

首頁---關於恆生

「恆生國際商務中心」座落於信義路四段，緊鄰信義計劃區，在純商業大樓中獨佔整層空間，採光極佳的高樓層、寬廣的公共空間使大器感立現；鄰近 101 及台北世貿中心，外商、日商、陸資企業群聚，此區交通及生活機能便捷，2013 年底捷運信義線通車後，步行五分鐘內即可抵達捷運信義安和站口。

是商辦，更是您的事業夥伴

經營團隊集結不動產、金融產業之顧問群，有多年承租辦公室經驗，深知使用者需求－公司行號不只需要工作空間，更重要的是能拓展商機。

恆生國際商務中心定位為「國際商務交流整合平台」，致力於將顧問群累積數十年的業務技能、人脈、資源…，整合回饋給客戶；出租空間外，跨領域媒合點，透過多元合作方案，使客戶在業務上有更廣闊的發展。

核心概念：創新、環保、科技

創新－經由諮詢分析，協助擬訂客製化行銷專案，提供商品展示、行銷經銷服務，藉由恆生團隊擅長的業務整合能力，透過 B2B、兩岸商展、團購特賣、商會交流研討等方式，促進委託商品之曝光及通路。

環保－讓資源發揮最大效能，還要集舒適優質於一體。共享事務機具，即是環保概念的展現，此外，不吝規劃寬廣而溫暖的公共區域，貼近自然的原木與綠色系裝潢讓人工作之餘也能享有放鬆的空間！

科技－符合人性、帶來便利並維護高標準安全。持續加入人性化高科技的設備，讓客戶享用領先全台的智能產品：台北市唯一採用全區安裝「觸控式電子電源開關」系統，既有高端質感又兼顧使用安全；同時，採用「生態植栽環保系統」，有效淨化室內空氣，釋放有益人體的芬多精。

視客為友的全方位服務

除了嶄新人性化裝潢，恆生更貼心提供細緻服務，從生活層面的：醫療、房仲租屋、家事服務、外語司機等洽詢，到介紹專業可信賴的律師、會計師、技術人員，全力支援的精神，讓各國客戶皆能專注於事業，奮力前行，邁入國際！

服務項目

秘書服務

專業的雙語秘書提供貴賓接待與電話接聽服務，營造您公司一流國際化企業形象，並且提供文書協助，例如收發信件、快遞貨物，提供您可全心衝刺業務的後盾。除此之外，也照顧您的日常瑣事，打點生活所需。

- 專業商務秘書
- 雙語電話秘書
- 貴賓接待
- 文書行政服務
- 收發傳真、快遞信件
- 代訂交通、訂房服務
- 郵件及物品寄送

自然輕鬆的空間規劃，最舒適的辦公傢俱與專業服務，讓您辦公時不再感覺疲憊。

1. 專屬辦公商務空間
2. 免費電話專線
3. 免費高速光纖上網
4. 二十四小時門禁設定自由出入
5. 特選人體工學椅及訂製辦公傢俱
6. 無限量提供茶水點心與書報雜誌

商務辦公室

專屬的辦公商務空間，24 小時門禁設定自由出入，免費提供高速光纖上網與電話專線，並且無限量提供茶水點心與書報雜誌，特別貼心挑選之人體工學椅及訂製辦公傢俱讓您辦公時不再容易感覺疲憊。

- 免費光纖上網
- 營業地址登記
- 政府公文信件處理
- 24 小時門禁設定、網路保全監控
- 高級訂製人體工學辦公桌椅
- 免費提供公司專線號碼
- 中央空調

個人工作桌

特別為 SOHO 族群或是高業務性質之商務人士量身打造出的優質工作桌，採用高相仿的區同設計，展現出不同的時尚品味。切實的訂製價格即可享有更多機能性。

商品行銷

提供產品展示、代客行銷、經銷多樣化的服務，藉由團隊擅長的業務銷售能力，擬定客製化行銷專案，透過 B2B、網站、兩岸商展、團購特賣會、研討會等多樣化方式，促進商家委託商品的銷售量，創造認識合作夥伴的便捷途徑！

會議室

提供完善的會議設施以及專業雙語秘書服務，營造企業國際化形象。並設計彈性化搭配方案，符合不同客戶多元化的需求，讓您隨意搭配創造出價值最大化。

環境介紹

大廳

HSIBC 特意以自然色系的原木與草地的理念，以草皮環繞大廳的意念讓人在踏入的第一步即可以感受到溫馨舒適的辦公環境，隨處可見的設計巧思一再呼應創新、環保、科技的核心理念。

事務區

提供行政事務所需的所有文具用品，讓您可以在處理文書工作時更加得心應手，高規格的事物器材，更讓整體辦公環境越加專業時尚。而影印機特別使用公司帳號登入制，大幅提升影印與列印功能便捷度。

茶水區

帶給您在忙碌工作的閒暇之餘，可以稍微喘息的舒適空間。享受全自動多功能咖啡機帶來的濃醇咖啡香，搭配上清新的背景音樂與當期報章雜誌，讓您得到充分的休憩，感到悠閒放鬆。

會客室

特別規劃出一個隱密性高且溫暖優雅的會客空間，讓您在與貴賓洽商或好友洽談時有另一個更加合適的氛圍。或是單純需要一個悠閒不受打擾的寧靜環境，這裡也是您最佳的舒適選擇。

辦公室經濟效益比較表

	一般 20 坪辦公室	HSIBC 商務中心
使用空間	<p>辦公室 10 坪 會議空間 5 坪 公共空間 3 坪 (包含茶水區, 事務區) 洗手間 2 坪</p> <p>★以上尚未減去大樓公共設備坪數</p>	<p>大廳 5 坪 辦公室 3 坪 會議空間 12 坪 事務空間 2 坪 公共空間 15 坪 (包含茶水休息區) 洗手間 2 坪</p> <p>★實際可使用空間超過 30 坪</p>
人事薪資費用	<p>秘書總機:25,000 / 月 (勞、健保、退休金未計算) 清潔費:1,000 / 月</p>	<p>櫃台秘書免費服務:</p> <ol style="list-style-type: none"> 訪客過濾及接待 郵件代收發處理 郵局外務服務 每日清潔服務 錄製來電問候語、設定指定轉接 (如需專線電話秘書, 1,500 / 月) 雙語秘書服務
公司營運成本	<p>房租租金:25,000 / 月 稅金:1,250 / 月 裝潢設備:15 萬 (空間整修、辦公傢俱...等) 水電費:約 2,000 / 月 管理費:2,000 / 月 人事費用:26,000 / 月</p> <p>首次開銷\$200,000 後期每月固定費用\$56,250</p>	<p>租金:30,000/月 稅金:1,000/月 無需投資裝潢與設備費用</p> <p>合計開銷\$31,000/月</p>
比較結論	<p>建置初期需要大筆經費支出, 並且必須花長時間投入在裝潢設計, 且遇公司異動(擴編; 遷址)時, 將遷就於房租約期限制, 且裝潢費用也無法回收。</p>	<p>簽約後即可立即辦公, 省去裝潢費用與前期建置時間, 並且享有多方位的商務資源(包含商務登記、秘書服務、會計師、律師諮詢)。除此之外商務中心也可您的公司任何異動調整租用空間大小。</p>

Front Page --- an Introduction to HSIBC

Located on the Section 4 of Xinyi Road in the Taipei City, and in close proximity to the Taipei Xin-Yi Development District, the Heng Sheng International Business Center (HSIBC) occupies a whole floor area in a commercial office building with sufficient lighting due to a high level which it is situated on, and a spacious public area which creates an elegant and magnificent impression. Moreover, the office is in close proximity to the Taipei 101 and the Taipei World Trade Center, where there is aggregation of foreign enterprises, Japanese enterprises, and mainland Chinese enterprises, and enjoying convenient transport and daily life functions. After the MRT Xinyi line begins operating in the end of 2013, the MRT Xinyi Anhe Station will be within five minute walk from the office.

Beyond a commercial office, it is also your business partner

The team members of HSIBC consist of consultants who are experts in the real estate and finance industries. The consultants have many years of experience in office leasing and therefore are fully aware of the needs of office users – in addition to a place to work, companies need a platform for their business expansion.

HSIBC positions itself as an “integrated international business exchange platform”, which endeavours to reward clients by incorporating the sales skills, personal connections, and resources, etc. that our consultants have accumulated over decades. In addition to office leasing, the HSIBC strives to enable clients to have a broader business development through cross-industry match-up and diverse methods of collaboration.

Core concepts: innovation, environmental protection, and technology

Innovation – facilitate exposure opportunities and channels of the consigned products through consultation, analysis, assistance with the design of customized marketing plans, provision of products exhibitions, offering of marketing and distribution services, utilization of business integration skills that HSIBC members specialize in, B2B, business exhibitions in China and Taiwan, group-buy special sales events, as well as exchanges and discussions on chambers of commerce.

Environmental protection –maximizes the function of resources, and embrace comfort and quality at the same time. The practice of sharing office equipment is an embodiment of the concept of environmental protection. In addition, the company spares no efforts in planning a spacious and warm public area. An interior design that utilizes the close-to-nature wooden

and green colours provides workers with a space for relaxation at breaks during work hours!

Technology – conform to human nature, bring convenience, and uphold a high safety standard. Continue to add human-centered high-tech equipment to allow clients the indulgence of enjoying the leading smart products in Taiwan: the office is the only place in the Taipei City that has the entire area installed with “touch-screen electronic power switches”, which are of premium quality and safe to use. In addition, the office adopts an “environmental protection system of ecological plants”, which effectively purifies indoor air and releases Pythoncidere, a refreshing fragrance that is beneficial to human bodies.

Comprehensive services that treat clients like friends

In addition to the brand-new and human-centered interior decoration, HSIBC also provides caring and exquisite services, which range from consultations in everyday affairs such as medical issues, accommodation rental, domestic chore assistance, and seeking for foreign language-speaking drivers, to the recommendation of professional and reliable solicitors, accountants, and technicians. The spirit of unreserved and comprehensive support enables clients from all over the world to fully commit themselves to the business, strive to march forward, and bring their business to the international platform!

Services

Secretarial Services

A Professional bilingual secretary greets important guests and answers incoming phone calls, creating an impression of a first-class international enterprise for your company. The administrative supports provided by the secretary such as receiving and sending out mails and dispatching priority parcels can serve as helpful backing when you have your whole heart set on an all-out sprint for sales performance. Besides, the secretary can also take care of your daily trivia and arrange for your daily needs.

- Professional business secretary
- Bilingual phone secretary
- Greeting important guests
- Documents and administration services
- Receiving and sending faxes and dispatching priority mails
- Making transport and room reservation
- Mailing and posting parcels

A natural and relaxing spatial arrangement, the most comfortable office furniture, and professional services keep your fatigue at bay while you are at work.

1. Exclusive office and space for business purposes
2. Free hot line
3. Free high-speed fibre optic internet
4. 24-hour door entry system to allow for free passes of office staff
5. Specially-chosen ergonomic chairs and custom-made office furniture
6. Unlimited confectionaries, books, newspapers, and magazines

Commercial Office

A space exclusively for office and business purposes, 24-hour door entry system that allows for free passes of office staff, the free high-speed fibre optic internet, the free hot line, free unlimited confectionaries, books, newspapers, and magazines, as well as specially-picked ergonomic chairs and custom-made office furniture that keep your fatigue at bay while you are at work.

- Free fiber optic internet
- Registration of business operation address

- Handing of government documents and mails
- 24-hour door entry system and computer security and surveillance
- Customized high-quality ergonomic office desks and chairs
- Free provision of a company hot line
- Central air conditioning

Personal Work Desk

The quality work desk, which is custom-made for the SOHO group or high performance business people, exhibits an extraordinary fashion taste through the design of high-specification partition screens. With a humble price yet an extraordinary value, the desk can provide you multiple-functional caring services and do not waste any penny you spend.

Product Marketing

The services of product marketing include product exhibitions, marking on the behalf of clients, along with other miscellaneous operation and marketing methods. Through the sales talent that our team specializes in, an array of customized marketing projects are designed to go with diverse promotional methods such as B2B, websites, business exhibitions in Taiwan and China, group-buy special sales events, and seminars, which collaboratively boost the sales figures of commissioned products, and create a convenient shortcut for acquainting more business partners.

Conference Room

The conference room is equipped with comprehensive conference facilities, which are accompanied with services of a bilingual secretary to help create an image of an international enterprise. In addition, a flexible matching plan is designed to suit diverse requirements of different clients, and allow you to maximize your business value by having arrangements at your own free will.

Introduction to the Environment

Lobby

Bearing the concepts of wood and grass in the six colours of the natural colour scheme in mind, HSIBC specially utilizes the idea of surrounding the lobby with grass, so people can feel the warm and comfortable office environment as soon as they step in. The ever-present ingenious designs in the lobby are in line with the core value of innovation, environmental protection, and technology.

General Affairs Area

Providing all stationery that administrative works may require, the area makes word processing easier and faster. High-specification office equipment also makes the overall office environment look more professional and fashionable. Besides, using the company account to logon to photocopier also substantially increases the convenience and swiftness of the photocopying and printing functions.

Kitchen

It provides you with a comfortable space where you can take a short break in your leisure time after your busy work schedule. Enjoying a cup of strong and flavorful coffee brewed from an automatic coffee machine, listening to the fresh background music, and reading the latest newspapers and magazines, you can obtain complete relaxation, feeling laid-back and stress-free.

Reception Room

A highly-secure, warm, and elegant reception room is especially designed to provide you with a more suitable ambience to have business negotiations with important guests or conversations with good friends. It also provides you with an optimum and comfortable choice if what you simply need is a leisurely, disturbance-free, and tranquil environment.

A COMPARISON TABLE OF THE COST-EFFECTIVENESS OF OFFICES

	<u>A General 20-Taiwan-Ping Office</u>	<u>HSIBC Business Center</u>
<u>Used Space</u>	<p>Office: 10 pings Conference area: 5 pings Public area: 3 pings (including the kitchen and the general affairs area) Toilet: 2 pings</p> <p>★The above area includes the area of the public facilities in the building</p>	<p>Lobby: 5 pings Office: 3 pings Conference room: 12 pings General affairs area: 2 pings Public area: 15 pings (including the kitchen and the rest area) Toilet: 2 pings</p> <p>★The actual used space can be over 30 pings</p>
<u>Payroll Expenses</u>	<p>Secretary/Receptionist: \$25,000 / month (excluding expenses of labour insurance, health insurance, and retirement funds) Cleaning Fees:\$1,000 / month</p>	<p>Free Services Provided by the Receptionist/Secretary :</p> <ol style="list-style-type: none"> 1. Filtering and greeting visitors 2. Assistance in sending and receiving mails 3. Services relating to post office matters 4. Daily cleaning services 5. Recording phone greeting messages, and setting up call forwarding (a specialized phone secretary line requires an additional amount \$1,500 per month) 6. Services of a bilingual secretary
<u>Company Operating Costs</u>	<p>Rent:\$25,000 / month Tax:\$1,250 / month Interior decoration and equipment:\$150,000 (Refurbishment and office furniture, etc.) Utility: approximately \$2,000 / month Management Fees:\$2,000 / month Personnel expenses:\$26,000 / month</p>	<p>Rent:\$30,000/month Tax:1,000/month There are no investment costs in interior decoration or equipment</p> <p>Total Expenses\$31,000/month</p>

	<p style="text-align: center;"><u>Initial Expenses \$200,000</u> <u>Subsequent Monthly Fixed Expenses \$56,250</u></p>	
<p><u>Conclusion after Comparison</u></p>	<p>A substantial amount of expenses is required at the initial stage of establishment, and a great amount of time has to be invested on interior decoration and design. In the event where there are variations to the company (such as expansion or moving business location), the company has to be restricted by the term of the office lease, and the expenses on interior decoration couldn't be recouped.</p>	<p>The office can start operation upon a lease agreement is signed, which can save costs on interior decoration and time on initial establishment. Besides, it also comes with the benefit of comprehensive business resources (including business registration services, secretarial services, accounting services, and legal consultations). Besides, the business center also allows you the flexibility to adjust the size of the leased space of your companies to accommodate to any changes to your companies.</p>

Note: The ping (or phêng) is a traditional Taiwanese unit of area equal to 3.305785 square meters (1 ping = 3.305785 m²),