

Date	
Client no.	
Agreement no.	

(A) Client Details (not an Office Links address)		(B) Invoicing Details (if different from the left)	
Company Name		Company Name	
Contact Person		Contact Person	
Correspondence Address		Correspondence Address	
Telephone No.		Telephone No.	
E-mail		E-mail	

(C) Serviced / Virtual Office Information (HK\$)		(D) Additional Value-added Services (HK\$ / month)	
Serviced Office Package (monthly fee):			
Room No.		No. of Additional Contact	\$100
Virtual Office Package (monthly fee):		Private e-fax number (fax-to-email)	\$100
I – Address		Mail scanning	\$120
II – Address + Private phone line		Letter transfer (monthly)	\$70 (+ postage)
Set-up fee / Reconnection fee (one-off fee):			
Set-up fee / Reconnection fee			

(E) License Period (dd/mm/yyyy)	
Commencement Date:	End Date:
This Agreement shall automatically roll over for successive periods equal to the 1 st period unless either party gives written notice to terminate 1 month prior to the end of the current license period. 7-day written notice is required if the duration of the Agreement is 1 month.	

(F) Monthly Fee (HK\$)	(G) Deposit (HK\$)		
	2-mth deposit:	Access card:	IDD: \$
			Courier: \$

(H) Other Provisions (if any)

(I) Signatory			
This agreement is made between Office Links and the Client (as specified above) and the Client confirms that the Client has read and understood the standard Terms and Conditions overleaf and agrees to be bound by them and Office Links agrees to provide the service and facilities as mentioned overleaf.			
For and on behalf of the Client		For and on behalf of Office Links	
Name		Name	
Designation		Designation	
Signature		Signature	

Terms and Conditions

"License Agreement ("Agreement")" means any agreement between the Client and the Office Links Asia Limited ("Office Links") incorporating these terms and conditions expressly or impliedly.

"Client" means any person or company, as stated overleaf, requesting for the services. Only the registered contact persons are allowed to get access to the office space, premises and facilities. Each account can register only one company name with one trade name.

"Services" means the services stated in this Agreement and / or as provided by Office Links to the Client, within this Agreement as set out overleaf subject to the Terms and Conditions herein.

The relationship between Office Links is that of a licensor and licensee and all the use of office space, premises or facilities does not constitute any landlord and tenant relationship between the Office Links and the Client.

Payment & Contract Terms

1. Upon signing of this Agreement, the Client agrees that they are liable to pay Office Links the service fees in the manner mutually agreed between the Client and Office Links as follows:-
 - a. **the whole duration of the contract period(s) as set out overleaf, even though the services are not utilized by the Client voluntarily;**
 - b. service fees are payable in advance in full on the 28th day of each month such other day as we designate);
 - c. service fees for pay-as-you-use services in accordance with our published rates from time to time, are invoiced in arrears and payable on the 28th day (or such other day as we designate) of the month following the calendar month in which the additional services were provided;
 - d. 2-month deposit is payable at the time of signing the Agreement (1-month deposit is payable if the duration of the Agreement is 1 month);
 - e. if the costs of the monthly service fees provided to the Client by Office Links from time to time exceeds 50% of the deposit, the client shall increase to deposit by up to 50% on such sum on demand.

Any variations on service or additional service requested by the Client within the Agreement period will be subjected to the availability as well as Office Links' discretion.

2. The conditions and services provided by Office Links are available in accordance with our published rates that may be updated without notice by Office Links.
3. The Client shall have up to 7 days to dispute service charges stated on invoices, any disputes should be addressed to the accounts department.
4. If payment is not settled within 15 days from the due date stated in the invoice, 1.5% late charges per month will be added on the total amount for administration fee. If payment is not yet settled 30 days after the due date of service, Office Links has the rights to terminate the service provided and to proceed for legal proceedings without giving any notice at once.
5. The Agreement, shall not be assignable or transferable, "resell" or "sublease" any facilities to third party or unauthorized person in any manner by the Client unless with prior consent in writing of Office Links.
6. Upon signing of this Agreement, the Client agrees and acknowledges that this version of Terms and Conditions for the Client will supersede all previously signed and verbal agreements and may not be modified, changed or altered in any way except as agreed by both Office Links and the Client in writing.
7. This Agreement shall be interpreted and enforced in accordance with the laws of the Hong Kong Special Administrative Region.

Contract Extension and Services Termination

8. **One month's written notice in advance before the end of the current Agreement period** is required by either party to terminate this Service Agreement. However, if the duration of the Agreement is for 1 month (if applicable), the notice period is 7 days.
9. **If termination notice is not received by Office Links within the above notice period, the current Agreement is assumed to be extended with the same terms.**
10. Office Links may put an end to the Agreement immediately by giving the Client notice if :
 - a. the Client becomes insolvent, goes into liquidation or becomes unable to pay debts as they fall due;
 - b. the Client is in breach of one of the obligations which cannot be put right or which Office Links has given the Client notice to put right and which the Client has failed to put right within 14 days of that notice; or
 - c. the Client's conduct, or that of someone at the business centre with your permission or at your invitation, is illegal, fraudulent, defamatory or incompatible with ordinary office use.
11. Office Links reserves the right to report any illegal activities to the relevant Government Department(s) as and when Office Links finds appropriate.
12. Upon the termination of the Agreement, the Client will be released from all the obligations under this Agreement and allowed to terminate prior to the end date of this Agreement provided the Client has settled the full service fees for the unexpired term together with all other outstanding invoices. Upon settlement of these terms, the deposit will then be refunded to the Client within 1 month.
13. The service fees may be adjusted at the end of the term. The change in our service fees, if any, will be notified to the Client before the end of the term.
14. If in the event that Office Links is not suitable or unable (e.g. discontinuance of the rental agreement with the respective landlord) to provide service to the client during the Agreement period, Office Links shall have the liberty to terminate this agreement by serving

on the client not less than one month notice in writing to this effect. Office Links reserves the right to relocate the client to comparable alternative premises during the Agreement period and the client will have the right to terminate the Agreement where it is reasonable to do so.

Office Links' Rights and Responsibilities

15. Office Links has the rights to make any reasonable changes to the Terms and Conditions in line with business requirements. Office Links will inform the Client by providing a copy of an updated Terms and Conditions.
16. Office Links has the right to enter the Unit (if applicable) to inspect it, to provide services to make repairs and alternations and provide cleaning, subject to notification to the Client. Within 3 months from the service termination date, as confirmed with the Client, Office Links has the right to show the Unit (if applicable) to other potential clients, accompanied by the staff of Office Links.
17. Office Links shall not in any circumstances be liable or responsible for any losses, damages, costs, claims, expenses of liabilities of whatever nature (including consequential loss) and however, caused arising from or in connection with the provision of Services and whether by way of law of contract, tory, statute or otherwise and whether occurring during the continuance of this Agreement or after, including but not limited to any loss or damage arising from wrong delivery or non-delivery of messages, calls, mails, parcels during the transfer between our Branches, fax, cables, internet, virus or any other objects or any error in transmission of any of the same.
18. Office Links is entitled in its absolute discretion to return uncollected items or refuse to accept any quantity of items which consider unreasonable or unlawful. Specifically, **Office Links will not accept the below items:**
 - a. **exceeding F4 size by length and width;**
 - b. **exceeding 3cm by height or thickness;**
 - c. **exceeding 2kg in weight in any dimension; or**
 - d. **that are believed to contain any illegal, dangerous, live, or perishable goods.**
19. Office Links will not be responsible for any loss sustained as a result of any mechanical breakdown, strike delay or failure of any staff, manager or caretaker to perform their duties.
20. Office Links agrees not to sell/provide any information of the Client to any third party without consent from the Client.

Client's Rights and Responsibilities

21. **The information provided during the due diligence process are true and correct. The Client shall update Office Links of the change of company ownership structure, substantial change of business nature and cessation of the business registration.**
22. The Client shall not :-
 - a. use any office facilities or services provided by Office Links for any illegal or immoral purposes;
 - b. install furniture, equipment or third party telephony / communication products or services in the Unit (if applicable) without prior written approval of Office Links;
 - c. alter the Unit (if applicable), its partitioning or any fixture or fittings;
 - d. smoke when entering or remaining on the premises of Office Links;
 - e. interfere with the conduct of Office Links' business during the term of this Agreement and for 6 months thereafter shall not offer employment to or hire directly or indirectly any staff of Office Links. While the agreement is in force and for a period of 6 months after it ends, the Client must not solicit or offer employment to anyone of Office Links' current employees or anyone who has left Office Links' employment in the prior 3 months. If so, Office Links will estimate the loss at the equivalent of 1 year's gross salary for each of the employees concerned and the Client must pay Office Links the damages equal to that amount.
23. The Client agrees and acknowledges that this Agreement shall not give the Client any right of access to or any interest in any part of the premises which the correspondence address related or in any of the equipment or facilities provided.
24. **Applicable to Serviced Office clients only: The Client shall indemnify Office Links and its respective officers, employees, agents and any other parties, from all claims, liability, or loss and all damages and costs incurred by Office Links and any third party which arise out of the use of the Unit by the Client and all other accidents. The Client shall maintain adequate insurance against all such risks.**
25. All communications by phone, fax, direct transfer of calls and refax services are restricted to local communication only, unless IDD deposit have been paid / with the consent of Office Links. Once the service is terminated, Office Links will have absolute discretion to handle all communications and the Client is not allowed to continue using the telephone and fax number provided by the service provider without the authorization of Office Links or to continue using Office Links' address as the Client's registered office address / business address and for any commercial applications. Once founded, Office Links has the rights to claim damages and compensation from the Client.
26. The Unit (if applicable) must be vacated on or before the end date of this Agreement. The Unit must be left in the same condition as it was found at the beginning of the Term, with fair wear and tear expected. Office Links does not accept any responsibility for any item of furniture, personal effects or other belongings left in the Unit and have the right to dispose of such property, the costs of such disposal being the responsibility of the Client.

Client Initials: _____

Date: _____

The above terms & conditions are applicable to all the Clients registered at any of the branches and offices of Office Links

Date	
Client no.	
Agreement no.	

(J) Client Information (official use only)

Company Name	
Telephone no. assigned	
Fax no. assigned	

(K) Contact Person Information

No.	Full name	HKID no. / Passport no.	Local telephone no. (if different fr Agreement)	Email (if different fr. Agreement)
1. *				
2.				
3.				

* This person will become the **Prime Contact**. The Prime Contact will:

- be forwarded with all **general calls** for your company (the above second contact will be forwarded if the Prime Contact is not available)
- be informed with all **general mails** (the above second contact will be informed if the Prime Contact is not available)
- get **all faxes and / or voicemail** in his/her email address automatically

(L) Mail Handling

<input type="checkbox"/>	Inform me by telephone (not applicable for Plan A to Plan C)
<input type="checkbox"/>	Inform me by email

Note: Please mark an "X" to ONLY 1 of the above.

(M) Letter Transfer (if applicable)

Address to be transferred to (if different from the contact address in the Agreement)	
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(N) Telephone Call Handling (not applicable for Plan A & Plan B)

Please greet my calls in the following company name (to specify exact wordings):

Company name:

Language (English / Mandarin / Cantonese):

If telephone message is taken, please handle each call as follows:

<input type="checkbox"/>	Inform me by telephone (not applicable for Plan C)
<input type="checkbox"/>	Inform me by email

Note: Please mark an "X" to ONLY 1 of the above.

(O) Other Provisions (if any)

(P) Signatory

	For and on behalf of the Client	
	Name	
	Designation	
	Signature	