



## Virtual Office Application Form

*Central*

[www.pvbc.com.hk](http://www.pvbc.com.hk)

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### Application Information

English Company Name: \_\_\_\_\_

Chinese Company Name: \_\_\_\_\_

Company Type:    Limited Company        Unlimited Company   

                                 Non-profit organization        Others   

Business Nature: \_\_\_\_\_

Country of Registration: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_

### Billing Contact

English Contact Name: \_\_\_\_\_

Chinese Contact Name: \_\_\_\_\_

ID Number:     HK ID Card     Passport    \_\_\_\_\_

Nationality: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

## Service Selection

Service Plan	Address 地址		Mail Management 郵件管理		Fax Management 傳真服務		Call Management 電話服務	
	Government Letter   Commercial Letter		Registered Office   Registered Address		Fax Receiving   Forward to Email		Call Handling   Call Forwarding	
	註冊地址   商業通訊		註冊地址   商業通訊		代收傳真   轉發傳真		代接電話   來電轉駁	
Plan A	●	●	●	●				
Plan B	●	●	●	●			●	
Plan C	●	●	●	●	●	●	●	
Plan D	●	●	●	●			●	●
Plan E	●	●	●	●	●	●	●	●
組合計劃	6 Month Contract 6個月合約				12 Month Contract 12個月合約			
	Total Charge   Monthly Average		Total Charge   Monthly Average		Total Charge   Monthly Average		Total Charge   Monthly Average	
Plan A	HK\$1314	HK\$219	<input type="checkbox"/>	HK\$2388	HK\$199	<input type="checkbox"/>		
Plan B	HK\$2034	HK\$339	<input type="checkbox"/>	HK\$3588	HK\$299	<input type="checkbox"/>		
Plan C	HK\$2214	HK\$369	<input type="checkbox"/>	HK\$3948	HK\$329	<input type="checkbox"/>		
Plan D	HK\$2394	HK\$399	<input type="checkbox"/>	HK\$4428	HK\$369	<input type="checkbox"/>		
Plan E	HK\$2634	HK\$439	<input type="checkbox"/>	HK\$4788	HK\$399	<input type="checkbox"/>		
Extra Services 額外增值服務 Monthly Fee 月費	Additional Number	EFax*	Remailing Service*	Call Forward	Voice to Email			
	HK\$80	HK\$80	HK\$30	HK\$50	HK\$50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

You can add any extra services along with the above plans (the services cannot be purchase alone)

\* Fax management: Free 20 pages/month HKD 0.5 per page after E-Fax : Client can receive at most 400 pieces/month of fax through our centre's E-Fax Service. Excesses amount will charge \$0.5/piece.

\* Remailing Service: weekly remailing service to a local address, postage fee is not included

### Call Management

Greeting Message: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voice Mail:  Greeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Send Recording to email  
\_\_\_\_\_

Transfer (Local number only) \_\_\_\_\_

Additional Information *These are frequently asked questions by callers. Please fill in the information to help us handle your calls more professionally.*

Website \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Opening Hours From: \_\_\_\_\_ To: \_\_\_\_\_

Business Nature \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Mail Management

Handling:  Self Pick Up

Auto Forward

Frequency  Daily  Weekly  Monthly

Carrier  Hong Kong Post (\$10 + postage)

Express Courier (Service charge 20% of postage)

Local Courier (Service charge 20% of postage)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-corporate accounts have a maximum of 4 contact persons.

-1 contact person for personal account and he must be the applicant himself.

### Contact Person 1

Mr.  Mrs.  Miss

English Name: \_\_\_\_\_

Chinese Name: \_\_\_\_\_

Phone: \_\_\_\_\_ (Local Number only)

Email: \_\_\_\_\_

Call Handling:  Take Message

Call Transfer \_\_\_\_\_ (Local Number only)

Call Notification:  No Notification  Email  Phone

**Contact Person 2**

Mr.  Mrs.  Miss

English Name: \_\_\_\_\_

Chinese Name: \_\_\_\_\_

Phone: \_\_\_\_\_ (Local Number only)

Email: \_\_\_\_\_

Call Handling:  Take Message

Call Transfer \_\_\_\_\_ (Local Number only)

Call Notification:  No Notification  Email  Phone

**Contact Person 3**

Mr.  Mrs.  Miss

English Name: \_\_\_\_\_

Chinese Name: \_\_\_\_\_

Phone: \_\_\_\_\_ (Local Number only)

Email: \_\_\_\_\_

Call Handling:  Take Message

Call Transfer \_\_\_\_\_ (Local Number only)

Call Notification:  No Notification  Email  Phone

**Contact Person 4**

Mr.  Mrs.  Miss

English Name: \_\_\_\_\_

Chinese Name: \_\_\_\_\_

Phone: \_\_\_\_\_ (Local Number only)

Email: \_\_\_\_\_

Call Handling:  Take Message

Call Transfer \_\_\_\_\_ (Local Number only)

Call Notification:  No Notification  Email  Phone

**Service Commencement**

Commencement Date: (DD/MM/YYYY): \_\_\_\_\_

**Payment Preference**

Payment Method:  Cheque: Payable to "P&V Creation International Limited"

Deposit: Hang Seng Bank account: 379-233778-001

Credit Card:

Visa  Master

Card Holder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: (MM/YYYY) \_\_\_\_\_

Autopay by this credit card for recurring payments

# Terms and Conditions

## Definitions:

"Agreement" means any agreement between the Service Provider and the Customer incorporating these terms and conditions expressly or impliedly,

"Customer" means any person or company requesting for the Services.

"Services" means the services described in this agreement and/or as provided by the Service Provider to the Customer from time to time.

"Service Provider" means P&V Business Centre operated by P&V Creation International Limited.

"Application Form" refers to the document attached with this Agreement which record the details of the Services and the personal information the Customer

"Fees" means the monthly fee and other charges for use of the Services as described in the Application Form or as specified by the Service Provider from time to time. "First Contract period" means the time period, as specified in the Application Form, that the Customer commits to acquire the Services and pay the Fees.

"Contract period" means the time period the Customer commits to acquire the Services and pay the Fees.

## 1. Contract terms

1.1 Upon signing of this agreement, The Customer agrees that they will pay the Service Provider the Fees until the end date specified in the Contract Period and the Service Provider will provide the Services to the Customer within the Contract Period.

1.2 Upon signing of this agreement, The Customer agrees and acknowledges that this version of Terms and Conditions for Virtual Office Customers will supersede all previously signed agreements titled 'Terms and Conditions for Virtual Address/Virtual Office Customers' or with agreement ID "VOVA".

## 2. Contract extension and Services termination

2.1 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, in this situation, will refund the Fees already paid for, the Services provided after Inc date of termination.

2.2 The Customer is not allowed to terminate the Services before the end date specified in the First Contract Period.

2.3 N the end of the Contract period, the contract period gill automatically extend for 1 month without any notice by the Service Provider.

2.4 After the Firs/ Contract Period, the Services may be terminated by the Customer giving not less than 30 days written notice of termination to the Service Provider

## 3. Liabilities

3.1 The Service Provider shall nor in any circumstances be liable or responsible for any losses, damages, costs, claims, expenses of liabilities of whatever nature (including consequential loss) and however caused arising from or in connection with the provision of Services and whether by way of the law of contract, troy, statute or otherwise and whether occurring during the continuance of this Agreement or after, including but not limited to any loss or damage arising from wrong delivery or non-delivery of messages, calls, mails, parcels, fox, telexes, cables or any other objects or any error in transmission of any of the some.

3.2 The Customer shall not use any office facilities or services provided by the Service Provider for any illegal or immoral purposes.

3.3 The Customer will indemnify and keep indemnified the Service Provider against oil loss, demands, damage, costs, cams, expenses, actions or Other liabilities arising from or in connection with the provision of the Services hereunder.

3.4 For avoidance of doubt, the Customer agrees and acknowledges that this Agreement shall not give 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.

3.5 The Service Provider agrees and acknowledges that they are not allowed to sell (provide) any information of the Customer to any third party without consent from the Customer.

## 4. Payment

4.1 The Customer shall pay the Fee before the Due Date specified on the relevant invoices.

4.2 The Service Provider has the right to suspend the Services to the Customer if the Service Provider do not receive the appropriate payment from the Customer before the due date specified on the relevant invoices.

4.3 If the account of the Customer has been suspended by the Service Provider, the Customer has to pay the Service Provider a reactivation fee equals to the amount of 1- month service Fees in order to re-activate the Services. day after the item is received. A fee of HKD\$20 per item per day will be charged afterwards.

4.4 If the Services has been suspended by the Service Provider due to late payment(s), the Service Provider shall charge the Customer the Fees for the suspended period.

4.5 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.

## 5. Mail handling

5.1 The Customer has the responsibility to register all the appropriate company names and contact persons with the Service Provider for mail handling purposes.

5.2 The Customer agrees and acknowledges that each account can register only 1 company name and 1 trade name. Legally accepted proof has to be provided by the Customer regarding the link between the registered company name and the Node name.

5.3 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.

5.4 The Customer agrees and acknowledges that the Service Provider has the rights to call for compensation and legal actions if the Customer has violated the conditions specified in Clause 5.3.

5.5 After the termination of the Agreement, any mail, parcel, fax, telex or cable or other objects sent to or left at the Service Providers address shall be at the disposal of the Service Provider at its absolute discretion.

5.6 During suspension period, the Service Provider will reject all mail, parcel or any object send to the Service Providers address. The Service Provider is not responsible to notify the Customer of such delivery.

5.8 The Service Provider is not liable and not responsible to receive any item sent to any Service Providers address before the start of Service.

5.9 The Service Provider holds the rights to charge the customer if the Customer make any use of the Service Provider's address before the Service starts or after the Service has been terminated.

5.10 The Customer agrees and acknowledges that the Service Provider will reject parcel of 15 cubic feet or above. The Service Provider will also reject any new mails when parcels and mails stored already exceeded 15 cubic feet.

5.11 The Customer agrees and acknowledges that mails or parcels exceeding 3.5 cubic feet will be kept, at no charge, for 1 working day counting from the day after the item is received. A fee of HKD\$20 per item per day will be charged afterwards.

5.12 The Customer agrees and acknowledges that mails or parcels exceeding 1 cubic feet will be kept, at no charge, for 2 working days counting from the day after the item is received. A fee of HKD\$10 per item per day will be charged afterwards.

5.13 The Customer agrees and acknowledges that mails and parcels will be kept for no more than 21 days. An additional storage fee of HKD\$5 per item per week will be charged afterwards. My item not collected after 1 month from the day it was received, the Service Provider has the rights to dispose at discretion, without any notice.

## 6. Call Handling

6.1 The Customer has the responsibility to register all the relevant company name(s), contact person(s) and answering instructions with the Service Provider for call handling purposes.

6.2 The Customer agrees and acknowledges that he can publicize the telephone and Icix number(s) provided by the Service Provider ONLY in conjunction with the company name(s), trade name(s) and contact person(s) registered with the Service Provider.

6.3 The Customer agrees and acknowledges that the Service Provider has the rights to call for compensation and legal actions if the Customer violates the conditions specified in Clause 6.2.

6.4 The Service Provider has the rights, or their absolute discretion, to drop or answer in any way all incoming calls for the Customer during account suspension period or after the termination of the Services.

6.5 The Service Provider is nor liable and not responsible to answer any incoming call for the Customer before the start of Service.

6.6 The Service Provider holds the rights to charge the Customer if the Customer makes any use of the Service Providers telephone number or fax number before the Services start or after the Services have been terminated.

## 7. Others

7.1 This Agreement shall not be assignable or transferable in any manner by the Customer unless with prior consent in writing of the Service Provider.

7.2 This Agreement constitutes the wiriole agreement between the parties hereto and it is expressly declared that no variation hereof shall be effective unless made in writing and signed by the parties hereto.

7.3 This agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region and the parties hereby irrevocably submit to the non-exclusive jurisdiction of the Courts of the Hong Kong Special Administrative Region.

## Confirm and Signature

By Signing this application form, I/We have read and understood the terms and conditions set out in the application form and other terms and conditions related thereto and agree to be bound by the same

Applicant's Signature and Company Chop

Name: \_\_\_\_\_

Date (YYYY/MM/DD) \_\_\_\_\_

**Please email completed form to [angeline@pvbc.com.hk](mailto:angeline@pvbc.com.hk)  
or fax to (852) 3757 8095**

## Office use only

Account Number: \_\_\_\_\_

Alloted Phone Number: \_\_\_\_\_

Monthly Fee: HKD \_\_\_\_\_

Alloted Fax Number: \_\_\_\_\_

Staff Initial: \_\_\_\_\_