

Hong Kong Virtual Office Application Form

HK-VOAP105-1

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

Locations and Plans

	Plan A	Plan D	Plan E
Yen Sheng Centre, Kwun Tong	<input type="checkbox"/> \$118	<input type="checkbox"/> \$348	<input type="checkbox"/> \$478
Crawford House, Central	<input type="checkbox"/> \$138	<input type="checkbox"/> \$368	<input type="checkbox"/> \$498
Langham Place, Mongkok	<input type="checkbox"/> \$168	<input type="checkbox"/> \$418	<input type="checkbox"/> \$548
Silvercord, Tsim Sha Tsui	<input type="checkbox"/> \$168	<input type="checkbox"/> \$418	<input type="checkbox"/> \$548
Millennium City 5, Kwun Tong	<input type="checkbox"/> \$238	<input type="checkbox"/> \$438	<input type="checkbox"/> \$568

Discount Code:

All prices in HKD

Add-on Services

- Voicemail-to-email for after office hour [HK\$50/month]
- Voicemail-to-email for after office hour + function to redirect to another local number [HK\$80/month]
- Transfer and forward calls to oversea
 - Transfer calls to an overseas number after we answered for you
 - Forward all calls during after office hours
 - Forward all calls 24 hours a day, everyday [HK\$100 setup fee, IDD charge according to usage, billed monthly] [HK\$800 security deposit for countries on price list]
- Scan all letters (A4 size pages only) to email [HK\$100/month]
- Periodic Redirection
 - Frequency Daily Weekly Monthly
 - Courier Hong Kong Post [HK\$20 + Postage]
 - Local/China by SF [HK\$20 + Delivery Chg]
 - International by DHL [Delivery Chg + 25%]
- Fax-to-email with private number, 60 pages/month [HK\$20/month]
- Fax-to-email with private number, 400 pages/month [HK\$90/month]

Contact Person

- * Corporate Account: Includes 4 contact persons, HK\$100/month for each additional
- * Individual Account: Contact person must be the applicant himself

1 Same as Billing Contact

Title Mr Mrs Miss

English Name

Chinese Name

2 Title Mr Mrs Miss

English Name

Chinese Name

3 Title Mr Mrs Miss

English Name

Chinese Name

4 Title Mr Mrs Miss

English Name

Chinese Name

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.

"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.

"Contract Period" is the period the Customer is prepaying for and any free months that the Customer is entitled.

1. Contract terms

1.1 Upon signing of this application, The Customer agrees that they will pay the Service Provider the Fees for the Contract Period and the Service Provider will provide the Services to the Customer within the Contract Period.

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 There will be no refund for all Fees already paid except stated in clause 2.1 and within 30 days from the date the Service Provider receives this application.

2.3 The Customer should contact the Service Provider at least 1 month before expiry of the current Contract Period that they intent not to renew or make changes the service or contract length in writing.

2.4 At the end of each Contract Period, the Services will be automatically extended for the same length and terms.

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 reject from receiving them or 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 equals or below 1 cubic foot will be kept, at no charge for 21 days counting from the day after the item is received. A fee of HK\$5 per item per week will be charged thereafter.

5.14 Any items not collected after 1 month from the day it was received will be disposed without notice of 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. Compliance Test

7.1 The Service Provider is a Trust and Company Service Provider licensee registered in the Company Registry of Hong Kong (Licence number: TC000156) and is required to perform compliance test or due diligence on the Customer.

7.2 The Customer must provide any information to the Service Provider before the Services can commence.

7.3 The Service Provider will require from the Customer to provide proof of some or all of information provided by the Customer. If the required proof cannot be presented or is not sufficient for the Service Provider to determine the Customer is free of risks of money laundering and terrorist financing within 60 working days from service commencement, the Service Provider will suspend the Services. If proofs are still not presented or sufficient, the Services will be terminated 120 working days after service commencement.

7.4 If the Customer cannot provide the information and proofs for the Service Provider to complete our compliance test or if the Customer fails the compliance test for any reasons, the Services will be suspended and an administrative charged of HK\$200 will be charged. This charge can be deducted from any paid amount.

7.5 The Service Provider will review the Customer's background from time to time and the Customer must notify the Service Provider of any changes to its holding structure and ultimate beneficial owners.

7.6 The Service Provider reserves the rights to suspend the Services if additional information is required from the Customer and the Customer did not present them in a timely manner.

8. Others

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

8.2 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.

8.3 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.

8.4 Where these terms and conditions are available in Chinese, the English version is the governing version and shall prevail whenever there is a discrepancy between the two versions.

Service Commencement

Commencement Date
Year Month Day

Payment Preference

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

Credit Card If you would like to pay by credit card, please provide your card information below.

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 hkvo@jumpstartoffices.com or fax to +852 2893 2300

Official Use Only

Account Number Monthly Fee: \$

Allotted Phone Number

Allotted Fax Number

Staff Initials

Direct Marketing Consent Form 直接促銷同意書

HK-DMC101-3

Jumpstart Business Centre intends to use your name, telephone number and email address for direct marketing services provided by Jumpstart including but not limited to serviced office, virtual office, company secretary, accounting and auditing, business information technology and company registration services, and/or provide the personal data to Jumpstart's subsidiaries and a third party which is appointed by Jumpstart to provide the services mentioned hereinabove for direct marketing, but Jumpstart cannot so use your personal data without your consent.

Please sign at the end of this statement to indicate your agreement to such use.

Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.

- The customer named objects to the proposed use of his/her personal data by Jumpstart in direct marketing.
- The customer named objects to the proposed use of his/her personal data by Jumpstart's subsidiaries in direct marketing.
- The customer named objects to the proposed provision of his/her personal data by Jumpstart to a third party in direct marketing.

Signature of the customer

Name

Date

Year Month Day

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

盟諾商務中心擬使用你的姓名、電話號碼及電郵地址以促銷盟諾的服務包括但不限於服務式辦公室、虛擬辦公室、公司秘書、會計核數、公司註冊及商業資訊科技等，及 / 或向盟諾的子公司和盟諾指定提供上述服務之第三者提供個人資料於擬作出的直接促銷，但盟諾在未得到你的同意之前不能如此使用你的個人資料。

請在此聲明尾部份簽署表示你同意盟諾如此使用你的個人資料。如你不同意，請在以下空格加上「√」號，然後簽署。

- 本人（姓名如下）反對盟諾使用個人資料於擬作出的直接促銷。
- 本人（姓名如下）反對盟諾的子公司使用個人資料於擬作出的直接促銷。
- 本人（姓名如下）反對盟諾向第三者提供個人資料於擬作出的直接促銷。

客人簽署

姓名

日期

年 月 日

請將已填妥同意書電郵至
privacy@jumpstartoffices.com
 或傳真至 +852 2893 2300

Official Use Only

Account Number

Staff Initials

BCMS