



Company Registration & Business Services ("CORE")

Virtual Office Services Application Form

General Information	
1.	COMPANY NAME / PERSONAL NAME
2.	NATURE OF BUSINESS (Please provide FULL description of the products and services this company will trade or service) (E.g. Trading of computer Accessories)
	Country of Business (e.g. Hong Kong, USA, China etc.)
	Source of initial funds (e.g. shareholder)
4.	How did you hear about our company? Yahoo <input type="checkbox"/> Google <input type="checkbox"/> Referral <input type="checkbox"/> Existing Client <input type="checkbox"/>
5.	Contact Details
	Family Name (Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Ms <input type="checkbox"/> / Dr <input type="checkbox"/>)
	Given Name
	Contact Address
	Email
	Fax
	Mobile
	How do you prefer us to contact you? Tel <input type="checkbox"/> Mobile <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/>



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6.	VIRTUAL OFFICE SERVICES	
	<p><u>Premier Package (Package A)</u></p> <ol style="list-style-type: none">1. A prime business address in Tsim-Sha-Tsui, located right in the heart of Kowloon, Hong Kong, with easy reach to more than 20 Five Stars Hotels, International Banking Corporations as well as ample brand name shops.2. A specified business telephone number.3. Friendly staff answering phone calls with the client’s specified greetings and company name.4. Call screening, call forwarding and message recording services.5. 24 hours password accessible voice mail box services.6. Voice mail forwarding via e-mail service.7. Mail and parcel receiving services.8. Weekly mail shipment via normal airmail service.9. Parcel worldwide shipment service through designated courier company with additional charge.10. Fax receiving and forwarding via email service. <p>Cost : US\$1,050 for one year or US\$650 for half year. No deposit is required.</p> <p>If long distance call forwarding is required, an IDD deposit US\$300 will be charged.</p>	<input type="checkbox"/> (Pls ✓)
	<p><u>Golden Package (Package B)</u></p> <ol style="list-style-type: none">1. A prime business address in Tsim-Sha-Tsui, located right in the heart of Kowloon, Hong Kong, with easy reach to more than 20 Five Stars Hotels, International Banking Corporations as well as ample brand name shops.2. A shared business telephone number.3. Answering phone calls by our experienced receptionist.4. Voice mail forwarding via e-mail service.5. Mail and parcel receiving services.6. Weekly mail shipment via normal airmail service.7. Parcel worldwide shipment service through designated courier company with additional charge.8. Fax receiving and forwarding via email service. <p>Cost : US\$430 for one year or US\$250 for half year. No deposit is required.</p>	<input type="checkbox"/> (Pls ✓)



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MAIL HANDLING	
Method A	
Return to contact person in above 5	<input type="checkbox"/> (Pls ✓)
OR Safe keeping in CORE for collection	<input type="checkbox"/> (Pls ✓)
OR the following person	<input type="checkbox"/> (Pls ✓)
Full Name (Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Ms <input type="checkbox"/> / Dr <input type="checkbox"/>)	
Address	
Email	
Fax	
Mobile	
TELEPHONE CALL HANDLING	
Take message and inform contact person in above 5	<input type="checkbox"/> (Pls ✓)
OR 24 hours Automatically forward to the following phone no.	<input type="checkbox"/> (Pls ✓)
Mobile	
FAX MESSAGE HANDLING	
Inform contact person in above 5 by email	<input type="checkbox"/> (Pls ✓)
OR 24 hours Automatically forward to the following fax no.	<input type="checkbox"/> (Pls ✓)
Fax Number	

11.	METHOD OF PAYMENT
	Wire/Telegraphic Transfer <input type="checkbox"/> (Pls ✓)
	Cash (all currencies are acceptable) <input type="checkbox"/> (Pls ✓)
	HK\$ Cheque <input type="checkbox"/> (Pls ✓)
	Credit Card <input type="checkbox"/> (Pls ✓)
The bank information will be provided upon receipt of the documents.	



Company Registration & Business Services (“CORE”)

13. Terms and Conditions

I/We, the person(s) whose name(s) appear below, hereby declare and confirm:

1. I request that the Company and / or Services be provided to me by Company Registration & Business Services Limited in Hong Kong (referred to from now on as “CORE”) and that I have read and understood the requirements contained in this Application Form and in consideration of CORE approving the Application and supplying the Company and/or Services requested, I agree to be bound by those conditions as if they were incorporated into and made a part of this Declaration.
2. I have neither been offered nor have received legal or tax advice from CORE.
3. I am / We are the beneficial owner(s) of the Company (referred to from now on as “the Company”) ordered from CORE.
4. The Company will not be used for the following activities: trading in arms, weapons or munitions; pornography; gambling and the illegal activities in Hong Kong or in the country of business.
5. The Company will not be used for financial business involving the solicitation of funds from the general public; offering investment advice to the general public; the management of investments other than the property of the company or the operation and administration of collective investment schemes.
6. I am not prohibited under the laws of any country by reason of being a minor or otherwise disqualified from being a party to a contract; I am not and have never been an undischarged bankrupt; my assets are sufficient to meet the current or expected demands of my creditors; I have never been disqualified from acting as a director in any jurisdiction or been imprisoned or found guilty of any criminal offence (other than a motoring offence carrying a non custodial sentence) or been proven to have acted in a fraudulent or dishonest manner in any civil proceedings, I have never been subject to a judicial or other official enquiry and I am not resident in a country subject to any embargo imposed by the Security Council of the United Nations or Hong Kong.
7. I will at all times irrevocably and unconditionally indemnify CORE and any parent, subsidiary or affiliate thereof and their directors, officers, employees, agents and consultants against all proceeding, suits, damages, fines, expenses, penalties and liabilities arising or brought against any of them by reason of any breach of the above declarations or the provision of the Company and any services.
8. Any dispute arising out of the Application or the provision of the Company or Services pursuant to it shall be governed by the law of Hong Kong and submitted to the exclusive jurisdiction of its Courts.
9. CORE shall be entitled by written notice to cease providing services with immediate effect if the client’s or client’s appointees in the reasonable opinion of CORE fail to observe to the fullest extent the terms of this Declaration, and in the event of any legal proceedings are commenced against the Company, the clients or the clients appointees.
10. No refunds will be given after confirmation.



Company Registration & Business Services (“CORE”)

I/We, being the proposed or existing director and shareholder hereby agree and accept the above terms and conditions:

SIGNATURE

FULL NAME

DATE

Should you require any assistance completing this form, please contact:

COMPANY REGISTRATION & BUSINESS SERVICES LIMITED (“CORE”)

Room 1203, 12/F, Tower 3, China Hong Kong City,

33 Canton Road, Tsim Sha Tsui,

Kowloon, HONG KONG

Tel : +852 2157 8788

Fax : +852 2157 8799

Email : info@hkcore.com

Web : www.hkcore.com



Document Required

In order to process your order, we require the following TWO due diligence documents of contact person.

A. PROOF OF IDENTITY

To establish the identity of all parties mentioned in this Application Form, you must provide a copy of ONE OF THE FOLLOWING:

- A Valid Full Passport, **OR**
- A Valid Hong Kong Permanent ID Card

PROOF OF ADDRESS AND PROOF OF SOURCE OF FUNDS

To confirm the home address of all parties mentioned in this application, please provide THE FOLLOWING:

- A copy of a bank statement or credit card statement (WITHIN THREE MONTHS) showing the home address and reasonable capital funds.

Please fax or email your completed and signed application form and supporting documents for immediate processing.