

# CORPORATE MANAGEMENT SERVICES

## APPLICATION FOR HONG KONG VIRTUAL OFFICE SERVICES

|   |
|---|
| <b>1. COMPANY NAME:</b> _____   |
| <b>2. NATURE OF BUSINESS (Please provide a brief description of the products and/or services this company will provide)</b><br>_____<br>_____<br>_____<br>_____   |
| <b>3. HOW DID YOU HEAR ABOUT OUR COMPANY?</b> _____   |
| <b>4. Contact Details</b><br><b>Family Name</b> (Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Ms <input type="checkbox"/> / Dr <input type="checkbox"/> ) _____<br><b>Given Name:</b> _____<br><b>Contact Address:</b> _____<br><b>Post Code:</b> _____<br><b>Country:</b> _____<br><b>Tel:</b> _____<br><b>Email:</b> _____  |
| <b>5. PLEASE CHOOSE A VIRTUAL OFFICE PACKAGE :</b>  |
| <b>GLOBAL Package</b> <span style="float: right;">(Pls ✓) <input type="checkbox"/></span><br>Package includes:<br>i) A local telephone number ANSWERED IN YOUR COMPANY NAME by a dedicated telephone operator (an additional IDD deposit will also be payable if call diversion is required)<br>ii) Use of our prestigious address for letterhead and business cards purposes<br>iii) A local fax number<br>iv) FREE weekly mail forwarding services (Air Mail) and/or Mail Storage |
| <b>GOLD Package</b> <span style="float: right;">(Pls ✓) <input type="checkbox"/></span><br>Package includes:<br>i) Use of our prestigious address for letterhead and business cards purposes<br>ii) A local telephone number answered by our dedicated Customer Services Centre<br>iii) A local fax number<br>iv) FREE weekly mail forwarding services (Air Mail) and/or Mail Storage   |

**MAILING INSTRUCTIONS:**

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

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

Please leave all mail at CMS for collection (**Available for GLOBAL and GOLD Packages Only**) (Pls ✓)

**Others (Please specify):** \_\_\_\_\_

**YOUR SPECIFIC REQUIREMENTS:**

**(a) Special Instructions for handling Mail :**  
 \_\_\_\_\_  
 \_\_\_\_\_

**(b) Special Instructions for Telephone calls :**  
 \_\_\_\_\_  
 \_\_\_\_\_

**(c) Special Instructions for Faxes :**  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. PLEASE INVOICE ME ANNUALLY, AS FOLLOWS:**

Same as **CONTACT PERSON** whose details appear in **Section 4** (Pls ✓)  OR

**Family Name** (Mr  / Mrs  / Ms  / Dr ) \_\_\_\_\_

**Given Name:** \_\_\_\_\_

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

**Post Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

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

**Tel:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Special Instructions :** \_\_\_\_\_

**7. METHOD OF PAYMENT (Pls ✓)**

Wire/Telegraphic Transfer     Cash     HK\$ Cheque     Credit Card

## 8. DECLARATION

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 request that the Company and or Services be provided to me by Corporate Management Services Limited in Hong Kong (referred to from now on as “CMS”) and that I 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 agree to be bound by those conditions as if they were incorporated into and made a part of this Declaration.

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

(iii) I am/We are the 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 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 not and have never been an undischarged bankrupt; my assets are sufficient to meet the current or expected demands of my creditors; I 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 have never been subject to a judicial or other official enquiry and I am 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 or in any manner whatsoever that may damage the reputation of CMS or the country of incorporation of the Company.

(viii) I 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.

(ix) 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.

(x) 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.

(xi) No refunds will be given after purchase

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

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

***In order to process your order, we require the following validation document.***

**PROOF OF IDENTITY**

**To establish the identity of all parties mentioned in this Application Form you must provide a copy of THE FOLLOWING:**

- A Current Valid Full Passport or a HK Permanent ID Card
- Copy of Certificate of Incorporation (Corporate Applications Only)

*Please note additional company documentation may be requested for corporate applications*

**Please fax or email your signed application form and supporting document(s) for immediate processing.**

**Should you require any assistance completing this form, please contact:**

**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@cmshk.com](mailto:info@cmshk.com)**  
**Website: [www.cmshk.com](http://www.cmshk.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 3% will be applicable

| Credit Card Details   |   |   |           |
|---|---|---|-----------|
| <input type="checkbox"/> Visa/ MasterCard   |   | <input type="checkbox"/> American Express |           |
| 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"/> |   |           |
| CVC Security Code (Four Digits for AMEX cards)  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   |   |           |
| Expiry date of Credit Card  | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>   |   |           |
| Issuing Bank of Credit Card   |   |   |           |
| Cardholders Name  |   |   |           |
| BILLING ADDRESS FOR THIS CREDIT CARD  |   |   |           |
|   |   |   |           |
|   |   |   |           |
|   |   |   |           |
| <p><b>DO YOU WISH TO USE THE ABOVE CREDIT CARD FOR FUTURE PAYMENT OF ANNUAL FEES?</b></p> <p>NO <input type="checkbox"/> (Pls ✓)      YES <input type="checkbox"/> (Pls ✓) <i>Please sign</i> _____</p> |   |   |           |
| Signature   |   |   | Date      |
| For Office Use Only   | Authorization Code No.  |   | Code Date |