and will not use it for other usage.

**簽署 Signature :** _____ ( ☐ **董事Director** / ☐ **最終受益擁有人Ultimate Beneficial Owner** )

**姓名 Name :** _____

**日期 Date :** _____