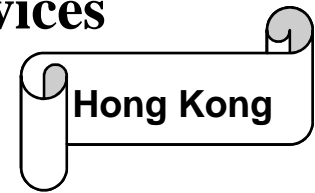




Business Secretarial Services



Personal/Company Communication/Secretarial Services - Helpful for small enterprises and business beginners

Suitable for person always travelling abroad and carrying on business in Mainland China, no staff in Hong Kong to take telephone message or no office established in Hong Kong etc.. We are able to provide the business secretarial services as if you are in the office and maintain the corporate image of your company

Service Packages	Monthly(HK\$)	Quarterly (HK\$)	Yearly(HK\$)
A. Registered office address 1. Permit to use our office address as registered office address 2. Notify you at once when mail received or forward to your designated address so as to save your valuable time. Postage cost is not included	200	550	2000
B. Mail and fax receiving 1. Include services of package A above 2. Use of our address as private communication address 3. Notify you at once on receiving mail, fax or parcel or forward to your designated address. Parcel must be picked up on the date of receipt. Postage cost is not included 4. First 50 fax pages -free of charge; Over 50 pages-HK\$1 per page	300	850	3000
C. Phone Answering Service 1. Unique telephone number 2. Our professional secretary picks up the phone call for your designated company, takes the message and notify you at once 3. First 50 fax pages-free of charge;Over 50 pages-HK\$1 per page	400	1150	4000
D. Fax to E-mail 1. Unique fax number 2. All the fax can transfer to your e-mail address directly	100	270	1000
E. Excellent Business Package 1. Includes service packages A, B, and C above	600	1700	6000
F. Premier Business Package 1. Includes service packages A, B, C and D above	700	2000	7000
G. International Business package 1. Includes services packages A,B,C and D above 2. Notify you any message,mail and fax via e-mail.	800	2300	8000

Notes:

1. All services packages restrict to registration of 2 persons only;HK\$50 for additional authorised person;Maximum:4 persons
2. For packages C, D,E, F and G line setting fee of HK\$100 have to be paid on signing of the contract.
3. One month service fee deposit have to be paid on signing of the contract.
4. If customer would like us to open or read the mails on behalf, additional service charge is HK\$200 per month.
5. For instant call forwarding service, additional service charge is HK\$50 per month.