

深蓝企业管理顾问有限公司

Deep Blue Management Consultants Ltd.

香港有限公司周年服务协议书

Agreement for Hong Kong Company Ltd Annual Service

甲方（委托方）：
Party A(Principal): _____

乙方（受托方）： 深圳市深蓝企业管理顾问有限公司
Party B (Agent) : Shenzhen Deep Blue Management Consultants Ltd

经全面了解，甲方现全权委托乙方向香港有关机构申请办理公司周年申报等相关手续，经双方协商一致，达成以下内容条款：

Party A, after having a thorough knowledge of Party B, now therefore entrusts Party B to act for it in applying for transacting Hongkong company's annual report and other related formalities to the relevant Hongkong authorities. Based on mutual negotiation, the two parties hereto have hereby reached the following **terms and conditions**:

I、甲方必须向乙方提供真实有效的公司相关资料：

Party A shall provide Party B with relevant company documents in authenticity and validity:

- 1) 香港公司名称: _____;
the name of Hongkong company _____;
- 2) 或公司注册号 _____ / _____;
or the registration number of the company _____;
- 3) 香港公司整套资料的复印件一份; (如是通过本公司成立的不需要提供)
Hongkong company's whole set of documents (Where the Hongkong company in question is set up through Party B, this document in question is not required)

II、委托方确认以上材料均由股东提供，如有失实，法律后果由委托方自负。

The Trustor shall confirm that all the above documents shall be provided by the shareholders. Where the documents concerned are incorrect or inaccurate, the Trustor shall bear all the legal liabilities and responsibilities.

III、乙方为甲方代理细节如下：

the details of the agent services Party B provides for Party A

- (1) 递交公司注册处周年申报表及代缴相关费;
To Submit an Annual Return to the Companies Registry and pay the relevant fee on behalf.
- (2) 税务局更换商业登记证及代缴年费;
To renew Business Registration Certificates in IRD and pay the renew fee on behalf.
- (3) 继续提供公司秘书一年只限于公司登记用途
To provide company secretary for one year as only for registration purpose
- (4) 继续提供公司注册地址一年，及代收政府及银行信函
To provide the registered office address for one year and receive letters from Government or Bank only
- (5) 制作周年申报表。
To prepare Annual Return

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IV、办理费用和付款方式：

fees and expenses, and terms of payment

		总费用 Total Cost (RMB)	预付款 Deposit (RMB)	余款 Outstanding (RMB)
年审费用 Annual Fee	(a)			
营业税 6% Sales Tax 6%	(c)			
		-----	-----	-----
总计 Total Cost				
		=====	=====	=====
		=	=	=

(a) 申办前（甲方填妥协议书）甲方全额一次性支付费用；

Terms of payment: Party A shall pay to Party B the full amount in one installment before application and bidding (the time when Party A has completed and signed this Agreement)

(b) 如须提供发票，加收 6% 的税 / Where the invoice is required, an additional 6% tax shall be paid by Party A.

另外，乙方快递给甲方的所有的文件的费用均由甲方承担。

In addition, Party B need to bear all couriers cost or reimburse to Party A

V、办理的时间：收到甲方签署上述资料后_____个工作日办理完毕。

Transacting time:_____ working days after receiving the above documents signed by Party A.

VI、本协议双方订立后，如乙方无法完成甲方委托之业务，甲方此前所交的款项乙方给予退还（因不可抗力或政府相关审批部门造成逾期的除外）。

Party A shall, after this Agreement is made and entered into by and between the two parties hereto, have the right of demanding a whole refund where Party B fails to complete the business Party A entrusts Party B (unless otherwise this case in question happens as a result of force majeure and such overdue occasion as caused by the relevant government authorities responsible for examination and approval).

VII、本协议签订后，甲方不得中途提出撤回或变更委托事项，否则，已付费用乙方不予退还，并由甲方向乙方支付因此产生的额外费用。

Party A shall not, after this Agreement is made and entered into, withdraw or alter the matters entrusted during the enforcement of this Agreement, and otherwise the paid fees shall not be reimbursed by Party B. And what's more, Party A shall pay Party B extra expenses arising thereof.

VIII、本协议一式两份，甲乙双方各执一份。本协议自双方签署之日起生效，未尽事宜双方协商解决。

This original agreement is in duplicate, each party keeps one. The Agreement shall come into effect after being signed by both parties hereto. Unmentioned matters shall be addressed by both parties

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through consultation with each other.

IX、甲乙双方签字盖章起，本协议书电邮件、传真件均有效。

The e-mails and the faxes hereof shall come into effect commencing the time when the two parties hereto sign and seal this Agreement.

X、以上文件快递的费用及银行转帐的手续费由甲方承担；

The above document courier costs and bank transfer charges shall be assumed by Party A;

甲方:	X	X	乙方:
Party A:	_____	_____	Party B:
签署日期:	____年 ____月 ____日	_____	签署日期: ____年 ____月 ____日
Signed Date:	____,____,____ (M,D,Y)	_____	signed Date:____,____,____ (M,D,Y)

备注：当本协议发生歧义时，应当以中文为准。

Remark: In case of discrepancy, the original version in Chinese shall prevail.

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