

Tel: +852 3465 9868 (Sheung Wan) +852 3465 9858 (North Point) +852 3465 9878 (Mong Kok) +852 3465 9838 (Kwun Tong) +852 3465 9828 (Yuen Long)

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

虚擬辦公室服務計畫申請表

Virtual Office Service Application Form

申請人資料 Applicant Info	rmation								
公司名稱* Company Name* 如以個人名義申請,則填上申請,	英文名稱* English Name*	English Click Here to Enter Text Name*							
的中英文姓名(全寫) For Personal Applicant, please enter FULL NAME in English & Chinese		Chinese Click Here to Enter Text							
公司種類* Type of Company*	□ 私人股份有限公司 □ 獨資 Individual [npany Limited by Sha nership □ 其他 Oth						
公司註冊地址 Company's Registered Office	Shop/Room, Floor, Co Street No. Complex/Community, (需要更改公司註冊地址服 (Client(s) who needs our Cha	District 務的客人必須	是供現有註冊地址)	npany's present office a	address)				
商業登記號碼* Business Registration No.*	Click Here to Enter Text	公司註册 Compan	H編號 ies Registry No.	Click F	Here to Enter Text				
公司成立日* Date of Incorporation*	Select Date	業務性質 Business		Click F	Here to Enter Text				
公司連絡人資料 Company	Contact Person Informat	tion							
虛擬辦公室:首位公司聯終 Virtual Office: An additional					rson.				
申請人身份 Applicant's Position	□ 股東 Shareholder □ 東主 Sole Proprietor	□ 董事 Dii		司秘書 Company S 也 Others: <u>Enter F</u>	•				
英文姓名* Full Name in English*	Click Here to Enter Text								
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 l	Enter Text				
聯絡電話* Contact Number*	Click Here to Enter Text		手提電話* Mobile Number*	Click Here to I	Enter Text				
住址/聯絡地址* Residential / Correspondence Address*	Flat/Room, Floor, Block, I Street No. Complex/Community, Dis Country								
電郵地址* Email Address*	Click Here to Enter Text								

* 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



服務計畫選擇

服務計畫及付款資料

(計畫詳情見附件二)

Service Plan Selection

註冊辦事處及收信地址

秘書代接電話、即時轉駁或留言

Service Plan & Payment Information

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R/O & Mailing Address

Phone Line w/ Secretary Answering Phone Calls

(Please refer to appendix B for details of the service plan)		電話系統直接轉駁(獨立傳真號碼、即H			ect (w/o secretary with Automatic F	•	
虚擬辦公室地點選擇 Virtual Office Location Select	ion	上環店 □ Sheung Wan	北角店 North Po		旺角店 Mong Kok		元朗店 Yuen Long
繳費週期 Payment Cycle		預繳 6 個月 預繳 12 個月 (優惠人 預繳 24 個月 (優惠人 預繳 36 個月 (最抵人	賈)	24-Month Pre	payment (Specepayment (Specepayment (Best	ial Offer)	
其他熱門服務		公司水牌製作 Com (服務期間根據服務週期	,最長1年 Servi	ice Period bases on	length of service, M		
Other Popular Services		更改業務地址 Chan (虛擬辦公室優惠價 Vi			文件 document		
		商業登記證續期 Bu	usiness Registr	ation Renewal	HKD380+ 商 🛊	<u> </u>	BR Fee
計畫生效日期 Activation Date		Select Date	繳交費用 Total Amoun	nt		Enter Her	e
申請人須存放 HKD200 按金以 Applicant will be required to de				le on termination	ı of service.		
虚擬辦公室服務管理(如適用) Virtual O	office Service Manage	ment (If appli	cable)			
郵件/包裹代收服務 Mails/I	Parcels Handl	ing Service					
郵件/包裹通知 Mails/Parcels Notification	If differ from contact 如關下選用本公司之	Email Address: Clickemail 若臭聯絡電郵不一 定產擬辦公室服務,本公司將協助員 vvice, AccGirl will help your company		自公司註册處及稅務局之		evenue Departm	uent.
電話服務 Phone Call Serv	ice						
歡迎語 Greetings	□ 英文 En	glish 口中文	Cantonese	□普通話	Mandarin		
來電處理安排 Call Arrangement	Direct to 接聽後見 Transfer 接聽後見 Leave c (本公司會儘量因應	接轉駁至指定聯絡人; ransfer to assigned con 即時轉駁至指定號碼 r to assigned contact pe 留下對方聯絡號碼及 r ontact number and mes 客戶的要求作出安排 We will try o 絡人 First Assigned 絡人 Second Assigned	tact person ,不成功便以 erson after pick 口訊,以 Ema ssage, notify by ur best to implement the Contact Perso	Email / Whats sing up. Notify bail / WhatsApp y arrangements)	sApp / WeChat by / WeChat ***	*** 通知 if 通知	
		,之後每增加一位聯絡人,每月將 050/month per person will be charged		ontact person			
傳真服務 Fax Service							
傳真通知 Fax Notification	電郵地址	Email Address: Click	k Here to Enter	Text			

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

1)	填妥並簽署申請表 Please submit the c							to us by	/ email/fax/mai	i1:
─ 所有申請人之身份證件 Hong Kong Identity Card or Passport co						copy of all applicant(s).				
	所有申請人之何	住址證明	Proof of	oof of Residential Address of all applicant(s).						
	所有申請人之何	住址證明	Proof of	Residential Ad	dress of all a	app	licant(s).			
	— 商業登記證		Valid Bu	siness Registra	tion Certific	ate	!			
	公司註冊證明:(如申請人屬有			te of Incorpora blies to Limited)				
2)	成功遞交所需申請單給閣下,完成化 After successfully Company Names a required to return th	付款手續後需將 submit all require re not yet used by	有關付款記 d applicati other existi	登明電郵/傳真 on documents, ng limited com	/郵寄至本公 we will perfo panies and se	可 orn nd	。本公司確認 n a Company] you the quotati	忍收到材 Name S on for p	相關款項後服 Search to ensur Dayment purpos	務方可生效。 re the proposed ses. You will be
3)	繳費方式 Payment	Method <u>(請先與</u>	會計妹職員	[確認總金額]	Please contact	t A	ccGirl to confir	m the to	otal cost):	
	— 現金 Cash	前往本	公司以現金	金繳費	Paying by (Cas	h in Person			
	 存款 Cash Dep	osit 存款到	本公司之口	中國銀行戶口	Making Ca	sh	Deposit to Our	Bank o	f China Accou	nt
	— 支票 Cheque	前往本	公司遞交/	郵寄/入票	Bringing Pa	ayn	nent Cheque to	us in P	erson/by Post	
	— 轉賬 Bank Tra	nsfer ① 中组 ② 非。	限戶口 中銀戶口(8	『 戶自付銀行手續費)	Transferrin Transferrin	ıg F ıg F	ound from Bank ound from Othe	of Chi r Banks	na Account s (Bank Handling I	Fee paid by client)
	如以遞交支票形式 如以存入支票形式	td款,支票抬頭	請寫上「1	全計妹有限公司	7 / 或「Acc(Girl	Limited,	並於支.	票背面後寫上	晋公司名稱。
	For Cheque Payme For Cheque Payme it (original copy OF	nt, please follow th	ne instruction							eipt, then return
4)	銀行賬戶詳細資料 For non-HKD payn 帳戶名稱 Account 銀行名稱 Bank Na 港幣戶口 HKD Ac	nents, please obtai Name: AccGi me: Bank o	n the Foreig	gn Currency Ba 會計妹有限公 國銀行	nk Account is					
This	以下兩項陳述前方: application form can 本人茲證實上述資 I declared that the	only be submitted 料確實無誤,並 information give	after ticking 己閱讀及同 n above is	the 2 boxes, sig 意本申請表 (f true and accu	gning above th 见括附件一及 rate in each	e li と"信 and	ne, filling in sig 条款和條件") P l every respec	gner's na 內所列之 t. I hav	ame and signat と所有條款。 ve read the ap	ture date below.
(inc	luding Appendix A a	ind Terms and Co	naitions) a	and agree to all	of the terms a	ana	conditions stat	ea in it.		
□ mac	本人明白及同意所 I understand and ag le.							be refui	nded after pay	ment has been
Cl	ick Here to Enter Te	xt								
					客戶姓名		Name: Click	Here to	o Enter Text	
客戶	ら 簽署 Applicant's	Signature			日期		Date : Selec	t Date		
請問	引閣下從以下哪些途	. 徑得知 「會計妹	」? How d	id you hear abo	ut "AccGirl"	?				
	電視廣告 ΓV Advertisement	□ Youtube 廣	告 □	巴士廣告 (路記 Bus Ad. (Road			面書 Facebook		的士 Taxi	
	網絡搜索 Web Search	□ 別人介紹 Referral		展覽 Exhibition			宣傳單張 Leaflets		其他 Others: Desc	ription



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附件一: 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 (2) 指定號碼			✓	✓
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個月最抵優惠價	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)	毎月港幣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)	毎月港幣150元
商務e線 (需要下載手機應用程式)	毎月港幣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)	毎月港幣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。

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Appendix A: 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 (5)			✓	~
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

Other virtual Other Other					
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 will be charged separately. For more details, please contact AccGirl.