

APPLICATION FORM FOR VIRTUAL OFFICE SERVICE 虚拟办公室服务申请书

Please complete the form in BLOCK LETTERS 请以英文正楷填写此表格。If not applicable, please fill in "N/A" 如有不适用者, 请填上"不适用"。

Information of Applicant / Company 申请人/公司资料			
Name of Company 公司名称			
Business Registration No.(UBI) 商业登记证号码		Company EIN. 公司编号	
Name of Main Contact Person (Eng) 主联络人姓名 (英文)		Name of Main Contact Person (Chi) 主联络人姓名 (中文)	
SSN / Passport No./I.D. 身份证/护照号码		Nationality 国籍	
Contact No. 联络电话		Fax No. 传真	
Contact Address 联络地址			
Email 电邮			

*

Choosing the Service Plan 所选择之服务计划			
Service Plan 服务计划	<input type="checkbox"/> Address Package 通讯地址组合	<input type="checkbox"/> Address and Mailbox Package 邮件通讯组合	<input type="checkbox"/> Address, Mailbox and Register Agent 全方位组合
Method of Prepayment 预缴方法	<input type="checkbox"/> 6 months 6 个月	<input type="checkbox"/> 12 months 12 个月	
Registered Office Address 公司注册地址	<input type="checkbox"/> 564 Industry Dr STE210 Tukwila, WA, 98188		
	<input type="checkbox"/> Virtual mailingbox 331 Andover Park E STE315-_____ Tukwila, WA, 98188		
Handling of Mails 邮件处理			
1. Method of Notification 通知方式	<input type="checkbox"/> No action 无须通知	<input type="checkbox"/> Notify by email 以电邮通知	
2. Method of Handling Mails 邮件处理方法	<input type="checkbox"/> Keep in registered office address for collection by person 亲临注册分行领取		
	<input type="checkbox"/> Open and Scan 领取		
	<input type="checkbox"/> Forward to designated local address 转寄到指定本地地址		
	<input type="checkbox"/> Courier to designated business address / overseas address 快递到指定工商 / 海外地址		
3. Frequency of Forwarding 转发频率	<input type="checkbox"/> Once per week 每星期一次	<input type="checkbox"/> Once per month 每月一次	
4. Designated Address for Forwarding 转递地址			
5. User Account of Courier 快递帐户	Please provide user account for courier to designated overseas address 如选择快递到指定海外地址, 请提供快递帐户		
	<input type="checkbox"/> UPS	<input type="checkbox"/> DHL	<input type="checkbox"/> FEDEX
	User A/C No. 帐户号码:		

**SUPPLEMENTARY INFORMATION FOR
APPLICATION FORM OF VIRTUAL OFFICE SERVICE
虚拟办公室服务申请**

Information of Other Contact Person(s) 其他联络人数据			
Name in English 英文名称		Name in Chinese 中文名称	
.I.D / Passport No. 身份证/护照号码		Nationality 国籍	
Contact No. 联络电话		Email 电邮	
Contact Address 联络地址			
Remarks 备注			
Other Contact Person(s) Information 其他联络人数据			
Name in English 英文名称	<input type="checkbox"/>	Name in Chinese 中文名称	
.I.D. / Passport No. 身份证/护照号码	<input type="checkbox"/>	Nationality 国籍	
Contact No. 联络电话		Email 电邮	
Contact Address 联络地址			
Remarks 备注			

Official Use Only	
CLIENT#	

**SERVICE AGREEMENT FOR VIRTUAL OFFICE SERVICE
CONDITIONS AND TERMS**

Party A : **YMCT**

Party B :

1. MAIN TERMS

- 1.1 Upon signing of the agreement, Party B agreed that this version of Conditions and Terms for Virtual Office Service shall supersede all previously signed agreements signed for virtual office service between Party A (including its group members and associates) and Party B.
- 1.2 Party A shall not in any circumstances be liable or responsible for any losses, damages, costs, claims, expenses of liabilities of whatever nature including consequential losses 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, but not limited to any losses or damages arising from wrong delivery or non-delivery of messages, calls, mails, parcels, fax or any other objects or any errors in transmission of any of the same.
- 1.3 For all service plans, \$ 50 should be paid as reimbursement of postage. For service Tel or Communication Package, additional \$ 300 should be paid as deposit. An official receipt will be issued. Services will be provided upon receipt of payments. If Party B terminates the service within the contract covering period, deposit and service fees paid shall not be refunded.
- 1.4 Party B agrees that he / she can publicize the address, telephone and fax number provided by Party A **ONLY** in conjunction with the company name and contact person(s) registered with Party A. Party A has the rights to request for compensation and take legal actions if party B has violated this condition.
- 1.5 Under the following circumstances, Party A reserves all rights to terminate service(s) to Party B without prior notice. Party A shall bear no responsibilities nor shall be liable for any claims or compensation for discontinuing service(s).
 - 1.5.1 Party B has failed to settle the service fees, handling fees, reimbursement of postage, or to renew annual return fee or business registration fee on time.
 - 1.5.2 In suspicion of Party B is involving a fraud or carrying out any illegal or improper activities.
 - 1.5.3 In suspicion of Party B is using provided service(s) for marketing, advertising or recruitment purposes.
- 1.6 Upon termination of service(s), Party B shall not use the provided telephone number, fax number and address anymore without the prior authorization from Party A. Party A reserves all rights for claiming against all losses and expenses incurred. Any mails, parcels, fax or any other objects sent to or left at the Party A's address shall be at the disposal of Party A at its absolute discretion.
- 1.7 If the account of Party B has been suspended, Party B has to pay a re-activation fee (equals to the amount of 1-month service(s) fees) and outstanding fees (if any) in order to apply for re-activating the services. Party A reserves all rights to accept the application or not.
- 1.8 Without a prior written consent from Party A, Party B is not allowed to transfer or assign any or part of the service(s) to any other parties.
- 1.9 Party B shall indemnify and keep indemnified Party A against all losses, demands, damages, costs, claims, expenses, actions or other liabilities arising from or in connection with the provision of the services hereunder.
- 1.10 The agreement shall be governed by and construed in accordance with the laws of Washington. All parties hereby irrevocably submit to the non-exclusive jurisdiction of the courts of WA.

2. RECEIVING MAILS / PARCELS ON BEHALF OF PARTY B BINDING BY VIRTUAL MAIL BOX TERMS AND CONDITIONS AS WELL BESIDES THE FOLLOWING

- 2.1 The total volume of mails and parcels shall not exceed 3.5 cubic feet. Otherwise, Party A reserves rights to refuse receiving further mails / parcels or any parcel(s) which volume exceed the prescribed cubic feet.
- 2.2 Party A reserves the rights to refuse receiving any dangerous / illegal items for Party B.
- 2.3 In case of paying postages, courier fees or other fees on behalf of Party B, the amount shall not exceed the balance of prepayment of postage that kept by Party A. If the balance of prepayment is lesser than the required fee, the deposit should be deducted accordingly. If the balance of deposit is lesser than required fee, Party A reserves the rights to refuse receiving the item and paying fee on behalf of Party B.
- 2.4 Item received for Party B disregarding the size and the quantity are charged as follows:
 - First 10 days after the email notification sent Free
 - Collected on the 11 – 20 days \$ 20 / item / day
 - Counting from the 21 days \$200 / item / day
- 2.5 Mails and parcels uncollected over 30 days, or if Party B is un-contactable, the mails and parcels shall be disposed of without any notice. Party A shall not be responsible for any losses or any obligations.
- 2.6 Party A would not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.

3. MAILES REDIRECTING SERVICE

- 3.1 If Party B requires Party A to redirect the mails, Party B should state at the time of application. Otherwise, Party B should notice Party A by email or written notice afterward.
- 3.2 The postage or courier fee should be reimbursed on actual basis. The handling charges are as follows:
- | | |
|--|----------------|
| Ordinary mail | \$ 3 per time |
| Courier (industrial / commercial area or overseas) | \$ 5 per time |
| Registered mail | \$ 10 per time |
- 3.3 Party A would not be liable for any lost in mail.

4. CALLS FORWARDING SERVICE

- 4.1 All calls forwarding services apply to local call only.
- 4.2 The number of contact person is limited to ONE and extra monthly fee of \$20 should be collected for each extra contact person (the maximum contact person shall be four).
- 4.3 Party A will transfer all incoming calls to Party B's designated number within office hours, but will not transfer optional calls.
- 4.4 Party A will transfer all incoming calls to Party B's designated number during non-office hours. This number can be different from the one chosen for office-hours (upon request).
- 4.5 If the designated number was to be changed, there should be at least a 3-working-days leap between each change request. A formal written notification should be submitted to Party A before 3 working days prior to the effective date.

5. VOICE MAIL BOX SERVICE

- 5.1 Party A will not be responsible for any losses occurred during the process of recording or storage of voice mails.

6. CALLS MESSAGES

- 6.1 Notification of calls messages will be sent by email to the designated email address.
- 6.2 For protecting client's interest and privacy, all calls messages will be reserved 48 hours after the notification sent.

7. HANDLING OF FAX (For Shared Fax Number)

- 7.1 Forwarding the incoming fax to the designated email from shared fax number.
- 7.2 If the pages received from shared fax number exceeded the quota, all extra pages would be deleted without prior notice.
- 7.3 The company name should be marked on each incoming page using shared fax number, otherwise, the fax would be deleted.

8. OFFICE HOURS

- 8.1 Our working office is 09:30 –5:30 \ (MON – FRI).
- 8.2 We closed on Weekend
- 8.3 Our office hours will possibly be late or services may be suspended during severe weather conditions such as thunderstorm or rainstorm warning, Service will be resumed as soon as possible.
- 8.4 Our office will be closed 3 hours earlier than normal office hour on special holiday's eve.

9. USE OF ADDRESS SERVICES

- 9.1 YMCT shall provide the services below to Client on a nonexclusive basis:

- 1) Use of address (331 Andover Park E Ste320, Tukwila, WA, 98188) for incorporation purpose only no any business activities onsite.
- 2) No mail will be allowed to delivery to this address

All selected services above shall hereafter be collectively referred to as the "Services."

At any time during the Term, Client may upgrade Services by providing YMCT a written request for same. Applicable fees will be charged to the Client's credit card on file if applicable.

1. Use of Address. This Agreement is not a lease, nor does it convey any interest in real property. It merely creates a business address for incorporation purpose only. YMCT retains legal possession and control of the facility located at 331 Andover Park E , Suite 320, WA, 98188 (the "Facility"). This Agreement is subject to and subordinate to any underlying lease or contract of the building or related to the Facility.

2. Fees. \$600/ per year at a lump sum. Nonrefundable.

3. Term. This Agreement shall be for a term of Twelve (12) months ("Initial Term"), and shall automatically renew for subsequent six (6) month terms unless earlier terminated.

4. Permitted Use. Client agrees to use the Address only for incorporate purpose. Use of the Address for any illegal or illicit purposes shall be considered a breach of this Agreement and grounds for immediate termination.

5. Rules and Regulations. Any Client is prohibited to utilize the physical space .Failure to do so may result in Client's use of the address being terminated.

6. Termination.

a. Client may terminate this Agreement any time by providing fifteen (15) days' written notice to YMCT.

7. No Assignment or Sublease. No assignment or sublease of this Agreement or any part thereof shall be made by Client.

8. Partial Invalidity. If any term, provision, covenant or condition of this Agreement, or any application thereof, should be held by a court of competent jurisdiction to be invalid, void or unenforceable, all provisions, covenants and conditions of this Agreement, and all applications thereof, not held invalid, void or unenforceable, shall continue in full force and effect and shall in no way be affected, impaired or invalidated thereby.

I / we hereby confirm that

- 1) I / we have obtained proper authorization from relevant person to sign this application form.
- 2) I / we ensure all information provided is true and correct
- 3) I / we understand and agree the above terms and remarks.
- 4) I / we agree to undertake all the costs and fees incurred.

Signature & Company Chop (if any)

Date:

AUTHORIZATION LETTER FOR RECEIVING MAILS / PARCELS

I, _____ being a director of _____
, hereby appoint YMCT to receive mails / parcels on behalf of the Company since the date
of this letter, until further notice of termination.

Signature & Company Chop (if any)
Date: