

## 168 Business Center - Virtual Office Application Form

<input type="checkbox"/>	A. Business & Registered Address	\$88/month		<input type="checkbox"/>	E. A4 Photocopy (100 pcs)	\$88/month
<input type="checkbox"/>	B. Receiving Mail & Parcel	\$98/month		<input type="checkbox"/>	F. Bronze (A-C)	\$150/month
<input type="checkbox"/>	C. Send & Receiving Fax (limit to 100 sheets)	\$98/month		<input type="checkbox"/>	G. Silver (A-D)	\$368/month
<input type="checkbox"/>	D. Personalized answering call with your company name (Voice Mail & Transfer)	\$200/month		<input type="checkbox"/>	H. Gold (A-E)	\$398/month
<input type="checkbox"/>	Z. Registered Address (Collect Government Letters only)	\$900/year	Service Fee Total : HK\$_____			
Virtual Office Address (please select one only)		<input type="checkbox"/>	5 <sup>th</sup> Floor, 168 Queen's Road Central, Hong Kong			
		<input type="checkbox"/>	Block 4E, 4F Selwyn Building, No. 404 Kwun Tong Road, Kowloon			

**Remark:**

- The minimum service subscription period (Except Plan Z) is three months. And, the service fee should be paid on during the first time registration.
- (Except Plan Z) Service fee pre-paid for 6 months, 5% discount. Pre-paid for 12 months, 10% discount.
- If the customer could not be contacted for two weeks during the service period, 168 Business Centre Limited reserved the rights to terminate the service without any refund and compensation.

Registration	Basic Information	Additional Information	
Company name (Chinese):	_____	_____	_____
Company name (English):	_____	_____	_____
BR Number:	_____	_____	_____
Contact Name (Chinese):	_____	_____	_____
Contact Name (English):	_____	_____	_____
HKID:	_____	_____	_____
Contact Number:	_____	_____	_____
Email:	_____	_____	_____
Remark:	_____		

**Payment Method:**

Service Fee	x	Month	x	Discount	=	Total (\$)

Cross cheque or bank draft (Payable to: **168 Business Centre Limited**): \_\_\_\_\_

Bank in statement return by fax / mail ◦ (**Citic Ka Wah Bank: 694-239652-4-00**)

**Disclaimer:** I hereby on behalf of all the individual and corporate applicant(s) declare that the information in this application is true, and all the business concerned is complied with all the relevant laws and regulations in Hong Kong.

Signature : \_\_\_\_\_

**How to Apply (either 1 or 2):**

1. Fill in the application form as above and click "submit" button. And, send us cheque and BR copy, if any.
2. Download the application form by "download" button. Fill in the details and send us back the form along with the cheque and BR copy, if any.

Address: 5<sup>th</sup> Floor, 168 Queen's Road Central, Hong Kong.

Enquiry: (852) 82078938                      Fax: (852) 31517990                      Email: enquiry@168bizctr.com

<b>Official Use</b>	Assigned Tel No.:	Assigned Fax No.:	Voice Mail Code:
	Customer No.:	Commencing Date:	Service End Date: