

Corporate Services: Virtual Office

#FS-HKV002EN

| Standard Plan | | | |
|--|---------|--------|---------|
| Service Plan | Plan A | Plan B | Plan C |
| Registered Address: Sheung Wan (\$100) | √ | √ | √ |
| Mail Notification: By Mail/Phone (\$20) | √ | √ | √ |
| Mail Handling In Person (\$0) | √ | √ | √ |
| Mail Handling By Post (+35) (*Postage will be Deducted from Deposit) | | √ | √ |
| Mail Handling By email to an assigned address after scanning (\$100) | | | √ |
| Hong Kong Telephone Private Telephone No (\$80) | | √ | √ |
| Phone Handling: Transfer to Local Number (\$0) | | √ | √ |
| Fax Handling Shared Fax Number with 40 pages max per month (\$25) | | | √ |
| Monthly Fee | HKD 120 | HKD235 | HKD 360 |

| Customer Information | |
|-----------------------------|--|
| Company Name | |
| BR. NO | |
| Contract Name | |
| Phone No | |
| Email Address | |
| Deposit Amount | |
| Total Amount | |
| Payment Method | |
| Payment Date | |
| Remarks | |

ALL PRICE CURRENCY IS HKD AND MONTHLY FEE

| Official Use Only | | |
|-----------------------|---------------------|--------------|
| Allotted Phone Number | Allotted Fax Number | Account Code |
| | | |

卓遠企業服務有限公司 ACCOLADE Corporate Services Ltd.

Rm 701-2, 7/F, Fu Fai Commercial Centre, 27 Hillier Street, Sheung Wan
Tel +852 3521 2888 Fax +852 3521 2800

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Choose the Optional Package and tailor-make the service what you need.

Optional A. Address Package

Registered Address

-
- Wan Chai (\$125)
-
- Sheung Wan (\$100)

Mail Services (As Mailing Address)
1. Mail Notification

-
- By Email (+\$20)
-
- By Phone (+\$20)
-
-
- By Whatsapp/WeChat/Line(+\$30)

2. Mail Handling

-
- In person(+\$0)
-
- By email to an assigned address after scanning (+\$100)*
-
-
- By post to an assigned address(+\$35)*

 (*Postage will be Deducted from Deposit)

3. Parcel Handling

-
- No Parcel Handling Required (\$0)
-
- Under 0.5 Kg (+200)*
-
-
- Between 0.5 Kg to 2 Kg(+400)*

 *Should be Collected within 3 Days

No of Prepayment Month

-
- 24 Months(20%OFF)
-
- 12 Months(10%OFF)
-
- 6 Months
-
- 3 Months

Effective Date_____ (DD/MM/YYYY)

Average Monthly Fee_____

Optional B. Hong Kong Telephone Service

Hong Kong Telephone Number

-
- Private Telephone Number (+\$80)

1. Office Hour

-
- Transfer to Local Number (+\$0)
-
- Take Message and Notify by Email(+\$80)
-
-
- Take Message and Notify by Phone (+\$80)
-
- Take Message and Notify by Whatsapp/WeChat/Line (+\$80)
-
-
- Answer and Transfer to your Assigned No (+\$100)

2.Non-Office Hour

-
- Ring Until Caller Hangs Up (+\$0)
-
- Transfer to Voice Mail and Notify By Email (+\$80)

No of Prepayment Month

-
- 24 Months(20%OFF)
-
- 12 Months(10%OFF)
-
- 6 Months
-
- 3 Months

Effective Date_____ (DD/MM/YYYY)

Average Monthly Fee_____

Optional C. Fax Service

Fax Handling (All Notify by Email)

-
- Shared Fax Number with 40 pages of incoming fax max (+\$25)
-
- Private E-fax Number with 50 pages of incoming fax (+\$40)
-
-
- Private E-fax with 100 pages of incoming fax max (+\$60)
-
- Private E-fax with unlimited of incoming fax (+\$90)

No of Prepayment Month

-
- 24 Months(20%OFF)
-
- 12 Months(10%OFF)
-
- 6 Months
-
- 3 Months

Effective Date_____ (DD/MM/YYYY)

Average Monthly Fee_____

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MAIN TERMS

1. This agreement is offered by Accolade Corporate Services Limited (Service provider) and accepted by the applicant of virtual office service (Customer), both executing those terms and conditions stated in this agreement.
2. The Customer understands and agrees that they will have no right to occupy and access any part of the premises and any equipment or facilities within the premises of the Service Provider under this agreement.
3. The Customer shall not publish or use the provided address, telephone number and fax number without the prior authorization from the Service Provider, before the commencement of services or after termination of services, or on behalf of a company or user not registered with the Service Provider. The Service Provider reserves all rights for claiming against all losses and expenses incurred.
4. Before the commencement of service, during suspension period, or any situation without the prior authorization, the Service Provider will reject all mails, parcels, fax or any other objects sent to the Customer and will not handle all calls from the assigned telephone number. The Service Provider is not responsible to notify the Customer of such delivery. 30 days after the termination of service, any mails, parcels, fax or any other objects sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its absolute discretion.
5. Under the following circumstances, the Service Provider reserves all rights to terminate services without any prior notice. The Service Provider shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing services.
 - 5.1 The Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time;
 - 5.2 In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities;
 - 5.3 In suspicion of the Customer is using provided services to hold any promotional sales or public recruitment events;
 - 5.4 In suspicion of the Customer is transferring or assigning any or part of the services to any other parties, without the prior authorization from the Service Provider.
6. Should any disputes arise, the decision of the Service Provider shall be final.

LIMITATION OF LIABILITY

7. The Customer acknowledges that due to the imperfect nature of verbal, written and electronic communications, the Service Provider is not responsible for any failure to render any service, any error or omission, or any delay or interruption of any service, the sole obligation is limited to the service charges during the affected period.
8. The Customer agrees to waive, and agrees not to make, any claims for damages, direct or consequential, including with respect to lost business or profits, arising out of any failure to furnish any service, any error or omission with respect there to, or any delay or interruption of services.
9. The Service Provider agrees that they are not allowed to sell or provide any information of the Customer to any third party without consent from the Customer.

CONTRACT PERIOD

10. The first contract period will be the period started from the date of service commenced to the last date of the period covered within the first payment. The contract period will be extended according to the period covered of each payment of the Customer afterward, and the content of this agreement will be applicable within the extended contract period.

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11. MAIL HANDLING SERVICES

11.1 The total volume of mails and parcels shall not exceed 40cm x 40cm x 40cm. The Service Provider reserves rights to refuse receiving further mails and parcels which volume exceed the prescribed size.

11.2 The Service Provider reserves the rights to refuse receiving any dangerous or illegal items for the Customer.

11.3 Mails and parcels uncollected over 30 days, or if the Customer is un-contactable, the mails and parcels shall be disposed of without any notice. The Service Provider shall not be responsible for any losses or any obligations.

11.4 The Service Provider shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.

12. MAIL FORWARDING SERVICES

12.1 If the mail forwarding services is required, the Customer should state at the time of application. Otherwise, the Customer should notice the Service Provider by email or written notice afterward every time.

12.2 The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.

13. CALL SERVICES

13.1 All call forwarding services apply to local telephone number only.

13.2 If the designated number direct transferred by system is to be changed, a formal written notification should be submitted to the Service Provider on or before 1 working day prior to the effective day.

13.3 For protecting the Customer's interest and privacy, all messages from callers will be reserved 48 hours.

13.4 During the office hour, the telephone services provided by the Service Provider can be only used for receiving calls, leaving messages and transferring calls on behalf of the Customer, not including any services related to product inquiries, making quotations and customer services.

14. The Customer shall pay the fees before the due date specified on the relevant invoices, or the Service Provider has the right to suspend the services to the Customer. The Customer has the responsibility to make sure that their payments are received and identified by the Service Provider before the due date specified on the relevant invoices.

15. If Customer requests to reactive the services which has been suspended by the Service Provider due to late payment or overdue situation, the Service Provider shall charge the Customer the service fees for the suspended period.

16. If the Customer requires to make amendments to service instructions, contents or location, a written notice should be given to the Service Provider to the amendment take place, related service fees shall apply.

I have read and agreed to the Terms and Conditions and declared that the information given above is true and accurate in each and every respect.

For and on behalf of Accolade Corporate Services LTD

Applicant Signature

Date:

Date:

卓遠企業服務有限公司 ACCOLADE Corporate Services Ltd.