



會計妹® AccGirl

Tel 電話: +852 3465 9868 (上環 Sheung Wan)
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 Fax 傳真: +852 3465 9869
Enquiry@AccGirl.com | www.AccGirl.com

「大灣區維護套餐」 - 香港有限公司維護服務申請表 (創業者同盟專用)

“Greater Bay Area Maintenance Package” – HK Limited Company Maintenance Service Application Form (Association Members Only)

商會或創業者同盟會員資料 Association Membership Information			
會員名稱 Name	Click Here to Enter Text		會員號碼 Association Membership No.
		Click Here to Enter Text	
<p>選用「大灣區港創套餐」之客戶必須填報以上兩項商會或創業者同盟會員資料，如填報之申請人符合申請條件，而資料亦經查核為真確，客戶方可取得申請「大灣區港創套餐」的資格。 Customer who chooses “Greater Bay Area Entrepreneur HK Package” must fill in the association membership information above. You will be qualified for the application of “Greater Bay Area Entrepreneur HK Package” only if the applicant meets the application conditions and the above association information provided is verified as true.</p>			

公司資料 Company Information			
公司註冊號碼 Company Registration Number	Click Here to Enter Text		商業登記證號碼 Business Registration Certificate Number
		Click Here to Enter Text	
公司名稱 Company Name	英文名稱 English Name	Click Here to Enter Text	
	中文名稱 Chinese Name	Click Here to Enter Text	
是否會計妹®之現有/舊客戶? Are you an existing/old client of AccGirl? <i>如答案為“是”，必須填寫客戶編號 Must provide Client Code if answer is “Yes”</i>	Select	客戶編號 Client Code	Enter Here
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>		

申請人及公司聯絡人資料 Applicant and Main Contact Person Information			
申請人身份 Applicant's Position	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <input type="checkbox"/> 重要控制人 Significant Controllers <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
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 No.	Click Here to Enter Text	簽發國家 Issuing Country	Enter Here (只適用於股東) (Shareholder only)
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 <small>(董事必須提供住址 Director must provide residential address)</small>	Flat/Room, Floor, Block, Building Street No. Complex/Community, District Country		即時通訊軟體 Instant Messenger
			用戶名/號碼 AC Name / No.
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>		

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



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重要控制人登記冊及指定代表資料 Significant Controllers Register and Designated Representative Information

重要控制人 Significant Controllers			
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
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	手提電話 Mobile Number	Click Here to Enter Text <input type="checkbox"/> WhatsApp
住址/聯絡地址 Residential / Correspondence Address (董事必須提供住址 Director must provide residential 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		
對公司的重大控制權 Significant Control Over The Company (見附件一填寫表格指引) (See Guidelines in Appendix A)	<input type="checkbox"/> 直接或間接持有公司 25% 以上的已發行股份 Holds directly or indirectly more than 25% of the issued shares in the company <input type="checkbox"/> 其他 Others: Please describe		
指定代表 Designated Representative			
指定代表 Designated Representative (見附件一填寫表格指引) (See Guidelines in Appendix A)	(不需填寫下方指定代表資料) 上述長居香港主要聯絡人 (Not required to fill in the Designated Representative Information below) Main contact person chosen above who resides in Hong Kong		
	Full Name in Chinese & English	Contact No. & E-mail	I.D./Passport No.
	Correspondence Address		

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-- <u> </u> Remark 第二指定聯絡人 Second Assigned Contact Person: -- Select Applicant-- <u> </u> 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

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



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「大灣區維護套餐」服務計劃內容 (只需 HKD8,888+)

“Greater Bay Area Maintenance Package” Service Plan Information (HKD8,888+ Only)

包括服務 Services Included	服務資料 Service Information	服務升級 Service Upgrade
公司秘書服務 (一年期) Company Secretary Service (1-Year)		
高級法定秘書服務套餐	服務詳情請參考第7頁(附件二)之服務計劃內容 Please see page 7 (Appendix B) for service plan information	
週年申報費 (政府收費) Annual Fee (Government Charge)	存放以支付下一年度週年申報費用 Depositing the next two annual return filling fees charged by the government	
商業登記費 (政府收費)* Business Registration Fee (Government Charge)*	商業登記續期費用 (如適用) Business Registration Fee (if applicable)	-- Select --
虛擬辦公室服務 (一年期) Virtual Office Service (1-Year) 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。 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 Virtual Office Service	選擇一: 實惠套餐 Selection 1: Economic Package 服務詳情見第8頁(附件三) See page 9 (Appendix C) for service details 選擇二: 優越套餐 Selection 2: Premium Package 服務詳情見第8頁(附件三) See page 9 (Appendix C) for service details	默認選擇一 Default Selection 1
公司水牌 Company Name Plate	公司水牌租用 (包公司水牌製作費) Company Name Plate Rental (Name plate production fee included)	
按金 Deposit	申請人可選擇是否存放 HKD200 按金以支付代墊郵/運費用, 按金可於服務終止日算起一個月內退還 Applicant(s) may deposit HKD200 for postage/courier charges. Refundable in one month after date of termination of service	-- Select --
會計理帳及報稅服務 Accounting & Bookkeeping & Tax Services		
會計理帳服務優惠 Accounting Service	每年 0 至 50 個交易項目 (交易項目超出 50 個費用另議) 0 – 50 transactions per year (Discussed separately if transactions exceed 50) 請參考以下網站以了解交易項目計算方法 Visit the link below for calculation method of transactions http://www.accgirl.com/page.php?18	
免費稅務代表 (一年) Free Tax Representative (1-Year)	稅務代表作用主要為代表客戶向政府部門溝通及處理有關稅務事宜, 有效地為客戶減輕稅務方面的煩惱。 Tax representative helps communicate with the Inland Revenue Department on behalf of clients to deal with tax matters, effectively reduces tax troubles.	
由第三方提供之服務 Service provided by third parties		
首年審計服務 First-Year Auditing Service	審計服務由第三方 (香港會計師公會註冊及認可提供法定審計服務之會計師事務所) 提供 Auditing services are to be provided by third parties (registered accounting firms of Hong Kong Institute of Certified Public Accountants qualified to provide statutory auditing services)	

其他熱門服務!!! Other Popular Services!!!	價格 Service Price	服務升級 Service Upgrade
重要控制人之指定代表 (一年期) Designated Representative of Significant Controllers (1-Year) 擔任重要控制人登記冊內重要控制人之指定法人代表 Acting as the Designated Corporate Representative of the Significant Controller(s)	HKD1,000	-- Select --
會計妹® 創業盒存放服務 (一年/按月) AccGirl™ Starter Kit Storage Service (1-Year/Monthly)	HKD300 每月 Each Month HKD600 一年 Yearly Special Offer	Enter Here
其他 Others: Please Describe	Please Describe	Enter Here
	市場價 Market Price	HKD15,300+
	總計 Total	HKD8,888 + (Service Upgrade)

遵從法規 Compliance:



- (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遵從法規第 2 項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 Compliance 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: _____

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



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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:
 - ✓ 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) issued within the last 3 months.**
 - ✓ 公司註冊證明書及商業登記證 **Certificate of Incorporation and Business Registration Certificate.**
 - ✓ 最新年度的週年申報表 **Latest Annual Return.**
 - ✓ 其他(由會計妹職員另行通知) **Other documents (informed by AccGirl Staff).**
- 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
 - ✓ 支付寶 Alipay 掃瞄本公司之支付寶二維碼 Scanning our company QR code
 - ✓ 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.
- 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、二、三及“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 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
TV Advertisement | <input type="checkbox"/> Youtube 廣告 | <input type="checkbox"/> 巴士廣告(路訊電視)
Bus Ad. (Road Show) | <input type="checkbox"/> 面書
Facebook | <input type="checkbox"/> 的士
Taxi |
| <input type="checkbox"/> 網絡搜索
Web Search | <input type="checkbox"/> 別人介紹
Referral | <input type="checkbox"/> 展覽
Exhibition | <input type="checkbox"/> 宣傳單張
Leaflets | <input type="checkbox"/> 其他
Others: <u>Description</u> |

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：公司備存重要控制人登記冊指引

Appendix A: Guideline on the Keeping of Significant Controllers Registers by Companies

對公司有重大控制權的條件 Conditions for Significant Control Over The Company

某人如符合下述五個條件中的一個或以上條件，即對公司有重大控制權 —

A person has significant control over a company if one or more of the following 5 conditions are met –

- 該人直接或間接持有公司 25% 以上的已發行股份；或如公司沒有股本，該人直接或間接享有分攤公司 25% 以上資本或分享公司 25% 以上利潤的權利
The person holds, directly or indirectly, more than 25% of the issued shares in the company or, if the company does not have a share capital, the person holds, directly or indirectly, a right to share in more than 25% of the capital or profits of the company
- 該人直接或間接持有公司 25% 以上的表決權
The person holds, directly or indirectly, more than 25% of the voting rights of the company
- 該人直接或間接持有委任或罷免公司董事局的過半數董事的權利
The person holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company
- 該人有權利或實際上對公司發揮或行使重大影響力或控制
The person has the right to exercise, or actually exercises, significant influence or control over the company
- 該人有權利或實際上對某信託或商號的活動發揮或行使重大影響力或控制，而該信託或商號並不是法人，但該信託的受託人或商號的成員（以其作為信託受託人或商號成員的身分），就公司而言符合首四個條件之中的任何一個條件
The person has the right to exercise, or actually exercises, significant influence or control over the activities of a trust or a firm that is not a legal person, but whose trustees or members satisfy any of the first four conditions (in their capacity as such) in relation to the company

擔任指定代表的條件 Requirements for Acting as the Designated Representative

公司須指定最少一名人士為該公司的代表，以提供與該公司的重要控制人登記冊有關的協助予執法人員。公司的指定代表須由以下任何一類人士擔任 —

A company must designate at least one person as its representative to provide assistance relating to the company's SCR to a law enforcement officer. A company's designated representative must be one of the following –

- 該公司的成員、董事或僱員，而且必須是居於香港的自然人
A member, director or an employee of the company who is a natural person resident in Hong Kong
- 《打擊洗錢及恐怖分子資金籌集條例》(第 615 章(下)稱“《打擊洗錢條例》”)所界定的會計專業人士、法律專業人士或信託或公司服務持牌人
An accounting professional, a legal professional or a TCSP licensee as defined in the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Cap. 615 (“AMLO”)

以上基本指引只供參考，如欲了解更多有關公司備存重要控制人登記冊的詳情，請點擊以下網址以下載由公司註冊處發出的公司備存重要控制人登記冊指引 https://www.cr.gov.hk/tc/publications/docs/Guidelines_scr_c.pdf，或瀏覽公司註冊處網站 https://www.cr.gov.hk/tc/publications/guidelines_02.htm

The above basic guidelines are for reference only. For more information on keeping of Significant Controllers Registers by companies, please click on the following website to download the Guideline on the Keeping of Significant Controllers Registers by Companies issued by the Companies Registry: https://www.cr.gov.hk/en/publications/docs/Guidelines_scr_e.pdf, or visit the Companies Registry website at https://www.cr.gov.hk/en/publications/guidelines_02.htm



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附件二：公司秘書服務計劃

Appendix B: Company Secretary Service Plan Information

會計妹® 公司秘書服務 計劃內容

服務範圍 (一年)	基本秘書	法定秘書	高級秘書
依據香港公司法例準備及呈報公司周年申報表 (一次)	✓	✓	✓
商業登記證續期 (一次)	✓	✓	✓
代任法定秘書 (如適用)*		✓	✓
準備周年大會文件		✓	✓
保存及更新公司法定紀錄 (共五次)			✓
準備及遞交有關公司資料變更之通知書 (共五次)			✓
原價	港幣1,360元	港幣2,860元	港幣4,900元
優惠價	港幣499元	港幣799元	港幣1,280元

*備註：選擇法定秘書或高級秘書服務而亦需要代任法定秘書服務之客戶必須同時使用本公司之虛擬辦公室服務及水牌租用服務，並需將公司之註冊辦事處(只適用於有限公司)及商業登記地址更改為會計妹®之辦事處(本公司任何一個位於香港而有提供虛擬辦公室服務之分店)。如需本公司代辦及提交有關變更文件到政府部門，將有機會產生額外服務費，詳情請致電會計妹®職員查詢。

AccGirl™ Company Secretary Service Plan

Scope of Service (1-Year)	Basic	Legal	Comprehensive
Preparation and Submission of Annual Return in Accordance with the Companies Ordinance (Once)	✓	✓	✓
Business Registration Renewal Service (Once)	✓	✓	✓
Acting as the Named Company Secretary (if applicable)*		✓	✓
Preparation of Annual General Meeting Documents		✓	✓
Keeping and Updating Internal Records of the Company in Accordance with the Company Ordinance (5 times)			✓
Preparation and Submission of the Documents Related to the Company Changes (5 times)			✓
Original Price	HKD1,360元	HKD2,860元	HKD4,900元
Special Offer	HKD499元	HKD799元	HKD1,280元

*Remarks: Client who chooses Legal or Comprehensive Secretary Service while requiring Acting as the Named Company Secretary service must use our Virtual Office Service, Company Name Plate Rental Service and change the Company registered office (only applies to limited companies) and business address to AccGirl™'s office address (any one of our branches based in Hong Kong that provides Virtual Office Service). If you need our help on preparing and submitting the relevant documents to the government, additional charges may apply. For details, please contact AccGirl™'s staff.

AccGirl Limited 會計妹有限公司



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	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75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。

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、元朗或荃灣), 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 ⁽¹⁾		✓	✓	✓
Professional secretary answering phone calls ⁽²⁾⁽³⁾			✓	✓
Professional secretary transferring phone calls to designated phone number immediately after answering phone calls ⁽²⁾			✓	✓
Email/WhatsApp 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	HKD75	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⁾ OR ⁽²⁾ OR ⁽³⁾; 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, Yuen Long or Tsuen Wan) 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