



香港中華廠商聯合會  
秘書服務有限公司  
CMA Secretarial Services Limited

香港九龍觀塘開源道64號源成中心6樓06室  
Unit 6, 6/F, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon, Hong Kong  
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## 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**

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#### 6. **Geographic Location of Business Activities**

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#### 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](http://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 cm<sup>3</sup> 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.