ATRIX BUSINESS SERVICES LIMITED
2002B-4A, 20/F, Tower 5, China Hong Kong City,
33 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong
Tel: (852) 3586 8958 Fax: (852) 3586 8959
Email: Info@AtrixBiz.com Website: www.AtrixBiz.com

Virtual Office Services Application Form

虛擬辦公室服務計劃申請表

Company Information 公司資料	
Company English Name 公司英文名稱	
Company Chinese Name 公司中文名稱	
Customer Ref. 客戶編號	*For our staff use only 此欄由本公司職員填寫*

Hong Kong Correspondence Address 香港通訊地址	
A Hong Kong business address for mail receiving. 客戶可以使用我們辦公室的地址接收政府以外的信件。	
☐ Please provide Hong Kong Correspondence Address parking service 使用香港通訊地址服務 (HKD 1,200 / Year 年)	
Mail Handling 郵件處理	☐ Auto scan and email weekly 每週自動掃瞄信件並發送至客戶指定電郵 ☐ Send notice weekly for instruction 每週聯絡客戶索取指示
Notify Email 通知電郵	
Mail Re-directing 郵件轉寄	☐ Destroy after scan and email 在掃瞄及電郵後銷毀
	☐ Send notice monthly for instruction 每月聯絡客戶索取指示
	☐ Monthly redirect to 每月轉寄至 Address 地址

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Hong Kong Virtual Office 香港虛擬辦公室服務	
☐ Global Call Forward 國際飛線服務 (HKD 600 / Year 年) Included HKD 100 (valid for 12 months) prepayment for IDD calling. 包含 HKD 100 (有效期為 12 個月) 長途電話預繳費用。 IDD calling rates are calculated on every 1-minute basis. 長途電話通話收費以每分鐘為計算單位。	Service Fee 服務費用 HKD 600 / Year 年
☐ Fax to Email 傳真轉電郵 (HKD 500 / Year 年) Maximum 500 pages / month 每月接收傳真上限 500 頁 Charge for extra fax HKD 0.2 / page 額外收費 HKD 0.2 / 頁	
☐ Voice to Email 留言轉電郵 (HKD 500 / Year 年)	
Forward Phone Number 轉駁至電話號碼	( ) *country code 國家地區代碼*
Forward Email 轉發至電郵	

Domain Register and Web Hosting 域名註冊及網頁寄存	
• Linux-based • 100 GB storage space and FTP supported • Webmail, POP3, SMTP, IMAP supported • PHP, MySQL Database supported • Spam mail protection • Automated 7 days separate data backup	• Linux 平台 • 100GB 寄存空間, 支援 FTP • 支援 Webmail, POP3, SMTP, IMAP • 支援 PHP, MySQL 數據庫 • 垃圾郵件過濾 • 自動 7 天數據備份
First Choice 第一選擇	
Second Choice 第二選擇	
Third Choice 第三選擇	
Domain Category 域名類型	☐ .hk (HKD 2,850 / Year 年) ☐ .com (HKD 2,600 / Year 年) ☐ .com.hk (HKD 2,800 / Year 年) ☐ .net (HKD 2,600 / Year 年) *Remark：.hk and .com.hk domain applicable only to HK company* *備註： .hk and .com.hk 的域名申請只適用於香港公司*
Email Account 電郵帳號	1.)
	2.)
	3.)

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Business Cards Printing 公司彩色卡片印刷			
Business card will take three working days to process 印刷卡片需時約 3 個工作天; If business card artwork design is providing by customer, please be noted that 如客戶自行提供卡片圖檔，請注意下列事項： 1. Card standard size (90mm x 54mm) 卡片標準尺寸 90mm x 54mm 2. Artwork file must be created by CMYK color pallet 圖檔模式為 CMYK 3. Resolution should not be less than 300dpi 圖檔的解析度需高於 300dpi 4. Artwork file format must in 圖檔的儲存格式為 PSD (Photoshop) / AI (Illustrator) / PDF			
Company / Brand Name 公司名稱 / 商標			
Name 姓名		Title 頭銜	
Phone Number 電話號碼	☐ Adopt virtual office number 使用虛擬辦公室號碼	Fax Number 傳真號碼	☐ Adopt virtual office number 使用虛擬辦公室號碼
Website 網站	☐ Adopt the new domain name 使用新註冊的域名	Email 電郵	☐ Adopt the new domain email 使用新註冊的電郵
Address 地址	☐ Hong Kong Correspondence Address 香港通訊地址 This information is not required, if you engage our Correspondence Address parking service. 如果您選擇使用我們的香港通訊地址服務，下面有關卡片地址資料部份就沒有必要填寫。		
	☐ Others 其他		
Layout Number and Quantity 款式編號及數量		☐ 100 pcs 張 (HKD 500) ☐ 300 pcs 張 (HKD 600) *Remark 備註：Courier fee is not included 收費並不包含快遞費用。*	

Payment Method 付款方法	
Method 1 方法 1	☐ Directly deposit into 直接將服務費存入 Hang Seng Bank account 恒生銀行戶口號碼: 933-054470-883 Account name 戶口名稱: Atrix Business Services Limited
Method 2 方法 2	☐ Cheque payment please made payable to “Atrix Business Services Limited” 支票抬頭為 “Atrix Business Services Limited”
Others 其他	According to the payment method under our website. 選擇我們網站所列出的付款其他付款方式。 http://www.atrixbiz.com/payment/

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Main Terms
一般條款

1. This agreement is offered by Atrix Business Services Limited (AtrixBusiness) and accepted by the applicant (Customer), both executing those terms and conditions stated in this agreement. 本合約由柏昇商務有限公司（我們）提供，並由申請服務的公司（客戶）同意，雙方共同履行合約內所載的條款及細則。
2. The Customer can use the provided address, telephone number and fax number during the service period. 客戶只可以在我們服務有效期間使用我們提供的地址、電話號碼以及傳真號碼。
3. Under the following circumstances, AtrixBusiness reserves all rights to terminate services and bear no responsibilities. 我們有權在下列情況下停止提供服務；同時亦無須為停止提供服務，而負上任何責任。
   - 3.1 The Customer has failed to settle any service fees, handling fees or reimbursements of postage on time; 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；
   - 3.2 The Customer has failed to renew business registration on time; 客戶未能及時更新商業登記；
   - 3.3 The Customer is transferring or assigning services by AtrixBusiness to any other parties; 客戶把我們提供的服務轉移或分配至任何第三者使用；
   - 3.4 In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities; 客戶涉嫌進行或涉及任何非法、違例或詐騙活動；
4. The Customer and agrees that they have no right to occupy and access any part of the premises and any equipment or facilities during the service period. 客戶同意在服務有效期間內，並沒有佔用或使用我們的辦公室、設備或設施的權力。
5. Early termination of all annual services is not subject to refund. 如客戶提前終止任何週年服務，已繳費用將不會退還。
6. All matters and disputes will be subject to the final decision of AtrixBusiness. 如有任何爭議，我們將保留最終決定權。

About Payment
關於付款

7. Where credit is granted, AtrixBusiness reserves the right to charge a monthly surcharge of 2% for any invoices that are not paid in accordance with the advised credit terms.逾期費用 / 超逾信貸限額，我們保留收取每月最高 2% 的附加費用的權利。
8. Non-HK dollar cheque and cheque not issued from HK banks will not be accepted. 我們不接受非港元及非香港銀行發出的支票。
9. If document already prepared for the matter, we'll charge document preparation fee - even the instruction is cancelled ; Document preparation fee varies according to the number of document prepared and we will charge back a preparation fee / cancellation fee. 在我們根據客戶指示準備好任何文件後取消相關指示及服務，我們將會向客戶收取手續費用。手續費用將因已經準備好的文件數量而有所不同。
10. All payments should be made payable to "Atrix Business Services Limited" or according to the payment method under our website. 所有付款抬頭為 "Atrix Business Services Limited" ，客戶亦可選擇我們網站所列出的付款其他付款方式。

About Company Registered Office
關於公司註冊辦事處地址

11. Company' s Registered Office only for registration purpose and receives mail from the government. All non-government mail such as bank letter, business mail etc. will be reject to mail sender. 我們提供的公司註冊地址只供作為公司成立及收取政府信件之用。其他非政府信件例如銀行月結單, 一般業務信件等我們將會拒絕接收。

About Hong Kong Correspondence Address
關於香港通訊地址

12. The volume of mails shall not exceed 90cm in length, width and depth combined. AtrixBusiness reserves rights to refuse receiving further mails which volume exceeds the prescribed size. 信件的長寬厚合計以 90 厘米為限。我們有權拒收任何超出上述體積的信件。

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13. AtrixBusiness reserves the rights to refuse receiving any dangerous or illegal items for the Customer. 我們有權拒收客戶任何危險或非法的物件。

14. If the mail forwarding services is required, the Customer should state at the time of application. Otherwise, the Customer will receive our notice monthly for handling instruction. 若客戶需要轉寄郵件，請於服務申請時提出。否則我們將會每週以電郵方式聯絡客戶索取指示。

15. Mails uncollected over 3 months, or if the Customer is un-contactable, the mails shall be disposed. AtrixBusiness shall not be responsible for any losses or any obligations. 信件存放逾 3 月，且未能聯絡客戶取得處理指示時，我們會自行處理信件，並且無須為此而負上任何責任。

16. AtrixBusiness shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period. 若客戶暫存的物件基於任何原因而被盜，遺失或損毀，我們無須為此而負上任何責任。

About Hong Kong Virtual Office
關於香港虛擬辦公室服務

17. Global Call Forward IDD charge would depend on countries. Please visit www.atrixbiz.com for details. 對於轉駁到指定國家/地區的長途電話收費，請瀏覽 www.atrixbiz.com。

18. IDD charges will be calculated on 1-minute incremental basis. The charging method is deducted from prepayment. 長途電話收費以每 1 分鐘為計算單位。所有不足一分鐘的使用量亦作一分鐘計算。

Privacy Policy
私隱政策聲明

19. We recognize the importance of your privacy and maintaining the confidentiality of your personal information. This Privacy Policy applies to all services provided by AtrixBusiness and sets out how we may collect, use and disclose your personal information. This Privacy Policy is governed by and observes the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) (the "Ordinance"). 我們非常重視客戶的私隱，並竭力維護客戶個人資料得到保密。此私隱政策適用於我們提供的所有服務，說明我們可如何收集、使用及披露客戶的資料。本私隱政策受《個人資料（私隱）條例》（香港法例第 486 章）（以下簡稱「私隱條例」）規管並奉行其有關規定。

20. PERSONAL INFORMATION COLLECTION STATEMENT 個人資料收集聲明

20.1 Your privacy is important to us and we have taken steps to ensure that we do not collect more information from you than is necessary for us to provide you with our services and to protect any account(s) you hold with us. 我們非常重視客戶的私隱，並已作出適當措施，確保除為向客戶提供服務所需外，我們不會向客戶收集任何不必要的個人資料。

20.2 We may ask you to provide personal information when you use our services. The data ("Personal Data") that we may ask you to supply includes without limitation salutation, name, ID, passport number, day and month of birth, gender, telephone number, fax number, email address, residential/other address and payment account details. 客戶使用我們的服務時，我們可能會要求客戶提供個人資料包括但不限於客戶的稱謂、姓名、身份證、護照號碼、出生日期、性別、電話號碼、傳真號碼、電郵地址、住宅地址/其他地址及付款賬戶資料。

21. USE AND DISCLOSURE OF PERSONAL DATA 個人資料的使用及披露

21.1 If you provide any personal data to us, you are deemed to have authorized us to collect, retain and use personal information about you for the following purposes: 若客戶向我們提供任何個人資料，將被視為已向本公司授權，可收集、保留及使用閣下的個人資料，作下列用途：

21.1a Providing you with customer service including but not limited to company formation, company maintenance, and responding to your queries, feedback or claims; 向客戶提供服務，包括但不限於公司成立、公司維護及回應客戶的查詢或意見；

21.1b Providing you with our promotional materials (including but not limited to updates to our website); 為客戶提供我們的市場推廣資料（包括但不限於關於我們網站的最新資料）；

21.1c Performing research or statistical analysis in order to improve our services; 進行調查或統計分析，以改善我們的服務；

21.1d Making such disclosures as may be required for any of the above purposes or as required by law or in respect of any feedback or claims made by you. 就上述任何目的或依照法律要求或基於客戶提出的任何意見而作出所需的披露。

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21.2 You further agree that we may disclose and transfer (whether in Hong Kong or abroad) your Personal Data to third party services providers engaged by us to assist with providing you with our services and securely disposing of your Personal Data ("Third Party Service Providers").These Third Party Service Providers are under a duty of confidentiality to us and are only permitted to use your Personal Data in connection with the purposes specified at 21.1 above, and not for their own purposes (including direct marketing). 客戶同意本公司可披露及轉移（無論在香港或海外）客戶的個人資料予本公司所聘用的第三方服務提供者，以協助我們為客戶提供服務以及在保安情況下處置閣下的個人資料。所有第三方服務提供者均對我們負有保密責任，及僅獲許可對客戶的個人資料作上文第 21.1 條所列明的用途，且不可就其本身的目的而使用該等資料（包括直接市場促銷的目的）。

21.3 When necessary we may also disclose and transfer (whether in Hong Kong or abroad) your Personal Data to our professional advisers, law enforcement agencies, insurers, government and regulatory and other organizations for purposes specified at 21.1d above. 在有需要時我們可披露及轉移（無論在香港或海外）客戶的個人資料予我們的專業顧問、執法機關、政府和監管機構及其他組織作上文第 21.1d 條所列明之用途。

21.4 Any personal information supplied by you will be retained by us and will be accessible by our employees, any Third Party Service Providers engaged by us and third parties referred to at 21.3 above, for or in relation to any of the purposes stated in 21.1 herein. 客戶提供的任何個人資料將由本公司保留，並可就上文第 21.1 條所述之目的，由本公司的僱員、我們聘用的第三方服務提供者及上文第 21.3 條所述的第三方機構查閱。

22. We may amend or update this Privacy Policy from time to time and all information will be governed by our most recent Privacy Policy. 我們可隨時修改或更新本私隱政策並即時生效，所有我們收集到的個人資料將受最新版本的私隱政策規管。

I have read and agree to the Terms and Conditions and declared that the information given above is true and accurate in each and every respect. 本人茲證實上述資料確實無誤，並已閱讀及同意合約所列之條款。

Signature 簽名: _____ Date 日期: _____