

## **THE INSTANT OFFICE**

The initial cost of setting up an office in Hong Kong can be prohibitive. The **Asia-Pacific Business Centre** is the cost-effective solution for visiting executives or companies seeking “instant” offices for a variable duration. With 5,500 square feet, the Centre has a variety of office sizes available to you on an hourly, weekly or monthly basis.

## **THE PRESTIGIOUS LOCATION**

**Asia-Pacific Business Centre** is situated on Hong Kong Island in the design-award winning Lippo Centre. Conveniently located in the heart of the commercial district with easy access to all transportation services. Sheltered walkways link the Centre with major banks, five-star hotels, service apartments, and other amenities.

## **PROFESSIONALLY MANAGED**

Clients can select from the most comprehensive range of professional office services supported by our highly trained staff. Our Centre is equipped with the latest in office technology, including high speed broadband internet access and telephone voice mail system which guarantees around-the-clock message service. The voice mail system allows our clients to record personal greetings and to retrieve voice messages from any remote telephone. **Asia-Pacific Business Centre** professionals are ready to assist with your Company’s Incorporation and Corporate Secretarial services. Our personnel recruitment team is always ready to resolve your recruitment problems at all levels.

## **OUR NETWORK: HONG KONG ~ MALAYSIA ~ BEIJING ~ SHANGHAI ~ SINGAPORE**

With affiliates in Malaysia, Singapore, Beijing and Shanghai, **Asia-Pacific Business Centre** provides our clients with the strategic office network in the Asia-Pacific region.



## OFFICE SUITES PRIVILEGES (For Internal Clients)

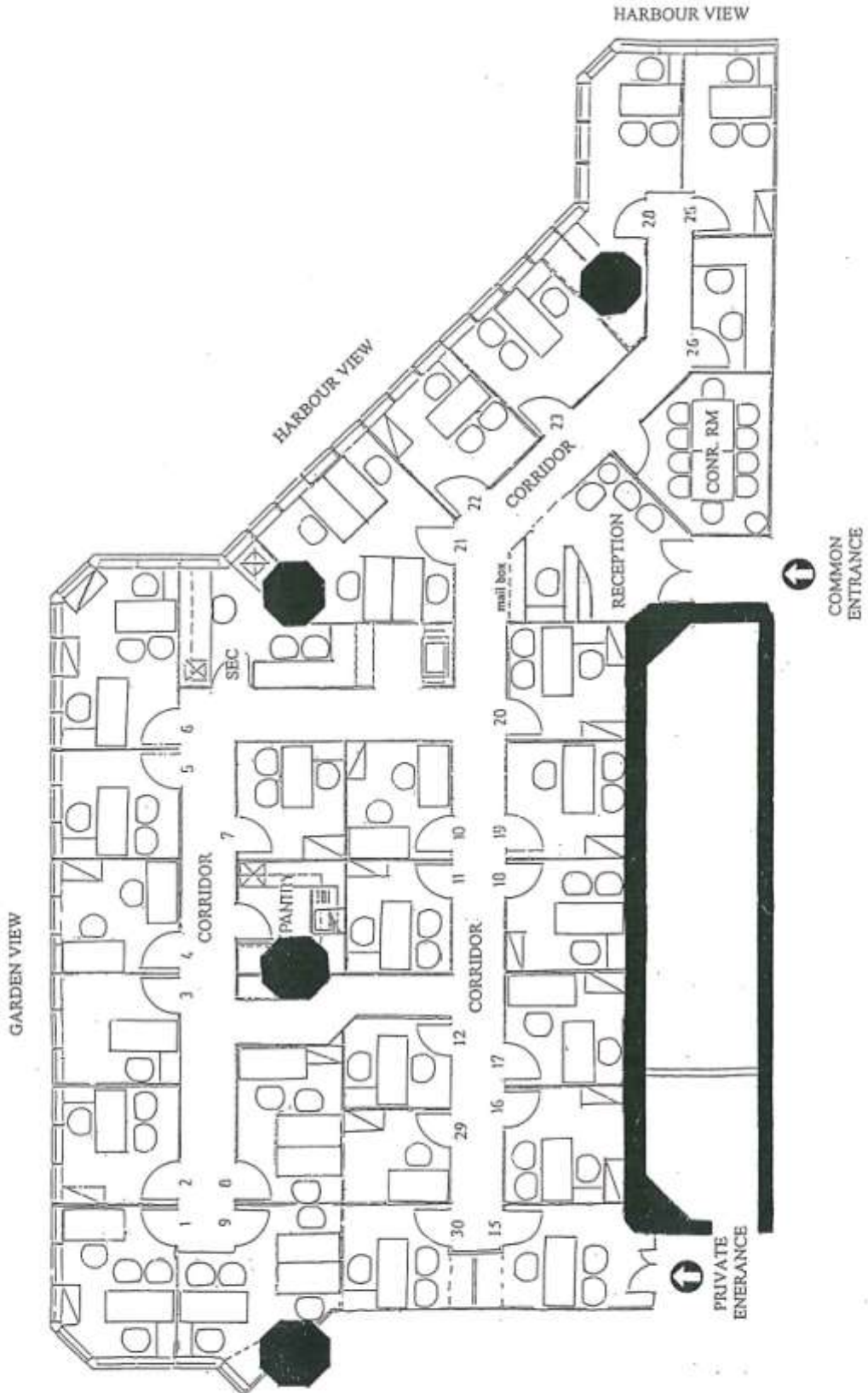
(office space required)

- \* Immediate occupancy
- \* Operated by experienced management team
- \* Supported by multi-lingual secretarial staff
- \* Linked to 5-star hotels, serviced apartments, Supreme Court, government offices, and major commercial buildings
- \* Personalized telephone monitoring service
- \* 24-hour Voice Mail System which allows personal greetings and retrieval of messages from remote telephone
- \* Well equipped conference rooms
- \* Short and long term leases available
- \* Flexibility in furniture arrangement to maximize your office space

### **Services included in the monthly licence fee are: -**

- \* Brand new modern, fully furnished office at the most convenient & prestigious location
- \* 24-hour and 7 days a week access
- \* Access to high speed Internet
- \* Direct telephone number with IDD facility
- \* Telephone monitoring service
- \* Reception
- \* 24-hour Voice Mail System
- \* Mail collection and distribution
- \* Facsimile number
- \* Electricity and lighting
- \* Air-conditioning during normal office hours
- \* Daily office cleaning
- \* Coffee and tea service
- \* Management Fee
- \* Government Rate

For reference only: *Licence Fee is subject to change without prior notice*



## VIRTUAL OFFICE PACKAGES (For external clients)

(Office space not required)

### **CORPORATE IDENTITY SERVICE PLUS**

**HK\$2,800 (US\$365) per month**

***Promotional rate of HK\$1,050 applicable for a minimum sign-on period of 3 months***

Services included in the fee are:

- Use of the Centre's prestigious address as your registered office and correspondence address
- Private telephone line answered in your name or in the name of your company and transfer of calls to your assigned location
- Use of the Centre's fax line (incoming/outgoing fax charges applicable)
- Private mailbox
- Handling of all incoming mails, faxes and messages according to your written instructions
- Monthly free use of Conference Room for one hour in Hong Kong Office subject to availability
- 24-hour Voice Mail System

### **CORPORATE IDENTITY SERVICE**

**HK\$2,500 (US\$325) per month**

***Promotional rate of HK\$750 applicable for a minimum sign-on period of 3 months***

Services included in the fee are:

- Use of the Centre's prestigious address as your registered office and correspondence address
- Private telephone line answered in your name or in the name of your company
- Use of the Centre's fax line (incoming/outgoing fax charges applicable)
- Private mailbox
- Handling of all incoming mails, faxes and messages according to your written instructions
- Conveyance of telephone/fax messages via telephone/fax/e-mail
- Priority in booking the use of the conference room
- 24-hour Voice Mail System

### **MAILING ADDRESS SERVICE B**

**HK\$500 (US\$65) per month**

***Promotional rate of HK\$350 applicable for a minimum sign-on period of 3 months***

Services included in the fee are:

- Use of the Centre's prestigious address as your registered office and correspondence address
- Handling of all incoming mails according to your written instruction

***Corporate Identity Service Plus & Corporate Identity Service will help you:***

- \* ***Start your business immediately in a cost-effective manner, solving staffing and office space problems***
- \* ***Work from your home office***
- \* ***Provide a prestigious address for your business card***
- \* ***Work at your own pace***

## GENERAL OFFICE SERVICES

	<u>HK\$</u>
<b><u>Signboard</u></b> (One-off payment)	\$500 - 1,200
- Monthly charge (for external clients only)	\$100
<b><u>Telephone</u></b>	
- Local	No charge
- Overseas	Cost + 15%
Additional extension:	
- Installation (One-off payment)	\$650
- Monthly rental	\$500/month
Alterations of telephone line	\$400/each
<b><u>Facsimile</u></b>	
Handled by Staff	
- Incoming	\$1/A4 page
- Outgoing (Local) (with transmission report)	\$1/A4 page
- Outgoing (Overseas)	Cost + 15%
<b><u>Private Fax Line</u></b>	
- Installation (One-off payment)	\$650
- Rental of Fax Line	\$500/month
- Incoming & Outgoing fax(Local)	No charge
- Outgoing Faxes (Overseas)	Cost + 15%
<b><u>Internet Access Line</u></b>	
- Rental of Internet Access Line	Free
<b><u>Photocopying</u></b>	
- Black & White Copy (A4)	\$1 / page
- Black & White Copy (A3)	\$2 / page
- Colour Copy (A4)	\$5 / page
- Colour Copy (A3)	\$7 / page
<b><u>Postage</u></b>	
- Stamps	At cost
- Handled by Centre staff	Cost + 20%
<b><u>Bulk/Registered Mail</u></b>	Cost + 20%
(+ Min. \$100 Messenger Service to deliver mails to the post office)	
<b><u>Storage of Parcels</u></b>	Min. HK\$100 / day (Per Parcel)
<b><u>Local/Overseas Courier</u></b>	Cost + 20%
<b><u>Messenger Service</u></b>	\$100.00/hour
<b><u>Commercial Printing</u></b>	Cost+20%(Min.\$100)
<b><u>Company Stationery</u></b>	Cost+20%(Min.\$100)

## GENERAL OFFICE SERVICES (CONT.-)

<b><u>Air-Conditioning (Beyond normal office hours)</u></b>	<b><u>HK\$</u></b> \$450/hour
*Normal office hours for air-conditioning: 8:00 a.m. - 7:00 p.m. (Monday - Friday) 8:00 a.m. - 2:00 p.m. (Saturday)	
<b><u>Conference Room</u></b>	\$240/hour
Including the usage of : - Wyteboard, TV & VCR and Overhead Projector	
<b><u>Tea &amp; Coffee</u></b>	
Tenants	Free
Others	\$8.00 per cup

### SECRETARIAL SUPPORT

<b><u>Word-processing/Typing</u></b>	<b><u>HK\$</u></b>
- English - Typescript	\$50/ A4 page
- Manuscript	\$60/ A4 page
- Audio Typing	\$80/ A4 page
- Shorthand	\$100/ A4 page
- Tables & Figures	\$70/ A4 page
- C.V.	\$70/ A4 page
- Chinese	\$250/ A4 page
(All the above include one draft and one final)	
- Thermal Binding	\$40/set
- Additional Printout	\$1/ A4 page
- Envelope-typing	\$5/ pc
- Label Typing	\$5/ pc
- Mail Merge	\$10/ address
<b><u>Private Secretary</u></b>	
- Normal Office Hours	\$180/hour
- Administrative/Secretarial Time/Rush Items	\$30/10 min.
- Overtime	\$40/10 min.
- Managerial Time	\$60/10 min.
- Managerial Overtime	\$90/10 min.

### PROFESSIONAL VALUE-ADDED SERVICES

Corporate Secretarial Services	Details on request
Company Incorporation and Registration Services	Details on request
Limousine Services	Details on request
Recruitment Services	Details on request
Restaurant Reservation	Complimentary
Translation	Details on request
Travel/Flights & Hotel Arrangements	Details on request
Video Conference Facilities	Details on request