

TERMS AND CONDITIONS – Legal Certification

The Terms and Conditions is made between:

SBC : SBC International and its Related Companies/We/Us (Hereinafter called “SBC”)
&
CLIENT : Client/Who have requested SBC to provide services/You/Your (Hereinafter called “the Client”)

THE CLIENT UNDERSTANDS THE SCOPE OF SERVICES PROVIDED BY SBC AND IT IS HEREBY AGREED AS FOLLOWS:

These Terms and Conditions explain the respective rights and obligations of SBC and the CLIENT in connection with the use of the service, by requesting for or using or attempting to use the service, the Client is bound by below Terms and Conditions. CLIENT acknowledged and agreed that the instruction of the following services shall be informed to SBC at least 1 working day in advance in order to provide sufficient time to process the necessary formalities.

L(1) Service scope of Legal Certification Services including:

- 1.1 According to the type of certification, the Client is required to provide the relevant information or original document.
- 1.2 Upon receive all documents from the Client, the Legal Certification procedures will be started.
 - 1.21 Submit the relevant information to notarized unit:
 - Certificate - Submit to China Appointed Attesting Officer and China Legal Service (HK) Ltd
 - Notary Public - Submit to Notary Public Solicitor or High Court / Embassy if necessary
 - Certified True Copy - Submit to Hong Kong Lawyer
 - 1.22 Completed the certification and relevant documents.
 - 1.23 Notarized unit reserves the right to the final approval.

L(2) Upon the completion of certification, below documents will be issued to the Client:

- 2.1 Original Certified Document 1 set.
- 2.2 Copy of Original Certified Document 1 set.
- 2.3 Additional charge is required for each additional “original” and “copy of original”.

L(3) The Client may choose the following ways to collect the company documents:

- 3.1 In person at any service points of SBC.
- 3.2 Authorize SBC to redirect the documents to specified address.
 - 3.21 Free delivery will be provided by SBC for redirecting to specified address in Hong Kong or China area.
 - 3.22 Any postage charge shall be borne by the Client for redirecting the company documents to a specified address outside of Hong Kong and/or China.

L(4) Privacy Policy

- 4.1 By contacting SBC or engaging any of our services, you hereby acknowledge, understand and agree to our Privacy Policy which can be found on our website www.sbcincorp.com.