

**Hong Kong Unlimited Company Incorporation Service
Application Form & Agreement
香港無限公司成立服務申請表格及協議**

1. Proposed Unlimited Company Information 擬成立之無限公司資料

Proposed Company Name 擬議的公司名稱	Chinese Name 中文名稱
	English Name 英文名稱
Nature of Business 業務性質	<p>(Will be shown on the Business Registration Certificate) (將顯示於商業登記證上)</p> <p>cannot exceed 30 characters for Chinese, and 60 characters for English (including punctuations, symbols and spaces) 中文不可超過 30 字, 英文不可超過 120 個字母 (包括符號及空格)</p>
<p>Please state clearly the exact nature of your intended business (e.g. product / service categories)* 請清楚說明您預期業務的性質 (如產品 / 服務類別) *</p>	
<p>Location of business activities: please specify country(ies) / region(s) 商業活動的地點: 請注明國家 / 地區</p>	
<p>Source of the Company's Fund 公司之資金來源</p> <p><input type="checkbox"/> Provided by the sole proprietor/partners 由獨資經營者/合夥人提供</p> <p><input type="checkbox"/> Others (Please specify): 其他 (請列明): _____</p>	

2. Applicant Information 申請人資料

Note 註

1. If you intend to run a sole proprietorship business, please complete this section
若您打算經營獨資業務，請填寫本部份
2. If you intend to run a partnership business, please provide the information of first partner in this section; and use Continuation Sheet A to provide the information of the remaining partner(s)
若您打算經營合夥業務，您需於本部份填寫第一位合夥人資料；及請用續頁 A 填報其他合夥人資料
3. If the number of partners of the proposed company exceeds 3 (i.e. 4 or above), an additional handling fee of HK\$200 will be charged for each additional partner.
如擬成立之公司合夥人人數超過 3 名（即 4 位或以上），額外的每位合夥人需另付 HK\$200 手續費。

Chinese Name

中文名稱

English Name

英文名稱

Date of Birth

出生日期 (DD 日 / MMM 月 / YYYY 年)

HKID / Passport No.

香港身份證 / 護照號碼

**Please specify the issuing country / region if you choose to provide the passport no.*

如選擇提供護照號碼，請列明簽發國家 / 地區

Telephone No.

電話號碼

Email Address

電郵

Residential Address

居住住址

Source of Funds 資金來源

You may select more than one option(s) 此遺擲夜倍遺項

Salary/Pension of Applicant

申請人的薪資/退休金

Inheritance / Family Wealth

繼承 / 家族財富

Investment Income of Applicant

申請人的投資收入

Loans / Borrowing

貸款 / 借款

Others:

其他: _____

Are you a bankrupt person?

您是否為破產人士?

Yes

是

No

否

Are you or your close associate the politically exposed persons?

您或與您關係密切的人是否為政治人物?

Yes

是

No

否

3. Place of Business 營業地點

Proposed Address of Place of Business
建議的營業地點地址

- Use Biz & Bird's Virtual Office Service
使用創業鳥虛擬辦公室服務
- Use the following address as registered office (In English)
使用以下地址作為營業地點地址 (以英文填寫)

4. Virtual Office 虛擬辦公室

Note 註

1. You may select more than one option(s)
可選擇多個選項
2. If you do not use the Virtual Office Services, you do not need to complete this section.
若您未有選用虛擬辦公室服務，則無需填寫此部分。

Mail Handling Service
信件處理服務

- Forward small letters to designated address in Hong Kong by post every month (Weight limit: 50 grams per month) (Free)
每月通過本地平郵轉寄小型信件至香港指定地址 (限重每月 50 克) (免費)

Mail Forwarding Address 轉寄地址

Please provide a local mail forwarding address if you selected mail forwarding service.
如已選取了轉寄郵件服務，請提供本地轉寄地址。

- Forward mails to designated address in Hong Kong by courier (Cash on delivery)
通過快遞轉寄至香港指定地址 (到付)

Mail Forwarding Address 轉寄地址

Please provide a local mail forwarding address if you selected mail forwarding service.
如已選取了轉寄郵件服務，請提供本地轉寄地址。

- Mail scanning service (+HK\$50/Month)
郵件掃描服務 (+HK\$50/月)

5. Service Plan 服務計劃

UC Standard

HK\$3,280

Following government fees included

已包括以下政府費用

Business registration fee : HK\$2,350
商業登記費及徵費

Business Registration Services

商業登記服務

- Prepare documents for application of the Business Registration Certificate
準備商業登記證申請文件
- Assist in applying for Business Registration Certificate
協助辦理申請商業登記證
- Business Registration Certificate
商業登記證

Virtual Office Services

虛擬辦公室服務

- **No such service**
沒有相關服務

Electronic Directory Services

電子水牌服務

- **No such service**
沒有相關服務

Corporate Bank Account Opening Referral

公司銀行戶口轉介

- Refer to the designated bank to open a corporate bank account (certain conditions must be fulfilled)
轉介到指定銀行以開立公司銀行戶口 (需符合條件)

UC Pro

HK\$4,080

Following government fees included

已包括以下政府費用

Business registration fee : HK\$2,350
商業登記費及徵費

Business Registration Services

商業登記服務

- Prepare documents for application of the Business Registration Certificate
準備商業登記證申請文件
- Assist in applying for Business Registration Certificate
協助辦理申請商業登記證
- Business Registration Certificate
商業登記證

Virtual Office Services

虛擬辦公室服務

- Offer a mailing address for receiving correspondence and packages from government departments, banks, and other companies for the first year
首年提供通訊地址代收政府部門、銀行及其他商業信件及包裹

Electronic Directory Services

電子水牌服務

- Electronic display of company names
以電子方式展示公司名稱

Corporate Bank Account Opening Referral

公司銀行戶口轉介

- Refer to the designated bank to open a corporate bank account (certain conditions must be fulfilled)
轉介到指定銀行以開立公司銀行戶口 (需符合條件)

6. Value-added Services 增值服務

- Accounting Services (Quotation)**
會計理帳服務 (另行報價)
- Trademark Registration – One Class (+HK\$3,200)**
**Following government fee included*
Application fee: HK\$2,000
商標註冊 – 單一類別 (+HK\$3,200)
**已包括以下政府費用*
申請費用: HK\$2,000
- Establishing Company's Employees' Compensation Insurance (Quotation)**
**Applicable to the company with employees*
設立公司僱員補償保險 (另行報價)
**適用於有聘請員工之公司*
- Establishing Company's MPF Scheme (Quotation)**
**Applicable to the company with employees*
設立公司強積金計劃 (另行報價)
**適用於有聘請員工之公司*
- Monthly Payroll Services & MPF Administration Services (Quotation)**
**Applicable to the company with employees*
每月計糧服務及強積金行政管理服務 (另行報價)
**適用於有聘請員工之公司*

7. How did you find about our company? 閣下如何得知本公司?

Note 註

1. You may select more than one option(s)
可選擇多個選項

- | | |
|--|--|
| <input type="checkbox"/> From a search engine (e.g. Google, Yahoo)
透過搜尋引擎 | <input type="checkbox"/> From Facebook
透過 Facebook |
| <input type="checkbox"/> From Instagram
透過 Instagram | <input type="checkbox"/> Referred by a contact
經人介紹 |
| | <input type="checkbox"/> Others (Please specify)
其他 (請說明) |

In case of more than 1 partner, please use Continuation Sheet A to provide the information of the remaining partner(s). You may download [here](#).

如有多於一名合夥人, 請使用續頁 A 填報其他合夥人的資料, 可到[此處](#)下載。

This form includes the following Continuation Sheet(s) 本表格包括下列續頁

Continuation Sheet(s) 續頁	A
Number of page(s) 頁數	

1. Definition 定義

“**Agreement**” means any agreement made between the Service Provider and the Customer whether expressly or impliedly, including but not limited to the Application Form, any invoice, or any document incorporating these Terms and Conditions.

「協議」指服務提供者及顧客之間無論是明確或隱含地所定的任何協議，包括但不限於申請表、任何發票，或任何以納入本條款及細則的文件。

“**Application Form**” means the Agreement which, among other things, records the details of the Customer’s information and details of the requested service(s), as signed or electronically acknowledged by the Customer.

「申請表」指由客戶簽署或以電子方式確認的協議，其中記錄客戶詳細資料及所需服務詳情。

“**Company**” / “**Service Provider**” means Biz & Bird Corporate Services Limited or its subsidiaries and associates (if any).

「本公司」/「服務提供者」指創業鳥有限公司或其子公司及關聯公司（如有）。

“**Contract Period**” means the period specified in the Application Form and/or any renewed or extended period thereafter as expressly stated in the invoice.

「合約時期」指在申請表中所列出的特定時期及/或發票中明確表明的其後任何續約或延長期限。

“**Customer**” means any person, unlimited company or limited company requesting and using the services provided by the Service Provider.

「客戶」指任何人士、無限公司或有限公司要求及使用服務提供者所提供之服務。

“**Fees**” mean the fees and other charges for the use of services as specified in the Application Form or otherwise notified by the Service Provider from time to time.

「費用」指於申請表上所列明之費用或使相關服務所產生之其他收費，或服務提供者不時通知之相關費用。

“**Force Majeure Event**” means any event beyond the reasonable control of the Company, including but not limited to acts of God, war, terrorism, pandemics, governmental actions, strikes, labour disputes, power failures, or disruptions in telecommunications or internet services.

「不可抗力事件」指超出本公司合理控制範圍的任何事件，包括但不限於天災、戰爭、恐怖主義、流行病、政府行動、罷工、勞資糾紛、電力故障或電訊或互聯網服務中斷。

“**Services**” mean any services described in the Agreement and/or provided by the Service Provider or Third-Party Providers to the Customer from time to time.

「服務」指在協議上列明或服務提供者或第三方提供者不時提供予顧客之任何服務。

“**Third-Party Provider**” means any third party engaged by the Company to assist in providing the Services or any part thereof.

「第三方提供者」指本公司聘請的任何第三方，以協助提供服務或其任何部分。

2. General 一般

- 2.1 This Agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region (“HKSAR”) and the parties hereby irrevocably submit to the exclusive jurisdiction of the Courts of the HKSAR.

本協議受中華人民共和國香港特別行政區法律管轄，並按香港特別行政區法律闡釋，服務提供者及顧客均同意接受香港特別行政區法院的專屬管轄權所管轄。

- 2.2 If any provision of these Terms and Conditions is determined to be wholly or partly illegal, unenforceable or invalid, that provision shall be severed and the remaining provisions shall continue in full force and effect. 若本條款及細則中的任何條文被判定為全部或部分違法、無法執行或失效，該條文應予分割，其餘條文應繼續完全有效。

- 2.3 Neither the Company nor any of its employees or directors provide legal services or legal advice. The legal information provided by the Company is for general reference only and the Customer should seek independent legal advice for any specific concerns.

本公司或其任何員工或董事均不提供法律服務或法律諮詢，本公司提供之法律資訊只供一般參考，客戶應就任何特定問題尋求獨立法律意見。

- 2.4 Upon signing of the Application Form by the Customer or upon acceptance or payment of any invoice incorporating these Terms and Conditions, the Customer agrees to pay the Service Provider the Fees while the Service Provider provides the Services to the Customer during the Contract Period and/or any subsequent extended/renewed Contract Period. The Contract Period shall commence on the earlier of (i) the date on which the Services are first provided by the Company; or (ii) the date specified in the Invoice. Unless the Agreement is terminated in accordance with these Terms and Conditions, it shall automatically renew for successive Contract Periods of the same duration upon the expiry of each Contract Period.
當客戶簽署申請表後或接受或支付任何納入本條款及細則的發票後，客戶同意支付費用予服務提供者，而服務提供者會在合約時期及/或任何後續延長/續約的合約時期提供服務予客戶。合約時期應自以下兩者中較早者起算：(i) 本公司首次提供服務之日；或 (ii) 發票所指定之日期。除非本協議依照本條款和條件終止，否則本協議將在每個合約期間屆滿時自動續約，每個合約期間的期限與原始合約期間相同。
- 2.5 This Agreement shall not be assignable or transferable in any manner by the Customer unless prior written consent is obtained from the Service Provider.
本協議在任何情況下將不會由顧客所分配或轉讓，除非獲得服務提供者事先書面同意。
- 2.6 The Company may transfer these Terms and Conditions or appoint any Third-Party Provider to provide the Services or perform any obligations on its behalf without prior notice or consent from the Customer. The Company shall not be liable for any acts or omissions of such Third-Party Providers, and the Customer agrees that any services provided by Third-Party Providers may be subject to additional terms and conditions imposed by those providers.
本公司可轉讓此條款及細則或委任任何第三方代其提供該服務或履行任何義務，而無需事先通知或取得客戶同意。本公司不對該等第三方提供者的任何作為或不作為承擔責任，客戶同意第三方提供者提供的任何服務可能受該等提供者施加的額外條款及條件約束。
- 2.7 The Company may change, modify or delete any part of these Terms and Conditions at any time by giving the Customer at least 14 days' prior notice (which may be given by posting on the Company's website, email or other electronic means to the Customer's last known contact details, by post to the Customer's last known address or any other method reasonably calculated to reach the Customer). Continued use of the Services after the effective date of any variation shall constitute the Customer's acceptance of the varied terms.
本公司可隨時更改、修正或刪除部份或全部此條款及細則，惟須提前至少14天通知客戶（通知方式包括在本公司網站上發佈、透過電子郵件或其他電子方式發送至客戶最後已知的聯絡方式、郵寄至客戶最後已知地址，或任何其他合理預期能到達客戶的方法）後生效。在任何變生效日期後繼續使用服務，即構成客戶接受經變更之條款。
- 2.8 The Company reserves the right to make the final decision on any aspect of Services.
本公司保留就服務之任何方面作出最終決定的權利。
- 2.9 The Company shall not be liable for any delay or failure to perform its obligations under this Agreement if such delay or failure is caused by a Force Majeure Event. The Company will notify the Customer of such event as soon as reasonably practicable, and the time for performance shall be extended for the duration of the Force Majeure Event.
本公司在因不可抗力事件導致延遲或未能履行本協議項下義務的情況下，不承擔任何責任。本公司將盡快合理地通知客戶該事件，並將履行時間延長至不可抗力事件持續期間。
- 2.10 These Terms and Conditions are incorporated by reference into any invoice or other document issued by the Company in connection with the Services. By accepting the invoice, making any payment, using any of the Services, or otherwise acting upon the invoice, the Customer agrees to be bound by these Terms and Conditions, as if they were fully set out in the invoice. The Customer acknowledges having had a reasonable opportunity to review these Terms and Conditions prior to acceptance, payment or use of the Services. This applies whether or not a separate Application Form has been signed.
本條款及細則以引用方式納入本公司就服務所發出的任何發票或其他文件。客戶通過接受發票、進行任何付款、使用任何服務或以其他方式處理該發票，即同意受本條款及細則約束，猶如在發票中完整列出。客戶確認在接受、付款或使用服務前，已有合理機會審閱本條款及細則。此項規定適用於無論是否已簽署獨立的申請表之情況。
- 2.11 In the event of any inconsistency between the English and Chinese versions of this Agreement, the English version shall prevail.
在本協議的英文版與中文版有任何不一致之處，概以英文版為準。

3. Liabilities 責任

- 3.1 To the fullest extent permitted by law and subject to the Control of Exemption Clauses Ordinance, the total aggregate liability of the Company (whether in contract, tort (including negligence), breach of statutory duty or otherwise) arising out of or in connection with this Agreement or the Services shall not exceed the total Fees paid by the Customer to the Company in the 12 months immediately preceding the event giving rise to the claim.

在法律允許的最大範圍內，並受《管制免責條款條例》規限，本公司因本協議或服務而產生或與之相關的全部累計責任（無論是合約責任、侵權責任（包括過失責任）、違反法定義務責任或其他責任）不得超過在引起索賠的事件發生前 12 個月內客戶向本公司支付的總費用。

- 3.2 Under no circumstances shall the Service Provider be liable for any indirect, incidental, special, punitive or consequential loss or damage (including but not limited to loss of revenue, profits, anticipated savings, business opportunity, goodwill or reputation) arising from the provision of the Services or any third-party actions, including but not limited to delays in mail delivery, data breaches or regulatory changes, whether or not foreseeable and whether arising in contract (including warranty), tort (including negligence), strict liability or otherwise.

在任何情況下，服務提供者均不對因提供服務或任何第三方行為（包括但不限於郵件遞送延誤、資料外洩或監管變更）而引起的任何間接的、附帶的、特殊的、懲罰性的或後果性的損失或損害（包括但不限於收入損失、利潤損失、預期節省損失、商業機會損失、商譽或聲譽損失）承擔責任，無論該等損失或損害是否可預見，也無論該等損失或損害是否因合約（包括保證）、侵權（包括過失）、嚴格責任或其他原因而產生。

- 3.3 If the Customer causes any third party to suffer loss, the Company shall not be liable.

假若客戶引致任何第三者遭受損失，本公司概不承擔責任。

- 3.4 The Customer confirms that all information provided is true, accurate and complete. If any information is inaccurate, the Company reserves the right to terminate the Customer's application and/or service at any time without refund. The Customer shall be responsible for and shall indemnify the Company against all legal liabilities and costs arising from any inaccuracy.

客戶確認提供的資料均為真實、準確、完整。如任何資料失實，本公司保留隨時終止客戶之申請及/或服務，且不予退款的權利。客戶應對因任何資訊不準確而產生的一切法律責任和費用承擔責任，並賠償本公司由此產生的一切損失。

- 3.5 The Customer shall indemnify the Service Provider against all losses, demands, damages, costs, claims, expenses, actions or other liabilities arising from the Customer's use or misuse of the Services, breach of these Terms and Conditions, intellectual property infringement, data privacy violations, or any regulatory investigations prompted by the Customer's activities.

客戶應賠償服務提供者因客戶使用或濫用服務、違反本條款及細則、侵犯智慧財產權、侵犯資料隱私或因客戶活動引起的任何監管調查而產生的所有損失、要求、損害、成本、索賠、費用、訴訟或其他責任。

- 3.6 The Customer shall not use any office facilities provided by the Service Provider or Services for any illegal, immoral or prohibited purposes, or in any way that may expose the Company to legal, regulatory, or reputational risk, including but not limited to money laundering, terrorist financing, or sanctions evasion.

客戶不得使用服務提供者所提供之任何辦公室設備或服務進行任何非法、不道德或違禁目的，或任何可能使本公司面臨法律、監管或聲譽風險的方式使用，包括但不限於洗錢、恐怖融資或規避制裁。

- 3.7 For the avoidance of doubt, the Customer agrees and acknowledges that this Agreement does not confer on the Customer any right of access to, or any interest in any part of the premises to which the correspondence address related or in any of the equipment or facilities provided.

為避免懷疑，客戶同意及承認本協議不會賦予客戶任何從所提供的地址、儀器或設備等財產獲得利益或擁有權。

4. Service Application 服務申請

- 4.1 The Customer must notify the Company in writing (including letter, email, instant messaging, etc.) of any changes to the information on the Application Form. All written instructions of the Company regarding service applications will be regarded as part of the application content.

客戶在申請表上的資料有任何更改，必須以書面方式（包括書信、電郵、即時通訊等）通知本公司，本公司的一切有關服務申請的書面指示將同被視為申請內容的部分。

- 4.2 The Company will act on behalf of the Customer based on the written authorization of the Customer, such as letter, email or instant messaging (or the Company reasonably believes that the Customer or the Customer's authorised person will issue instructions in other ways).
本公司會根據客戶的書信、電郵或即時通訊等書面授權（或本公司合理地相信經由客戶或客戶授權者以其他方式發出指示）以代表客戶身份行動。
- 4.3 The Company will request Customers to provide information and give instructions according to the situation. If the service is delayed due to the Customer's failure to confirm the instructions or reply to the content of the Company's application materials, the Company will not bear any responsibility.
本公司會因應情況要求客戶提供資料及作出指示。如因客戶未能確認指示或回覆本公司有關申請資料的內容而導致服務有所延誤，本公司將不負任何責任。
- 4.4 The Company is not responsible for the failure to fully or partially comply with the Customer's instructions, and the Company is not responsible for the consequences caused by the failure to receive the instructions for any reason.
本公司對由於未能完全或部分地遵從客戶的指示不承擔任何責任，對於因任何原因未能收到指示而導致的後果，本公司恕不負責。

5. Customer Information 客戶資料

- 5.1 The Company will contact the Customer according to the information on the Customer Application Form. If the Customer's contact information is changed, the Company must be notified in writing.
本公司會根據客戶申請表上的資料與客戶聯絡，如客戶聯絡資料有更改，必須以書面通知本公司。
- 5.2 The Company will not be liable for any losses or consequences caused by the Company's failure to contact the Customer due to changes in the Customer's contact information.
如因客戶的聯絡資料有變，以致本公司未能聯絡客戶而招致任何損失或後果，本公司恕不負責。
- 5.3 The Company will keep the information provided by Customers confidential, but the Company may transmit such information to third-party Service Providers for services related to business operations or as required for compliance with anti-money laundering, know-your-customer, or other regulatory obligations.
本公司會對客戶所提供之資料保密，但本公司可能會將該等資料傳送予業務運作有關的服務的第三方服務供應者，或為遵守反洗錢、認識您的客戶或其他監管義務所需。
- 5.4 Except as required by court or Hong Kong law, the Company will not transfer your personal data without the Customer's prior consent, except where necessary for the provision of Services or compliance purposes.
除法庭或香港法律要求外，未經客戶事先同意，本公司不會轉移你的個人資料，除非為提供服務或合規目的所需。
- 5.5 The Customer agrees and authorises the Company to use the Customer's information to apply for the relevant accounts and/or use the Customer's existing relevant accounts, including but not limited to the e-Services of the Companies Registry, to perform the required operations of the relevant service on behalf of the Customer and to conduct background checks or due diligence as deemed necessary by the Company.
客戶同意並授權本公司使用閣下之資料，以客戶身份申請相關帳戶及/或使用客戶現有的相關帳戶，包括但不限於公司註冊處電子服務，以代表客戶進行相關服務之所需操作，並進行本公司認為必要的背景調查或盡職調查。

6. Service Termination and Refund Arrangement 終止服務及退款安排

- 6.1 Under the following circumstances, the Service Provider has the right to terminate the services at any time at its sole discretion without any notice to the Customer. The Service Provider shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing services.
就以下情況，服務提供者有權終止服務而不作任何通知；同時亦無須為停止提供服務，而負上法律責任或承擔任何被索償的後果。
- i. The Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time;
客戶未能按時繳交費用，包括服務費、手續費或轉寄郵件費用；或未能及時更新商業登記；

- ii. The Customer is suspected of involving or carrying out any fraud, illegal or improper activities;
客戶涉嫌進行或涉及任何非法、違例或詐騙活動;
 - iii. The Customer is suspected of using the provided services to hold any promotional sales or public recruitment events;
客戶涉嫌利用服務提供者提供的服務作展銷會或招聘會等活動;
 - iv. The Customer is suspected of transferring or assigning any or part of the services to any other parties, without the prior authorisation from the Service Provider;
客戶涉嫌在未經服務提供者許可下，把服務轉移或分配至任何第三者使用;
 - v. The Customer breaches these Terms and Conditions, including non-compliance with due diligence requirements or use of Services for prohibited purposes; or
客戶違反本條款及細則，包括不符合盡職調查要求或將服務用於禁止用途；或
 - vi. Any event that, in the Company's sole opinion, poses a risk to the Company's business, reputation, or compliance obligations.
任何在本公司單方面意見中，對本公司業務、聲譽或合規義務構成風險的事件。
- 6.2 The Customer agrees that the Company may terminate the Services at any time without giving reasons. The Company shall not be liable for any loss suffered by the Customer as a result of termination.
客戶同意本公司可隨時終止提供服務而毋須給予理由。本公司對客戶因終止合約而遭受的任何損失概不負責。
- 6.3 If a Customer is identified as a "politically exposed person", "high-risk customer" or does not meet the Company's due diligence standards, the Company may refuse or immediately terminate the Services without refund (regardless of whether Services have already been provided or not).
如客戶被識別為「政治人物」，「高風險客戶」或不符合本公司盡職審查標準，本公司將拒絕為其提供服務或立即終止服務，且不予退款（無論服務是否已提供）。
- 6.4 The Customer may not terminate the Services before the end date of the Contract Period unless prior approval from the Service Provider is obtained. In such case, the Customer shall forfeit all prepaid Fees and pay any outstanding amounts immediately.
未經服務提供者許可下，客戶不能合約時期之結束日前終止服務。在此情況下，客戶將喪失所有預付費用並立即支付任何未付金額。
- 6.5 Service deposits and any related deposits (if any) will be refunded within one month after the service expiry date, provided the Customer has complied with all obligations under this Agreement and no outstanding Fees are due.
服務按金或任何有關按金（如有）將在服務到期日後一個月內退回，前提是客戶已遵守本協議項下所有義務且無未付費用。
- 6.6 All deposits (if any) will be forfeited if not collected within 7 years after termination of service.
所有按金（如有）在終止服務後 7 年內未領取，將不獲退還。
- 6.7 The cheque(s) will be payable to the Customer's name only. If the payee is different from the Customer's name, an authorisation letter for deposit refund (if any) is required.
支票只會退回予客戶名稱。如收款人與註冊客戶名稱不相符。客戶必需填妥授權書授權收款人收取退回按金（如有）。
- 6.8 Service fees are non-refundable on early termination.
提早終止服務並不會退回已繳交之服務費用。
- 6.9 After termination of the Agreement, any mail, parcel, fax, telex or cable or other object sent to or left at the Service Provider's address shall be disposed of by the Service Provider at its sole discretion without liability to the Customer.
當本協議終止後，服務供應者將自行處理任何遺漏在服務供應者之郵件、包裹、傳真、電傳機、電報或其他寄出物件，而不對客戶承擔責任。
- 6.10 During the suspension period, the Service Provider will reject all mail, parcel or any object sent to the Service Provider's address and shall not be responsible to notify the Customer of such delivery.

在暫時中止服務期間，服務供應者將會拒收所有郵件、包裹或其他寄往服務供應者地址的物件以及無須通知客戶有關的派遞。

- 6.11 For the Customer using the registered office and/or virtual office service, the Customer is required to give the Service Provider a written/electronic notice of termination not less than 14 working days before the expiry date of service. Without such notice, the Company will not refund the deposit (if any). The Customer must present the latest business registration certificate with an updated registered office address together with the completed deposit refund application form within 1 month from the service contract end date in order to proceed with the service deposit refund procedure. If the Customer fails to present the latest business registration certificate with an updated registered office address within the said period, the service deposit (if any) would not be refunded in any case. If the Customer continues to use any of the Company's business addresses as the registered office address, the Company reserves the right to charge any virtual office service fees incurred during the period plus administrative fees and any costs associated with enforcement.

對於使用註冊辦事處服務及 / 或虛擬辦公室服務的客戶，客戶需在服務到期日不少於14工作天前提供書面/電子及印有公司印章之終止服務通知書予服務提供者。如沒有該通知，本公司將不會退回按金（如有）。客戶需於合約完結日起計1個月內出示已更改註冊辦事處地址的商業登記證，並填妥退按金申請表，方可退回按金（如有）。如客戶未能於限期內出示已更改註冊辦事處地址的商業登記證，本公司則不會退回按金（如有）；本公司有權向合約完結日後仍使用本公司地址的客戶追收該期間產生的虛擬辦公室費用，加上行政費用及任何執行相關費用。

7. Payment 付款

- 7.1 The Customer shall pay the Fees before the due date specified on the relevant invoice or the first date of service provision (whichever is later) and the Customer shall bear all charges of the bank.

客戶應在有關發票上所列明的服務到期前或服務提供的首天繳交費用並承擔一切有關銀行之手續費。

- 7.2 The Service Provider has the right to suspend the services to the Customer and take all reasonable steps and/or actions if the Service Provider does not receive the appropriate payment from the Customer before the due date specified on the relevant invoices. If the Customer suffers any loss of any kind due to the suspension of the service, the Company shall not be liable.

若客戶未能在發票上所列明的服務到期日前繳付服務費用，服務提供者有權暫時中止有關服務及作出一切合理的步驟及 / 或行動。假若客戶因為停止服務而遭受任何類型的任何損失，本公司不承擔責任。

- 7.3 If the account of the Customer has been suspended by the Service Provider, the Customer has to pay the Service Provider a re-activation fee which equals to one-month-service-fee of their respective service plans within one month suspension. If the services have been suspended due to late payment or overdue situation, the Service Provider reserves the right to charge the Customer the fee during the suspension period.

若客戶帳戶被服務提供者暫停服務，客戶須於服務到期後一個月內繳付該計劃一個月之服務費作重啟帳戶之行政費用。若客戶因延遲繳費或欠款而被服務提供者暫停服務，服務提供者將會收取客戶在暫停服務期間的相關費用。

- 7.4 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 invoice.

客戶有責任在有關發票上所列明的服務到期前，確保已繳款並須服務提供者所接納以及確認。

- 7.5 The Service Provider may charge the Customer if the Customer makes any use of the Service Provider's address before the service starts or after the service has been terminated.

若客戶在服務開始前或被中止服務後使用服務提供者的地址，服務提供者可對客戶作出收費。

- 7.6 The Customer can settle the payment by following methods:

客戶可用以下途徑繳付款項：

- i. Pay in Person
親自付款
- ii. Direct deposit to bank account
直接存入現金或轉帳至銀行戶口
- iii. HSBC (Account No.: 004-841-813058-838)
匯豐銀行 (戶口號碼: 004-841-813058-838)

- iv. Faster Payment System (“FPS”) (FPS No.: 102964590)
轉數快 (「FPS」) (FPS號碼: 102964590)
- v. Crossed cheque payable to “Biz & Bird Corporate Services Limited” (Promissory note will not be accepted)
劃線支票抬頭「創業鳥有限公司」(恕不接受期票)

7.7 All Fees are non-refundable except as expressly provided in this Agreement. The Customer waives any right to dispute payments once made.
所有費用除本協議明確規定外，均不可退還。客戶放棄對已支付款項的任何爭議權利。

8. Service Details 服務細則

8.1 Mail Service 郵件代收服務

- i. The Customer has the responsibility to register appropriate company name, trade name and contact persons with the Service Provider for mail handling purposes.
客戶有責任登記及提供適當的公司名稱，交易名稱及聯絡人予服務提供者作為處理郵件之用。
- ii. The Customer agrees and acknowledges that each account can register only 1 company name or trading name. The Customer shall not publish or use the provided address 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.
客戶同意及得知每一個客戶帳號只可登記一個公司名稱或交易名稱。在未經服務供應商認可情況下，客戶不能在服務生效前或終止後以其他未向服務供應商登記的公司或用戶的名義，公開或使用其提供的地址。服務供應商保留因上述情況而引致損失的追究權利。
- iii. The Customer agrees and acknowledges that he can publicize the address, provided by the Service Provider only in conjunction with the company name, trade name and contact person(s) registered with the Service Provider. The Service Provider has the right to call for compensation and legal actions if there is any violation.
客戶同意及得知可以公開服務提供者所提供的地址，但必須符合其提供予服務提供者之登記公司名稱、交易名稱及聯絡人。若當中有任何違反行為，服務提供者有權要求賠償及採取法律行動。
- iv. In case the Service Provider suspects any mail, parcel or object is dangerous, the Service Provider reserves the rights to refuse or dispose them at discretion without liability to the Customer.
若服務供應者懷疑任何郵件、包裹或物件屬危險物品，基於安全理由，服務供應者有權拒收或棄置此類物品，而不對客戶承擔責任。
- v. Any mails, parcels or other objects sent to or left at the Service Provider’s address shall be limited to 1 kg or with any of its dimensions not more than 35 cm. If any dimension of the mails, parcels or other objects exceeds 60 cm, the Service Provider reserves the right to reject receiving the items. Any overweighted / oversized items will be charged at the following rate:
所有郵件、包裹或物件寄存或留在服務提供者之地址不應超過1千克或大小超過35厘米。若郵件、包裹或物件超過60厘米，服務提供者保留拒收郵件或物品。任何超重或過大的物件將會根據以下內容收費：

Dimension Total 總尺寸	Storage Charge (per day) 寄存費 (每日)
< 120 cm 厘米	HK\$10
121-150 cm 厘米	HK\$30
151-180 cm 厘米	HK\$50
> 180 cm 厘米	HK\$50 for first 180 cm HK\$50 首180厘米 HK\$10 for every 10 cm thereafter HK\$10 每10厘米

* Dimension total = length + width + height of the object
總尺寸 = 長度 + 闊度 + 高度

- vi. The accumulated mail, parcel or other objects sent to or left at the Service Provider's address shall be limited to 5 kg or 3 ft³. When the limit is reached, additional mail, parcel or other objects will not be accepted at the absolute discretion of the Service Provider.
所有累積郵件、包裹或物件寄往或留在服務提供者之地址不應超過5千克或大小超過3立方尺。若超過以上限制，服務提供者將有可能不會接收。
- vii. All the mail, parcel or other objects (for standard size only) sent to or left at the Service Provider's address will be kept at a maximum of 21 days. The Customer is required to pay an extra storage fee of HK\$5 per week (per unit) thereafter. If the mail, parcel, fax, telex or cable or other objects were kept over 1 year, the Service Provider reserves the right to dispose them at its discretion.
所有郵件，包裹或其他物件（只限標準尺寸）最多只會存放21日。超逾日子不取，服務提供者將會收取每星期每件5元的寄存費。如存放超逾1年，服務提供者有權自行處理寄存物。
- viii. 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.
若客戶暫存的物基於任何原因而被盜，遺失或損毀，服務提供者不須為此而負上責任。

8.2 Office Hours 辦公時間

- i. The office hour of the Service Provider is 9:00 a.m. to 6:00 p.m. from Monday to Friday. Closed on Saturday, Sunday, and public holiday.
服務供應商辦公時間為（星期一至星期五）上午九時至下午六時，星期六、星期日及公眾假期休息。
- ii. Services of Service Provider will be affected by severe weather. Services will be suspended without prior notice during the time of Tropical Cyclone Warning Signal no.8 or above, or Black Rainstorm Warning by the Hong Kong Observatory or will be issued in the coming hour. Services will be resumed within 2 hours after the cancellation of the above-mentioned warning.
服務提供者之服務或會因惡劣天氣而受阻如香港天文台發出或宣佈於未來一小時內發8號熱帶氣旋或以上警告訊號或黑色暴雨警告訊號的情況下，服務將會暫停而不另作事前通知。服務將會在以上訊號取消後兩小時內恢復。

- 8.3 In the event of any transfer of shares or changes in the information of the company's member(s), the Customer is required to provide the relevant information and documents to the Service Provider prior of the anniversary of the date of the company's incorporation of that year. The Customer shall bear responsibility for any inaccuracies in the information provided for the preparation of the Annual Return and shall incur a service fee of HK\$500 for the re-preparation of the Annual Return or filing the form regarding rectification of typographical or clerical error in registered document plus any penalties or costs incurred by the Company due to such inaccuracies.
若公司發生任何股份轉讓或成員資料變更，客戶須於該年公司成立周年日前提供相關資料及文件予服務供應商。客戶須對編制周年申報表所提供的任何資料的任何不準確之處承擔責任，並須支付HK\$500服務費以重新編制周年申報表或提交有關更正已登記文件內在排印或文書方面的錯誤的表格，加上因該不準確而導致本公司產生的任何罰款或成本。

- 8.4 If the Customer is required to sign the Annual Return, the signed Annual Return must be returned to the office of the Service Provider within 30 days after the anniversary of the date of the company's incorporation of that year, ensuring that the Service Provider has adequate time to arrange for document submission. The Customer shall bear full responsibility for any late charges or penalties resulting from delayed submission.
若客戶需要簽署周年申報表，必須於該年公司成立周年日後 30 天內將已簽署的周年申報表交回服務供應商的辦公室，以確保服務供應商有足夠時間安排提交文件。客戶應對因延遲提交而產生的任何逾期費用或罰款承擔全部責任。

9. Due Diligence 盡職調查

- 9.1 Customers confirm that the information provided is true, correct, complete and accurate, and each of Biz & Bird Corporate Services Limited (“Biz & Bird”) and/or any of its affiliated companies is authorised to supply any or all of such information for due diligence purposes to any applicable the regulator(s) if so requested by them and that Customers are authorised (and where so needed obtained the required consents) to provide the above information to Biz & Bird.
客戶確認提供的資料為真實、準確、完整及無誤，以及如監管機構提出要求，創業鳥有限公司和/或其任何關聯公司（「創業鳥」）有權向任何適用的監管機構提供任何或所有資料以供審查，並且客戶授權（如需要此等授權）向創業鳥提供上述資料。
- 9.2 Customers understand and agree that all documents supplied (including this form) will not be returned to me/us.
客戶理解並同意所提供的所有文檔（包括本表格）將不會退還。
- 9.3 Customers undertake to notify Biz & Bird of any future changes to the above information promptly and in writing within 7 days of such change.
客戶承諾若上述資料如有更改將通知創業鳥，並在更改後7天內以書面形式及時通知。
- 9.4 Customers understand that Biz & Bird reserves the right to request for additional documentation/information at any time, and failure to provide such may result in suspension or termination of Services without refund
客戶明白創業鳥保留隨時要求提供其他補充檔/資料的權利，並且未能提供可能導致服務暫停或終止而不退款。
- 9.5 Customers, on behalf of themselves and anyone else whose data Customers provide to Biz & Bird, explicitly agree and consent to the transfer of any personal data and information provided to and collected by Biz & Bird via this form, including the transfer of such data to other companies within Biz & Bird’s group and any third party entities that have agreed to confidentiality terms or as required by law or regulation .
客戶代表其以及向創業鳥提供資料的任何人，明確同意和接受創業鳥通過本表格收取和收集的任何個人資料資訊的傳輸，包括向創業鳥集團內的其他公司傳輸以及向同意遵守相應保密條款的任何第三方機構傳輸，或法律或法規要求。
- 9.6 Customers acknowledge that they have read and understood Biz & Bird’s Personal Data Protection Policy Statement and Due Diligence (the “Statements”) as can be reviewed at <https://www.bizandbird.com/privacy> and <https://bizandbird.com/about-due-diligence> respectively, and that Customers have provided the Statements for review to anyone else whose data Customers provide to Biz & Bird, and that they have also read and understood the Statements. Customers also acknowledge and agree that Biz & Bird may change the Statements from time to time, and that it shall be their responsibility to check any such updates from time to time and communicate such updates to anyone else whose data Customers provide to Biz & Bird. Customers lastly hereby acknowledge, on behalf of themselves and anyone else whose data Customers provide to Biz & Bird, to have read and agreed to the Statement.
客戶確認已經閱讀並理解創業鳥個人資料保護政策聲明及關於創業鳥的盡職調查（「該等政策」），該等政策可以分別通過<https://www.bizandbird.com/zh/privacy>及<https://www.bizandbird.com/zh/about-due-diligence>進行閱讀，並且已經將該等政策提供給其向創業鳥提供資料的所有者，而且他們亦閱讀並理解該等政策。客戶同時確認並同意，創業鳥可以不時的修改該等政策，因此客戶有義務不時來查看相應修改，並且將該修改告知其向創業鳥提供資料的所有者。最後，客戶亦同意代表其以及向創業鳥提供資料的所有者，確認已經閱讀並且同意該等政策。
- 9.7 The Customer agrees to cooperate fully with any due diligence or compliance requests from the Company, including providing source of funds information or beneficial ownership details as required under Hong Kong’s anti-money laundering laws. Non-compliance may result in immediate termination of Services without refund or liability.
客戶同意全力配合本公司的任何盡職調查或合規要求，包括根據香港反洗錢法提供資金來源資訊或實益擁有人詳情。不遵守可能導致服務立即終止而不退款或承擔責任。

I/We declare that the information given above is true and accurate, and I/We have read, understand and agree to the above Terms and Conditions.

本人/吾等聲明上述資料確實無訛，並已閱讀、明白亦同意以上條款及細則。

Signed 簽署 :

Name 姓名 : _____
Customer 客戶

Date 日期 : _____
DD 日 / MMM 月 / YYYY 年

Documents to be provided
需要提交之文件

For the sole proprietor and each partner

獨資經營者及每位合夥人

1. Copy of HKID or passport; and
香港身份證或護照副本； 及
2. Copy of proof of residential address issued within the last three months (e.g. bank statement, utility bill)
最近 3 個之住址證明副本（如銀行月結單、水電費帳單）