



Metopro Associates Limited

Management and Accounting Professional
Member of MA Group

The function and definition of a Registered Office and a Virtual Office

Registered Office

It is a legal requirement of a limited Hong Kong Company. Its function is to receive the incoming letters and notices from all government departments.

Virtual Office (includes package A, B, C)

Besides the function of a registered office, the function of virtual office are:

Package A (for local resident, not suitable for overseas clients)

1. License to use our address for business registration and other government-related usage.
2. License to use our address for public communication, e.g. name card, letterhead. (without telephone and fax number line)
3. Mail handling including parcels with immediate notification.

Package B

Include item (1) to (3)

4. Mail re-direct service periodically (courier charge at clients' account)
5. Share our fax number and telephone
6. Message taking
7. Fax re-direct to client's destination. (in PDF format)

Package C

Include item (1) to (7)

8. Dedicated telephone line
9. Dedicated fax line
10. Answering service