



請用正楷填寫本申請表上各欄，並在適當的方格內加上"✓"號。

Please complete all sections in BLOCK LETTERS and mark "✓" where applicable

註冊地址/虛擬辦公室申請書

Application Form for Registered / Virtual Office Services

Section A - Information of Applicant / Contact Person 申請人／聯絡人資料			
姓名 Name		電郵 email	
電話 Tel		傳真 Fax	
地址 Address			

Section B - Information of Company 公司資料	
公司英文名稱 Company name in English	
公司中文名稱 (如有) Company name in Chinese (if any)	
公司編號 Company Number	
商業登記號碼 Business Registration Number	
業務性質 Nature of Business	

Section C - Current Registered Office Address in Hong Kong 現時公司註冊地址	
公司註冊地址 Registered Office Address in Hong Kong	
搬遷公司註冊地址原因 Reason for moving out current registered office address	☐ 不需要實體辦公室 No physical office is need ☐ 現有虛擬辦公室服務收費太高 High service fee of current virtual office service provider
	☐ 其它 (請提供詳原因) : Other(s) (Please provide details) :

Section D - Registered / Virtual Office Service Plan 註冊地址/虛擬辦公室服務計劃			
	☐ 註冊地址服務 年費只需 HK\$1,200 Registered Office Services Annual Fee : HK\$1,200	☐ 虛擬辦公室服務 A 年費只需 HK\$5,000 Virtual Office Services A Annual Fee: HK\$5,000	☐ 虛擬辦公室服務 B 年費只需 HK\$6,880 Virtual Office Services B Annual Fee: 6,880
以本公司之地址作為 貴公司之註冊地址 S & G Office as registered office in H.K. to fulfill the legal requirement.	✓	✗	✓
代收信件及包裹 Receive letters and parcels	✓	✗	✓
把本公司之地址印於 貴公司之信紙及名片上 Print S & G office on your letter paper and business card	✓	✗	✓
轉寄信件或包裹至香港指定地址(每封信件收費:郵資+HK\$50, 每件包裹收費:郵資+HK\$200(2公斤以下)) Redirect Letters/Parcels to Hong Kong designated address. (Charge: Postal Fee + HK\$50 per Letter ; Postal Fee + HK\$200 per Parcel (below 2 kgs))	✓	✗	✓
提供獨立電話號碼*並駁至香港電話號碼。 Provide unique phone number* & Transfer to Hong Kong telephone number	✗	✓	✓
提供獨立傳真號碼*供客戶網上接收傳真。 Provision of individual fax number* and all fax will be transmitted directly to a designated email	✗	✓	✓

*客戶將被分配一個電話/傳真號碼。 Customer(s) will be assigned a phone/ fax number by S & G.



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Tel: (852) 2874 2828 Fax: (852) 2815 6862
info@sgasc.com www.sgasc.com

Section E - Handling of Mails 郵件處理 (For Registered Office / Virtual Office Services A & B. 適用於註冊地址和虛擬辦公室服務 A及B)	
通知方式 Method of Notification	☐ 無須通知 No action ☐ 以電郵通知 Notify by email ☐ 以電話通知 Notify by telephone
郵件轉發處理方法 Method of Forwarding Mails	☐ 親臨本公司領取 Keep in our office for collection by person ☐ 掃描信件到指定的電子郵件地址 Scan the letter and email to your designated email address 電子郵件地址 email address : _____ ☐ 轉寄到指定工商 / 海外地址 Forward to the designated local / Overseas address ☐ 快遞到指定工商 / 海外地址 Courier to designated business address / overseas address 指定地址 Designated address : _____
轉發頻率 Frequency of Forwarding	☐ 每星期一次 Once per week ☐ 每月一次 Once per month
快遞帳戶 User Account of Courier	如選擇快遞到指定地址，請提供快遞帳戶 Please provide user account for courier to designated address ☐ DHL ☐ UPS ☐ FEDEX User Account No 帳戶號碼: _____

Section F - Handling of Telephone Calls 電話代接服務 (For Virtual Office Services B & C. 適用於虛擬辦公室服務 B)	
來電轉至香港電話號碼 Incoming Call will be forwarded to the following Hong Kong Telephone number	

Section G - Handling of Fax 傳真處理 (For Virtual Office Services B. 適用於虛擬辦公室服務 B)	
傳真轉至電郵地址 Incoming Fax will be forwarded to following email address	

Section H - Information of Shareholder(s), Director(s) and Significant Controller(s) 股東 / 董事 / 公司重要控制人 資料	
Please provide copies of Hong Kong Identity Card or Passport and current proof of residential address (e.g. Utility Bills, Bank Statements issued within 3 months) of All Shareholder(s), Director(s), Significant Controller(s) and Ultimate Beneficial Owner(s) 所有股東、董事、公司重要控制人及公司實質擁有人必須提供香港身份證或護照副本及住址證明（如最近3個月內發出之水費單、電費單、銀行月結單） For Corporate Shareholder or Director, please provide the organization chart and certified by Director showing the % shareholdings owned by each individual and the ultimate beneficial owners of the company. And every private company must have at least one director who is a natural person. 對於由企業出任股東或董事之公司，請提供相關企業之公司架構資料及由董事認證之股權分佈及其最終實益擁有人之資料。每間私人公司必須有至少一名董事為自然人。	

Shareholder/ Director 1 / Significant Controller 股東 / 董事一 / 公司重要控制人			
英文姓名 Name in English		中文姓名(如有) Name in Chinese (if any)	
香港身份證號碼 (如有) HKID No (if any)			
護照號碼 Passport No.		簽發國家 Country of Issue	
電郵 email			
電話 Telephone			
傳真 Fax			
住宅地址 Residential Address			
資金來源 Source of Fund	☐ 自己出資 By Own Fund ☐ 家人出資 By Family ☐ 貸款 By Loan ☐ 其它 (請說明) Other (Please provide details) :		
職位 Position in company	☐ 股東 Shareholder ☐ 董事 Director ☐ 公司重要控制人 Significant Controller ☐ 公司實質擁有人 Ultimate Beneficial Owner		



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Shareholder/ Director 2 / Significant Controller 股東 / 董事二 / 公司重要控制人			
英文姓名 Name in English			中文姓名(如有) Name in Chinese (if any)
香港身份證號碼 (如有) HKID No (if any)			
護照號碼 Passport No.			簽發國家 Country of Issue
電郵 email			
電話 Telephone			
傳真 Fax			
住宅地址 Residential Address			
資金來源 Source of Fund	☐ 自己出資 By Own Fund ☐ 家人出資 By Family ☐ 貸款 By Loan ☐ 其它 (請說明) Other (Please provide details):		
職位 Position in company	☐ 股東 Shareholder ☐ 董事 Director ☐ 公司重要控制人 Significant Controller ☐ 公司實質擁有人 Ultimate Beneficial Owner		

Section I - Information of Ultimate Beneficial Owner (UBO) 實質權益擁有人資料			
Are the Beneficial Owner(s) same as the Shareholder(s)? 實質權益擁有人和股東相同嗎? ☐ Yes 是 ☐ No 否			
If not, please provide following details of the Ultimate Beneficial Owner(s). 如否, 請提供以下資料。			
Ultimate Beneficial Owner (UBO) 實質權益擁有人			
英文姓名 Name in English			中文姓名(如有) Name in Chinese (if any)
香港身份證號碼 (如有) HKID No (if any)			
護照號碼 Passport No.			簽發國家 Country of Issue
電郵 email		電話 Telephone	傳真 Fax
住宅地址 Residential Address			
資金來源 Source of Fund	☐ 自己出資 By Own Fund ☐ 家人出資 By Family ☐ 貸款 By Loan ☐ 其它 (請說明): Other (Please provide details):		

Section J - Information of Designated Representative [指定代表] 資料			
A company must designate at least one person as its representative to provide assistance relating to the company's significant controllers register to a law enforcement officer. A company's designated representative must be either a shareholder, director or an employee of the company who is a natural person resident in Hong Kong or, alternatively, an accounting professional, a legal professional or a person licensed to carry on a business as trust or company service provider. 每間公司須指定最少一名人士為公司代表, 以就公司的重要控制人登記冊有關事宜向執法人員提供協助。公司的指定代表須由以下任何一類人士擔任: 該公司的股東、董事或僱員, 而且必須是居於香港的自然人; 或會計專業人士、法律專業人士或信託或公司服務持牌人。			
If Designated Representative is a natural person (如指定代表為自然人) Please provide copies of Hong Kong Identity Card or Passport and current proof of residential address (e.g. Utility Bills, Bank Statements issued within 3 months) of 請提供 [指定代表] 之香港身份證或護照副本及住址證明 (如最近3個月內發出之水費單、電費單、銀行月結單)			
If Designated Representative is a Licensed Trust or Company Service Provider (如指定代表為持牌信託或公司服務公司) Please provide copies of BR copy of the Licensed Trust or Company Services Provider 請提供持牌信託或公司服務公司之商業登記副本			

英文姓名 Name in English			中文姓名(如有) Name in Chinese (if any)
香港身份證號碼 HKID No	護照號碼 Passport No.	簽發國家 Country of Issue	
商業登記號碼 Business Registration No.	信託或公司服務牌照號碼 Trust or Company Services provider Licence No.		
電郵 email	電話 Telephone		傳真 Fax
住宅 / 公司地址 Residential / Office Address			



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Optional Service 自選服務 - Designated Representative Service 〔指定代表〕服務
申請盈豐會計秘書服務有限公司之〔指定代表〕服務 Apply for Designated Representative Service with S & G Accounting and Secretary Ltd
☐ 委任盈豐秘書服務有限公司出任〔指定代表〕- 年費只須HK\$1000 Appoint S & G Secretarial Services Ltd as Designated Representative.- HK\$1000 per year

Section K - Location of Significant Controllers Register Information 重要控制人登記冊資料存放地方
Under the Companies (Amendment) Ordinance 2018, all companies incorporated in Hong Kong (except listed companies) are required to identify and ascertain a person / persons who has / have significant control over the company; and maintain a significant controllers register to be accessible 根據《2018年公司（修訂）條例》，所有在香港成立為法團的公司（上市公司除外）均須識別及確定對其有重大控制權的人；及備存重要控制人登記冊，供執法人員查閱，

香港地址 Hong Kong Address	
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Optional Service 自選服務 - Custody of Significant Controllers Register 存放(重要控制人登記冊)服務
申請盈豐會計秘書服務有限公司之(重要控制人登記冊資料)存放服務 Apply for custody of our Significant Controllers Register with S & G Accounting and Secretary Ltd
☐ 委托盈豐會計秘書服務有限公司的地址存放本公司之(重要控制人登記冊) - 年費只須HK\$300 Use the registered office of S & G for custody of our Significant Controllers Register - HK\$300 per year

Section L - Information of Company Secretary 公司秘書
Every private company incorporated in Hong Kong must have a Secretary and at least one Director/Shareholder. A Sole Director of a private S & G Secretarial Service Ltd provide company secretarial services to our valued customers. Please refer to below "Optional Service".

每一間在香港註冊成立的私人有限公司必須有一名秘書和至少一名董事/股東。一家私人公司的唯一董事不得兼任公司秘書。股東/董事及盈豐秘書服務有限公司提供公司秘書服務，詳情請參閱以下 <自選服務>

英文名稱 Name in English	
中文名稱 Name in Chinese (if any)	
香港身份證號碼 / 公司編號 HKID No. / Company No.	
電話 Telephone	
傳真 Fax	
電郵 email	
職業 Occupation	
地址 Address	

Optional Service 自選服務 - Company Secretarial Service 公司秘書服務
申請盈豐會計秘書服務有限公司之公司秘書服務 Apply for Company Secretarial Service with S & G Accounting and Secretary Ltd
☐ 全面公司秘書服務計劃（非本港居民及本港居民皆適用）- 年費只須HK\$2,998 Full Secretarial Service Plan (Suitable for both non Hong Kong Residents and Hong Kong Residents) - HK\$2,998 per year
☐ 標準公司秘書服務計劃（適用於本港居民及對公司條例具有相關知識之人士）- 年費只須 HK\$1,898 Standard Plan (Only suitable for Hong Kong Residents with basic knowledge of Company Secretary's duties - HK\$1,898 per year
☐ 基本公司秘書服務計劃（適用於本港居民及對公司條例具有基本知識之人士）- 年費只須 HK\$998 Basic Plan (Only suitable for Hong Kong Residents with some knowledge of Company Secretary's duties - HK\$998 per year

Section M - Please indicate the channel which you know our company 透過以下何種途徑得知本公司之服務
☐ Google ☐ Yahoo ☐ Friend ☐ Referred by existing Customer :



Section N - Declaration 聲明

- 1 I / We hereby certify that the information given in this form are true to the best of my knowledge and belief. I / We also understand and agree to the service fee and details of the services provided by S & G Accounting and Secretary Ltd (S & G).
本人/吾等特此證明，本表格內所提供之資料乃真實無誤。同時本人/吾等也理解相關服務內容並同意繳付相關之服務費。
- 2 I / We have no right to occupy and access any part of the premises and any equipment or facilities within the premises of S&G.
本人/吾等明白及同意在本合約中沒有賦予本人/吾等佔用或使用任何盈豐會計秘書服務有限公司的辦公室、設備或設施的權力。
- 3 I / We hereby understand that according to the "Companies (Amendment) Ordinance 2018", if any person knowingly or recklessly makes a statement which is misleading, false or deceptive in any material in the Significant Controllers Register, it is a criminal offence in Hong Kong.
本人/吾等明白根據《2018年公司法(修訂)條例》，任何人如在重要控制人登記冊中，明知或罔顧實情地作出一項在任何要項上具誤導性、虛假或具欺騙性的陳述屬香港刑事罪行。
- 4 Before the commencement of service(s) and/or after termination of service(s), S & G have the right to reject all mails, parcels, fax, or any other objects sent to customer(s) and will not handle all Calls / Fax from the assigned Telephone / Fax number. S & G is not responsible to notify customer(s) of such delivery. 30 days after the termination of services, any mails, parcels, fax or any other objects sent to or left at S&G office shall be at the disposal of S&G at its absolute discretion.
服務開始前或/及終止服務後，盈豐會計秘書服務有限公司有權拒絕接收所有的郵件，包裹，傳真或發送給客戶的任何物件和不處理從指定電話/傳真號碼的所有來電及傳真。盈豐會計秘書服務有限公司無需通知客戶以上各項之送達。終止服務30天後，盈豐會計秘書服務有限公司有其絕對權處置留在盈豐會計秘書服務有限公司辦公室內的任何郵件，包裹，傳真及任何物件。
- 5 Under the following circumstances, S & G have the rights to terminate services without any prior notice. S & G shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing service(s).
在下列情況下，盈豐會計秘書服務有限公司有權終止服務而不作任何事先通知。盈豐會計秘書服務有限公司不承擔任何法律責任，也不為停止服務承擔任何索賠或賠償責任。
a) Customer(s) has failed to settle any service fees, handling fees, reimbursements of postage, or renew business registration on time.
客戶未能按時繳付任何服務費，手續費，郵資費用，或按時更新商業登記。
b) In suspicion of customer(s) is involving or carrying out a fraud and / or any illegal or improper activities
客戶被懷疑涉及或進行欺詐和/或任何非法或不正當活動。
c) In suspicion of customer(s) is using provided service(s) for promotion sales, public recruitment and any hotline function(s).
客戶涉嫌利用服務作市場推介會、招聘服務或任何熱線電話用途。
- 6 I / We hereby agree that due to the imperfect nature of verbal, written, and electronic communication, S & G is not responsible for any failure to render any service(s), any error or omission, or any delay or interruption of any service(s), the sole obligation is limited to the services charges during the affected period. Customer(s) also agree to waive, and not to make, any claim for damages, direct or consequential, including with respect to lost business or profits, arising out of any failure to furnish any service(s), any error or omission with respect there to, or any delay or interruption of services.
本人/吾等同意由於語言，文字和電子通訊的不完善及限制。如因服務受阻、延誤、中斷、或錯漏。盈豐會計秘書服務有限公司的責任只限於其服務受影響時段的服務費。盈豐會計秘書服務有限公司不會因上述原因而負上其他責任。客戶也同意不會因服務受阻、延誤、中斷或任何錯漏而引致的直接或間接損失(包括業務及其收益或利潤之損失)而提出索償。
- 7 Customer(s) agree that they will not transfer or assign any parts of the service(s) to any other parties.
客戶同意不會把服務轉移或分配予第三者使用。
- 8 If Customer(s) terminates the service(s), all the prepaid service fees will not refund.
如客戶終止服務，所有已繳付之服務費將不獲退回。
- 9 If S & G is no longer able to provide the service(s) or terminate your service(s) within/after your paid period, a 30-day formal notice/email will be given to customer(s) (except for the situation stated in term 5), and the prepaid service fees will be refunded to customer(s) on pro-rata basic.
如盈豐會計秘書服務有限公司未能提供服務或提前終止相關服務。盈豐會計秘書服務有限公司將在30天前向客戶作出正式書面/電郵通知(於第5條列明的情況除外)，同時盈豐會計秘書服務有限公司將按比例退回已繳付之服務費。
- 10 Customer(s) understand and agree that the service(s) details, terms and conditions, and disbursement schedule will be renewed irregularly. Before any modification, S & G will give not less than a 30-days notice to customer(s)
客戶理解並同意，服務之內容、條款及細則和收費將不定期更新。任何修改之前，盈豐會計秘書服務有限公司將給予客戶不少於30天的通知。
- 11 Personal Information Collection Statement : I / We are authorised by the personal who are stated in this application to provide their personal information to your company for application your services
收集個人資料聲明：本人已獲本申請表內提及之自然人授權轉交其個人資料予貴公司作申請該服務用途。

I have read and agree to above Declaration, Terms and Conditions

本人/吾等已閱讀並同意以上聲明，條款與細則

Signature of Applicants / Contact Person 申請人/聯絡人簽署

Date 日期

End

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