

辦公室租賃申請表
Application for Office Tenancy

單位

Premises : Unit(s) _____, _____/F at CDW BUILDING, NO. 388 CASTLE PEAK ROAD, TSUEN WAN
荃灣青山公路 388 號中染大廈 _____ 樓 _____ 室

公司名稱

Company Name: _____

行業

Nature of Business: _____

商業登證或公司註冊證書號碼*

Business Registration Certificate No./Certificate of Incorporation No.*: _____

起租日期

所需租約年期

年

Lease Commencement Date: _____

Lease Terms: _____ years

所需辦公室面積

平方呎

Office Area Required: _____ sq.ft

擬付月租

(不包括差餉、地租、管理費及其它雜項)

Expected Monthly Rental: HK\$ _____

(Exclusive of Rates, Gov't Rent, Service Charge and other outgoings)

聯絡人

職位

Contact Person: _____

Title: _____

聯絡電話

圖文傳真

Tel. No.: _____

Fax No.: _____

電郵地址

Email Address: _____

聯絡地址

Address: _____

從何認識本大廈

其他需要

Source of Information: _____

Other Requirements: _____

現隨本表格附上本公司其他資料 (如有)

Other information attached to this application form (if any): _____

* 請刪去不適用之項目

Delete if not applicable

1. 本人/本公司明白貴公司將保留接受本公司以上申請之權利。
2. 本人/本公司明白貴公司並不確保上述各項資料之保密性，如有外洩，本公司將不會對貴公司作任何追究。
3. 本公司明白此乃申請洽租之表格，填寫本表格並不會構成任何契約約束力。

1. I understand and agree that your company reserve the right to accept my application.
2. I understand that your company has no responsibility in keeping the above information confidential and I will not claim for any damages or remedies in regard to any disclosure of such information.
3. I understand that this application form is for information only and will not have any binding effect on any party.

日期

簽署

Date: _____

Signature: _____

備註：

Remarks:

1. 請將填妥之表格及以下資料寄回或傳真至下列地址：
荃灣青山公路 388 號中染大廈 15 樓 06 室
傳真號碼: 3104 2333
(i) 商業登記證或；
(ii) 公司註冊證書及董事名冊副本。

1. Please send the completed application form along with the following document to our company:
Unit 06, 15/F., CDW Building, 388 Castle Peak Road, Tsuen Wan
Fax No.: 3104 2333
(i) Photocopy of Business Registration Certificate, or
(ii) Certificate of Incorporation and Form D1/D2.

2. 如有任何垂詢，請致電：3104 1194/ 3104 1195。

2. If you have any enquiries, please call 3104 1194/ 3104 1195.