



AGREEMENT

2023Nov24

1. Definitions

In this agreement, the terms and conditions, and the house rules, the following terms have the meaning as described below:

- 1.1. "Agreement" means this agreement which includes the attached Terms and Conditions, and House Rules.
1.2. "Ngate", "NGATE", "Ngate's", "We", "Us", or "Our" means Ngate Cloud Limited.
1.3. "Client", "Clients", "Client's", "You" or "Your" means the company or entity, or individual that enters into the Agreement with Ngate.
1.4. "Contact" means the individual authorized by the Client to execute this Agreement on behalf of the Client, and has read and understood this Agreement, including the attached Terms and Conditions, and House Rules.
1.5. "Staff" means the individual authorized by the Client to use the service specified in this Agreement.
1.6. "Mail Collector" means the individual authorized by the Client to collect mails, parcels and any items for the Client.
1.7. "Service" or "Services" means all the services subscribed by the Client in the Agreement.
1.8. "Start Date" means the start date listed on the Agreement.
1.9. "End Date" means the end date listed on the Agreement. End Date is calculated as the Start Date plus the Service Term. If there is any inconsistency or ambiguity between the End Date and the Service Term, the Service Term shall prevail.
1.10. "Service Term" means the period starting from the Start Date of the service to the End Date of the service inclusive.
1.11. "Agreement Date" means the date when You click the "SUBMIT" button on the Service Subscription Form on www.ngatecloud.com to subscribe the service.
1.12. "Center", or "Center's" means the premises located in Room 1103, 11/F, Wo Hing Commercial Building, 11-15 Wing Wo Street, Hong Kong.
1.13. "Dedicated Desk" means the desk assigned to the Staff of the Client by Ngate for the Staff's exclusive use during the Service Term.
1.14. "Membership" means the random desk that Ngate provides to the Staff during the Service Term.
1.15. "Virtual Office" means the provision of the address of the Center as a registered business address for the Client by Ngate.
1.16. "Web Hosting" means the one HTML page provided by Ngate to the Client on the Ngate website.
1.17. "Office Hours" means the time specified in the House Rule during which the Center is open to the Dedicated Desk Client and the Membership Client.
1.18. "Accommodation" means the desk and the chair that Ngate provides to the Dedicated Desk Client or the Membership Client.

2. Services

Below are the descriptions of services:

Table with 2 columns: Services, Descriptions. Rows include Virtual Office Bronze (1, 6, 12 months) and Silver (1, 6, 12 months) with details on Business Address, Incoming mail handling, and Hong Kong phone number.



VIRTUAL OFFICE Gold 1 month	Business Address Address for business registration and correspondence
VIRTUAL OFFICE Gold 6 months	Incoming mail for pickup / forwarding Collect your mail at the centre or have it forwarded weekly or monthly
VIRTUAL OFFICE Gold 12 months	Hong Kong phone number Register a Hong Kong phone number in your name Call forwarding to Virtual Officeicemail or HK or foreign phone number (office hours) 4 Day passes monthly
Startup Bronze	Name search Business Registration E-copy of Business Registration document
Startup Silver	Name search Business Registration E-copy of Business Registration document Preparation for Certificate of Incorporation Preparation for Article of Association E-copy of Company Registry document
Startup Gold	Name search Business Registration E-copy of Business Registration document Preparation for Certificate of Incorporation Preparation for Article of Association E-copy of Company Registry document Statutory book Share Certificates Round Chop Signature Chop Company Seal
Progress 2	Annual Return Filing (excluding disbursements)
Progress 1	Annual Return Filing Statutory Book and Significant Controller Register Maintenance Business Registration Renewal (excluding disbursements)
Membership 1 month	Hot desk and chair Wi-Fi Access
Membership 6 months	Access to Pantry & Amenities Security Guard
Membership 12 months	Air-conditioning CCTV Office with windows (Members need to purchase VIRTUAL OFFICE service in order to use address.)
Dedicated Office 1 year	Dedicated office desk and chair Address for business registration Wi-Fi Access 7/24 Access Security Guard Air-conditioning available 7/24 Pantry & Amenities available 7/24 CCTV Office with windows Incoming mail handling Meeting Area (six 1-hour slots monthly during office hours)
Incoming Mail Handling	weight <= 500g Dimension <= 30cmx38cmx2cm



	Maximum 900 letters/month (enquire >900 letters/month) 30 days retention period from the date of receipt. Items will be DIPOSED after 30 days.
Mail Forwarding	weight <= 500g Dimension <= 30cmx38cmx2cm Maximum 900 letters/month (enquire >900 letters/month) Mail forwarded weekly 30 days retention period from the date of receipt. Items will be DIPOSED after 30 days.
Parcel Forwarding	Weight <= 5kg Total Virtual Office volume < 75 cubic cm Largest dimension <= 75cm Maximum 30 items/month (enquire >30items/month) Parcel forwarded weekly 30 days retention period from the date of receipt. Items will be DIPOSED after 30 days.
Day Pass	Available to guest to access the Center during office hours
Pedestal	Available to Dedicated Desk Clients
Meeting area	1 desk with 3 chairs. 1 Dedicated Office Client and 2 guests
Web Hosting	1 web page (standard format supplied by Ngate.) Enquire on customization
Retainer	Amount equivalent to 1 month's service fees. Applicable to Dedicated Desks and Membership.
3. Terms and Conditions	
This Agreement is made between Ngate Cloud Limited and the Client. The Client acknowledge that he/she has read, understood and agreed to this Agreement, and accept that this Agreement is binding from the Agreement Date and will be automatically renewed according to the terms set out in the Terms and Conditions and the House Rules.	