

## 附件一：一般條款

### Appendix A: Terms and Conditions

1.本申請表由易推廣有限公司（“易推廣”）提供，並由虛擬辦公室服務計畫申請人（“客戶”）同意，雙方共同履行申請表內所載的條款及細則。

This application form is offered by Easy Market Limited and accepted by the Virtual Office Service Applicants (the “Client”), both executing those terms and conditions started in this application form.

2.客戶知悉並同意本申請表中沒有賦予客戶佔用或使用任何本虛擬辦公室服務所列位址之辦公室、設備或設施的權力。

The Client understands and agrees that they will have no right to occupy and access any part of the premises, and any equipment or facilities within the premise of the virtual office address under this application form.

3.客戶或客戶代表所提供的一切資訊（“客戶資訊”）均為準確與完整的。本公司將依賴所獲提供的客戶資訊，本公司不會對客戶資訊進行任何評估或核證，也不會對任何錯誤資訊所引致之損失負責。

The information provided by the Client (“Client Information”) must be accurate and complete. Easy Market Limited will depend on what the Client offer, and Easy Market Limited do not do any evaluation or certification about the Client Information and will not be responsible for any lost suffered due to the inaccurate or incomplete information.

4.客戶不能在服務生效前或終止後，公開或使用本公司提供的位址、電話號碼以及傳真號碼。客戶也不能以其他未向本公司登記的公司和用戶的名義，公開或使用本公司提供的位址、電話號碼以及傳真號碼。

The Client shall not publish or use the provided address, telephone number and fax number provided by Easy Market Limited before the commencement of the service or after termination of services. The Client shall not let any company or user not registered with Easy Market Limited to publish or use the provided address, telephone number and fax number provided by Easy Market Limited.

5.本公司只為申請人之公司提供虛擬辦公室服務，故不會代收其聯絡人之私人信件或包裹。如有此情況，本公司將收取 HKD100 手續費，並且本公司不承擔任何因此引致之損失（包括但不限於信件或包裹丟失）。

The virtual office service is provided to the applicant, i.e. the Company registered with us. Thus Easy Market Limited will not accept the mails or parcels of the company contact persons. If any mails or parcels are send to Easy Market Limited, Easy Market Limited will charge HKD100 handling fee. Moreover, Easy Market Limited will not be responsible for any loss incurred resulted from this matter (including but not limited to the loss of mail or parcels).

6.在服務生效前及或終止期間，或任何未經許可的情況下，本公司有權拒絕收取客戶的郵件、包裹、電郵或傳真，及拒絕處理客戶專線電話的來電或傳真，並且不會通知以上各種項目的傳送。在服務終止的 30 天后，客戶遺下的任何郵件、包裹、傳真和物件，本公司有權代為處理。

Before the commencement of service, during suspension period, or any situation without the prior authorization, Easy Market Limited reserve the right to reject any mails, parcels, faxes or any other objects sent to the Client and will not handle all calls from the assigned telephone/fax numbers. Easy Market Limited is not responsible to notify the Client of such delivery. 30 days after the termination of service, any mail, parcels, fax or any other objects sent to or left at any offices of Easy Market Limited shall be at the disposal of Easy Market Limited at its absolute discretion.

7.就以下情況，本公司有權終止服務而不作任何通知；同時亦無須為停止提供服務，而負上法律責任或承擔任何被索償的後果。

Under the following circumstances, the Easy Market Limited reserves all rights to terminate services without any prior notice. The Easy Market Limited shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing services.

i. 客戶未能按時繳交費用，包括服務費、手續費或轉寄郵件費用；或未能及時更新商業登記；

The Client has failed to settle any service fees, handing fees or reimbursements of postage, or to renew business registration on time;

ii. 客戶涉嫌進行或涉及任何非法、違例或詐騙活動；

In suspicion of the Client is involving or carrying out a fraud and any illegal or improper activities;

iii. 客戶涉嫌利用本公司提供的服務作展銷會或招聘會等活動；

In suspicion of the Client is using provided services to hold any promotional sales or public recruitment events;

iv. 客戶涉嫌在未經本公司許可下，把服務轉移或分配至任何第三者使用。

In suspicion of the Client is transferring or assigning any or part of the services to any other parties, without the prior authorization from Easy Market Limited

8. 如有任何爭議，本公司將保留最終決定權。

Should any disputes arise, the decision of Easy Market Limited shall be final.

#### 責任範圍 LIMITATION OF LIABILITY

9. 客戶已知悉因語言、文字或電子通訊的限制，如服務受阻、延誤或中斷、或任何錯漏，本公司的責任只限於其服務受影響的服務費，本公司不會因上述原因而負上其他責任。

The Client acknowledges that due to the imperfect nature of verbal, written and electronic communications, Easy Market Limited is not responsible for any failure to render any service, or any delay or interruption of any service, the sole obligation is limited to the services charges during the affected period.

10. 客戶同意不會因服務受阻、延誤或中斷、或任何錯漏而引致的直接或間接損失(包括業務及收益之損失)而提出索償。

The Client agrees to waive, and agrees not to make, any claims for damages, direct or consequential, including with respect to lost business or profits, arising out any service, any error or omission with respect there to, or any delay or interruption of services.

#### 協議期限與終止 SERVICE PERIOD AND TERMINATION

11. 本次服務由服務生效日開始計算，其後服務期會按照客戶每次繳付的服務週期而延續，而本申請表之內容亦會於新延續的服務期內適用。

The service period starts from the service plan activation date and the contract period will be extended according to the period covered by each payment from the Client. The content of this application form will be applicable within the extended contract period.

#### 關於服務事項 ABOUT SERVICE

##### 12. 代收取客戶郵件及包裹 MAIL HANDLING SERVICES

i. 包裹的體積不應超過 30 釐米\*30 釐米\*30 釐米。如包裹超過 30 釐米\*30 釐米\*30 釐米，本公司將按 HKD20/每天/每 30 釐米\*30 釐米\*30 釐米收取存放費，並且本公司有權拒收任何超出上述體積的包裹。

The volume of parcels shall not exceed 30cm\*30cm\*30cm. If the volume of parcels exceed 30cm\*30cm\*30cm, storage fee will be charged at HKD20/day/30cm\*30cm\*30cm. Moreover, Easy Market Limited reserve the right to refuse receiving mails and parcel exceeding the above stated size.

ii. 客戶之體積不超過 30 釐米\*30 釐米\*30 釐米的包裹可以免費存放 3 天，3 天後本公司將收取存放費(HKD20/每

天/每件)

The storage of the parcels with volume of parcels not exceeding 30cm\*30cm\*30cm can be stored free with Easy Market Limited for the first 3 days and HKD20/item/day will be charged afterwards.

iii. 本公司有拒絕收任何危險或非法物件。

Easy Market Limited reserves the right to refuse receiving any dangerous or illegal items.

iv. 超逾 30 天不取，及不能聯絡者，本公司將自行處理寄存物，而不另行通知，並且不負任何責任，後果客戶自負。若客戶暫存的物件基於任何原因而被盜，遺失或損毀，本公司不須為此而負上任何責任。

Mail and parcels uncollected over 30days, or if the Client is un-contactable, the mails and parcels shall be disposed of without any notice. Easy Market Limited shall not be responsible for any losses or any obligations. Easy Market Limited shall not be liable if the stored items are lost, being stolen or damaged due to any reason during the storage period.

### 13. 轉寄郵件及包裹服務 MAIL FORWARDING SERVICES

若客戶需要轉寄郵件及包裹，需於服務申請時提出，或每次以電郵或書面形式通知本公司。本公司不會為轉寄郵件及包裹所引致的損失、被竊、被破壞、或任何災害，而作出任何賠償及負上任何責任。本公司每次將收取 HKD80 元手續費（不包轉寄郵件及包裹之郵寄費用）。

If mail forwarding services is required, the Client should state at the time of application. Otherwise, the Client should notice Easy Market Limited by email or written notice afterward every time. Easy Market Limited shall not be liable for any losses, damages, cost, claims and expenses of liabilities of whatever nature in mail forwarding. Easy Market Limited will be charged HKD80 for handling charge (excluding mailing fee) of the forward mails and/or parcels.

### 14. 電話服務 CALL SERVICES

i. 所有來電轉駁服務只適用於本地電話號碼。

All call forwarding services apply to local telephone number only.

ii. 若客戶須更改系統直接轉駁之指定號碼，須於生效期前 2 個工作天向本公司以書面形式通知。

If the designated number direct transferred by system is to be changed, a formal written notification should be submitted to Easy Market Limited on or before 2 working day prior to the effective day.

iii. 為保障客戶之利益及私隱，所有來電訊息只會儲存 12 小時。

For protecting the Client's interest and privacy, all messages from callers will be reserved 48 hours only.

iv. 專線電話服務只限代接後留言及轉駁電話，而不包括任何產品查詢，報價及客戶服務的工作。

The telephone services provided by Easy Market Limited can be only used for receiving calls, leaving messages and transferring calls on behalf of the Client, not including any services related to product inquires, making quotations and customer services.

15. 客戶應於本公司發出帳單列明的到期日前繳交費用，否則本公司有權終止其服務而不作另行通知。若客戶要求重啟因延遲繳款或欠款被終止的服務，本公司將會向客戶收取於終止期間的相關服務費用。

The Client shall pay the fees before the due date specified on the relevant invoices, or Easy Market Limited has the right to suspend the services to the Client without prior notice. If Client requests to reactive the services which has been suspended by Easy Market Limited due to late payment or overdue situation, Easy Market Limited shall charge the Client the service fees for the suspended period.

16. 客戶如需更改服務指令、內容或地點，需以書面形式通知本公司，及繳付相關費用。

If the Client requires making amendments to service instructions, contents or location, a written notice should be given to Easy Market Limited to the amendment take place, related service fees shall apply.

17.若有本公司不能控制的事件（包括客戶的作為或不作為），影響本公司按原定計劃履行本服務的能力，本公司或會酌加服務費用。

For Easy Market Limited uncontrollable events, including Client act or omission to act, which affects Easy Market Limited's ability to perform the service, Easy Market Limited will charge service fee.

17b. 本公司保留權利轉移服務地址。

For Easy Market Limited have the right to change virtual office address.

#### 資料保護 DATA PROTECTION

18.本公司可收集、使用、傳輸、儲存或以其他方式處理（統稱“處理”）可能與個別人士有關的客戶資訊（“個人資料”）。本公司處理個人資料時，將遵照適用的法律及專業守則。

The Company may collect, use, transfer, store or otherwise process (collectively referred to as the "processing") the information provided by the Clients, which may include personal information. The processing of those data will be in compliance with applicable laws and professional codes of practice.

19.客戶同意在本公司在為客戶提供服務的情況下向第三者提供與客戶有關之資料。本公司亦將要求代本公司處理個人資料的任何服務供應商，遵守該等規定。

The Client agrees Easy Market Limited to provide customer-related information to third parties for services to be provided to the Client by Easy Market Limited. Easy Market Limited will also request any third party service providers to be compliance with applicable laws and professional codes of practice.

20.客戶同意接收本公司推廣優惠之資訊，如客戶日後不欲繼續接收有關本公司推廣資訊，可隨時通知本公司停止有關資訊之發送。

The Client agrees Easy Market Limited send promotion informations to the client. Should the client determine not to continue receiving such information, the Client can inform Easy Market Limited and cease the receipt of the promotion information.

#### 不可抗力 FORCE MAJEURE

21.若因客戶及本公司合理控制以外的情況而出現違反本申請表的情況，客戶及本公司均無須負責（付款責任除外）。

The Client and Easy Market Limited shall not be liable (except payment obligations) for any violation of the application form due to circumstances beyond the reasonable control of the Client and Easy Market Limited, 適用法律與爭議解決 APPLICABLE LAW AND DISPUTE RESOLUTION

22.本申請表受香港特別行政區法律管轄，且應當依照香港特別行政區法律進行解釋。甲乙雙方因本申請表而發生的爭議，應友好協商解決。經友好協商不成的提交香港國際仲裁中心進行仲裁。

This application form shall be governed by and construed in accordance with the Laws of the Hong Kong Special Administrative Region. Both parties by this application form of disputes shall be settled through friendly consultations. If the dispute cannot be resolved, it will be settled by Hong Kong International Arbitration Center for arbitration.

#### 其他事項 OTHER BUSINESS

23.本申請表構成雙方就本服務及本申請表所涵蓋其他事項的全部協定，並取代先前一切有關的協議、諒解、聲明。

The Application Form constitutes the entire agreement of all matters covered regarding the service and replace the previous all relevant agreements, understandings and declarations.

24.雙方可用電子方式簽署本申請表（及其修訂），各方可在本申請表的不同副本上簽署。本申請表或任何其附

件的修訂，必須經雙方書面同意。

Both sides can electronically sign the application form (and its amendments), the parties signed on different copies of the application form. The application form or any attachments amendments must be agreed to by both parties in writing.

25. 本申請表的任何條文（不論全部或部分）若被認定為不合法、無效或因其他理由不能執行，本申請表其他條文仍具有十足效力。

If any of the provisions of the Application Form (whether in whole or in part) identified as illegal, void, or for any other reason, unable to perform, the other provisions remain in full force and effect.

26. 本公司不承擔任何與本服務相關的客戶的管理層責任。

Easy Market Limited does not undertake any relevant client management responsibility.

27. 所有費用不設退換

All payments are non-refundable under any circumstances.