

## Serviced/Virtual Office Services Application Form

### 即用/虛擬辦公室服務計劃申請表

Applicant Information			
Company Name 公司名稱			
Contact Name * 聯絡人姓名	Chinese 中文	English 英文	
ID No. 身份證/證件號碼		Nationality 國籍	
Phone No.*聯絡電話	手提 Mobile		
Contact Address 聯絡地址			
Email Address* 電郵			
Additional Information			
請提供以下公司資料以提高服務質素 Please provide the following co. information to enable us to serve you better.			
Address 公司地址			
Opening Hours 辦公時間			
Business Nature 服務類型			
Service Plan Information			
Service Plan* 服務計劃	<input type="checkbox"/> Plan A – Address Package 組合 A – 地址套餐		
	<input type="checkbox"/> Plan B – Fax Package 組合 B – 傳真套餐		
	<input type="checkbox"/> Plan C – Phone Package 組合 C – 電話套餐		
	<input type="checkbox"/> Plan D – Divert Call Package 組合 D – 電話轉駁套餐		
	<input type="checkbox"/> Plan E – Voicemail Package 組合 E – 留言信箱套餐		
Mail Notification* 郵件通知	<input type="checkbox"/> 以電郵通知 Notify by email		<input type="checkbox"/> 以電話通知 Notify by phone
	<input type="checkbox"/> 無須通知 No need to notify		
Call Handling Service 來電處理安排	<input type="checkbox"/> 接聽後即時轉駁至指定號碼 Transfer to assigned no. after answer _____		
	<input type="checkbox"/> 系統轉駁至指定號碼 Direct transfer to assigned no. _____		
	<input type="checkbox"/> 以電郵通知 Notify by email <input type="checkbox"/> 以電話通知 Notify by phone		
	<input type="checkbox"/> 以短訊通知 Notify by SMS (另每月加 HK\$50)		
Fax Arrangement 傳真安排	<input type="checkbox"/> Forward to Email 以電郵收取_____		
	<input type="checkbox"/> Collected by Client 自取		

Call Management Details					
Greetings 歡迎語					
Value-Added Options					
Call Handling after office hr 非辦公時間來電處理 (適用於組合 E)	Calls will be forwarded to your designated number during non-office hrs. 非辦公時間將來電轉駁至指定號碼 _____				
Voicemail to email (Applicable to plan E) 電話轉駁至留言信箱, 以電郵通知留言 (適用於組合 E)	Calls will be forwarded to your voicemail system, the recorded voicemail will automatically be directed to your email a/c as a wave attachment 來電會轉駁至貴公司的 24 小時留言信箱, 並即時以 wave 附件形式直接轉至您的電郵 _____				
Mail forwarding 郵件轉寄 + HK\$50/mth 月	<input type="checkbox"/> Weekly 每週 <input type="checkbox"/> Monthly 每月 <input type="checkbox"/> Daily 每日 <input type="checkbox"/> By post 郵寄 <input type="checkbox"/> By Courier 速遞 <input type="checkbox"/> By DHL/FedEx Mail Forwarding Address 轉寄地址: _____				
Payment Information					
Effective date* 計劃生效日期			Payment Cycle* 繳費週期	<input type="checkbox"/> Monthly <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months	
Amount* 繳交費用	Deposit*				
Payment Method* 繳費方式	<input type="checkbox"/> Apply and pay in person 親身往本中心申請及繳費 <input type="checkbox"/> Apply via fax or email 透過傳真或電郵申請服務 <input type="checkbox"/> Deposit into HSBC Account 004 – 098 – 453400 - 001 Account Name: New Asia Centre Please write your company name on the bank receipt and submit with this application form 直接存入滙豐銀行, 帳戶號碼: 004 – 098 – 453400 – 001 帳戶名稱: 新亞中心 請於銀行入數紙上寫上貴公司名稱, 並連同申請表一併交上 <input type="checkbox"/> Payment can be made by check payable to “New Asia Centre” 可以支票付款, 支票抬頭 “新亞中心”				
Please submit the BR copy or ID copy for application 請連同商業登記証或身份証副本一併遞交					
Know about this co 得知本公司途徑	<input type="checkbox"/> Yahoo	<input type="checkbox"/> Google	<input type="checkbox"/> Magazine	<input type="checkbox"/> Referral	<input type="checkbox"/> Other
Office Use only 職員使用					
Assigned phone no			Assigned fax no		

Service start date		Service end date	
Service fee		Deposit	

### **Terms & Conditions**

1. This Service Agreement is entered into between New Asia Centre (“Service Provider”) and the Service Request Company/Individual (“Customer”) in connection with the provision of and the use of the services referred to in this service agreement. 新亞中心及服務申請公司/個人就本協議所述之服務簽訂協議，雙方遵守本協議所訂定的條款。
2. The Customer shall not use the provided address, telephone number and fax number without the prior consent of the service provider. 在未經服務供應商認可的情況下，客戶不可使用供應商的登記地址，電話號碼以及傳真號碼。
3. Mail/fax arrangement 郵件/傳真安排
  - 3.1. If the service provider suspects any mail, parcel or object is dangerous, the service provider reserves the rights to dispose them at discretion. 服務供應商有權拒收/處理客戶任何危險或非法物件。
  - 3.2. The total volume of mails/parcel shall be limited to 40cm x 40cm x 40cm or 1 kg. Any overweighed/oversized items will be charged at HK\$10 per day per item. 郵件/包裹總體積不應超過 40cm x 40cm x 40cm 或 1kg。任何超額的郵件將每日每件收取 HK\$10 費用。
  - 3.3. The accumulated mail, parcel or other objects left at the service provider’s address shall be limited to 1 kg or 40 cm<sup>3</sup>. Any overweighed/oversized items will be charged at HK\$10 per day per item. 所有置於本中心的郵件/包裹如超過 1kg 或 40 cm<sup>3</sup>，將每日每件收取 HK\$10 費用。
4. Call arrangement 電話安排
  - 4.1. Each customer can register up to 3 contact persons only, additional contact person is charged at HK\$50 per month. 每一登記公司/個人，只限登記 3 個人名，額外增加的人名每個每月 HK\$50。
5. Payment 付款安排
  - 5.1. The customer shall pay the fee on the first date of service provision. 客人需於服務開始的第一天繳付費用。

Confirmation of service and terms by Applicant  
客戶簽署及蓋章

For and on behalf of New Asia Centre

\_\_\_\_\_  
Name 姓名:

\_\_\_\_\_  
日期

Date 日期