

Hong Kong Virtual Office Application Form

HK-VOAP102-3

Applicant Information

English Company Name

Chinese Company Name

Company Type Limited Company Unlimited Company
 Non-Profit Organization Other

Business Nature

Country of Registration

Business Registration Number

Billing Contact

Contact Name Mr Mrs Miss

English

Chinese

ID Number HK ID Card Passport

Nationality

Phone # (Mobile)

Contact address

Email

Service Selection

Custom Package (Please complete the next section for service details)

Standalone Call Answering Service [\$260]

Standard Packages

	Package A	Package D	Package E
Yen Sheng Centre	<input type="checkbox"/> \$118	<input type="checkbox"/> \$348	<input type="checkbox"/> \$478
Wing On Central Bldg	<input type="checkbox"/> \$138	<input type="checkbox"/> \$368	<input type="checkbox"/> \$498
Langham Place	<input type="checkbox"/> \$168	<input type="checkbox"/> \$418	<input type="checkbox"/> \$548
Silvercord	<input type="checkbox"/> \$168	<input type="checkbox"/> \$418	<input type="checkbox"/> \$548
Millennium City 5	<input type="checkbox"/> \$238	<input type="checkbox"/> \$438	<input type="checkbox"/> \$568
Times Square	<input type="checkbox"/> \$298	<input type="checkbox"/> \$498	<input type="checkbox"/> \$628
Wheelock House	<input type="checkbox"/> \$498	<input type="checkbox"/> \$698	<input type="checkbox"/> \$828

* Select add-on services in the next section

Custom Package / Add-on Services

Not Custom Package or No Add-on Service Required

Custom Package: selections below are services for my custom package

Standard Package: selections below are additional services to my package

Call Service 1 local phone number [\$228]
 [Automatically included for Custom Package]

Location Yen Sheng Centre [\$68] Millennium City 5 [\$158]
 Wing On Central Bldg [\$88] Times Square [\$218]
 Langham Place [\$138] Wheelock House [\$418]
 Silvercord [\$138]

Mail Notification Notify by email or no notification [\$0]
 Notify by phone [\$10]
 Notify by SMS [\$30]

Mail Collection Self pickup at selected location [\$0]
 Weekly transfer to a basic location [\$35]
 Yen Sheng Centre Silvercord
 Wing On Central Bldg Langham Place
 Weekly transfer to a premium location [\$135]
 Times Square Wheelock House
 Millennium City 5 (APM)
 24-hr Mailbox at Silvercord [\$60]

Call Handling During Office Hours Take message and notify by email [\$0]
 Take message and notify by phone [\$20]
 Take message and notify by SMS [\$30]
 Answer call then transfer to another number [\$30]

Call Handling After Office Hours Continuous ring [\$0]
 Voicemail to email [\$50]
 Voicemail to email + function to redirect to another number [\$80]

Fax Service No fax service required [\$0]
 Fax-to-email: unique number, 80 pages/month [\$30]
 Fax-to-email: unique number, 150 pages/month [\$60]
 Fax-to-email: unique number, 400 pages/month [\$90]

Pre-Payment 12 months (3 extra months FREE) [\$0]
 6 months (1 extra month FREE) [\$0]
 3 months [\$60]

Call Management

Greeting

Voicemail # Greeting

Only if subscribed to voicemail service.

Send recording to email

Transfer (Local number only)

Additional Information The following items are frequently asked by callers they help us handle your calls more professionally. Please fill in the information below if you would like us to disclose to the caller.

Website

Phone

Fax

Email

Opening Hours From To

Business Nature

Address

Mail Management

Handling Self Pickup

Auto Forward

Frequency Daily Weekly Monthly

Carrier Hong Kong Post (HKD\$10 + Postage)

DHL (service chg: 25% of postage)

Local Courier(\$40)

Address

Fax Management

Fax Handling To Email

Contact Person 1

English Name Mr Mrs Miss

Chinese Name

Email

Phone (Local number only)

Mail Notification No Notification By Email By Phone

SMS (HKD\$30/mth) (Local number only)

Call Handling Take Message

Transfer call to (Local number only)

Call Notification No Notification By Email By Phone

SMS (HKD\$30/mth) (Local number only)

Contact Person 2

English Name Mr Mrs Miss

Chinese Name

Email

Phone (Local number only)

Mail Notification No Notification By Email By Phone

SMS (HKD\$30/mth) (Local number only)

Call Handling Take Message

Transfer call to (Local number only)

Call Notification No Notification By Email By Phone

SMS (HKD\$30/mth) (Local number only)

Contact Person 3

English Name Mr Mrs Miss

Chinese Name

Email

Phone (Local number only)

Mail Notification No Notification By Email By Phone

SMS (HKD\$30/mth) (Local number only)

Call Handling Take Message

Transfer call to (Local number only)

Call Notification No Notification By Email By Phone

SMS (HKD\$30/mth) (Local number only)

Contact Person 4

English Name Mr Mrs Miss

Chinese Name

Email

Phone (Local number only)

Mail Notification No Notification By Email By Phone

SMS (HKD\$30/mth) (Local number only)

Call Handling Take Message

Transfer call to (Local number only)

Call Notification No Notification By Email By Phone

SMS (HKD\$30/mth) (Local number only)

- Corporate accounts have a maximum of 4 contact persons.
- 1 contact person for personally account and he must be the applicant himself.

Terms and Conditions

Definitions:

"Agreement" means any agreement between the Service Provider and the Customer incorporating these terms and conditions expressly or impliedly.

"Customer" means any person or company requesting for the Services.

"Services" means the services described in this agreement and/or as provided by the Service Provider to the Customer from time to time.

"Service Provider" means Jumpstart Business Centre operated by BMC Services Limited.

"Application Form" refers to the document attached with this Agreement which record the details of the Services and the personal information of the Customer.

"Fees" means the monthly fee and other charges for use of the Services as described in the Application Form or as specified by the Service Provider from time to time.

"First Contract period" means the time period, as specified in the Application Form, that the Customer commits to acquire the Services and pay the Fees.

"Contract period" means the time period the Customer commits to acquire the Services and pay the Fees.

1. Contract terms

1.1 Upon signing of this agreement, The Customer agrees that they will pay the Service Provider the Fees until the end date specified in the Contract Period and the Service Provider will provide the Services to the Customer within the Contract Period.

1.2 Upon signing of this agreement, The Customer agrees and acknowledges that this version of Terms and Conditions for Virtual Office Customers will supersede all previously signed agreements titled "Terms and Conditions for Virtual Address/Virtual Office Customers" or with agreement ID "VOVA".

2. Contract extension and Services termination

2.1 The Service Provider has the right to terminate the Services at any time at its sole discretion without any notice to the Customer. The Service Provider, in this situation, will refund the Fees already paid for, the Services provided after the date of termination.

2.2 The Customer is not allowed to terminate the Services before the end date specified in the First Contract Period.

2.3 At the end of the Contract period, the contract period will automatically extend for 1 month without any notice by the Service Provider.

2.4 After the First Contract Period, the Services may be terminated by the Customer giving not less than 30 days written notice of termination to the Service Provider.

3. Liabilities

3.1 The Service Provider shall not in any circumstances be liable or responsible for any losses, damages, costs, claims, expenses of liabilities of whatever nature (including consequential loss) and however caused arising from or in connection with the provision of Services and whether by way of the law of contract, tort, statute or otherwise and whether occurring during the continuance of this Agreement or after, including but not limited to any loss or damage arising from wrong delivery or non-delivery of messages, calls, mails, parcels, fax, telexes, cables or any other objects or any error in transmission of any of the same.

3.2 The Customer shall not use any office facilities or services provided by the Service Provider for any illegal or immoral purposes.

3.3 The Customer will indemnify and keep indemnified the Service Provider against all loss, demands, damage, costs, claims, expenses, actions or other liabilities arising from or in connection with the provision of the Services hereunder.

3.4 For avoidance of doubt, the Customer agrees and acknowledges that this Agreement shall not give the Customer any rights of access to or any interest in any part of the premises to which the correspondence address related or in any of the equipment or facilities provided.

3.5 The Service Provider agrees and acknowledges that they are not allowed to sell (provide) any information of the Customer to any third party without consent from the Customer.

4. Payment

4.1 The Customer shall pay the Fee before the Due Date specified on the relevant invoices.

4.2 The Service Provider has the rights to suspend the Services to the Customer if the Service Provider do not receive the appropriate payment from the Customer before the due date specified on the relevant invoices.

4.3 If the account of the Customer has been suspended by the Service Provider, the Customer has to pay the Service Provider a reactivation fee equals to the amount of 1-month service Fees in order to re-activate the Services.

4.4 If the Services has been suspended by the Service Provider due to late payment(s), the Service Provider shall charge the Customer the Fees for the suspended period.

4.5 The Customer 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.

5. Mail handling

5.1 The Customer has the responsibility to register all the appropriate company names and contact persons with the Service Provider for mail handling purposes.

5.2 The Customer agrees and acknowledges that each account can register only 1 company name and 1 trade name. Legally accepted proof has to be provided by the Customer regarding the link between the registered company name and the trade name.

5.3 The Customer agrees and acknowledges that he can publicize the address, provided by the Service Provider ONLY in conjunction with the company name, trade name and contact person(s) registered with the Service Provider.

5.4 The Customer agrees and acknowledges that the Service Provider has the rights to call for compensation and legal actions if the Customer has violated the conditions specified in Clause 5.3.

5.5 After the termination of the Agreement, any mails, parcels, fax, telex or cables or other objects sent to or left at the Service Provider's address shall be at the disposal of the Service Provider at its absolute discretion.

5.6 During suspension period, the Service Provider will reject all mails, parcels or any objects sent to the Service Provider's address. The Service Provider is not responsible to notify the Customer of such delivery.

5.7 If the Service Provider suspects any mails, parcels or objects is dangerous, the Service Provider reserves the rights to dispose them at discretion.

5.8 The Service Provider is not liable and not responsible to receive any items sent to any Service Provider's address before the start of Service.

5.9 The Service Provider holds the rights to charge the customer if the Customer make any use of the Service Provider's address before the Service starts or after the Service has been terminated.

5.10 The Customer agrees and acknowledges that the Service Provider will reject parcel of 15 cubic feet or above. The Service Provider will also return mails or parcels already stored exceeding 15 cubic feet.

5.11 The Customer agrees and acknowledges that mails or parcels exceeding 3.5 cubic feet will be kept, at no charge, for 1 working day counting from the day after the item is received. A fee of HKD\$20 per item per day will be charged thereafter.

5.12 The Customer agrees and acknowledges that mails or parcels exceeding 1 cubic foot will be kept, at no charge, for 2 working days counting from the day after the item is received. A fee of HKD\$10 per item per day will be charged thereafter.

5.13 The Customer agrees and acknowledges that mails and parcels will be kept for no more than 21 days. An additional storage fee of HKD\$5 per item per week will be charged thereafter. Any items not collected after 1 month from the day it was received will be disposed without notice at the discretion of the Service provider.

6. Call Handling

6.1 The Customer has the responsibility to register all the relevant company name(s), contact person(s) and answering instructions with the Service Provider for call handling purposes.

6.2 The Customer agrees and acknowledges that he can publicize the telephone and fax number(s) provided by the Service Provider ONLY in conjunction with the company name(s), trade name(s) and contact person(s) registered with the Service Provider.

6.3 The Customer agrees and acknowledges that the Service Provider has the rights to call for compensation and legal actions if the Customer violates the conditions specified in Clause 6.2.

6.4 The Service Provider has the rights, at their absolute discretion, to drop or answer in any way all incoming calls for the Customer during account suspension period or after the termination of the Services.

6.5 The Service Provider is not liable and not responsible to answer any incoming call for the Customer before the start of Service.

6.6 The Service Provider holds the rights to charge the Customer if the Customer makes any use of the Service Provider's telephone number or fax number before the Services start or after the Services have been terminated.

7. Others

7.1 This Agreement shall not be assignable or transferable in any manner by the Customer unless with prior consent in writing of the Service Provider.

7.2 This Agreement constitutes the whole agreement between the parties hereto and it is expressly declared that no variation hereof shall be effective unless made in writing and signed by the parties hereto.

7.3 This agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region and the parties hereby irrevocably submit to the non-exclusive jurisdiction of the Courts of the Hong Kong Special Administrative Region.

Service Commencement

Commencement Date
Year Month Day

Payment Preference

Pre-Payment Scheme 12 months - 3 extra months free (one-off offer)

6 months - 1 extra months free (one-off offer)

3 month - may incur extra fee

Payment Method Cheque - Payable to "BMC Services Limited"

Deposit to HSBC account 004-808-106587-838

Deposit to Bank of China account 012-875-11242604

Credit Card

Visa MasterCard

Card Holder's Name

Card Number

Expiry Date
Month Year

Autopay by this card for recurring payments

Card Holder's Signature _____

Confirmation and Signature

By Signing this application form, I/We have read and understood the terms and conditions set out in the application form overleaf and other terms and conditions related thereto and agree to be bound by the same.

Applicant's Signature and Company Chop

Name

Date
Year Month Day

Please email completed form to hkcs@jumpstartoffices.com or fax to +852 2893 2300

Official Use Only

Account Number Monthly Fee: \$

Allotted Phone Number

Allotted Fax Number

Staff Initials