



# 會計妹® AccGirl

Tel: +852 3465 9868 (Sheung Wan)  
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 Fax: +852 3465 9869  
 Email: Enquiry@AccGirl.com  
 Website: www.AccGirl.com

## 註冊香港無限公司專業服務申請表

### Hong Kong Unlimited Company Registration Service Application Form

| 公司資料 Company Information   |  |                           |   |
|--|--|---------------------------|---|
| 擬註冊公司名稱*<br>(見附件一填寫表格指引)<br>Proposed Company Name*<br>(See Appendix A) | 英文名稱*<br>English Name*   | Click Here to Enter Text  |   |
|  | 中文名稱<br>Chinese Name   | Click Here to Enter Text  |   |
| 公司種類*<br>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*<br>Business Commenced Date*                                      | Select Date<br><small>必須為交文件前一個月內<br/>Must be one month prior to delivery</small>  | 業務性質*<br>Business Nature* | Click Here to Enter Text<br><small>此欄必須填寫(只可填寫一項)<br/>This field must be filled (Limited to 1 nature)</small> |
| 擬註冊公司地址*<br>Proposed Company Registration Address*                     | <p style="text-align: center; color: red;">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<br/>           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<br/>           Street No.<br/>           Complex/Community, District<br/>           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<br/> <input type="checkbox"/> 會計妹® 提供之 北角 商業地址    North Point commercial address provided by AccGirl<br/> <input type="checkbox"/> 會計妹® 提供之 旺角 商業地址    Mong Kok commercial address provided by AccGirl<br/> <input type="checkbox"/> 會計妹® 提供之 元朗 商業地址    Yuen Long commercial address provided by AccGirl         </p> |                           |   |

| 東主、合夥人、公司連絡人資料<br>Sole Proprietor, Partner, Company Contact Person Information                                       |   |                           |  |
|--|---|---------------------------|--|
| 申請人身份*<br>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*<br>Full Name in English*   | Enter Here (E.g.: CHAN Tai Man/CHEN Dawen)  |                           |  |
| 中文姓名*<br>Full Name in Chinese*   | Click Here to Enter Text  | 性別*<br>Gender*            | Select   |
| 身份證/護照號碼*<br>I.D. / Passport Number*   | Click Here to Enter Text  | 簽發國家*<br>Issuing Country* | Click Here to Enter Text                                   |
| 聯絡電話*<br>Contact Number*   | Click Here to Enter Text  | 手提電話*<br>Mobile Number*   | Click Here to Enter Text <input type="checkbox"/> WhatsApp |
| 住址/聯絡地址*<br>Residential / Correspondence Address*  | Flat/Room, Floor, Block, Building<br>Street No.<br>Complex/Community, District<br>Country<br><small>(必須提供住址 Must provide residential address)</small> |                           |  |
| 電郵地址<br>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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## 東主、合夥人、公司連絡人資料

### Sole Proprietor, Partner, Company Contact Person Information

|  |  |                           |  |
|--|--|---------------------------|--|
| 申請人身份*<br>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*<br>Full Name in English*                       | Enter Here (E.g.: CHAN Tai Man/CHEN Dawen)   |                           |  |
| 中文姓名*<br>Full Name in Chinese*                       | Click Here to Enter Text   | 性別*<br>Gender*            | Select   |
| 身份證/護照號碼*<br>I.D. / Passport Number*                 | Click Here to Enter Text   | 簽發國家*<br>Issuing Country* | Click Here to Enter Text                                   |
| 聯絡電話*<br>Contact Number*                             | Click Here to Enter Text   | 手提電話*<br>Mobile Number*   | Click Here to Enter Text <input type="checkbox"/> WhatsApp |
| 住址/聯絡地址*<br>Residential /<br>Correspondence Address* | Flat/Room, Floor, Block, Building<br>Street No.<br>Complex/Community, District<br>Country<br>(必須提供住址 Must provide residential address) |                           |  |
| 電郵地址<br>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.

## 服務資料 Service Information

### 成立公司服務 Company Incorporation Service

|   |          |  |          |
|---|----------|--|----------|
| 開公司專業服務*<br>Company Incorporation Service*  | HKD1     | 香港永久居民首次成立公司<br>HK Permanent Resident + Starters | HKD299   |
|   | HKD299   | 自助開公司 Worldwide Offer                            |          |
| 商業登記費(政府收費)*<br>Business Registration Fee (Government Charge)*<br>首年商業登記費用 First-year Business Registration Fee                   | HKD2,250 |  | HKD2,250 |
| 公司印章 Company Chops<br>包括公司小圓印1個，公司簽名章1個<br>Includes 1 pre-ink company circular chop & 1 pre-ink company authorized signature chop | HKD150   |  | HKD150   |

### 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) ★<br>Virtual Office Service: Economic Package (1-Year)<br>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)<br>(Original price HKD2,640/yr)   |              |
| 虛擬辦公室服務：優越套餐(一年) ★<br>Virtual Office Service: Superior Package (1-Year)<br>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<br>Includes Economic Package services & private phone no. with professional secretary answering phone calls.        | HKD2,136   |   | -- Select -- |
|   | HKD3,204   | (直接轉駁) 附留言信箱服務<br>(Phone Redirect) With Voicemail |              |
| 虛擬辦公室服務：卓越套餐(一年) ★<br>Virtual Office Service: Premium Package (1-Year)<br>包括實惠套餐(一年)提供之所有服務及獨立傳真號碼等<br>Includes Economic Package services & private phone no. with professional secretary answering phone calls & private fax no. | HKD2,556   |   | -- Select -- |
|   | HKD3,534   | (直接轉駁) 附留言信箱服務<br>(Phone Redirect) With Voicemail |              |
| 公司水牌(最長一年，連製作費)<br>Company Name Plate (Max. 1-Year, including production fee)<br>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<br>HKD1,150 中型水牌 Medium<br>HKD2,400 大型水牌 Large |   | -- Select -- |
| 按金 Deposit<br>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<br>Accounting Service: 0 - 300 transactions per year  | HKD2,000 (原價 HKD3,000/年)<br>(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<br>Accounting & Taxation Service: 0 - 100 transactions per yr  | HKD3,000 (原價 HKD4,000/年)<br>(Original price HKD4,000/yr)  | -- Select -- |
| 首年稅務代表 First Year Tax Representative<br>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<br>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)<br>(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><br>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<br>By choosing any one of the “★”services, you may enjoy our BEA Account Opening Referral Service with a discounted price (HKD200)<br><br><small>不包括東亞銀行收取之公司查冊費 Company Search Fee (Bank Service Charge) Excluded<br/>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<br/>Note: Personal information provided by client (for service application) might be handed over to BEA for contact purposes.</small> | HKD500 / HKD200   | -- Select -- |
| 開設分行 Opening of Branch<br>包括首年分行登記政府費用 First-year Branch Registration Gov. Fee included  | HKD573 (原價 HKD823/間)<br>(Original price HKD823/branch)    | -- Select -- |
| 會計師核證本 (開設公司銀行戶口文件)<br>Certified True Copy (For Setting up of Bank Account)<br>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<br>Incorporation documents, Articles of Association, identification documents, etc   | HKD300 每份文件<br>Each Document<br>HKD1,100 全套文件<br>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<br>Mails/Parcels Notification                             | 電郵地址 Email Address: <a href="#">Click Here to Enter Text</a><br><small>If differ from contact email 若與聯絡電郵不一<br/>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。<br/>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<br>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><br>Direct transfer to assigned contact person<br><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<br>Transfer to assigned contact person after picking up. Notify by _____ if fail<br><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<br>Leave contact number and message, notify by _____<br><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><br>第一指定聯絡人 First Assigned Contact Person: -- Select Applicant-- <u>Remark</u><br>第二指定聯絡人 Second Assigned Contact Person: -- Select Applicant-- <u>Remark</u><br><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<br/>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<br>Fax Notification  | 電郵地址 Email Address: <a href="#">Click Here to Enter Text</a>   |  |

\*\*\* 請選擇 \*\*\* Please select

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:
- ✓ 所有申請人之身份證件            **Hong Kong Identity Card or Passport copy of all applicant(s).**
  - ✓ 所有申請人之住址證明            **Proof of Residential Address of all applicant(s).**
  - ✓ 公司註冊證明書及商業登記證      **The Applicant's Certificate of Incorporation and Business Registration Certificate**  
 (如申請人屬法人團體)            **Only applies to corporation applicants)**
- 2) 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.
- 3) 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                ① 中銀戶口                                  Transferring Fund from Bank of China Account  
    ② 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)
- 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」，並於支票背面後寫上貴公司名稱。  
 如以存入支票形式付款，請根據以上指示，存入支票後來於銀行收據背面寫上貴公司名稱並將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 Payment, 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.
- 4) 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**

在以下兩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 2 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(包括附件一及“條款和條件”)內所列之所有條款。  
 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 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.

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"/> 小巴廣告<br>Mini Bus Ad. | <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: <u>Description</u> |



## 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. 政府允許公司名稱含國際、集團、控股、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>   |
| 註冊條件 Registration Requirements   |
| <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> |
| 註冊資本 Registered Capital  |
| <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>   |
| 經營範圍 Scope of Business   |
| <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>   |
| 註冊地址 Registered Address  |
| <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： 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 <sup>(1)</sup>        |        | ✓      | ✓      | ✓      |
| 專業秘書為貴公司接聽電話 <sup>(2)</sup> <sup>(3)</sup> |        |        | ✓      | ✓      |
| 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 <sup>(2)</sup>   |        |        | ✓      | ✓      |
| 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<br>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<br>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<br>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。

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注: 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 <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 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<br>Transferring unlimited phone calls to designated phone number anytime                             | HKD100/month  |
| Private Phone Number<br>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<br>Unlimited incoming fax receiving per month with immediate email notification                        | HKD50/month   |

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

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**Note: 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.**