



VIRTUAL OFFICE SERVICES SUBSCRIPTION FORM

SUBSCRIBER'S INFORMATION

Company Name (English) _____

Company Name (Chinese) _____

Company Type Limited Co Sole Proprietor Partnership NGO

Business Nature _____

Country of Registration _____

Business Registration No _____

BILLING INFORMATION

Salutation Mr Mrs Ms Miss

English Name First Name: _____ Surname: _____

Chinese Name _____

ID Document Type HKID Passport Other ID, please specify: _____

Identification No _____

Mobile No Country Code: + _____

Email _____

Contact Address _____

Postal / Zip code _____

CONTACT PERSON DETAILS

Corporate Member: 4 contact persons allowed, HK\$100/month per additional person

Individual Member: Contact person must be same as the subscriber

	English Name	Chinese name	Mobile No.	Email
1				
2				
3				
4				
5				
6				

CONFIRMATION AND SIGNATURE

By signing this subscription form, I/We have read and understood the terms and conditions set out in the subscription form overleaf and other terms related thereto and agree to be bound by the same.

Subscriber's Singature and Company Chop

Signer's Name: _____

Date: _____

TERMS AND CONDITIONS

Definitions:

"Agreement"	means any agreement between the Service Provider and the Customer/Member incorporating these terms and conditions expressly or impliedly.
"Contract Period"	is the period the Customer/Member is prepaying for and any free months that the Customer/Member is entitled.
"Customer/Member"	means any company or person requesting for the Services.
"Services"	means the services described in this agreement and/or as provided by the Service Provider to the Customer/Member from time to time.
"Service Provider"	means Lion WorkPlace operated by Lion Consulting, Limited.
"Fees"	means the monthly fee and other charges for the use of the Services as described in the Subscription Form or as specified by the Service Provider from time to time.

1. Contract Terms
 - 1.1 Upon signing of this subscription, the Customer/Member agrees that they will pay the Service Provider the Fees for the Contract Period and the Service Provider will provide the Services to the Customer/Member within the Contract Period.
2. Contract Extension and Services Termination
 - 2.1 The Service Provider has the right to terminate the Services at any time at its sole discretion without any notice to the Customer/Member. The Service Provider, in this situation, will refund the Fees already paid for, the Services provided after the date of termination.
 - 2.2 There will be no refund for all Fees already paid except stated in Clause 2.1 and within 30 days from the date of the Services Provider receives this subscription.
 - 2.3 The Customer/Member should contact the Service Provider at least 1 month before expiry of the current Contract Period that they intent not to renew or make changes the service or contract length in writing.
 - 2.4 At the end of each Contract Period, the Services will be automatically extended for the same length and terms.
3. Liabilities
 - 3.1 The Service Provider should not in any circumstance be liable or responsible for any losses, damages, costs, claims, expenses of liabilities of whatsoever nature (including consequential loss) and however caused arising from or in connection with the provision of Services and whether by way of the law of contract, tort, statute or otherwise and whether occurring during the continuance of the Agreement or after, including but not limited to any loss or damage
 - 3.2 The Customer/Member shall not use any office facilities or services provided by the Service Provider for any illegal or immoral purposes.
 - 3.3 The Customer/Member will indemnify and keep indemnified the Service Provider against all loss, demands, damage, costs, claims, expenses, actions or other liabilities arising from or in connection with the provision of the Service Provider hereunder.
 - 3.4 For avoidance of doubt, the Customer/Member agrees and acknowledges that this Agreement shall not give the Customer/Member any rights of access to or any of interest in any part of the premises to which the correspondence address related or in any of the equipment or facilities provided.
 - 3.5 The Service Provider agrees and acknowledges that they are not allowed to sell / provide any information of the Customer/Member to any third party without consent from the Customer/Member.
4. Payment
 - 4.1 The Customer/Member shall pay the Fee before the Due Date specified on the relevant invoices.
 - 4.2 The Service Provider has the rights to suspend the Services to the Customer/Member if the Service Provider do not receive the appropriate payment from the Customer/Member before the Due Date specified on the relevant invoices.
 - 4.3 If the account of the Customer/Member has been suspended by the Service Provider, the Customer/Member has to pay the Service Provider a reactivation fee equal to the amount of one-month service Fees in order to re-activate the Services.
 - 4.4 If the Services has been suspended by the Service Provider due to late payment(s), the Service Provider shall charge the Customer/Member the Fees for the suspended period.
 - 4.5 The Customer/Member has the responsibility to make sure that their payments are received and identified by the Service Provider before the Due Date specified on the relevant invoices.
5. Mail Handling
 - 5.1 The Customer/Member has the responsibility to register all the appropriate company names, contact person and details with the Service Provider for mail handling purposes.
 - 5.2 The Customer/Member agrees and acknowledges that each account can register only ONE company name and ONE trade name. Legally accepted proof has to be provided by the Customer/Member regarding the link between the registered company name and the trade name.
 - 5.3 The Customer/Member agrees and acknowledges that he/she can publicize the address, provided by the Service Provider ONLY in conjunction with the company name, trade name and contact person(s) registered with the Service Provider.
 - 5.4 The Customer/Member agrees and acknowledges that the Service Provider has the rights to call for compensation and legal actions if the Customer/Member has violated the conditions specified in Clause 5.3.
 - 5.5 After the termination of the Agreement, any mails, parcels, fax or cable or other objects sent to or left at the Service Provider's address shall be at the disposal of the Service Provider at its absolute discretion.
 - 5.6 During the suspension period, the Service Provider will reject all mails, parcels or any objects sent to the Service Provider's address. The Service Provider is not responsible to notify the Customer/Member of such delivery.
 - 5.7 If the Service Provider suspects any mail, parcel or object is dangerous, the Service Provider reserves the rights to reject from receiving them or disposal them at discretion.
 - 5.8 The Service Provider is not liable and not responsible to receive an item sent to Service Provider's address before start of Services.
 - 5.9 The Service Provider reserves the rights to charge the Customer/Member make any use of the Service Provider's address before the start of Services.
 - 5.10 The Customer/Member agrees and acknowledges that the Service Provider will reject mail or parcel of 15 cubic feet or above. The Service Provider will also return mails or parcels already stored exceeding 15 cubic feet.
 - 5.11 The Customer/Member agrees and acknowledges that mails or parcels exceeding 3.5 cubic feet will be kept, at no charge, for ONE (1) working day counting from the day after the item is received. A fee of HK\$50 per item per day will be charged thereafter.
 - 5.12 The Customer/Member agrees and acknowledges that mails or parcels exceeding 1 cubic foot will be kept, at no charge, for TWO (2) working days counting from the day after the item is received. A fee of HK\$20 per item per day will be charged thereafter.
 - 5.13 The Customer/Member agrees and acknowledges that mails or parcels equals or below 1 cubic foot will be kept, at no charge, for TWENTY-ONE (21) working days counting from the day after the item is received. A fee of HK\$10 per item per day will be charged thereafter.
 - 5.14 Any item not collected after ONE (1) month from the day of receipt will be disposed without notice at the discretion of the Service Provider.
6. Call Handling
 - 6.1 The Customer/Member has the responsibility to register all the relevant company name(s), contact person(s) and details, and answering instructions with the Service Provider for call handling purposes.
 - 6.2 The Customer/Member agrees and acknowledges that he/she can publicize the telephone and/or fax number(s) provided by the Service Provider ONLY in conjunction with the company name(s), trade name(s) and contact person(s) registered with the Service Provider.
 - 6.3 The Customer/Member agrees and acknowledges that the Service Provider has the rights to call for compensation and legal actions if the Customer/Member has violated the conditions specified in Clause 6.2.
 - 6.4 The Service Provider has the rights, at their absolute discretion, to answer or drop in any way all incoming calls for the Customer/Member during account suspension period or after termination of the Services.
 - 6.5 The Service Provider is not liable or responsible to answer any incoming call for the Customer/Member before start of Services.
 - 6.6 The Service Provider reserves the rights to charge the Customer/Member if the Customer/Member makes any use of the Service Providers' telephone number or fax number before the Services start or after the Services have been terminated.
7. Client Due Diligence
 - 7.1 The Service Provider is a Licensee of the Trust and Company Service Provider registered with the Hong Kong Companies Registry and is required to perform Client Due Diligence procedures in order to comply with the law requirements.
 - 7.2 The Customer/Member must provide all information required to the Service Provider before the Services can commence.
 - 7.3 The Service Provider requests the Customer/Member to provide his/her identification and address proof documentation and any other information for compliance purposes. If the required proof document(s) cannot be presented or is not sufficient for the Service Provider to determine the Customer/Member is free from the risks of money laundering and/or terrorist financing within SIXTY (60) working days from the Services commencement, the Service Provider will suspend the Services. In case of the proof document(s) are still not presented or sufficient ONE HUNDRED TWENTY (120) working days after Services commenced, the Services will be terminated without notice.
 - 7.4 If the Customer/Member cannot provide the information and proof document(s) for the Service Provider to complete Client Due Diligence or the Customer/Member fails the Client Due Diligence test for any reason, the Services will be suspended and an administrative CDD fee of HK\$300 will be charged. This charge will be deducted from any paid amount to the account.
 - 7.5 The Service Provider will review the Customer/Member's background from time to time and the Customer/Member must notify the Service Provider of any change of its holding structure and ultimate beneficial owners.
 - 7.6 The Service Provider reserves the rights to suspend the Services if additional information is required from the Customer/Member and the Customer/Member did not present the in a timely manner.
8. Others
 - 8.1 This Agreement shall not be assignable or transferable in any manner by the Customer/Member unless with prior consent in writing from the Service Provider.
 - 8.2 This Agreement constitutes the whole agreement between the parties hereto and it is expressly declared that no variation hereof shall be effective unless made in writing and signed by the parties hereto.
 - 8.3 This Agreement shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region and the parties hereby irrevocably submit to the non-exclusive jurisdiction of the Courts of the Hong Kong Special Administrative Region.
 - 8.4 Where these terms and conditions are available in Chinese, the English version is the governing version and shall prevail whenever there is a discrepancy between two versions.