

## Yesing Accounting Consultants

Unit A 5<sup>th</sup> Floor Wing Cheong Commercial Building 19-25 Jervois Street Central Hong Kong

Tel : (852) 2545 2468

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### MANAGEMENT SERVICE REQUEST FORM

1. Date: \_\_\_\_\_
2. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Telephone/mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

NOTE: ALL COMMUNICATION WILL VIA THE ABOVE INFORMATION PROVIDED. SHOULD THE COMPANY CHANGE THE CONTACT DETAILS, WE WILL INFORM YOU PROMPTLY.

3. Services required  
Registered/Mailing address service  
 HK\$1,800 per year  
 All government correspondence addressed to the Company will be open, then inform the Company  
 Monthly/Weekly/Whenever\*received will be redirect to the Company via courier  
 Other instructions: \_\_\_\_\_  
TT service  
 HK\$300 each time (including preparation/ review of application form and submission to the bank via courier)  
LC service  
 HK\$1,200 per LC (including collection/application of LC, preparation of invoices, packing lists, declarations, shipping orders according to the Company's instructions)  
General service  
 Monthly fee is negotiated at HK\$ \_\_\_\_\_ per month  
 Including LC, TT and Mailing Address Service  
 Deposit of HK\$ \_\_\_\_\_ is paid on \_\_\_\_\_ with receipt no. \_\_\_\_\_  
 Other instructions: \_\_\_\_\_  
Storage service  
 \_\_\_\_\_square feet at monthly rental of HK\$50 per square feet of storage space required with minimum charge of HK\$500 per month.  
3.6 Direct telephone line service  
 Direct telephone no. of \_\_\_\_\_ is provided at a monthly charge of HK\$200 per line  
 The call information should be directed to \_\_\_\_\_ via email/fax\*

Signed and confirmed by:

\* Delete whichever applicable \_\_\_\_\_ Name: \_\_\_\_\_ (Title: \_\_\_\_\_ )

**ALL EXPENSES IN RESPECT OF BANK CHARGES, COURIER, PRINTING, TRAVELING AND FAX WILL BE CHARGED ON DISBURSEMENT BASIS.**