香港中華廠商聯合會
秘書服務有限公司
CMA Secretarial Services Limited
香港中環干諾道中 64-66 號廠商會大廈 1 樓
1/F., CMA Building, 64-66 Connaught Road Central, Hong Kong
電話 Tel: (852) 3652 7676　傳真 Fax: (852) 2544 2406　網址 Web Site: www.CMAssl.com.hk

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

☐ Correspondence address

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

☐ Borrowings/Loans

☐ Personal Assets of Beneficial Owner

☐ 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 cm^3 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.