**登記香港獨資/合夥公司專業服務申請表  
Hong Kong Individual/Partnership Company Registration Service Application Form**

客戶盡職審查  
Customer due diligence  
(本公司職員填寫)  
(Staff use only)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **公司資料　Company Information** | | | | | | |
| 擬註冊公司名稱 Proposed Company Name  *(見附件一填寫表格指引)*  *(See Guidelines in Appendix A)* | 英文名稱 English Name | Click Here to Enter Text | | | | |
|
| 中文名稱 Chinese Name | Click Here to Enter Text | | | | |
|
| 公司種類 Type of Company | 獨資 Individual　 合夥 Partnership  其他 Others:　 Enter Here | | 公司交易地區 Location of Business Activities | | 本地 海外 請註明Indicate: | |
| 開業日期 (即公司成立日)  Business Commencement (Incorporation) Date | Select Date  必須為文件提交日或之前一個月內 Must be date of submission or one month prior to submission | | 業務性質  Business Nature | | Click Here to Enter Text  此欄必須填寫 (只可填寫一項) This field must be filled (Limited to 1 nature) | |
| 擬註冊公司地址 Proposed Company Registration Address | 所有地址必須以各單字首字為大楷及全寫寫出, 並以同一語言填寫 (中文或英文) All addresses must be written in the same language (Chinese/English), full form. First letter in each word should be capitalized  Shop/Room, Floor, Commercial/Industrial Building  Street No.  Complex/Community, District  Hong Kong | | | | | |
| 會計妹® 提供之 **上環** 商業地址 **Sheung Wan** commercial address provided by AccGirl  會計妹® 提供之 **北角** 商業地址 **North Point** commercial address provided by AccGirl  會計妹® 提供之 **旺角** 商業地址 **Mong Kok** commercial address provided by AccGirl  會計妹® 提供之 **元朗** 商業地址 **Yuen Long** commercial address provided by AccGirl  會計妹® 提供之 **荃灣** 商業地址 **Tsuen Wan** commercial address provided by AccGirl | | | | | |
| 預計公司資產 Expected Assets of Business | 低於30萬港幣 Below 300k HKD | | | 公司交易地區 Location of Business Activities | | 本地 |
| 高於30萬港幣 More than 300k HKD | | | 海外  請註明:  Indicate: Enter Here |
| 高於1000萬港幣 More than 100m HKD  請另外填寫資金來源申報表 | | |
| 資金來源 Source of Funds | 實益擁有人個人資產Beneficiary owner(s) personal assets  集團內部融資 Intra-Group Financing  其他 Others:　 Enter Here | | | | | |
| *需提供注入公司的資金來源證明文件　Please provide us with the supporting documents of the source of funds to be injected into the Company* | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **東主、合夥人資料**  **Sole Proprietor, Partner Information** | | | | | **現身**  **Be Present** | **不現身**  **No Show** | |
| 申請人身份 Applicant’s Position | 主要聯絡人  　 Main Contact | 東主Sole Proprietor　  合夥人Partner | | | | | |
| 英文姓名 Full Name in English | Enter Here (E.g.: CHAN Tai Man/CHEN Dawen) | | | | 性別Gender | | Select |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text | | | |
| 身份證/護照號碼 I.D. / Passport No. | Click Here to Enter Text | | 簽發國家 Issuing Country | | Click Here to Enter Text | | |
| 聯絡電話 Contact Number | Click Here to Enter Text  **WhatsApp** | | 其它國籍 (如適用)  Other Nationality  (If Applicable) | | Click Here to Enter Text | | |
| 住址/聯絡地址 Residential / Correspondence Address | Flat/Room, Floor, Block, Building  Street No.  Complex/Community, District  Country | | | | 即時通訊軟體Instant Messenger | | Select |
| 用戶名/號碼  AC Name / No. | | Enter Here |
| 電郵地址 E-mail | Click Here to Enter Text | | | | | | |
| 資金來源 Source of Funds | 商業 Business  薪金 Salary | | | 繼承或餽贈 Inheritance/Gift  其他 Others:　 Enter Here | | | |
| *需提供注入公司的資金來源證明文件　Please provide us with the supporting documents of the source of funds to be injected into the Company* | | | | | | |
| **若申請人多於兩位，每增加一位申請人之附加費用為HKD100。　An additional of HKD100/person will be charged if there are more than 2 applicants.** | | | | | | | |

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **東主、合夥人資料**  **Sole Proprietor, Partner Information** | | | | | **現身**  **Be Present** | **不現身**  **No Show** | |
| 申請人身份 Applicant’s Position | 主要聯絡人  　 Main Contact | 東主Sole Proprietor　  合夥人Partner | | | | | |
| 英文姓名 Full Name in English | Enter Here (E.g.: CHAN Tai Man/CHEN Dawen) | | | | 性別Gender | | Select |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text | | | |
| 身份證/護照號碼 I.D. / Passport No. | Click Here to Enter Text | | 簽發國家 Issuing Country | | Click Here to Enter Text | | |
| 聯絡電話 Contact Number | Click Here to Enter Text  **WhatsApp** | | 其它國籍 (如適用)  Other Nationality  (If Applicable) | | Click Here to Enter Text | | |
| 住址/聯絡地址 Residential / Correspondence Address | Flat/Room, Floor, Block, Building  Street No.  Complex/Community, District  Country | | | | 即時通訊軟體Instant Messenger | | Select |
| 用戶名/號碼  AC Name / No. | | Enter Here |
| 電郵地址 E-mail | Click Here to Enter Text | | | | | | |
| 資金來源 Source of Funds | 商業 Business  薪金 Salary | | | 繼承或餽贈 Inheritance/Gift  其他 Others:　 Enter Here | | | |
| *需提供注入公司的資金來源證明文件　Please provide us with the supporting documents of the source of funds to be injected into the Company* | | | | | | |
| **若申請人多於兩位，每增加一位申請人之附加費用為港幣100元。　An additional of HKD100/person will be charged if there are more than 2 applicants.** | | | | | | | |
| **如果有額外的公司聯絡人，則需要填寫以下表格，否則這跳過此部分。**  **If there are any additional corporate contact persons, please complete the form below. Otherwise, skip this part.** | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **公司聯絡人資料**  **Company Contact Person Information** | | **第一聯絡人** | |
| 申請人身份  Applicant’s Position | 東主Sole Proprietor　  合夥人Partner　  公司職員Staff  其他Other 請註明Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 英文姓名 Full Name in English | Click Here to Enter Text | 性別Gender | Select |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text |
| 聯絡電話 Contact Number | Click Here to Enter Text | 即時通訊軟體Instant Messenger | Select |
| 電郵地址 E-mail | Click Here to Enter Text | 用戶名/號碼  AC Name / No. | Enter Here |
| **額外公司聯絡人資料**  **Extra Company Contact Person Information**  (**需繳付HKD100年費以通知此聯絡人)**  **(An additional of HKD100/year will be charged for notify any updates)** | | **第二聯絡人** | |
| 申請人身份  Applicant’s Position | 東主Sole Proprietor　  合夥人Partner　  公司職員Staff  其他Other 請註明Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 英文姓名 Full Name in English | Click Here to Enter Text | 性別Gender | Select |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text |
| 聯絡電話 Contact Number | Click Here to Enter Text | 即時通訊軟體Instant Messenger | Select |
| 電郵地址 E-mail | Click Here to Enter Text | 用戶名/號碼  AC Name / No. | Enter Here |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **服務資料　Service Information** | | | | |
| **成立公司服務　Company Incorporation Service** | | | | |
| 開公司專業服務\*  Company Incorporation Service\* | HKD1 | 香港永久居民首次成立公司  HK Permanent Resident + Starters | | HKD299 |
| HKD299 | 自助開公司Worldwide Offer | |
| 商業登記費 (政府收費) \*  Business Registration Fee (Government Charge)\*  *首年商業登記費用　First-year Business Registration Fee* | HKD150 | | | HKD150 |
| 公司印章 Company Chops  *包括公司小圓印1個及公司簽名章1個*  *Includes 1 pre-ink company circular chop & 1 pre-ink company authorized signature chop* | HKD150 | | | HKD150 |
| 額外申請人Additional applicant | HKD100 | | (每位額外申請人)  (Each extra applicant) |  |
| 額外聯絡人Additional Contact Person | HKD100 | | (每位額外聯絡人)  (Each extra contact person) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **虛擬辦公室服務　Virtual Office Service**  服務詳情請參考**第8頁**(附件三)之服務計劃內容　Please see **page 8** (Appendix C) for service plan information  *如閣下選用本公司之虛擬辦公室服務，本公司將協助貴公司直接處理所有來自稅務局之信件。If you are choosing our Virtual Office Service, AccGirl will help your company directly handle all the letters from the Inland Revenue Department.* | | | |
| 虛擬辦公室服務:　實惠套餐 (一年) **★**  Virtual Office Service: Economic Package (1-Year) | HKD899 | (~~原價HKD1,380年~~)  (~~Original price HKD1,380/yr~~) | -- Select -- |
| 虛擬辦公室服務:　基本套餐 (一年) **★**  Virtual Office Service: Basic Package (1-Year) | HKD1,440 | (~~原價HKD2,400年~~)  (~~Original price HKD2,400/yr~~) |
| 虛擬辦公室服務:　優越套餐 (一年) **★**  Virtual Office Service: Superior Package (1-Year) | HKD2,136 | (~~原價HKD2,640年~~)  (~~Original price HKD2,640/yr~~) |
| 虛擬辦公室服務:　卓越套餐 (一年) **★**  Virtual Office Service: Premium Package (1-Year) | HKD2,556 | (~~原價HKD3,180年~~)  (~~Original price HKD3,180/yr~~) |
| 公司水牌 (最長一年，連製作費)  Company Name Plate (Max. 1-Year, including production fee)  *服務期間根據虛擬辦公室服務週期Service Period bases on length of VO Service* | HKD300  HKD500  HKD1,150 HKD2,400 | 電子水牌 Electronic  小型水牌 Small  中型水牌 Medium  大型水牌 Large | -- Select -- |
| WhatsApp接收通知服務費(一年) Receive notifications via WhatsApp (1-Year) | HKD240 |  |  |
| 按金　Deposit  *選擇虛擬辦公室服務之申請人必須存放HKD200按金以支付代墊郵/運費用，按金可於服務終止時退還　Applicant(s) who chooses our Virtual Office Service will be required to deposit HKD200 for postage/courier charges. Refundable on termination of service.* | HKD200 | | -- Select -- |
| **注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**  請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference | | | |
| **會計理帳及報稅服務　Accounting & Bookkeeping & Tax Services** | | | |
| 會計理帳服務優惠: *每年0至50個交易項目*  Accounting Service: *0 – 50 transactions per year* | HKD2,000 | (~~原價HKD3,000/年~~) (~~Original price HKD3,000/yr~~) | -- Select -- |
| 會計理帳及報稅服務優惠: *每年0至100個交易項目*  Accounting & Taxation Service: *0 – 100 transactions per yr* | HKD3,000 | (~~原價HKD4,000/年~~)  (~~Original price HKD4,000/yr~~) |
| 首年稅務代表First Year Tax Representative  *如閣下不願意委任本公司為首年稅務代表, 請選取“No”或刪去 “Yes” 字眼*  *If you do not wish to join our First Year Tax Representative Service, please select “No” or put a cross line on “Yes”* | **FREE** | (~~原價HKD1,000/年~~)  (~~Original price HKD1,000/yr~~) | **N/A** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Top-Up*▲免費增值服務　Free Value-Added Services** | | | |
| 創業者同盟一年會籍 Entrepreneurs Alliance Membership  創業者同盟™ 以幫助創業人仕為宗旨，使命是促進創業人分享及互動，交換經驗，讓創業人不用再孤單的走這條艱辛的創業之路。  *注意: 客戶提供的個人資料將有機會被提交到「創業者同盟」作申請用途*  *If you do not wish to join our First Year Tax Representative Service, please select “No” or cross out “Yes”*  請選擇加入以下群組︰  Whatsapp︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Wechat︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **FREE** | (~~原價HKD1,000/年~~)  (~~Was HKD1,000/yr~~) | -- Select -- |
| 僱主強積金開戶/管理服務轉介 MPF Referral  *注意: 客戶提供的個人資料將有機會被提交到強積金中介人作申請用途*  *Note: Personal information provided by client (for service application) might be handed over to MPF company for contact purposes.* | **FREE** | (~~原價HKD1,000~~)  (~~Was HKD1,000~~) | -- Select -- |
| 一站式智能 POS 流動收款機開戶及轉介 POS Referral  -不接受預付性行業的申請  *注意: 客戶提供的個人資料將有機會被提交到流動收款機供應商作申請用途*  *Note: Personal information provided by client (for service application) might be handed over to POS machine supplier for contact purposes.*  如需要此服務，請剔選以下其中一個計劃︰  QR 錢包收款計劃(只限微信支付和支付寶)  手機收款 App 計劃(收據打印機套裝)  ✅ Visa ✅ Master✅ 銀聯 ✅ 雲支付✅ 微信支付✅ 支付寶 ✅ Apple pay  ✅ Samsung pay✅ Google pay ✅ Huawei pay  智能卡機計劃  ✅ Visa ✅ Master ✅ 銀聯 ✅ 雲支付✅ 微信支付✅ 支付寶 ✅ Apple pay  ✅ Samsung pay✅ Google pay ✅ Huawei pay ✅ EPS  自選(需要客人額外填寫申請表)︰八達通  AE | **FREE** | (~~原價HKD500~~)  (~~Was HKD500~~) | -- Select -- |
| 公司信用卡開戶轉介 Credit Card Referral  -沒有公司銀行戶口亦可申請  *注意: 客戶提供的個人資料將有機會被提交到流動公司信用卡公司作申請用途*  *Note: Personal information provided by client (for service application) might be handed over to credit card company for contact purposes.* | **FREE** | (~~原價HKD1,000~~)  (~~Was HKD1,000~~) | -- Select -- |
| 香港寬頻企業寬頻方案轉介　HKBN Referral  *注意: 客戶提供的個人資料將有機會被提交到網絡供應商作申請用途*  *Note: Personal information provided by client (for service application) might be handed over to network provider for contact purposes.* | **FREE** | (~~原價HKD500~~)  (~~Was HKD500~~) | -- Select -- |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **其他熱門服務!!!　Other Popular Services!!!** | | | | | | |
| 銀行開戶轉介服務　Bank Account Opening Referral  **凡使用任何“ ★ ”號服務，即可以優惠價港幣500元使用銀行開戶轉介服務**  **By choosing any one of the“ ★ ”services, you may enjoy our Bank Account Opening Referral Service with a discounted price (HKD500)**  *不包括銀行收取之公司查冊費 Company Search Fee (Bank Service Charge) Excluded*  *注意: 客戶提供的個人資料將有機會被提交到銀行作開戶申請用途*  *Note: Personal information provided by client (for service application) might be handed over to Bank for contact purposes.* | | HKD1000 | | / HKD500 | | -- Select -- |
| 開設分行 Opening of Branch  *包括首年分行登記政府費用　First-year Branch Registration Gov. Fee included* | | HKD400 | | (~~原價HKD930/間~~)  (~~Original price HKD930/branch~~) | | -- Select -- |
| 會計師核證本 (開設公司銀行戶口文件)  Certified True Copy (For Setting up of Bank Account)  *開戶文件如公司註冊文件、公司章程細則及身分證明文件等*  *Incorporation documents , Articles of Association, identification documents, etc* | | HKD300 | | 每份文件  Each Document | | -- Select -- |
| HKD1,100 | | 4份 = 全套文件  4 Documents = Full Set | |
| 其他 Others: Please Describe | | Please Describe | | | | Enter Here |
|  | | **合計Total Amount** | | | | Enter Here |
|  | |  | | | |  |
| **虛擬辦公室服務管理 (如適用)　Virtual Office Service Management (If applicable)** | | | | | | |
| **郵件/包裹代收服務Mails/Parcels Handling Service** | | | | | | |
| 郵件/包裹通知  Mails/Parcels Notification | 電郵地址　Email Address: 　 Click Here to Enter Text  If differ from contact email 若與聯絡電郵不一  如額外增加WhatsApp接收通知，每年將收取港幣240 服務費。An annual charge of HKD240 will be added if notifications are also received by WhatsApp messages.  *如閣下選用本公司之虛擬辦公室服務，本公司將協助貴公司直接處理所有來自公司註冊處及稅務局之信件。*  *For Virtual Office Service, AccGirl will help your company directly handle all letters from the Registrar of Companies and the Inland Revenue Department.* | | | | | |
| **電話服務 Phone Call Service** | | | | | | |
| 來電處理安排  Call Arrangement | 系統直接轉駁至指定聯絡人; **我不需要留言信箱服務 I do not need Voicemail Service \*\*\***  　　Direct transfer to assigned contact person  　接聽後即時轉駁至指定號碼，不成功便以 **Email / WhatsApp / WeChat**  **\*\*\*** 通知口訊  　　Transfer to assigned contact person after picking up. Notify by if fail  　接聽後留下對方聯絡號碼及口訊，以 **Email / WhatsApp / WeChat**  **\*\*\*** 通知  　　Leave contact number and message, notify by  (本公司會儘量因應客戶的要求作出安排　We will try our best to implement the arrangements) | | | | | |
| 第一指定聯絡人 First Assigned Contact Person:  第二指定聯絡人 Second Assigned Contact Person: | | -- Select Applicant--  -- Select Applicant-- | | Remark  Remark | |
| 首位公司聯絡人免費，之後每增加一位聯絡人，每月將收取HKD50服務費  An additional of HKD50/month per person will be charged if there is more than 1 contact person | | | | | |
| **傳真服務Fax Service** | | | | | | |
| 傳真通知  Fax Notification | 電郵地址　Email Address:　 Click Here to Enter Text | | | | | |

**\*\*\* 請選擇 \*\*\* Please select**

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**請在適當的方格內填上(ü)號或(x)號以表示你的選擇　Please check (ü) or cross (x) the appropriate box to indicate your preference

|  |
| --- |
| **申請及繳費注意事項 Important Notes for Application and Payment** |
| 1. 填妥並簽署申請表後，需連同以下證明文件與申請表一併電郵/傳真/郵寄至本公司: Please submit the completed and signed application form along with the following information to us by email/fax/mail:   **如屬自然人：** **所有申請人之身份證及住址證明**  **For Natural Person:** **Identity Card or Passport and Proof of Residential Address issued within 3 months of All Applicant(s)**  (如未能現身請提供其他身份證明文件If you fail to show up, please provide the other identity document)  **如屬法人團體：** **公司註冊證明書、公司章程細則、商業登記證副本**  **所有實益擁有人之身份證及住址證明 For Corporate:** **Certificate of Incorporation, Articles of Association,**  **Copy of Business Registration Certificate (Only applies to Hong Kong Companies)**  **All Beneficial Owner Identity Card or Passport and Proof of Residential Address issued within 3**  **months of All Applicant(s)**   1. 成功遞交所需申請文件後本公司將檢查申請表內資料並進行公司名稱查冊，確定名稱未被已註冊之公司使用後將電郵報價單給閣下，完成付款手續後需將有關付款證明電郵/傳真/郵寄至本公司。本公司確認收到相關款項後服務方可生效。 After successfully submit all required application documents, we will perform a Company Name Search to ensure the proposed Company Names are not yet used by other existing limited companies and send you the quotation for payment purposes. You will be required to return the payment information via email/fax/mail. Service starts ONLY when payment is made and verified. 2. 繳費方式 Payment Method (請先與會計妹職員確認總金額 Please contact AccGirl to confirm the total cost):    * **現金 Cash** 前往本公司以現金繳費　 Paying by Cash in Person    * **存款 Cash Deposit** 存款到本公司之中國銀行戶口 Making Cash Deposit to Our Bank of China Account    * **支票 Cheque** 前往本公司遞交/郵寄/入票 Bringing Payment Cheque to us in Person/by Post    * **轉賬Bank Transfer** 中銀戶口 Transferring Fund from Bank of China Account非中銀戶口 (客戶自付銀行手續費) Transferring Fund from Other Banks (Bank Handling Fee Paid by Client) 轉數快 Transferring Fund via “FPS” (Faster Payment System)   *如以遞交支票形式付款，支票抬頭請寫上「****會計妹有限公司****」或「****AccGirl Limited****」，並於支票背面後寫上貴公司名稱。 如以存入支票形式付款，請根據以上指示，存入支票後於銀行收據背面寫上貴公司名稱並將其正本或副本交回本公司。*  For Cheque Payment, please make cheque payable to “AccGirl Limited” and write your company name on its back. For Cheque Deposit, please follow the instructions above and write your company name on the back of the bank receipt, then return it (original copy OR photocopy) to us.   1. 銀行賬戶詳細資料 Bank Account Detailed Information (以非港幣繳付費用之客戶請先向會計妹職員索取外幣戶口資料： For non-HKD payments, please obtain the Foreign Currency Bank Account information from AccGirl before making a payment): **帳戶名稱 Account Name:** AccGirl Limited 會計妹有限公司 **銀行名稱 Bank Name:** Bank of China 中國銀行 **港幣戶口 HKD Account:** 012-676-1-023557-4 **轉數快 FPS No.:** 7088578 |

**於以下四項陳述前方之空格內加上剔號“*✓* ”或交叉“x”、於橫線上簽署、填上簽署人姓名及簽署日期後方可遞交申請。**  
This application form can only be submitted after ticking the 4 boxes, signing above the line, filling in signer’s name and signature date below.

　 本人茲證實上述資料確實無誤，並已閱讀及同意本申請表 (包括附件一、二、三、四、五及“條款和條件”) 內所列之所有條款和條件。

I declared that the information given above is true and accurate in each and every respect. I have read the application form (including Appendix A, B, C, D, E and “Terms and Conditions”) and agree to all of the terms and conditions stated in it.

　 本人明白及同意所有費用 (包括所有政府收費及服務費) 於繳付予會計妹後一概不能退還。

I understand and agree that all fees (including government charges and service fees) cannot be refunded after payment has been made.

　 本人 (即下述簽署人) 確認，上方所提供之資料，就本人所知所信，皆為完整真確，如有不實資料會計妹將不會繼續提供服務，而本人承諾，本人作為信託及公司服務持牌者客戶之期間，若有任何影響上述資料完整性及真確性之重大變動，本人將即時通知信託及公司服務持牌者的客戶經理。

I, the undersigned, confirm that the information provided above is complete and correct to the best of my knowledge and belief and I undertake that, as long as I continue to be a client of TCSP Licensee, If there are false informations, AccGirl will not continue to provide services, I will promptly notify the appropriate relationship manager at TCSP Licensee of any material changes affecting the completeness and accuracy of the responses to the above mentioned questions.

　 本人明白及同意成立公司服務需於3個月內完成，如未能完成會計妹將不會繼續提供服務及發還相關費用。

I understand and agree that the service of registering a company needs to be completed within 3 months. If incompleted AccGirl will not continue to provide services and reimburse the related fees.

|  |  |
| --- | --- |
| Click Here to Enter Text  客戶簽署　Applicant’s Signature | 客戶姓名 Name：Click Here to Enter Text  日期 Date ：Select Date |

請問閣下從以下哪些途徑得知**「會計妹」**? How did you hear about “AccGirl”?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 電視廣告 TV Advertisement |  | Youtube廣告 |  | 巴士廣告 (路訊電視) Bus Ad. (Road Show) |  | 面書 Facebook |  | 的士 Taxi |
|  | 網絡搜索 Web Search |  | 別人介紹 Referral |  | 展覽 Exhibition |  | 宣傳單張 Leaflets |  | 其他 Others: Description |

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

**附件一: 登記獨資/合夥公司指引**

**Appendix A: Guidelines for Registering an Individual/Partnership Company**

|  |
| --- |
| **公司名稱　Company Name** |
| 1. 政府允許公司名稱含國際、集團、實業、投資、財務、學院、中心、研究所等字眼；公司名稱前面還可以加上自己喜歡的地名，如：法國、美國、中國、香港、上海等，同時香港無限公司可以中文、英文或者中英文註冊，但中文不能以“有限公司”，英文不能以“LIMITED”結尾。   Company name contains words like international, group, holding, industry, investment, finance, colleges, centers, institutes, etc. is allowed by the government; you may also start your company name with your favorite country names, e.g.: France, USA, China, Hong Kong, Shanghai, etc. Moreover, Company Names can be registered in Chinese, English or both Chinese and English (Must not end your Chinese company name with "有限公司"; English company name with "LIMITED"). |
| **註冊條件 Registration Requirements** |
| 1. 需要一位或以上東主，若公司名帶「集團」字眼，需兩位或兩位以上的合夥人。申請人需提供身份證、護照或港澳通行證複印件，如非香港永久居民，需提供香港擔保人及擔保人的香港居住地址。   One or more than one proprietor required. If the company name contains the word "Group", two or more partners will be required. You will also need to provide photocopies of your identity cards, passports or permit for travelling to and from Hong Kong and Macau. Non-permanent residents of Hong Kong will be required to provide a Hong Kong guarantor and his/her Hong Kong residential address.   1. 東主或合夥人所填寫的中英文姓名必須與身份證或護照上的姓名相符。   The Chinese and English names of the sole proprietor or partners must be identical to the identity cards, passports or permit for travelling to and from Hong Kong and Macau. |
| **註冊資本 Registered Capital** |
| 1. 無限公司沒有註冊資本的要求。   Unlimited company does not require registered capital. |
| **經營範圍 Scope of Business** |
| 1. 註冊無限公司需確定公司的經營範圍。   You will need to determine the scope of business before registering an unlimited company. |
| **註冊地址　Registered Address** |
| 1. 此地址將顯示在公司之商業登記證以及商業登記處查冊網站。若以商業大廈地址而並非個人住址作為登記地址，可令客人對公司規模大增信心。本公司亦有提供註冊辦事處地址租用服務，需另收費。   This address will be displayed on your business registration certificate and the public company registry database. If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company. We provide registered address service, additional charges apply. |

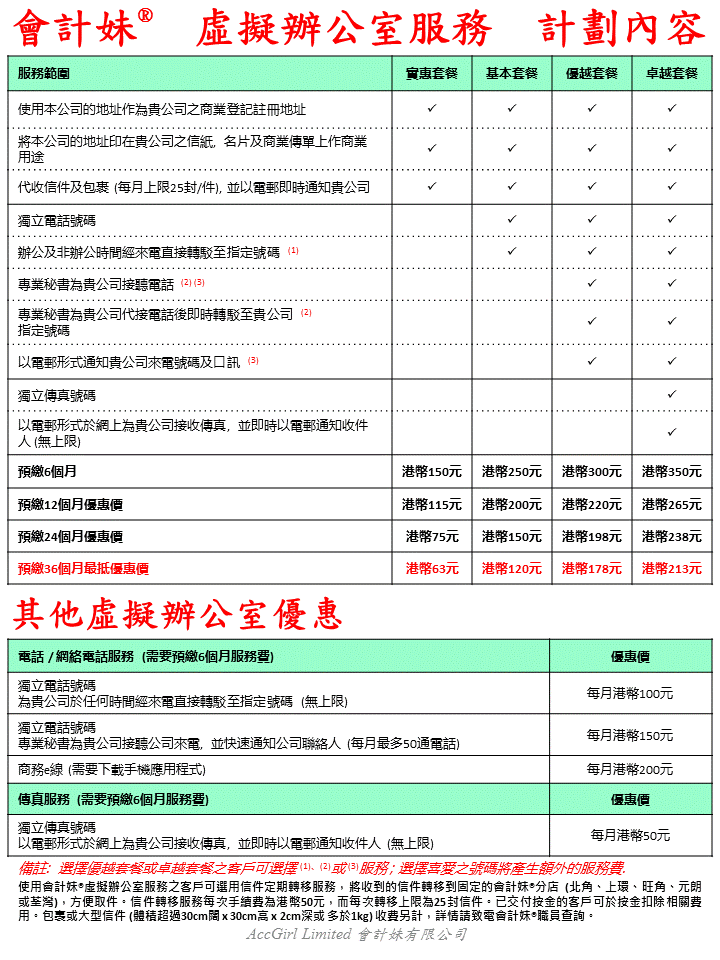
**附件二: 第615章 《打擊洗錢及恐怖分子資金籌集條例》**

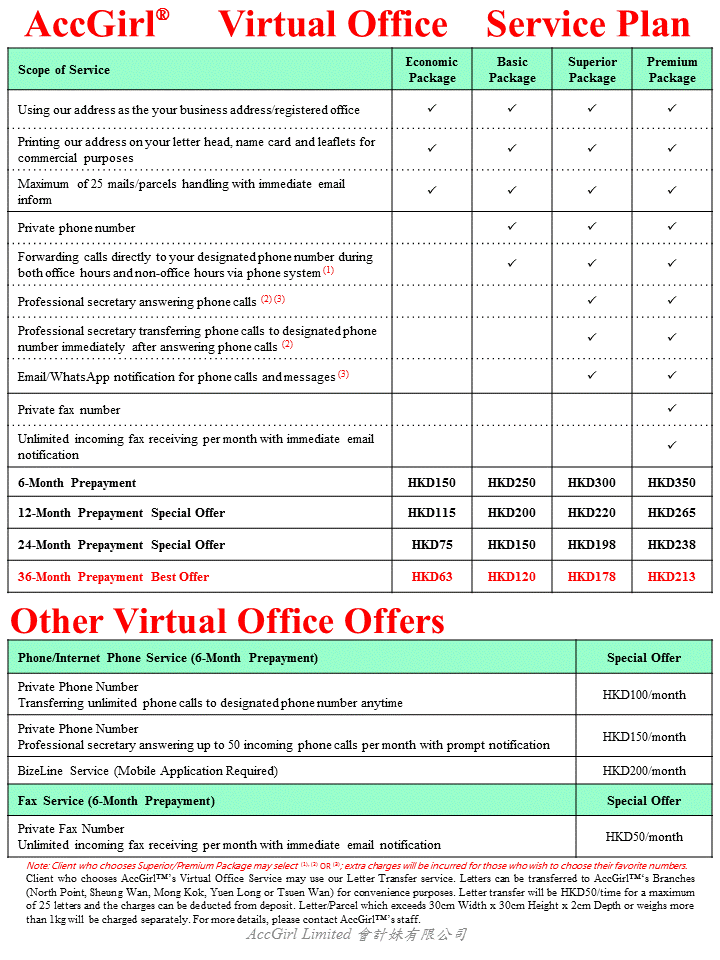
**Appendix B: Cap. 615 Anti-Money Laundering and Counter-Terrorist Financing Ordinance**

|  |
| --- |
| **客戶盡職審查　Customer Due Diligence** |
| * 根據打擊洗錢條例附表2第2部第18條的規定，客戶需要根據附表2第2部第2條向信託及公司服務持牌者提供資料。   Subject to the requirements set out in section 18 of Part 2 of Schedule 2 to the AMLO, customers need to carry out CDD measures under section 2 of Part 2 of Schedule 2 to the AMLO.   * 客戶應立即向信託及公司服務持牌者提供客戶在執行該措施過程中獲得的數據或信息。   Customer shall immediately provide the TCSP Licensee with the data or information that customer has obtained in the course of carrying out that measure.   * 客戶還應在信託及公司服務持牌者要求規定的期限內應信託及公司服務持牌者的要求，提供任何文件或任何數據或信息的記錄副本。   The customer shall also on request by the TCSP Licensee within the period specified in the record-keeping requirements of the AMLO, provide a copy of any document, or a record of any data or information.   * 客戶在收到請求後，在合理可行的情況下盡快執行信託及公司服務持牌者的過程中提供任何文件或任何數據或信息的記錄副本。   Obtained by the customer in the course of carrying out the CDD measures as soon as reasonably practicable after receiving the request. |

以上客戶盡職審查資料只供參考，如欲了解更多有關《打擊洗錢及恐怖分子資金籌集條例》，請點擊以下網址進入電子版香港法例網站https://www.elegislation.gov.hk/hk/cap615!zh-Hant-HK

The above Customer Due Diligence information is for reference only. For more information about Anti-Money Laundering and Counter-Terrorist Financing Ordinance, please click on the link below to visit the Hong Kong e-Legislation website: <https://www.elegislation.gov.hk/hk/cap615!en?INDEX_CS=N&xpid=ID_1438403529058_002>

**附件三: 虛擬辦公室服務計劃 **

**Appendix C: Virtual Office Service Plan Information**