



客戶盡職審查  
 Customer due diligence  
 (本公司職員填寫)  
 (Fill in by employee)

## 登記香港獨資/合夥公司專業服務申請表

### Hong Kong Individual/Partnership Company Registration Service Application Form

公司資料 Company Information			
擬註冊公司名稱 Proposed Company Name <small>(見附件一填寫表格指引) (See Guidelines in Appendix A)</small>	英文名稱 English Name	Click Here to Enter Text	
	中文名稱 Chinese Name	Click Here to Enter Text	
公司種類 Type of Company	<input type="checkbox"/> 獨資 Individual <input type="checkbox"/> 合夥 Partnership <input type="checkbox"/> 其他 Others: <u>Enter Here</u>		
開業日期 (即公司成立日) Business Commencement (Incorporation) Date	Select Date <small>必須為文件提交日或之前一個月內 Must be date of submission or one month prior to submission</small>	業務性質 Business Nature	Click Here to Enter Text <small>此欄必須填寫 (只可填寫一項) This field must be filled (Limited to 1 nature)</small>
擬註冊公司地址 Proposed Company Registration Address	<small>所有地址必須以各單字首字為大楷及全寫寫出, 並以同一語言填寫 (中文或英文) All addresses must be written in the same language (Chinese/English), full form. First letter in each word should be capitalized</small> Shop/Room, Floor, Commercial/Industrial Building Street No. Complex/Community, District Hong Kong <input type="checkbox"/> 會計妹® 提供之 上環 商業地址 <b>Sheung Wan</b> commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 北角 商業地址 <b>North Point</b> commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 旺角 商業地址 <b>Mong Kok</b> commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 元朗 商業地址 <b>Yuen Long</b> commercial address provided by AccGirl		
資金來源 Source of Funds	<input type="checkbox"/> 營業收入及利潤 Business Income and Profit <input type="checkbox"/> 出售物業/資產 Sale of Property/Asset <input type="checkbox"/> 公司儲蓄/投資 Personal Savings/Investments <input type="checkbox"/> 繼承財產 Inheritance <input type="checkbox"/> 實益擁有人/合夥人的投資 Investment by Ultimate Beneficial Owner/Partner <input type="checkbox"/> 集團內部融資 Intra-Group Financing <input type="checkbox"/> 其他 Others: <u>Enter Here</u> <small>需提供注入公司的資金來源證明文件 Please provide us with the supporting documents of the source of funds to be injected into the Company</small>		

東主、合夥人、公司連絡人資料 Sole Proprietor, Partner, Company Contact Person Information			
申請人身份 Applicant's Position	<input type="checkbox"/> 主要聯絡人 Main Contact <input type="checkbox"/> 東主 Sole Proprietor <input type="checkbox"/> 合夥人 Partner	<input type="checkbox"/> 不現身 No Show	
英文姓名 Full Name in English	Enter Here (E.g.: CHAN Tai Man/CHEN Dawen)	性別 Gender	Select
中文姓名 Full Name in Chinese	Click Here to Enter Text		
身份證/護照號碼 I.D. / Passport No.	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 <input type="checkbox"/> WhatsApp	其它國籍 (如適用) Other Nationality (If Applicable)	Click Here to Enter Text
住址/聯絡地址 Residential / Correspondence Address	Flat/Room, Floor, Block, Building Street No. Complex/Community, District Country	即時通訊軟體 Instant Messenger	Select
		用戶名/號碼 AC Name / No.	Enter Here
電郵地址 E-mail	Click Here to Enter Text		
資金來源 Source of Funds	<input type="checkbox"/> 公司營業收入及利潤 Business Income and Profit <input type="checkbox"/> 出售物業/資產 Sale of Property/Asset <input type="checkbox"/> 個人儲蓄/投資 Personal Savings/Investments <input type="checkbox"/> 繼承財產 Inheritance <input type="checkbox"/> 實益擁有人/合夥人的投資 Investment by Ultimate Beneficial Owner/Partner <input type="checkbox"/> 集團內部融資 Intra-Group Financing <input type="checkbox"/> 其他 Others: <u>Enter Here</u> <small>需提供注入公司的資金來源證明文件 Please provide us with the supporting documents of the source of funds to be injected into the Company</small>		

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.

注意: 必須填寫此申請表內所有空格 (不適用者請以 "N/A" 表示) Caution: All boxes on this application form must be filled out (if not applicable, put "N/A")

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



東主、合夥人、公司連絡人資料				☐ 不現身	
Sole Proprietor, Partner, Company Contact Person Information				No Show	
申請人身份 Applicant's Position	<input type="checkbox"/> 主要聯絡人 Main Contact	<input type="checkbox"/> 東主 Sole Proprietor <input type="checkbox"/> 合夥人 Partner			
英文姓名 Full Name in English	Enter Here (E.g.: CHAN Tai Man/CHEN Dawen)		性別 Gender	Select	
中文姓名 Full Name in Chinese	Click Here to Enter Text				
身份證/護照號碼 I.D. / Passport No.	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 <input type="checkbox"/> WhatsApp	其它國籍 (如適用) Other Nationality (If Applicable)	Click Here to Enter Text		
住址/聯絡地址 Residential / Correspondence Address	Flat/Room, Floor, Block, Building Street No. Complex/Community, District Country		即時通訊軟體 Instant Messenger	Select	
			用戶名/號碼 AC Name / No.	Enter Here	
電郵地址 E-mail	Click Here to Enter Text				
資金來源 Source of Funds	<input type="checkbox"/> 公司營業收入及利潤 Business Income and Profit <input type="checkbox"/> 個人儲蓄/投資 Personal Savings/Investments <input type="checkbox"/> 實益擁有人/合夥人的投資 Investment by Ultimate Beneficial Owner/Partner		<input type="checkbox"/> 出售物業/資產 Sale of Property/Asset <input type="checkbox"/> 繼承財產 Inheritance <input type="checkbox"/> 集團內部融資 Intra-Group Financing <input type="checkbox"/> 其他 Others: <u>Enter Here</u>		
<small>需提供注入公司的資金來源證明文件 Please provide us with the supporting documents of the source of funds to be injected into the Company</small>					
<small>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.</small>					

服務資料 Service Information			
<b>成立公司服務 Company Incorporation Service</b>			
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
	HKD299	自助開公司 Worldwide Offer	
商業登記費 (政府收費)* Business Registration Fee (Government Charge)* <small>首年商業登記費用 First-year Business Registration Fee</small>	HKD250		HKD250
公司印章 Company Chops <small>包括公司小圖印 1 個及公司簽名章 1 個 Includes 1 pre-ink company circular chop &amp; 1 pre-ink company authorized signature chop</small>	HKD150		HKD150
<b>虛擬辦公室服務 Virtual Office Service</b>			
<small>服務詳情請參考第 7 頁(附件三)之服務計劃內容 Please see page 8 (Appendix C) for service plan information</small> <small>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 Inland Revenue Department.</small>			
虛擬辦公室服務: 實惠套餐 (一年) Virtual Office Service: Economic Package (1-Year)	HKD899	(原價 HKD1,380 年) (Original price HKD1,380/yr)	-- Select --
虛擬辦公室服務: 基本套餐 (一年) Virtual Office Service: Basic Package (1-Year)	HKD1,440	(原價 HKD2,400 年) (Original price HKD2,400/yr)	
虛擬辦公室服務: 優越套餐 (一年) Virtual Office Service: Superior Package (1-Year)	HKD2,136	(原價 HKD2,640 年) (Original price HKD2,640/yr)	
虛擬辦公室服務: 卓越套餐 (一年) Virtual Office Service: Premium Package (1-Year)	HKD2,556	(原價 HKD3,180 年) (Original price HKD3,180/yr)	
公司水牌 (最長一年, 連製作費) Company Name Plate (Max. 1-Year, including production fee) <small>服務期間根據虛擬辦公室服務週期 Service Period bases on length of VO Service</small>	HKD300 HKD1,150 HKD2,400	小型水牌 Small 中型水牌 Medium 大型水牌 Large	-- Select --
按金 Deposit <small>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.</small>	HKD200		-- Select --

**注意: 必須填寫此申請表內所有空格 (不適用者請以 "N/A" 表示) Caution: All boxes on this application form must be filled out (if not applicable, put "N/A")**

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



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 50 個交易項目 Accounting Service: 0 – 50 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 <b>熱</b> 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 / <b>HKD200</b>	-- 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>	HKD500 (原價 HKD930/間) (Original price HKD930/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 4份 = 全套文件 4 Documents = Full Set	-- 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: <a href="#">Click Here to Enter Text</a> <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	
來電處理安排 Call Arrangement	<input type="checkbox"/> 系統直接轉駁至指定聯絡人; <b>我不需要留言信箱服務 I do not need Voicemail Service ***</b> 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 <b>Email / WhatsApp / WeChat ***</b> 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 <b>Email / WhatsApp / WeChat ***</b> 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-- <u>Remark</u> 第二指定聯絡人 Second Assigned Contact Person: -- Select Applicant-- <u>Remark</u> <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: <a href="#">Click Here to Enter Text</a>

\*\*\* 請選擇 \*\*\* Please select

注意: 必須填寫此申請表內所有空格 (不適用者請以“N/A”表示) Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”) 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



## 申請及繳費注意事項 Important Notes for Application and Payment

- 填妥並簽署申請表後，需連同以下證明文件與申請表一併電郵/傳真/郵寄至本公司：  
 Please submit the completed and signed application form along with the following information to us by email/fax/mail:  
**如屬自然人：** **所有申請人之身份證及住址證明**  
**For Natural Person:** **Identity Card or Passport and Proof of Residential Address issued within 3 months of All Applicant(s)**  
(如未能現身請提供其他身份證明文件或有個人名稱之銀行結單 If you fail to show up, please provide the other identity document or personal bank statement)  
**如屬法人團體：** **公司註冊證明書、公司章程細則、公司記錄冊、商業登記證副本**  
**For Corporate:** **Certificate of Incorporation, Articles of Association, Statutory Book**  
**所有股東和董事 之身份證及住址證明**  
**Copy of Business Registration Certificate (Only applies to Hong Kong Companies)**  
**All Shareholders and Directors Identity Card or Passport and Proof of Residential Address issued within 3 months of All Applicant(s)**
- 成功遞交所需申請文件後本公司將檢查申請表內資料並進行公司名稱查冊，確定名稱未被已註冊之公司使用後將電郵報價單給閣下，完成付款手續後需將有關付款證明電郵/傳真/郵寄至本公司。本公司確認收到相關款項後服務方可生效。  
 After successfully submit all required application documents, we will perform a Company Name Search to ensure the proposed Company Names are not yet used by other existing limited companies and send you the quotation for payment purposes. You will be required to return the payment information via email/fax/mail. Service starts ONLY when payment is made and verified.
- 繳費方式 Payment Method (請先與會計妹職員確認總金額 Please contact AccGirl to confirm the total cost):

✓ 現金 Cash	前往本公司以現金繳費	Paying by Cash in Person
✓ 存款 Cash Deposit	存款到本公司之中國銀行戶口	Making Cash Deposit to Our Bank of China Account
✓ 支票 Cheque	前往本公司遞交/郵寄/入票	Bringing Payment Cheque to us in Person/by Post
✓ 轉賬 Bank Transfer	中銀戶口	Transferring Fund from Bank of China Account
	非中銀戶口 (客戶自付銀行手續費)	Transferring Fund from Other Banks (Bank Handling Fee Paid by Client)
	轉數快	Transferring Fund via "FPS" (Faster Payment System)

如以遞交支票形式付款，支票抬頭請寫上「會計妹有限公司」或「AccGirl Limited」，並於支票背面寫上貴公司名稱。  
 如以存入支票形式付款，請根據以上指示，存入支票後於銀行收據背面寫上貴公司名稱並將其正本或副本交回本公司。

For Cheque Payment, please make cheque payable to "AccGirl Limited" and write your company name on its back.  
 For Cheque Deposit, please follow the instructions above and write your company name on the back of the bank receipt, then return it (original copy OR photocopy) to us.
- 銀行賬戶詳細資料 Bank Account Detailed Information (以非港幣繳付費用之客戶請先向會計妹職員索取外幣戶口資料：  
 For non-HKD payments, please obtain the Foreign Currency Bank Account information from AccGirl before making a payment):  
**帳戶名稱 Account Name:** AccGirl Limited 會計妹有限公司 **銀行名稱 Bank Name:** Bank of China 中國銀行  
**港幣戶口 HKD Account:** 012-676-1-023557-4 **轉數快 FPS No.:** 7088578

於以下四項陳述前方之空格內加上剔號“✓”或交叉“x”、於橫線上簽署、填上簽署人姓名及簽署日期後方可遞交申請。  
 This application form can only be submitted after ticking the 4 boxes, signing above the line, filling in signer's name and signature date below.

- 本人茲證實上述資料確實無誤，並已閱讀及同意本申請表 (包括附件一、二、三、四、五及“條款和條件”) 內所列之所有條款和條件。  
 I declared that the information given above is true and accurate in each and every respect. I have read the application form (including Appendix A, B, C, D, E and "Terms and Conditions") and agree to all of the terms and conditions stated in it.
- 本人明白及同意所有費用 (包括所有政府收費及服務費) 於繳付予會計妹後一概不能退還。  
 I understand and agree that all fees (including government charges and service fees) cannot be refunded after payment has been made.
- 本人 (即下述簽署人) 確認，上方所提供之資料，就本人所知所信，皆為完整真確，如有不實資料會計妹將不會繼續提供服務，而本人承諾，本人作為信託及公司服務持牌者客戶之期間，若有任何影響上述資料完整性及真確性之重大變動，本人將即時通知信託及公司服務持牌者的客戶經理。  
 I, the undersigned, confirm that the information provided above is complete and correct to the best of my knowledge and belief and I undertake that, as long as I continue to be a client of TCSP Licensee, If there are false informations, AccGirl will not continue to provide services, I will promptly notify the appropriate relationship manager at TCSP Licensee of any material changes affecting the completeness and accuracy of the responses to the above mentioned questions.
- 本人明白及同意成立公司服務需於3個月內完成，如未能完成會計妹將不會繼續提供服務及發還相關費用。  
 I understand and agree that the service of registering a company needs to be completed within 3 months. If incompleting AccGirl will not continue to provide services and reimburse the related fees.

[Click Here to Enter Text](#)

客戶姓名 Name : [Click Here to Enter Text](#)

客戶簽署 Applicant's Signature

日期 Date : [Select Date](#)

請問閣下從以下哪些途徑得知「會計妹」? How did you hear about "AccGirl"?

- |   |   |   |   |  |
|---|---|---|---|--|
| <input type="checkbox"/> 電視廣告<br>TV Advertisement | <input type="checkbox"/> Youtube 廣告       | <input type="checkbox"/> 巴士廣告 (路訊電視)<br>Bus Ad. (Road Show) | <input type="checkbox"/> 面書<br>Facebook   | <input type="checkbox"/> 的士<br>Taxi                                |
| <input type="checkbox"/> 網絡搜索<br>Web Search       | <input type="checkbox"/> 別人介紹<br>Referral | <input type="checkbox"/> 展覽<br>Exhibition                   | <input type="checkbox"/> 宣傳單張<br>Leaflets | <input type="checkbox"/> 其他<br>Others: <a href="#">Description</a> |

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示) Caution: All boxes on this application form must be filled out (if not applicable, put "N/A")**





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：登記獨資/合夥公司指引

### Appendix A: Guidelines for Registering an Individual/Partnership Company

<b>公司名稱 Company Name</b>
<p>1. 政府允許公司名稱含國際、集團、實業、投資、財務、學院、中心、研究所等字眼；公司名稱前面還可以加上自己喜歡的地名，如：法國、美國、中國、香港、上海等，同時香港無限公司可以中文、英文或者中英文註冊，但中文不能以“有限公司”，英文不能以“LIMITED”結尾。</p> <p>Company name contains words like international, group, holding, industry, investment, finance, colleges, centers, institutes, etc. is allowed by the government; you may also start your company name with your favorite country names, e.g.: France, USA, China, Hong Kong, Shanghai, etc. Moreover, Company Names can be registered in Chinese, English or both Chinese and English (Must not end your Chinese company name with "有限公司"; English company name with "LIMITED").</p>
<b>註冊條件 Registration Requirements</b>
<p>2. 需要一位或以上東主，若公司名帶「集團」字眼，需兩位或兩位以上的合夥人。申請人需提供身份證、護照或港澳通行證複印件，如非香港永久居民，需提供香港擔保人及擔保人的香港居住地址。</p> <p>One or more than one proprietor required. If the company name contains the word "Group", two or more partners will be required. You will also need to provide photocopies of your identity cards, passports or permit for travelling to and from Hong Kong and Macau. Non-permanent residents of Hong Kong will be required to provide a Hong Kong guarantor and his/her Hong Kong residential address.</p> <p>3. 東主或合夥人所填寫的中英文姓名必須與身份證或護照上的姓名相符。</p> <p>The Chinese and English names of the sole proprietor or partners must be identical to the identity cards, passports or permit for travelling to and from Hong Kong and Macau.</p>
<b>註冊資本 Registered Capital</b>
<p>4. 無限公司沒有註冊資本的要求。</p> <p>Unlimited company does not require registered capital.</p>
<b>經營範圍 Scope of Business</b>
<p>5. 註冊無限公司需確定公司的經營範圍。</p> <p>You will need to determine the scope of business before registering an unlimited company.</p>
<b>註冊地址 Registered Address</b>
<p>6. 此地址將顯示在公司之商業登記證以及商業登記處查冊網站。若以商業大廈地址而並非個人住址作為登記地址，可令客人對公司規模大增信心。本公司亦有提供註冊辦事處地址租用服務，需另收費。</p> <p>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 provide registered address service, additional charges apply.</p>



## 附件二：第 615 章《打擊洗錢及恐怖分子資金籌集條例》

### Appendix B: Cap. 615 Anti-Money Laundering and Counter-Terrorist Financing Ordinance

#### 客戶盡職審查 Customer Due Diligence

- ◆ 根據打擊洗錢條例附表 2 第 2 部第 18 條的規定，客戶需要根據附表 2 第 2 部第 2 條向信託及公司服務持牌者提供資料。  
Subject to the requirements set out in section 18 of Part 2 of Schedule 2 to the AMLO, customers need to carry out CDD measures under section 2 of Part 2 of Schedule 2 to the AMLO.
- ◆ 客戶應立即向信託及公司服務持牌者提供客戶在執行該措施過程中獲得的數據或信息。  
Customer shall immediately provide the TCSP Licensee with the data or information that customer has obtained in the course of carrying out that measure.
- ◆ 客戶還應在信託及公司服務持牌者要求規定的期限內應信託及公司服務持牌者的要求，提供任何文件或任何數據或信息的記錄副本。  
The customer shall also on request by the TCSP Licensee within the period specified in the record-keeping requirements of the AMLO, provide a copy of any document, or a record of any data or information.
- ◆ 客戶在收到請求後，在合理可行的情況下盡快執行信託及公司服務持牌者的過程中提供任何文件或任何數據或信息的記錄副本。  
Obtained by the customer in the course of carrying out the CDD measures as soon as reasonably practicable after receiving the request.

以上客戶盡職審查資料只供參考，如欲了解更多有關《打擊洗錢及恐怖分子資金籌集條例》，請點擊以下網址進入電子版香港法例網站 <https://www.elegislation.gov.hk/hk/cap615!zh-Hant-HK>

The above Customer Due Diligence information is for reference only. For more information about Anti-Money Laundering and Counter-Terrorist Financing Ordinance, please click on the link below to visit the Hong Kong e-Legislation website:

[https://www.elegislation.gov.hk/hk/cap615!en?INDEX\\_CS=N&xpid=ID\\_1438403529058\\_002](https://www.elegislation.gov.hk/hk/cap615!en?INDEX_CS=N&xpid=ID_1438403529058_002)



## 附件三：虛擬辦公室服務計劃

# 會計妹® 虛擬辦公室服務 計劃內容

服務範圍	寶惠套餐	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 <sup>(1)</sup>		✓	✓	✓
專業秘書為貴公司接聽電話 <sup>(2)(3)</sup>			✓	✓
專業秘書為貴公司代接電話後即時轉駁至貴公司 <sup>(2)</sup> 指定號碼			✓	✓
以電郵形式通知貴公司來電號碼及口訊 <sup>(3)</sup>			✓	✓
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 <sup>(1)</sup>、<sup>(2)</sup> 或 <sup>(3)</sup> 服務; 選擇喜愛之號碼將產生額外的服務費。

使用會計妹® 虛擬辦公室服務之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 (北角、上環、旺角或元朗), 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。包裹或大型信件 (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。

AccGirl Limited 會計妹有限公司



## Appendix C: Virtual Office 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		✓	✓	✓
Forwarding calls directly to your designated phone number during both office hours and non-office hours via phone system <sup>(1)</sup>		✓	✓	✓
Professional secretary answering phone calls <sup>(2)(3)</sup>			✓	✓
Professional secretary transferring phone calls to designated phone number immediately after answering phone calls <sup>(2)</sup>			✓	✓
Email/WhatsApp notification for phone calls and messages <sup>(3)</sup>			✓	✓
Private fax number				✓
Unlimited incoming fax receiving per month with immediate email notification				✓
<b>6-Month Prepayment</b>	<b>HKD150</b>	<b>HKD250</b>	<b>HKD300</b>	<b>HKD350</b>
<b>12-Month Prepayment Special Offer</b>	<b>HKD115</b>	<b>HKD200</b>	<b>HKD220</b>	<b>HKD265</b>
<b>24-Month Prepayment Special Offer</b>	<b>HKD85</b>	<b>HKD150</b>	<b>HKD198</b>	<b>HKD238</b>
<b>36-Month Prepayment Best Offer</b>	<b>HKD63</b>	<b>HKD120</b>	<b>HKD178</b>	<b>HKD213</b>

## 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
BizLine 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 <sup>(1)</sup>, <sup>(2)</sup> OR <sup>(3)</sup>; extra charges will be incurred for those who wish to choose their favorite numbers. Client who chooses AccGirl™'s Virtual Office Service may use our Letter Transfer service. Letters can be transferred to AccGirl™'s Branches (North Point, Sheung Wan, Mong Kok or Yuen Long) for convenience purposes. Letter transfer will be HKD50/time for a maximum of 25 letters and the charges can be deducted from deposit. Letter/Parcel which exceeds 30cm Width x 30cm Height x 2cm Depth or weighs more than 1kg will be charged separately. For more details, please contact AccGirl™'s staff.*

*AccGirl Limited 會計妹有限公司*