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 9 Penang Road
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 Singapore 238459
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China Representative Office Registration Order Form
 中國代表處登記表格

PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN BY FACSIMILE OR EMAIL 請儘量完成以下表格，然後以傳真或電郵或郵寄到：

<p>To: Kaizen Corporate Services Limited 啓源商務諮詢有限公司 Room 803, Futura Plaza, 111 How Ming Street, Kwun Tong, Hong Kong 香港觀塘巧明街 111 號 富利廣場 806 室 Tel 電話: +852 2341 1444 Fax 傳真: +852 2341 1414 Email 電郵: info@bycpa.com</p>	<p>From:</p>
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1 CONTACT PERSON 連絡人

	Name in Chinese 中文姓名	
	Name in English 英文姓名	
	Tel/Fax Number 電話/傳真號碼	
	Cell Phone Number 手機號碼	
	Email Address 電子郵件	
	Mailing Address 郵寄地址	

NOTE: Please notify Kaizen on any change of above particulars.

注：以上資料如有任何變更，請即時通知啓源。

2 STRUCTURE OF THE REPRESENTATIVE OFFICE

2 代表處的架構（擬登記代表處之資料）

2.1	Particulars of the RO 擬登記之代表處的基本資料	
	Name in Chinese 中文名稱	

	Name in English 英文名稱	
	Registered Address 註冊地址	
	Term of Operation 經營期限	
2.2 Particulars of Investor 投資者資料		
	Name in English 英文名稱	
	Name in Chinese 中文名稱	
	Place of Incorporation 註冊地	
	Company Registration No. 公司註冊編號	
	Registered Address 註冊地址	
	Date of Incorporation 註冊日期	
	Tel./Fax. 電話/傳真	
	Name and Nationality of the Chairman 董事長姓名/國籍	
	Principal Business Activities 主要經營業務	
2.3 Particulars of the Chief Representative 首席代表個人資料		
	Name in English 英文名稱	
	Name in Chinese 中文名稱	
	Nationality 國籍	
	Passport/ID No. 護照/身份證編號	
	Residential Address 住址	
	Tel./Fax. 電話/傳真	

	Email 電郵	
2.4 Scope of Business 營業資料		
	Business Activities 主要經營業務	
	Mode of Operation 經營方式	
	Number of Employee 員工數目	
2.5 Particulars of the Bank Account 公司賬戶資料		
	Branch Name 分行名稱	
	Address of the Bank 銀行地址	
	Telephone Number 電話號碼	
	Name of Authorised Signer(s) 授權簽署人姓名	

3 Method of Payment 付款方式		
(1)	By Telegraphic Transfer 以電匯付款	
	By telegraphic transfer to our account at 電匯到本公司以下賬戶 Banker: Hongkong & Shanghai Banking Corporation Ltd. 銀行: 香港匯豐銀行 Bank address: G/F., Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, Hong Kong 銀行地址: Beneficiary: Kaizen Corporate Services Limited 收款方: 啓源商務諮詢有限公司 Multi-currencies Account: 116-713777-838 賬戶號碼: 116-713777-838 Swift Code:	
(2)	By Check 以支票付款	
	By cheque made out in favour of 'Kaizen Corporate Services Limited' addressed to Room 803, Futura Plaza, 111 How Ming Street, Kwun Tong, Hong Kong 支票抬頭寫: 啓源商務諮詢有限公司	

4	Declaration 聲明/Authorization 授權	
	<p>The undersigned person(s), hereby declare that all the information I/we have provided in this form is true and correct and hereby authorise Kaizen Corporate Services Limited to proceed with the incorporation/purchase of the above WFOE and all documents correspondence and Debit Notes will be sent to the address specified below 本人，即下列簽署人，特此聲明本人於此註冊表格所提供的所有資料均為真實及正確，並授權啓源商務諮詢有限公司負責本表格所述代表處的登記事宜，關於登記此代表處的所有文件及帳單，應該發送到下列地址或電子信箱：</p>	
	Name 名稱	
	Signature 簽署	
	Mailing Address 郵寄地址	
	Passport/ID No. 護照/身份證號碼	
	Tel/Fax No. 電話/傳真號碼	
	Email 電郵	

Schedule 1 – Checklist of Documents Provided
附表 1 – 註冊文件清單

No. 序號	Name of Documents 文件名稱	Check (√) 剔(√)
1	This incorporation order form 本註冊表格	
2	Legalised passport or Hong Kong Identity Card of Chief Representative Office 經公證首席代表的護照或身份證複印件一份	
3	Resume of the Chief Representative 首席代表的個人簡歷	
4	4 Pictures of the Chief Representative Office 首席代表的近照 4 張	
5	A set of legalised incorporation documents of the Investor 經公證的投資者的公司註冊文件兩套	
6	Two original Tenancy Agreement of the Premise to be used as office by the WFOE 外資獨資企業營業地址的租賃合同原件兩份	
7	Legalised Bankers' Reference Letter 經公證的銀行資信證明原件一份	