

# CORPORATE MANAGEMENT SERVICES

## APPLICATION FOR HONG KONG VIRTUAL OFFICE SERVICES

### 1. BASIC INFORMATION

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

Jurisdiction of Incorporation: \_\_\_\_\_

Company Number: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_

### 2. NATURE OF BUSINESS: [Please '✓' whichever is applicable]

- Operating Business [Please complete (2a)]
- Investment holding [Please complete (2b)]
- Holding of other Assets [Please complete (2c)]

a (i) Please provide a detailed description of your intended business activities.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ii) Location(s) from where the business activities are conducted (Country(ies))

\_\_\_\_\_

(iii) In which countries are the Company's customers based

\_\_\_\_\_

(iv) In which countries are the Company's suppliers based

\_\_\_\_\_

(v) Does the Company or its staff require a licence to conduct its business activities legally?

\_\_\_\_\_

b (i) Type of investments (e.g. Shares, Bonds, Government Securities, Units in Fund Vehicles etc.)

\_\_\_\_\_

(ii) Location(s) of investments (Country(ies))

\_\_\_\_\_

(iii) Location of the stock market (for investment in public listed companies)

\_\_\_\_\_

c (i) Type of assets (e.g. property, aircraft, yacht etc.)

\_\_\_\_\_

(ii) Location(s) of assets (Country(ies))

\_\_\_\_\_

### 3. HOW DID YOU HEAR ABOUT OUR COMPANY?

- Existing Client       Referral       Internet Search       Others: \_\_\_\_\_

#### 4. PRIMARY CONTACT PERSON(S)

##### Contact Person 1

Full Name (Mr  / Mrs  / Ms  / Dr  \_\_\_\_\_

Contact Address: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

(Please "✓" if only a contact for the purpose of invoicing)

##### Contact Person 2

Full Name (Mr  / Mrs  / Ms  / Dr  \_\_\_\_\_

Contact Address: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

(Please "✓" if only a contact for the purpose of invoicing)

#### 5. VIRTUAL OFFICE SERVICES (*OPTIONAL BUSINESS IDENTITY PACKAGES*)

**GOLD Package from Hong Kong** (Pls ✓)

Package includes:

- i) Local Hong Kong Telephone Number answered by our professional dedicated Customer Services Team
- ii) Prestigious Business Address to use on all of your company documents, letterheads, business cards and web listings
- iii) Local Hong Kong Fax Number
- iv) Mail Forwarding by regular airmail (FREE) or scanned to your email address
- v) Mail Storage

**GLOBAL Package from Hong Kong** (Pls ✓)

Package includes:

- i) A local Hong Kong telephone number ANSWERED IN YOUR COMPANY NAME by a dedicated telephone operator (an additional IDD deposit of US\$300 will also be payable if call diversion is required)
- ii) Prestigious Business Address to use on all of your company documents, letterheads, business cards and web listings
- iii) Local Hong Kong Fax Number
- iv) Mail Forwarding by regular airmail (FREE) or scanned to your email address
- v) Mail Storage

##### **MAILING INSTRUCTIONS:**

Please leave all mail at the office of CMS for collection (Pls ✓)

Please forward mail to the **CONTACT PERSON/S** whose details appear in **Section 4** (Pls ✓)

Please open and scan all mail to the email address of the **CONTACT PERSON/S** whose details appear in **Section 4** (Pls ✓)

##### **YOUR SPECIFIC REQUIREMENTS:**

(a) Special Instructions for handling Mail

\_\_\_\_\_

\_\_\_\_\_

(b) Special Instructions for Telephone calls :

\_\_\_\_\_

\_\_\_\_\_

(c) Special Instructions for Faxes :

\_\_\_\_\_

\_\_\_\_\_

## 6. METHOD OF PAYMENT (Pls ✓)

Wire/Telegraphic Transfer     
  Cash     
  Credit Card     
  HK\$ Cheque

## 7. INSTRUCTION MANDATE

Unless you complete this box, we will only accept instructions signed by **ALL** directors and beneficial owners of the company.

CMS is hereby authorised to accept instructions from any director or beneficial owner: [Pls '✓']     Yes     No

### AND / OR

CMS is hereby authorised to accept instructions from the following persons shown below :

a) Signature: \_\_\_\_\_

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

b) Signature: \_\_\_\_\_

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

c) Signature: \_\_\_\_\_

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

d) Signature: \_\_\_\_\_

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

## 8. DECLARATION – To be signed by all directors and beneficial owners

I/We, the person(s) whose name(s) appear below, (referred to from now on in the singular) hereby declare and by my signature below confirm:

(i) I/We request that the Company and or Services be provided to me/us by Corporate Management Services Limited in Hong Kong (referred to from now on as “CMS”) and that I/we have read and understood the requirements contained in this Application Form and in consideration of CMS approving the Application and supplying the Company and/or Services requested, I/we agree to be bound by those conditions as if they were incorporated into and made a part of this Declaration.

(ii) I/We have neither been offered nor have received legal or tax advice from CMS.

(iii) I am/We are the director(s) and beneficial owner(s) of the Company (referred to from now on as “the Company”) ordered from CMS.

(iv) The Company will not be used for the following activities: trading in arms, weapons or munitions; pornography; gambling; trading in security equipment such as stun guns, CS or CN gas, pepper sprays or any other device that could lead to the abuse of human rights or be utilized for torture; mercenary or contract soldiering; industrial espionage; hazardous chemicals, biological matter or nuclear materials including the disposal of toxic waste or the dumping of such materials; human or animal organs destined for medical purposes; genetic material; adoption agencies including surrogate motherhood; establishing universities or colleges to provide degrees or qualifications; the provision of credit cards; pyramid sales or time share.

(v) The Company will not be used for financial business involving the solicitation of funds from the general public; offering investment advice to the general public; the management of investments other than the property of the company or the operation and administration of collective investment schemes.

(vi) I am/We are not prohibited under the laws of any country by reason of being a minor or otherwise disqualified from being a party to a contract; I am/We are not and have never been an undischarged bankrupt; my/our assets are sufficient to meet the current or expected demands of my/our creditors; I/We have never been disqualified from acting as a director in any jurisdiction or been imprisoned or found guilty of any criminal offence (other than a motoring offence carrying a non custodial sentence) or been proven to have acted in a fraudulent or dishonest manner in any civil proceedings, I/we have never been

subject to a judicial or other official enquiry and I/we am/are not resident in a country subject to any embargo imposed by the Security Council of the United Nations or Hong Kong.

(vii) The Company will not be used for any purpose which is illegal under the laws of the place of incorporation, management or elsewhere.

(viii) The Company will not be used in any manner whatsoever that may damage the reputation of CMS or the country of incorporation of the Company.

(ix) The Company will have no involvement or association with individuals, governments, entities or organisations that are targeted by sanctions.

(x) I/We will at all times irrevocably and unconditionally hold harmless and indemnify CMS and any parent, subsidiary or affiliate thereof and their directors, officers, employees, agents and consultants against all proceeding, suits, damages, fines, expenses, penalties and liabilities arising or brought against any of them by reason of any breach of the above declarations or the provision of the Company and any services.

(xi) Any dispute arising out of the Application or the provision of the Company or Services pursuant to it shall be governed by the law of Hong Kong and submitted to the exclusive jurisdiction of its Courts.

(xii) CMS shall be entitled by written notice to cease providing services with immediate effect if the client's or client's appointees in the reasonable opinion of CMS fail to observe to the fullest extent the terms of this Declaration, and in the event of any legal proceedings are commenced against the Company, the clients or the clients appointees.

(xiii) All fees are due upon presentation of our invoice and no refunds will be given after purchase. CMS reserves the right to amend its fee schedule without prior notice.

SIGNATURE \_\_\_\_\_  
 FULL NAME \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
 FULL NAME \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
 FULL NAME \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
 FULL NAME \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 DATE \_\_\_\_\_

## 9. SUPPORTING DOCUMENTS

Please submit a proof of identity and proof of residential address for the Company's individual director(s), shareholder(s) and ultimate beneficial owner(s).

### A. PROOF OF IDENTITY

- A Current Valid Full Passport, **OR**
- A Current Valid Permanent Hong Kong ID Card

### B. PROOF OF RESIDENTIAL ADDRESS

- A copy of a recent (NOT OLDER THAN THREE MONTHS) utility bill (gas, water, electricity etc.) showing the residential address, **OR**
- A copy of a recent (NOT OLDER THAN THREE MONTHS) bank statement or credit card statement showing the residential address, **OR**
- A copy of a photo driving licence showing the residential address.

Please submit the following documents for the company and, if applicable, any corporate directors and/or corporate shareholders.

### C. CORPORATE DOCUMENTS

- Certificate of Incorporation/Formation or equivalent, **AND**
- Articles of Association or Memorandum and Articles of Association, **AND**
- Details of the ownership and control structure of the company e.g. Annual Return, Certificate of Incumbency, company search enquiry of the registry in the place of incorporation etc.

**Please fax or email your signed application form and supporting documents for immediate processing.**

**CORPORATE MANAGEMENT SERVICES LIMITED**  
**26<sup>th</sup> Floor, Beautiful Group Tower, 77 Connaught Road Central,**  
**Central, HONG KONG**  
**Tel: +852 2115 9878 Fax: +852 2115 9818**  
**Email: [info@cshk.com](mailto:info@cshk.com)**  
**Website: [www.cshk.com](http://www.cshk.com)**

## Payment by Credit Card

I HEREBY AUTHORIZE YOU TO DEBIT MY CREDIT CARD BELOW FOR OUTSTANDING FEES DUE:

Name of Company			
Amount	US\$	Invoice Ref	

Please note an exchange rate @ 7.9 will be used for payment conversion into local Hong Kong Dollars and a standard Service Charge of 4% will be applicable

### Credit Card Details

<input type="checkbox"/> Visa/ MasterCard	<input type="checkbox"/> American Express
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Credit Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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CVC Security Code (Four Digits for AMEX cards)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Expiry date of Credit Card	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
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Issuing Bank of Credit Card	
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Cardholders Name	
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BILLING ADDRESS FOR THIS CREDIT CARD	

**DO YOU WISH TO USE THE ABOVE CREDIT CARD FOR FUTURE PAYMENT OF ANNUAL FEES?**

NO  (Pls ✓)      YES  (Pls ✓) *Please sign* \_\_\_\_\_

Signature		Date	
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For Office Use Only	Authorization Code No.		Code Date	
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