

註冊地址服務申請表格

Application Form for Registered Office Address Service

聯絡人資料 Contact Details			
姓名(先生/女士)* Name: (Mr./Ms.)*		電話 Tel	
電郵 Email		傳真 Fax	
通訊地址 Correspondence Address			
公司名稱 Company Name			
(中文 Chi)			
(英文 Eng)			
公司註冊編號 Company Number		商業登記證號碼 Business Registration Certificate Number	
公司業務性質 Nature of Business			
郵件處理(只適用於郵件接收及轉發服務) Mail treatment (only applicable to mail receipt and forwarding service)			
當收到郵件時 When mail is received	<input type="checkbox"/> 不要拆開 Do not open	<input type="checkbox"/> 拆開並電郵給我 *** Open and email to me ***	
收取郵件 Collection of mail	<input type="checkbox"/> 親自領取 In person	<input type="checkbox"/> 平郵/空郵 *** Ordinary/air mail ***	<input type="checkbox"/> 速遞 *** Courier ***
處理時間 Frequency	<input type="checkbox"/> 即時 Immediate	<input type="checkbox"/> 每星期一次 Once a week	
	<input type="checkbox"/> 每月一次 Once a month	<input type="checkbox"/> 其他(請註明) Others (please specify)	
聲明 Declaration			
本人同意使用中富秘書服務有限公司所提供的地址作為本公司的註冊地址。 I agree to use the address provided by Sinorich Secretarial Services Limited as registered office address of our Company.			
本人確認以上資料確實無訛，並同意支付有關費用。 I confirm that the above information is correct, and agree to pay the respective fees.			
申請人簽署: Signature of Applicant: _____	日期: Date: _____		
申請人姓名: Name of Applicant: _____			

* 將不適用者刪去 Delete as appropriate

*** 除非另有指示，否則將會以聯絡人資料作為通訊方式。We will use contact details in page 1 as method of communication unless otherwise specified.

所有以上提供的資料均絕對保密，並只用作申請註冊地址服務之用途。

All information provided will be kept confidential, and will be used solely for the purpose of application for registered office address service.

請將填妥的表格，連同下列文件及應繳款項一併交回本公司：

- 個人董事／獲授權人士／獨資東主／合夥人：香港身份證／護照副本，及最近三個月發出的住址證明
- 法人團體董事：公司註冊證書及商業登記證副本，及載有公司註冊地址的文件（如最近之周年申報表／公司章程大綱及細則）副本

Please return the completed application form together with the fees and the following documents:

- Individual director/authorized representative/sole proprietor/partner: copies of HKID card / passport, and residential address proof issued within previous 3 months
- Corporate director: copies of Certificate of Incorporation and Business Registration Certificate, and copies of documents containing registered address (e.g. latest Annual Return / Memorandum and Articles of Association)

付款方式

Methods of Payment

1) 以現金／支票付款

如以支票付款，請以劃線支票，抬頭請寫「中富秘書服務有限公司」。(期票恕不接受)

2) 銀行入帳：銀行櫃台職員、自動櫃員機、電話理財、網上理財

戶口名稱：中富秘書服務有限公司

銀行名稱及戶口編號：恒生銀行有限公司(024)－228-737714-883

3) 電匯（請注意，銀行將向閣下收取相關費用）

銀行名稱：恒生銀行有限公司

SWIFT 代號：HASE HKHH

地址：香港德輔道中 83 號

1) By cash/cheque

All payment by cheque should be crossed and made payable to "Sinorich Secretarial Services Limited (Postdated cheque is not accepted)

2) Bank deposit: by counter, ATM, phone banking, Internet banking

Name of Account: Sinorich Secretarial Services Limited

Name of Bank and Account Number: Hang Seng Bank Limited(024) - 228-737714-883

3) Remittance (Please note that you will be charged respective fees by the bank)

Name of Bank: Hang Seng Bank Limited

SWIFT Code: HASE HKHH

Address: 83 Des Voeux Road Central, Hong Kong