



APPLICATION FORM FOR COMMERCIAL SERVICES

1. Client Information

Company Name: _____ (English) _____ (Chinese)

Registered Address: (English) _____

Tel. No.: _____ Fax No.: _____ Email: _____

BR No.: _____ Business Nature: _____

Contact Person: _____ (English) _____ (Chinese)

Address: _____

Tel. No.: _____ Fax No.: _____ Email: _____

2. Registered Office & Mail Collection Services ^(Note 1 & 2)

Take our address as the company's:

Registered Office address

Branch Office address

Correspondence address

Mail Collection centre: Central Kwun Tong

Special Instructions: _____

Effective date _____

3. Telephone & Fax Services ^(Note 3 & 4)

Special Instructions:

Please answer telephone calls with company name _____

Please transfer calls to this no. _____

Please transmit fax to this fax no. _____ ; or

Please transmit fax to this email account _____

Other instructions _____

Effective date _____



4. **Beneficial Owner**

Please provide the names of ultimate beneficial owner(s) of the company

Name: _____ (English) _____ (Chinese)

ID/Passport/Co. No.: _____ Issuing Country: _____

Residential/Registered Address (English): _____

Note: Copy of the identification document and address proof of all directors, shareholders and beneficial owner is required when submitting this application form to us.

5. **Detailed Nature of Activities of Entity**

6. **Geographic Location of Business Activities**

7. **Source of Funds (Beneficial Owners)**

Public Listings

Personal Assets of Beneficial Owner

Borrowings/Loans

Others (please specify)

8. **Declaration**

We/I hereby declare that all the information we/I have given in this application is true and correct. We/I agree that this application is subject to the latest CMA Secretarial Services Limited Terms and Conditions, available on request or accessible at website www.cmassl.com.hk.

Date

Signature and company chop

Notes:

1. Mails are only limited to letters and small parcels (not exceeding 21 x 16 x 9 cm³ and 3 kg).
2. If the mail / parcel do not be collected after 3 months from the date which we inform the client, we have the right to demolish the mail / parcel without further notice.
3. Include 50 pages of incoming fax. Each additional page will be charged at HK\$0.5.
4. Telephone service will be provided at working hours: Mon. – Fri. 9:00 a.m. to 5:45 p.m. and no service will be provided on Saturday, Sunday & Public Holiday. Subject to change without further notice.