



## BANYAN WORKSPACE VIRTUAL OFFICE SERVICE APPLICATION

### COMPANY INFORMATION

Company Name:

Business Registration Number:

Business Nature:

Registered Company Address:

Source of Funds:

Country of Registration:

Type:

Limited Company

Unlimited Company

Personal

Application Purpose:

Registration Address

Bank Correspondence Address

### COMPANY REPRESENTATIVE INFORMATION

Name of Authorized person:

HKID/Passport Number (copy required):

Email address:

Contact Number:

Title Position:

### SERVICE DETAILS

Effective Date:

Virtual Office Service Plan:  Basic (\$200 / mth)  Standard (\$800 / mth)  Premium (\$1,588 / mth)

Membership Term: 12 months

### MAIL MANAGEMENT DETAILS

Notification Method :  Email Notification  WhatsApp

Provide email/WhatsApp if differs from primary contact :

Mail Forwarding Address:

Email for Files Receiving (Applicable for Mails Scanning Service) if differs from primary contact:

### CALL SERVICE MANAGEMENT DETAILS *(For Premium Package Only)*



Greeting: \_\_\_\_\_

Handling Method :

- Email Notification
- Forward after greeting
- WhatsApp Notification
- Other

System Transfer - Local telephone No:

**HOW DID YOU FIND US**

- Google
- Instagram
- Other \_\_\_\_\_
- Facebook
- Referral (name)\_\_\_\_\_

**DECLARATION & SIGNATURE**

I declare that the information given above is true and accurate

\_\_\_\_\_

Name

\_\_\_\_\_

Signature of Applicant

Date:



## DOCUMENT REQUIRED

Thank you for choosing our service. Please provide following documents and information for application or Customer Due Diligence:

1. The Certified copies of the Certificate of Incorporation and Business Registration.
2. The latest annual return (if your company is a local Company established within a year, please submit the Incorporation Form)
3. Copy of ID card/Passport of the company director and shareholders who directly or indirectly hold 25% shares or ownership of the company, the Director / Proprietor who apply this service / the applicant authorized by Director (Both front and back side are required for China ID, HKID only need from side)
4. Proof of residential address for one director / owner
5. Director / Proprietor Consent for Service Application and Declaration CDD-CNS
6. When a service application is submitted by a company not registered in Hong Kong, our customer service representatives will furnish comprehensive details regarding the documentation and information that needs to be collected. These requirements are dynamic and will be specifically tailored to the applicant's distinct geographical region or jurisdiction.

## AUTHENTICATION METHOD

To confirm your identity, (i) you can visit our office, (ii) have a video call, (iii) or send a photo/video of you holding your ID or passport. Please choose the method that works best for you.

Please email us the required information, or you can bring it to our office in person or by courier. Once received, I'll prepare the agreement and send it to you via docusign. An invoice will be emailed to you once the agreement is signed.

## About the Due Diligence

As a regulated service provider, we are obligated by law, specifically Chapter 615 of the "Anti-Money Laundering and Counter-Terrorist Financing Ordinance," to conduct comprehensive Customer Due Diligence (CDD) on our customers and maintain records of government-designated identification documents for both individuals and companies. Your cooperation is essential to comply with these legal requirements. Please review the following terms carefully:

### 1. Customer Due Diligence (CDD) Requirements:

1.1 Notification of Changes: Should there be any changes to your company structure, its members, or your contact information after the service becomes effective, you must notify us immediately. A new CDD process will be required, involving the submission of updated relevant documents. We reserve the right to charge an administration fee of HKD\$150 for a company search and an additional HKD\$150 handling fee for this review. If the updated CDD process fails, we reserve the right to terminate the service.



1.2 Suspected Fraudulent Information: We have a zero-tolerance policy for suspected fraudulent activities. If we discover any suspected forgery of documents, intentional concealment, or misrepresentation of company documents and information, we reserve the immediate right to terminate the service.

## 2. Payment and Refunds:

2.1 Non-Refundable Payments: All payments made (including service fees and government fees) are non-refundable if the service is terminated by the customer after the service effective date. Furthermore, in cases of service termination due to non-compliance with CDD requirements (as outlined in 1.1 and 1.2) or discovery of fraudulent information (as outlined in 1.2), any service fees already paid will not be refunded.

## 3. Limitation of Liability:

In the event of service termination due to any of the aforementioned circumstances (non-compliance with CDD, failed CDD upon change, or suspected fraudulent information), we shall not be held legally liable or bear any consequences for ceasing the provision of services.