



Tel: (852) 8208 0339 Fax: (852) 8208 0229 E-mail: admin@raleighhk.com

Application Form for Virtual Office Services

Applicant Information			
Company Name	English	Chinese	
Contact Person	English	Chinese	
ID Document Number	(HKID/ Passport)	Nationality	
Phone Number	(Home/Office)	(Mobile)	
E-mail Address & Fax No.	(E-mail Address)	(Fax No.)	
Contact Address			

Service Plan Information

Service Package	<input type="checkbox"/> Package A <input type="checkbox"/> Package B(*1/2) <input type="checkbox"/> Package C (*1/2) <input type="checkbox"/> Package D <input type="checkbox"/> Package E (*1/2) <input type="checkbox"/> Package H		
Content	<input type="checkbox"/> Use the registered office and mailing address as the government registered and correspondence address <input type="checkbox"/> Receipts of government mails and parcels for collection and will notify the client immediately <input type="checkbox"/> Use the registered office and mailing address for any commercial applications <input type="checkbox"/> Receipts of private/commercial mails and parcels for collection and will notify the client immediately <input type="checkbox"/> Fax receiving and sending <input type="checkbox"/> Dedicated telephone number with personalized telephone answering, message taking and line transferring <input type="checkbox"/> Professional receptionist answers your calls in your company's name according to your specifications <input type="checkbox"/> Actively contact customer about the incoming call or message <input type="checkbox"/> During office hours, all incoming calls will be transferred to the designated telephone number after hearing from our professional receptionists <input type="checkbox"/> After office hours, all incoming calls will be transferred to the designated telephone number <input type="checkbox"/> Provide dedicated fax number <input type="checkbox"/> Provide free e-mail box <input type="checkbox"/> Individual fax no. will be assigned and converted to your email address automatically		
Activation Date (dd/mm/yyyy)	From _____ To _____	Duration of Service:	
Monthly Charge	HK\$ _____		

Payment Information

Total Amount	_____ months × HK\$ _____ @ = HK\$ _____		
Package Deposit	One Month Service Fee (Deposit will be refunded within 7 working days after termination of the service)		
Telephone Line Installation Fee	HK\$500 (One-time charge, non-refundable)		
First Payment	HK\$ _____ Balance : HK\$ _____ (Must be paid on/before date : _____)		
Payment Cycle	<input type="checkbox"/> 1 time payment <input type="checkbox"/> 1 month <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months		
Payment Method	<input type="checkbox"/> Paid by Cash <input type="checkbox"/> Paid by Cheque (Crossed cheque payable to "Raleigh Consultant Limited") <input type="checkbox"/> Bank Transfer Payment (<input type="checkbox"/> HSBC 817-037716-001 OR <input type="checkbox"/> BOC 012-67700023025)		

Applicant Signature
 For and on behalf of

_____ Date: _____



Raleigh Consultant Limited

速豐顧問有限公司

Official Use Only	
Cust. Code	AR

Tel: (852) 8208 0339 Fax: (852) 8208 0229 E-mail: admin@raleighhk.com

Contact Person Information

Additional Information for Virtual Office Services

**Required Field*

Company/Person's Name*			
Contact Person*			
Contact Person 1	Name:	Number:	
Contact Person 2	Name:	Number:	
Contact Person 3	Name:	Number:	
Contact Person 4	Name:	Number:	
Government Mails Handling: (Applicable to Package A only)			
1. Notification *	<input type="checkbox"/> No notification	<input type="checkbox"/> By e-mail	<input type="checkbox"/> By phone
2. Arrangement *	<input type="checkbox"/> Redirect to another address (HK\$10 + postage fee)		
	Address:		
	<input type="checkbox"/> Letter Scan to Email address (HK\$5) :		
3. Collection *	<input type="checkbox"/> In person	<input type="checkbox"/> Authorize another person	
Private/Commercial Mails Handling: (Applicable to Packages B, C, D only)			
1. Notification *	<input type="checkbox"/> No notification	<input type="checkbox"/> E-mail	<input type="checkbox"/> Phone
2. Arrangement *	<input type="checkbox"/> Redirect to another address (HK\$10 + postage fee)		
	Address:		
	<input type="checkbox"/> Letter Scan to Email address (HK\$5) :		
3. Collection *	<input type="checkbox"/> In person	<input type="checkbox"/> Authorize another person	
Call Answering: (Applicable to Packages C, D only)			
Call Handling During Office Hours (Applicable to Package C, D only)			
1.	Dedicated telephone no.:		
2.*	Greeting:		
3. Notification*	<input type="checkbox"/> Transfer message	<input type="checkbox"/> E-mail	<input type="checkbox"/> Phone
4.	<input type="checkbox"/> Transfer calls to the designated phone number:		
Call Handling After Office Hours (Applicable to Package D only)			
1.	<input type="checkbox"/> Transfer calls to the designated phone number:		
Fax Handling: (Applicable to Packages B, C, D only)			
1. Fax number provided			
2. Notification*	<input type="checkbox"/> No notification	<input type="checkbox"/> E-mail	<input type="checkbox"/> Phone
3. Collection*	<input type="checkbox"/> In person	<input type="checkbox"/> Refax to Fax: _____ (\$5/page)	
		E-mail: _____ (Free)	
E-Fax (Applicable to Package H only)			
Dedicated fax no.:		Forward fax to e-mail address:	

According to our experience, your clients would enquire some information concerning your company, please fill in the following details for our reference:

Additional Company Information to the Caller			
Other Address :			
Fax No.		Phone	
E-mail Address		Website	
Operation Hour			
Services/Product Provided :			
Other Information (Please specify) :			

Rules for Virtual Office Customers:

- All packages are limited to register two names, each additional name will be charged HK\$50.- (Maximum four names shall be accepted for each package's registration)
- One month Service Fee Deposit is required for any services.
- Telephone line installation fee (one time charge): HK\$500.-
- The total volume of mails and parcels cannot exceed 15 cubic feet. Raleigh Consultant Limited has the rights to reject new mails once the total volume exceeds 15 cubic feet or the new mail itself exceeds 15 cubic feet.
- Mails or parcels exceeding 3.5 cubic feet will be kept without charges for 2 working days counting from the day after the parcel is received. We will charge \$10/parcel/day afterwards.
- Mails and faxes will be kept for no more than 1 month. If we do not receive any notice from you after 1 month, a storage charge of \$5/week will be charged. If mails are not collected 1.5 months after the date of receipt, we have the rights to dispose them at our discretion without giving any notice.
- All notifications by phone and fax, direct transfer of calls and refax services are restricted to Hong Kong numbers only, unless IDD Deposit have been paid. Once the service is terminated, you are not allowed to continue using the telephone and fax numbers provided by Raleigh Consultant Limited without our authorization or to continue using our address as your registered office address and for any commercial applications. Once founded, we have the rights to claim for damages and compensation from you.
- Our services do not include any advertising recruitment, product promotion and introduction (including advertisement posts on any kind of newspaper and magazine), placing of orders, estate rent and sale etc. **Once founded, Raleigh Consultant Limited has the rights to charge HK\$300/month as the administration fee on these matters. No notice will be made and no disagreements.** 如一經發現，本中心有權由發現當天起計，直接收取客戶每月港幣\$300.-為行政費用。客戶不得異議。
- If payment is not settled within 7 days after the due date of service, 5% late charge per week will be added on the total amount for the administration fee; If payment is still not yet settled 30 days after the due date of service, Raleigh Consultant Limited has the rights to terminate the service provided without giving any notice at once. You are required to pay HK\$500 for the cost associated with the reconnection of services and the overdue charge before the service reconnection.
- Early termination of the service contract will result in the confiscation of the deposit given.
- Any request on service termination after the contract service period must be informed to Raleigh Consultant Limited at least 1 month in advance, otherwise the deposit would be confiscated. When we intend to terminate the service after the contract service period, notification must also be given to you at least 1 month in advance.
- It is not allowed to be involved in any fraudulent or unlawful activities at Raleigh Consultant Limited, otherwise we have the rights to cancel all the services provided at once without any objection and any lawsuit is at your responsibility. We are also entitled to forfeit any deposit and reserve the rights to claim for damages and compensation from you. Where any members of the debt collection agency, finance company, police or ICAC require, we have the rights to provide your information/records to them at their request.
- Should any dispute arise therein, decision of Raleigh Consultant Limited shall be final.** 如有任何爭議，以速豐顧問有限公司最後決定為準。

Confirmed and Signed by

Date