



會計妹® AccGirl

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 Fax: +852 3465 9869
 Email: Enquiry@AccGirl.com
 Website: www.AccGirl.com

註冊香港有限公司專業服務申請表

Hong Kong Limited Company Registration Service Application Form

注意! 會計妹® 將根據客戶於此申請表上填寫地址的語言 (中文或英文) 製備公司章程細則, 需要中文版本之公司章程細則的客戶必須劃一以中文填寫所有地址!
ATTENTION! The Company's Articles of Association will be prepared in the same language (Chinese or English ONLY) as all addresses provided by client on this application form. For Chinese version, please make sure to fill in all addresses in Chinese!

公司資料 Company Information			
擬註冊公司名稱* (見附件一填寫表格指引) Proposed Company Name* (See Appendix A)	英文名稱* English Name*	Click Here to Enter Text	
	中文名稱 Chinese Name	Click Here to Enter Text	
擬註冊公司地址* Proposed Company Registration Address*	<p>所有地址必須以各單字首字為大楷及全寫寫出, 並統一以中文或英文填寫 All addresses must be written in English OR Chinese, full. First letter in each word should be capitalized</p> <p>Shop/Room, Floor, Commercial/Industrial Building Street No. Complex/Community, District Hong Kong</p> <p><input type="checkbox"/> 會計妹® 提供之 上環 商業地址 Sheung Wan commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 北角 商業地址 North Point commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 旺角 商業地址 Mong Kok commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 元朗 商業地址 Yuen Long commercial address provided by AccGirl</p>		
公司組成時的股本* (見附件一填寫表格指引) Total Number of Shares Proposed to be Issued* (See Appendix A Guidelines)	股本總數 Share Capital	Enter Here	業務性質* Business Nature* Click Here to Enter Text 最多可填寫三項業務性質, 不可填寫機構。 Maximum of 3 natures. Cannot be Corporation
	每股值 Each Share	HKD 1	
會計年度終結日 Financial Year End Date	<input type="checkbox"/> 31 st Mar <input type="checkbox"/> 31 st Dec <input type="checkbox"/> 自訂日期 Customized Date: <u>Select Date</u> <small>建議日期為成立公司後十五個月內 15 months after incorporation will be the suggested date</small>		

股東、董事、公司秘書及公司聯絡人資料 Shareholder, Director, Company Secretary and Main Contact Person Information			
申請人身份* Applicant's Position*	<input type="checkbox"/> 主要聯絡人 Main Contact <input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <small>唯一董事不能兼任公司秘書 A sole director cannot be the Company Secretary</small>		
英文姓名* Full Name in English*	Enter Here (E.g.: CHAN Tai Man/CHEN Dawen)		持股量 Number of Shares Enter Here (只適用於股東) (Shareholder only)
中文姓名* Full Name in Chinese*	Click Here to Enter Text	性別* Gender* Select	
身份證/護照號碼* I.D. / Passport Number*	Click Here to Enter Text	簽發國家* Issuing Country*	Click Here to Enter Text
聯絡電話* Contact Number*	Click Here to Enter Text	手提電話* Mobile Number*	Click Here to Enter Text <input type="checkbox"/> WhatsApp
住址/聯絡地址* Residential / Correspondence Address*	Flat/Room, Floor, Block, Building Street No. Complex/Community, District Country <small>(董事必須提供住址 Director must provide residential address)</small>		
電郵地址 Email Address	Click Here to Enter Text		
若申請人多於兩位, 每增加一位申請人之附加費用為 HKD100。 An additional of HKD100/person will be charged if there are more than 2 applicants.			

* 為必須填寫項目 Required fields

請在適當的方格內填上(✓)號或(x)號以表示你的選擇 Please check "✓" or cross (x) the appropriate box to indicate your preference



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股東、董事、公司秘書及公司聯絡人資料 Shareholder, Director, Company Secretary and Main Contact Person Information			
申請人身份* Applicant's Position*	<input type="checkbox"/> 主要聯絡人 Main Contact	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <i>唯一董事不能兼任公司秘書 A sole director cannot be the Company Secretary</i>	
英文姓名* Full Name in English*	Enter Here (E.g.: CHAN Tai Man/CHEN Dawen)		持股量 Number of Shares
中文姓名* Full Name in Chinese*	Click Here to Enter Text	性別* Gender*	Select
身份證/護照號碼* I.D. / Passport Number*	Click Here to Enter Text	簽發國家* Issuing Country*	Click Here to Enter Text
聯絡電話* Contact Number*	Click Here to Enter Text	手提電話* Mobile Number*	Click Here to Enter Text <input type="checkbox"/> WhatsApp
住址/聯絡地址* Residential / Correspondence Address*	Flat/Room, Floor, Block, Building Street No. Complex/Community, District Country <i>(董事必須提供住址 Director must provide residential address)</i>		
電郵地址 Email Address	Click Here to Enter Text		
若申請人多於兩位，每增加一位申請人之附加費用為 HKD100。 An additional of HKD100/person will be charged if there are more than 2 applicants.			

股東、董事、公司秘書及公司聯絡人資料 Shareholder, Director, Company Secretary and Main Contact Person Information			
申請人身份* Applicant's Position*	<input type="checkbox"/> 主要聯絡人 Main Contact	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <i>唯一董事不能兼任公司秘書 A sole director cannot be the Company Secretary</i>	
英文姓名* Full Name in English*	Enter Here (E.g.: CHAN Tai Man/CHEN Dawen)		持股量 Number of Shares
中文姓名* Full Name in Chinese*	Click Here to Enter Text	性別* Gender*	Select
身份證/護照號碼* I.D. / Passport Number*	Click Here to Enter Text	簽發國家* Issuing Country*	Click Here to Enter Text
聯絡電話* Contact Number*	Click Here to Enter Text	手提電話* Mobile Number*	Click Here to Enter Text <input type="checkbox"/> WhatsApp
住址/聯絡地址* Residential / Correspondence Address*	Flat/Room, Floor, Block, Building Street No. Complex/Community, District Country <i>(董事必須提供住址 Director must provide residential address)</i>		
電郵地址 Email Address	Click Here to Enter Text		
若申請人多於兩位，每增加一位申請人之附加費用為 HKD100。 An additional of HKD100/person will be charged if there are more than 2 applicants.			

* 為必須填寫項目 Required fields

請在適當的方格內填上(✓)號或(x)號以表示你的選擇 Please check "✓" or cross (x) the appropriate box to indicate your preference



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服務資料 Service Information		
成立公司服務 Company Incorporation Service		
開公司專業服務* Company Incorporation Service*	HKD1 香港永久居民首次成立公司 HK Permanent Resident + Starters HKD299 自助開公司 Worldwide Offer	HKD299
公司註冊費(政府收費)* Company Registration Fee (Government Charge)* 一次性公司註冊費用 One-time Company Registration Fee	HKD1,720	HKD1,720
商業登記費(政府收費)* Business Registration Fee (Government Charge)* 首年商業登記費用 First-year Business Registration Fee	HKD2,250	HKD2,250
會計妹® 創業盒(公司文件簡易套裝) Basic Company Kit	HKD380 (原價 HKD500) (Original price HKD500)	HKD680
公司綠盒全套 Green Box (Company Kit)	HKD680 (原價 HKD1,100) (Original price HKD1,100)	
一天/即日/一小時成立公司 ★ 熱 1-Day/Same-Day/1-Hour Company Incorporation Service 已包括以上所有費用 All of the above charges included	HKD5,299 / HKD5,999 / HKD8,999	-- Select --
開業通知及增加業務性質 Notification of Commencement & Adding Business Nature 公司成立日起一年內必須加上業務性質, 否則將可能觸犯法例及被罰款 Business Nature must be added to the Company within 1 year from incorporation date to prevent any legal liability/government penalties	HKD250 (原價 HKD680) (Original price HKD680)	HKD250
公司秘書服務 Company Secretary Service		
基本秘書服務套餐(一年) ★ Basic Company Secretary Service (1-Year)	HKD499 (原價 HKD1,360/年) (Original price HKD1,360/yr)	-- Select --
法定秘書服務套餐(一年) ★ Legal Company Secretary Service (1-Year)	HKD799 (原價 HKD2,860/年) (Original price HKD2,860/yr)	
高級法定秘書服務套餐(一年) ★ Advanced Legal Company Secretary Service (1-Year)	HKD1,280 (原價 HKD4,900/年) (Original price HKD4,900/yr)	
首年週年申報費(政府收費) First-year Annual Fee (Government Charge) 選擇公司秘書服務之客戶必須存放 HKD105 以支付下一年度週年申報費用 Applicant(s) who chooses our Company Secretary Services will be required to deposit HKD105 for the next annual filling fee charged by the government.	HKD105	-- Select --
虛擬辦公室服務 Virtual Office Service		
如閣下選用本公司之虛擬辦公室服務, 本公司將協助貴公司直接處理所有來自公司註冊處及稅務局之信件。If you are choosing our Virtual Office Service, AccGirl will help your company directly handle all the letters from the Registrar of Companies and the Inland Revenue Department.		
虛擬辦公室服務: 實惠套餐(一年) ★ Virtual Office Service: Economic Package (1-Year) 包括商務/註冊地址、每月包代收信件/包裹 25 封/個 Includes business/company registration address, maximum of 25 mails/parcels handling per month.	HKD899 (原價 HKD2,640/年) (Original price HKD2,640/yr)	-- Select --
虛擬辦公室服務: 優越套餐(一年) ★ Virtual Office Service: Superior Package (1-Year) 包括實惠套餐(一年)提供之所有服務、獨立電話號碼及專業秘書代接電話等 Includes Economic Package services & private phone no. with professional secretary answering phone calls.	HKD2,136 HKD3,204 (直接轉駁) 附留言信箱服務 (Phone Redirect) With Voicemail	
虛擬辦公室服務: 卓越套餐(一年) ★ Virtual Office Service: Premium Package (1-Year) 包括實惠套餐(一年)提供之所有服務及獨立傳真號碼等 Includes Economic Package services & private phone no. with professional secretary answering phone calls & private fax no.	HKD2,556 HKD3,534 (直接轉駁) 附留言信箱服務 (Phone Redirect) With Voicemail	
公司水牌(最長一年, 連製作費) Company Name Plate (Max. 1-Year, including production fee) 服務期間根據虛擬辦公室服務週期 Service Period bases on length of VO Service	HKD300 小型水牌 Small HKD1,150 中型水牌 Medium HKD2,400 大型水牌 Large	-- Select --
按金 Deposit 選擇虛擬辦公室服務之申請人必須存放 HKD200 按金以支付代墊郵/運費用, 按金可於服務終止時退還 Applicant(s) who chooses our Virtual Office Service will be required to deposit HKD200 for postage/courier charges. Refundable on termination of service.	HKD200	-- Select --



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會計理帳及報稅服務 Accounting & Bookkeeping & Tax Services		
會計理帳服務優惠: 每年0至300個交易項目 Accounting Service: 0 - 300 transactions per year	HKD2,000 (原價 HKD3,000/年) (Original price HKD3,000/yr)	-- Select --
會計理帳及報稅服務優惠: 每年0至100個交易項目 Accounting & Taxation Service: 0 - 100 transactions per yr	HKD3,000 (原價 HKD4,000/年) (Original price HKD4,000/yr)	-- Select --
首年稅務代表 First Year Tax Representative 如閣下不願意委任本公司為首年稅務代表, 請選取“No”或刪去“Yes”字眼 If you do not wish to join our First Year Tax Representative Service, please select “No” or put a cross line on “Yes”	FREE (原價 HKD1,000/年) (Original price HKD1,000/yr)	Yes
其他熱門服務!!! Other Popular Services!!!		
銀行開戶轉介服務 Bank Account Opening Referral 熱 凡使用任何“★”號服務, 即可以優惠價港幣200元使用東亞銀行開戶轉介服務 By choosing any one of the “★” services, you may enjoy our BEA Account Opening Referral Service with a discounted price (HKD200) <small>不包括東亞銀行收取之公司查冊費 Company Search Fee (Bank Service Charge) Excluded 注意: 客戶提供的個人資料將有機會被提交到東亞銀行作開戶申請用途 Note: Personal information provided by client (for service application) might be handed over to BEA for contact purposes.</small>	HKD500 / HKD200	-- Select --
增加業務名稱 Add Business Name 熱	HKD250 (原價 HKD500/份) (Original price HKD500/doc)	-- Select --
開設分行 Opening of Branch <small>包括首年分行登記政府費用 First-year Branch Registration Gov. Fee included</small>	HKD573 (原價 HKD823/間) (Original price HKD823/branch)	-- Select --
會計師核證本 (開設公司銀行戶口文件) Certified True Copy (For Setting up of Bank Account) <small>開戶文件如公司註冊文件、公司章程細則及身分證明文件等 Incorporation documents, Articles of Association, identification documents, etc</small>	HKD300 每份文件 Each Document HKD1,100 全套文件 Full Set	-- Select --
綠盒存放服務 (一年/每月) Green Box Deposit Service (1-Year/per month)	HKD300 每月 Monthly HKD600 一年 Yearly Special Offer	-- Select --
其他 Others: Please Describe	Please Describe	Enter Here
合計 Total Amount		Enter Here

虛擬辦公室服務管理 (如適用) Virtual Office Service Management (If applicable)	
郵件/包裹代收服務 Mails/Parcels Handling Service	
郵件/包裹通知 Mails/Parcels Notification	電郵地址 Email Address: Click Here to Enter Text <small>If differ from contact email 若與聯絡電郵不一 如閣下選用本公司之虛擬辦公室服務, 本公司將協助貴公司直接處理所有來自公司註冊處及稅務局之信件。 For Virtual Office Service, AccGirl will help your company directly handle all letters from the Registrar of Companies and the Inland Revenue Department.</small>
電話服務 Phone Call Service	
歡迎語 Greetings	<input type="checkbox"/> 英文 English <input type="checkbox"/> 中文 Cantonese <input type="checkbox"/> 普通話 Mandarin
來電處理安排 Call Arrangement	<input type="checkbox"/> 系統直接轉駁至指定聯絡人; 我不需要留言信箱服務 I do not need Voicemail Service *** Direct transfer to assigned contact person <input type="checkbox"/> 接聽後即時轉駁至指定號碼, 不成功便以 Email / WhatsApp / WeChat *** 通知口訊 Transfer to assigned contact person after picking up. Notify by if fail <input type="checkbox"/> 接聽後留下對方聯絡號碼及口訊, 以 Email / WhatsApp / WeChat *** 通知 Leave contact number and message, notify by <small>(本公司會儘量因應客戶的要求作出安排 We will try our best to implement the arrangements)</small> 第一指定聯絡人 First Assigned Contact Person: -- Select Applicant-- Remark 第二指定聯絡人 Second Assigned Contact Person: -- Select Applicant-- Remark <small>首位公司聯絡人免費, 之後每增加一位聯絡人, 每月將收取 HKD50 服務費 An additional of HKD50/month per person will be charged if there is more than 1 contact person</small>
傳真服務 Fax Service	
傳真通知 Fax Notification	電郵地址 Email Address: Click Here to Enter Text

*** 請選擇 *** Please select



備註 Remarks:

- (1) 根據《商業登記條例》第 310 章的規定，就同步商業登記申請註冊的法團而言，有關公司須在它開始經營業務當日起計的 1 個月內，以書面通知稅務局局長其業務資料，包括業務名稱、業務描述及業務性質、營業地址及開業日期。不遵辦上述任何事項，即屬違法，可處最高 5,000 元罰款及監禁一年。

Pursuant to Business Registration Ordinance Cap. 310, where the company incorporated and registered under the one-stop company incorporation and business registration regime, it is required to notify the Commissioner of Inland Revenue in writing within one month of the date of commencement of their businesses. The business particulars concerned include business name, description and nature of business, business address and date of commencement of business. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is \$5,000 and imprisonment for one year.

- (2) 根據《公司條例》，本地私人公司須每年於公司成立為法團之日在該年中的周年日後的 42 日內(訂明時限)，向公司註冊處處長交付周年申報表登記。請緊記：

- 公司如未有在訂明時限內交付周年申報表，屬刑事罪行，失責公司及其每名責任人可被檢控。
- 公司註冊處處長無權延長交付周年申報表的法定期限。
- 如交付周年申報表的訂明時限的最後一天是星期六，該限期仍會維持不變。

According to the Companies Ordinance, a local private company must in respect of every year deliver its annual return to the Registrar of Companies for registration within 42 days after the anniversary of the date of the company's incorporation in that year (the prescribed time period). Please pay attention to the following:

- It is a criminal offence to fail to deliver the annual return within the prescribed time period. On default, the company and every responsible officer are liable to prosecution.
- The Registrar of Companies does not have power to extend the statutory time limit for the delivery of annual return.
- If the due date for delivering the annual return falls on a Saturday, the deadline for delivering the return will remain unchanged.

- (3) 根據《公司(披露公司名稱及是否有限公司)規例》(第 622B 章)第 3(1)條訂明，公司須在其註冊辦事處及其每個業務場所可以閱字樣，持續地展示其註冊名稱。如公司未能遵從此規定，該公司及其每名責任人均屬犯罪，可處罰款 10,000 元。

Pursuant to sections 3(1) of the Companies (Disclosure of Company Name and Liability Status) Regulation (Cap.622B), a company must display continuously its registered name in legible characters at its registered office and every business venue of the company. If the company fails to comply with the requirements to display or state its name in the manner described in sections 3 and 4, the company and every responsible person of the company commit an offence and is liable to a fine up to \$10,000.

- (4) 按照香港《公司條例》，有限公司必須聘用由香港會計師公會註冊及認可提供法定審計服務之執業會計師審計公司的年度帳目。

According to the Hong Kong Companies Ordinance, all Hong Kong limited companies must engage certified public accountants registered and authorized to provide statutory audit services by the Hong Kong Institute of Certified Public Accountants to audit their financial statements.

客戶聲明書 Client Acknowledgement

- 本人(服務申請人)不願意預繳週年申報表政府費用：本人明白本公司應按照備註 2 內容每年於訂明時限內遞交週年申報表到政府部門，但本人不願意預繳週年申報表政府費用。本人明白不預繳此政府收費將有機會導致會計妹有限公司未能於訂明時限內遞交本公司之週年申報表文件。若當中產生任何政府罰款或違法法律責任，本公司將一力承擔，會計妹有限公司不需負上任何責任(包括法律責任及有關政府罰款)，特此聲明。本人已閱讀及明白以上備註 1 至 4 之內容，並同意此聲明書之內容，現簽署本頁底部以確認以上聲明。 I do not wish to prepay the government charge for Annual Return and I hereby declare the following: I understand that the company should submit an annual return to the government yearly within the prescribed time limit according to Remark 2. However, I do not wish to prepay the government charge for Annual Return. I understand that there is an opportunity that AccGirl fails to submit my Company's Annual Return within the prescribed time limit since I will not prepay the government charge for Annual Return. The Company will be responsible for all government fines or illegal legal liabilities. AccGirl is not responsible for any government fines or illegal legal liabilities. I have read and understood the above remarks (1-4) and agree to the above acknowledgement. By signing at the bottom of this page, I confirm the above acknowledgement.

簽署: _____ 申請人全名: [Click Here to Enter Text](#) 身份: [Click Here to Enter Text](#)
Signed: _____ Full Name: _____ Position: _____

請在適當的方格內填上(✓)號或(x)號以表示你的選擇 Please check "✓" or cross (x) the appropriate box to indicate your preference



附件一：成立香港有限公司指引

Appendix A: Guidelines for Incorporating a Hong Kong Limited Company

公司名稱 Company Name
<p>1. 有關擬訂有限公司名稱需要注意的事項，可以去這裡參考：http://www.cr.gov.hk/tc/publications/docs/name-c.pdf。 先選擇擬註冊成立公司的名稱，我們會進行查冊。你亦可透過公司註冊處的網上查冊中心查閱公司名稱 http://www.icris.cr.gov.hk/csci/。 查閱時請使用「以全名查冊」模式並輸入完整的擬用公司名稱。</p> <p>The company name guidelines can be found at this site http://www.cr.gov.hk/en/publications/docs/name-e.pdf. Choose a name for the company you wish to incorporate and we will conduct a company name search for you. Or you can also use the free name search service provide by the Company Registry http://www.icris.cr.gov.hk/csci/. Please use the search mode "Exact Name Search" and input the full and exact intended company name.</p> <p>2. 公司名稱可用中文或英文或中文及英文註冊。 A company name may be in Chinese or in English or in both Chinese and English.</p>
公司組成時的股本 Total Number of Shares Proposed to be Issued
<p>3. 股本必須為整數，而每位股東至少持有一股。 The total number of share must be a whole number. Each shareholder holds at least 1 share.</p> <p>4. 當你成立一間持有限股本的公司，你負責公司債務的責任將不多於貴公司你持有公司股本的價值。 You are forming a private company limited by shares, the liability to you is limited to the issued shares value.</p> <p>5. 公司股本並不相等於公司於銀行開戶的存款額，開戶的存款額視乎不同銀行的需求。 Share capital of the Company is not the minimum deposit in the bank account. The actual minimize deposit depends on the bank's policy.</p>
股東/董事資料 Shareholder's/ Director's Information
<p>6. 任何一間有限公司必須有一位或以上的董事及股東，董事與股東可同為一人。非香港居民亦可作董事或股東。 Any limited company must have at least one shareholder and director, the director and shareholder can be the same person. Non-HK residents can be a director and/or shareholder.</p> <p>7. 董事及股東所填寫的中英文姓名必須與身份證或護照上的姓名相符。 The Chinese and English name of the directors and shareholders must be the same as Hong Kong Identity Card or passport.</p>
公司秘書 Company Secretary
<p>8. 所有香港公司必須聘請一位法定公司秘書。若是以個人義，需一般長期居留本港；若是以團體名義，則必須在香港有其註冊辦事處。 Every Hong Kong company must have a Company Secretary who must, if an individual, ordinarily reside in Hong Kong or if a body corporate, must have its registered office in Hong Kong.</p> <p>9. 如公司只有一位董事，該董事不能同時兼任秘書。本公司可以作為公司秘書，需另收費。 If the company has only one director, this director cannot also act as the secretary. We can be your company secretary, additional charges apply.</p> <p>10. 公司秘書並不是董事或高級行政人員之私人秘書，而是公司其中一名高級行政人員。 Company Secretary is not the personal assistance for Directors or executives but one of the senior executive of the Company.</p>
註冊地址 Registered Address
<p>11. 此地址為商業登記証上所列印的地址以及商業登記署所查冊到的地址。若以商業地址作為登記地址，會令客人對公司規模增加信心。本公司提供註冊位址服務，需另收費。 This address will be displayed on your business registration certificate and the public company registry database. If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company. We provides registered address service, additional charges apply.</p>



附件二：服務計劃

會計妹® 虛擬辦公室服務 計劃內容

服務範圍	實惠套餐	基本套餐	優越套餐	卓越套餐
使用本公司的地址作為貴公司之商業登記註冊地址	✓	✓	✓	✓
將本公司的地址印在貴公司之信紙、名片及商業傳單上作商業用途	✓	✓	✓	✓
代收信件及包裹 (每月上限25封/件), 並以電郵即時通知貴公司	✓	✓	✓	✓
獨立電話號碼		✓	✓	✓
辦公及非辦公時間經來電直接轉駁至指定號碼 ⁽¹⁾		✓	✓	✓
專業秘書為貴公司接聽電話 ⁽²⁾⁽³⁾			✓	✓
專業秘書為貴公司代接電話後即時轉駁至貴公司指定號碼 ⁽²⁾			✓	✓
以電郵形式通知貴公司來電號碼及口訊 ⁽³⁾			✓	✓
獨立傳真號碼				✓
以電郵形式於網上為貴公司接收傳真, 並即時以電郵通知收件人 (無上限)				✓
預繳6個月	港幣150元	港幣250元	港幣300元	港幣350元
預繳12個月優惠價	港幣115元	港幣200元	港幣220元	港幣265元
預繳24個月優惠價	港幣85元	港幣150元	港幣198元	港幣238元
預繳36個月最低優惠價	港幣63元	港幣120元	港幣178元	港幣213元

其他虛擬辦公室優惠

電話 / 網絡電話服務 (需要預繳6個月服務費)	優惠價
獨立電話號碼 為貴公司於任何時間經來電直接轉駁至指定號碼 (無上限)	每月港幣100元
獨立電話號碼 專業秘書為貴公司接聽公司來電, 並快速通知公司聯絡人 (每月最多50通電話)	每月港幣150元
商務e線 (需要下載手機應用程式)	每月港幣200元
傳真服務 (需要預繳6個月服務費)	優惠價
獨立傳真號碼 以電郵形式於網上為貴公司接收傳真, 並即時以電郵通知收件人 (無上限)	每月港幣50元

備註: 選擇優越套餐或卓越套餐之客戶可選擇⁽¹⁾、⁽²⁾或⁽³⁾服務; 選擇喜愛之號碼將產生額外的服務費。

AccGirl Limited 會計妹有限公司

使用虛擬辦公室服務後, 客戶可選用信件定期轉移服務, 將收到的信件轉移到固定的會計妹分店 (上環、北角、旺角、觀塘或元朗), 方便取件。信件轉移服務每次手續費為港幣 50 元, 而每次轉移上限為 25 封信件。已交付按金的客戶可於按金扣除相關費用。包裹等大型信件 (體積超過 30cm 闊 x 30cm 高 x 2cm 深 或 多於 1kg) 收費另計, 詳情請致電會計妹® 職員查詢。



Appendix B: Service Plan Information

AccGirl – Virtual Office Service Plan

Scope of Service	Economic Package	Basic Package	Superior Package	Premium Package
Using our address as the your business address/registered office	✓	✓	✓	✓
Printing our address on your letter head, name card and leaflets for commercial purposes	✓	✓	✓	✓
Maximum of 25 mails/parcels handling with immediate email inform	✓	✓	✓	✓
Private phone number		✓	✓	✓
Transferring phone calls to your designated phone number during both office hours and non-office hours ⁽¹⁾		✓	✓	✓
Professional secretary answering phone calls ⁽²⁾⁽³⁾			✓	✓
Professional secretary transferring phone calls to designated phone number immediately after answering phone calls ⁽²⁾			✓	✓
Email notification for phone calls and messages ⁽³⁾			✓	✓
Private fax number				✓
Unlimited incoming fax receiving per month with immediate email notification				✓
6-Month Prepayment	HKD150	HKD250	HKD300	HKD350
12-Month Prepayment Special Offer	HKD115	HKD200	HKD220	HKD265
24-Month Prepayment Special Offer	HKD85	HKD150	HKD198	HKD238
36-Month Prepayment Best Offer	HKD63	HKD120	HKD178	HKD213

Other Virtual Office Offers

Phone/Internet Phone Service (6-Month Prepayment)	Special Offer
Private Phone Number Transferring unlimited phone calls to designated phone number anytime	HKD100/month
Private Phone Number Professional secretary answering up to 50 incoming phone calls per month with prompt notification	HKD150/month
BizeLine Service (Mobile Application Required)	HKD200/month
Fax Service (6-Month Prepayment)	Special Offer
Private Fax Number Unlimited incoming fax receiving per month with immediate email notification	HKD50/month

Note: Client who chooses Superior/Premium Package may select ⁽¹⁾, ⁽²⁾ OR ⁽³⁾; extra charges will be incurred for those who wish to choose their favorite numbers.

AccGirl Limited 會計妹有限公司

Client may choose Letter Transfer service when using Virtual Office Service. Letters can be transferred to AccGirl's Branches (Sheung Wan, North Point, Mong Kok, Kwun Tong or Yuen Long) for convenience purposes. Letter transfer will be HKD50/time for a maximum of 25 letters. The amount can be deducted from deposit. Letter/Parcel which exceeds 30cm Width x 30cm Height x 2cm Depth OR 1kg will be charged separately. For more details, please contact AccGirl.