

信托或公司服务提供商牌照号: TC006937

周年申报表及公司秘书服务申请表

Annual Return Submission & Company Secretary Service
Application Form

客戶: C. Code	
電話: Tel.	
電郵: Email	
日期: Date	

申請資料 Applicant Information

公司名稱 Company Name	中文名稱 Chinese name	
	英文名稱 English name	
公司成立日期 Incorporation Date		
秘書服務套餐	Type 種類 套餐 PLAN (A/B/C)	

申請個案詳情 Case Detail

請附帶 1 份上一年度的周年申报表(NAR1) 或 法團成立表格 (NNC1) Please attach the Annual Return (NAR1) of the past Annual year or the Incorporation Form (NNC1)	周年申报表 [NAR1] Annual Return 法團成立表格 [NNC1] Incorporation Form 商業登記證 [BR]
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上一個年度至今是否有任何股份變動或成員資料變更? Is there any Shares Transfer or Information Change of the Company Members during the past Annual year?

變動詳情 Details of changes	<input type="checkbox"/> 沒有 No <input type="checkbox"/> 更改公司名稱 [NNC2] Change of Company Name <input type="checkbox"/> 委任/辭任董事或公司秘書 [ND2A / ND4] Change / Resignation of Company Director(s) / Secretary <input type="checkbox"/> 股權變動 Shares Transfer <input type="checkbox"/> 更改註冊地址 [NR1] Change of Registered Address <input type="checkbox"/> 更改董事或公司秘書資料 [ND2B] Change of Information of Company Director(s) / Secretary <input type="checkbox"/> 增加註冊資本 [NSC1] Return of Allotment <input type="checkbox"/> 登記冊及公司紀錄備存地點通知書 [NR2] Notice of Location of Registers and Company Records <input type="checkbox"/> 其他 Others: _____		
	名稱 Name		電話 Tel
聯繫人資料	電郵地址 Email Address		

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注册地址 Registered Address	<input type="checkbox"/> 使用煜道尖沙咀辦公室作為註冊地址 Use Youxlead' address as the company registered address <input type="checkbox"/> 自定如下 Customize as below:			
	*地址 Address			
	*此地址為商業登記証上所列印的地址以及商業登記署所查冊到的地址。This address will be displayed on your business registration certificate and the public company registry database.			
	是否已經開業? Has your company already commenced business?		是 Yes 否 No	
	往年是否 0 申報? Made a zero declaration of tax income for the previous year?		是 Yes 否 No	
	是否需要本公司做賬報稅? Need a accounting services?		是 Yes 否 No	
「指定代表」資料 Designated Representative Information	本人欲委任煜道為本公司之「指定代表」。I'd like to appoint YOUXLEAD as our Designated Representative. 自定「指定代表」Customize Designated Representative			
	「指定代表」姓名 Name of Designated Representative		中文 Chinese 英文 English	
	職業 Occupation		香港身份證號碼 HK I.D NO.	
	香港電話號碼 HK Telephone No.			
	香港住址 HK Residential Address		英文 English	
	「重要控制人登記冊」 Hong Kong Location of Significant Controllers Register Information			
本人欲委託煜道的辦事處地址存放本公司的「重要控制人登記冊」。I'd like touse the registered office of YOUXLEAD for custody of our Significant Controllers Register. 自定存放地址 Customize Address				
香港地址 HK Address				英文 English
郵件轉寄按金 Optional mail forwarding deposit				
不需要 NIL HK\$100 HK\$300 HK\$500				

取文件及印章方式 Ways of collecting documents

<input type="checkbox"/> 到本公司尖沙咀辦公室領取 Pick up at our Tsim Sha Tsui office <input type="checkbox"/> 順豐到付: Delivery fee payable at destination:			
收件人 Contact Person		電話 Tel	
地址 Address			
閣下透過以下何種途徑得知本公司之服務? Please indicate how do you know our company? Referral 朋友轉介 Internet 互聯網 Others 其他(Please specify請註明):			
僅內部使用 For internal use only			
HKID / Passport	Residential address proof	Prepare SCR document: Yes /No /N/A	Prepare NR2 form:

一般條款 MAIN TERMS

- 1 本合約由煜道環球商務（香港）有限公司（服務供應商）提供，並由申請虛擬辦公室服務的公司或個人（客戶）同意，雙方共同履行合約內所載的條款及細則。
This agreement is offered by Youxlead Global Business Service(Hong Kong) Limited (Service provider) and is accepted by the applicant of virtual office service(Customer), both executing those terms and conditions stated in this agreement.
- 2 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解釋，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。
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 non-exclusive jurisdiction of the Courts of the HKSAR.
- 3 客戶知悉並同意在本合約中沒有賦予客戶佔用或使用任何服務供應商的辦公室、設備或設施的權力。
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.
- 4 客戶知悉並同意如要使用服務供應商的分行位址申請任何牌照，必須先得服務供應商書面同意，否則服務供應商有權向相關機構提出反對並終止客戶的一切服務。
The Customer understands and agrees that if they use the registered address of the Service Provider to apply any license, they MUST get written approval from the Service Provider. Otherwise the Service Provider would terminate the service(s) with immediate effect and send objection to the related party.
- 5 在未經服務供應商認可的情況下，客戶不能在服務生效前或終止後，或以其他未向服務供應商登記的公司和用戶的名義，公開或使用其提供的位址、電話號碼以及傳真號碼。服務供應商保留因上述情況而引致損失而追究的權利。
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.
- 6 在服務生效前或終止期間，或任何未經認可的情況下，服務供應商有權拒絕收取客戶的郵件、包裹、電郵、傳真或任何物件，及拒絕處理客戶專線電話的來電，並且不會通知以上各種項目的傳送。在服務終止的 30 天後，客戶遺下的任何郵件、包裹、傳真和物件，服務供應商有權代為處理。
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 termination of service, any mails, parcels, fax or any other objects that being sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its.
- 7 就以下情況，服務供應商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。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.
 - 7.1 客戶未能按時繳交費用，包括服務費、手續費或轉寄郵件費；或未能及時更新商業登記；或未按香港法例提交必要文件；
The Customer has failed to settle any service fees, handling fees or reimbursements of postage, or to renew business registration on time; or to submit necessary documents required by the law of HKSAR
 - 7.2 客戶涉嫌進行或涉及任何非法、違例或詐騙活動；
In suspicion of the Customer is involving or carrying out a fraud and any illegal or improper activities;
 - 7.3 客戶涉嫌利用服務供應商提供的服務作展銷會或招聘會等活動；
In suspicion of the Customer is using provided services to hold any promotional sales or public recruitment events;
 - 7.4 客戶涉嫌在未經服務供應商許可下，把服務轉移或分配至任何第三者使用。
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.
 - 7.5 客戶公司或客戶公司聯絡人因任何問題而被債權人或公司透過上門、電話或信件等等到服務供應商的服務點追討債務。債務不限於錢債，包括任何形式。
The customer, or any contact person(s) of the Customer is ordered to pay debt by phone calls, letters, by person, etc.
 - 7.6 客戶公司或客戶公司聯絡人因任何問題而被第三者以透過上門、電話或信件等等到服務供應商的服務點進行滋擾，抗議或任何擾亂性行為。
The Customer, or any contact person(s) of the Customer has caused any third party to disturb the operation at any service point of the Service Provider to claim for lost, protest, etc.
 - 7.7 客戶公司或客戶公司聯絡人因任何負面新聞而令傳媒到服務供應商的服務點進行採訪，拍攝，錄影等等行為。
The Customer, or any contact person(s) of the Customer has caused the press and media to arrive at any service point of the Service Provider for interview, filming or taking photograph.
 - 7.8 客戶公司遭清盤、遭法院部門上門執行法院命令、或已告解散。
The customers's company has been liquidated / wound-up, a Bailiff's presence at the service point and has started effecting the execution of court orders and judgments, or the company has been dissolved.

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- 8 客戶知悉並同意在本協議中服務供應商並不保證會為客戶簽署包括但不限於政府或執法機構以申報使用本公司位址為其位址的申請書，服務供應商需時 7-14 天審視該檔，同時可能會就簽署相關檔收費。服務供應商有權拒絕簽署任何檔，亦有權向相關政府或執法機構提交取消相關授權的通知書。

The Client shall acknowledge and agree in accordance with the Terms that the service provider does not guarantee to endorse an application for the Client regarding the declaration to including but not limited to the government and law enforcement agencies in relation to the use of our company's registered address as the Client's address. The service provider may require 7 to 14 days to review the relevant documents, and may induce additional charges for endorsing the associated documents. The service provider reserves the right to refuse to endorse any documents, and to submit the notification of termination of relevant authorization to the government and law enforcement agencies.

- 9 如有任何爭議，服務供應商將保留最終決定權。
Should any disputes arise, the decision of the Service Provider shall be final.

LIMITATION OF LIABILITY

- 10 客人已知悉因語言、文字或電子通訊的限制，如因服務受阻、延誤或中斷、或任何錯漏，服務供應商的責任只限於其服務受影響的時段的服務費，服務供應商不會因上述原因而負上其他責任。

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.

- 11 客戶同意不會因不可抗力導致的服務受阻、延誤或中斷而引致的直接或間接損失(包括業務及收益之損失)而提出索償。如由服務供應商工作失誤導致的索償上限不超人民幣3000。

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.

- 12 服務供應商同意在未經客戶同意的情况下，不會向第三者售賣或提供其任何資料。

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.

合約期 CONTRACT PERIOD

- 13 首合約期為服務生效日期起至已繳付的服務週期完結為止。其後合約期會按照客戶每次繳付的服務週期而延續，而本合約之內容亦會於新延續的合約期內適用。

he 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

- 14 提早終止服務並不會退回已繳交之服務費用。

Service fee will not be refund for early termination.

關於服務及付款 ABOUT SERVICE AND PAYMENT

- 15 代收取客戶郵件及包裹 MAIL HANDLING SERVICES

- 15.1 郵件或包裹的總體積不應超過 53cm x 32 cm x 23cm，長闊高總和不超過 108cm。超出上限服務供應商有權拒收。

The total volume of mails and parcels shall not exceed 53cm x 32 cm x 23cm (Sum of the length of the sides less than 108cm). The Service Provider reserves rights to refuse receiving further mails and parcels which volume exceed the prescribed size.

- 15.2 服務供應商有權拒收客戶任何危險或非法的物件。

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

- 15.3 客戶包裹之處理費用將根據存放時間及數量而定，詳情如下：

The handling charge of the parcel received for the Customer will be based on the storing time and the quantity, details as follows:

客戶獲通知後首 3 天內領取 Collect within first 3-day after the email notification sent	免費Free
於首3天後領取Collect after the first 3-day	港幣幣 20 (每日/每件) HK\$ 20 / day / item

- 15.4 若客戶暫存的物件基於任何原因而被盜、遺失或損毀，服務供應商不須為此而負上任何責任。

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.

- 16 若客戶需要轉寄郵件，須於申請服務時提出。否則，客戶需每次以電郵或書面形式通知服務供應商。服務供應商不會為轉寄郵件而引致的損失、被竊、被破壞、或任何災害，而作出任何賠償及負上任何責任。

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

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- 17 客人同意將虛擬辦公室按金放置於服務商公司法定賬戶內，供用戶支付速遞件運費、信件掃描、信件/包裹轉寄費用。

Customer should keep certain amount of virtual office deposit at the service provider to settle any postage or handling charge of mail receiving or sending service.

- 18 客戶須於服務到期日一個月前與服務供應商書面提出續約或中止服務，否則按金將不獲退回

The customer should give the service provider 1 month's prior written notice to renew or terminate the service, otherwise the deposit will be forfeited.

- 19 客戶應於賬單上列明的到期日前繳交有關款項，否則服務供應商有權終止其服務而不作另行通知。同時客戶有責任於到期日前確保已繳交之費用已由服務供應商收取並確認。

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.

- 20 若客戶要求重啟因延遲繳款或欠款被終止的服務，服務供應商將會向客戶收取於終止期間的相關服務費用及政府可能徵收的行政費用。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.

- 21 客戶如需更改服務指令、內容或地點，需以書面形式通知服務供應商，及繳付相關費用。

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.

本人已知悉及理解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。逾期罰款及相關的法律責任會由本人/ 我司自行承擔。

I acknowledge and understand every year annual return is required to be delivered 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), I/ my company will have responsibilities for all penalties and legal liability from late delivery.

本人已知悉及理解須取得和保存實益擁有權的最新資料，以備存「重要控制人登記冊」供執法人員查閱，違規罰款及相關的法律責任會由本人/ 我司自行承擔。

I acknowledge and understand a local private company is required to obtain and maintain up-to-date beneficial ownership information by way of keeping a Significant Controllers Register, I/ my company will have responsibilities for all penalties and legal liability from negligence.

本人已知悉及理解須展示公司名稱於註冊辦事處或業務場所，違規罰款及相關的法律責任會由本人/ 我司自行承擔。

I acknowledge and understand a local private company is required to display its registered name in a conspicuous position from the registered office or business venue, I/ my company will have responsibilities for all penalties and legal liability from negligence.

本人茲證實上述資料確實無訛，並已閱讀及同意合約所列之條款。本人明白如公司註冊處不接納本申請，煜道環球商務(香港)有限公司不需負上任何責任，本人明白及接受在任何情況下，已繳交的費用是不可退回。

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. I agree that Brilliant Business Centre Limited shall not be liable if the incorporation is rejected by Companies Registry. I also accept that any payments for this service is non-refundable under any circumstances.

本人明白必須於 12 日內或按客戶服務員指引盡快交回簽署好的檔以完成相關程式，否則引起的罰款或後果本人/ 我司需要自行承擔。

I understand that I MUST return the required documents duly signed to Brilliant Business Centre Limited for completing the application process within 12 days from the signing of this document, or I / my company shall be deem liable for all the penalties and legal liabilities incurred.

本人亦明白如果 1 個月內我未有提交足以完成申請服務的文件，將被視作放棄服務，我將不會得到退款，繼續服務需重新收費。

I also agree that if I fail to provide the required documents within a month, this application would be considered cancelled, and under such circumstance, there will be NO refund of any fees that have been paid for this application. Reconnection or reapplication fee may apply.

客戶姓名 Name of Client	簽署 Signature	日期 Date