



Virtual /Serviced Office Space Application Form

COMPANY DETAILS

Company Name: _____
 Type of Business: _____ REG. Number: _____
 Business / Invoice Address: _____

 _____ Post Code: _____
 Telephone: _____ Fax: _____
 E-mail Address: _____ Website: _____

PRINCIPAL PERSONAL DETAILS

Mr/Mrs/Miss/Dr: _____ Surname: _____ Forename: _____
 Nationality: _____ IC/Passport No: _____
 * PLEASE ATTACH A PASSPORT SIZE PHOTO FOR OUR SECURITY DATABASE
 Private Address: _____

 Emergency Contact No: _____ Mobile No: _____
 Email Address: _____ Date of Birth: _____

* Detail of Other Personnel on form attached.

Services Required

All Services are invoiced up to the end of the 2nd month after the start date. Charges for the first month are pro-rate to start date and a one off Set up Fee \$20.00 plus a refundable deposit of \$400 is charged on the first invoice.

Start Date: _____

Service	Price	4 th Moths	8 th Moths	12 th Months
<u>Virtual Office Space</u>				
VIP Class	\$80.00	\$320.00 []	\$640.00 []	\$960.00 []
Executive Class	\$60.00	\$240.00 []	\$480.00 []	\$720.00 []
<u>Serviced Office Space</u>				
Office Room	\$290.00	\$1160.00 []	\$2320.00 []	\$3480.00 []
WorkStation	\$165.00	\$660.00 []	\$1320.00 []	\$1980.00 []
	Total Services			
	Set up Fee (once only)		\$20.00	
	Deposit (Refundable)		\$400.00	
	Services Charges		20%	
	TOTAL			

* Please [v] the service.

* Please Complete References Overleaf and Sign to Start Service.

TERMS AND CONDITIONS OF BUSINESS

Basis of the Agreement between Virtual and Serviced Office Services Limited, Etanium Sdn Bhd (the Company) and the Client.

1. Subscription Fees are payable in advance. The deposit and set up fee are charged and paid with the initial payment.
2. All charges are payable by the 21st of the month following the date of invoice unless paying by Direct Debit in which case payment will be collected one calendar month following the date of invoice. The Company reserves the right to terminate the service if payment has not been received within the agreed time. A charge of \$25.00 will be levied for resumption of services.
3. The Company reserves the right to charge interest of 2% per month on invoices not paid by the due date and to charge \$5 per call chasing the unpaid invoice and \$10 per returned unpaid direct debits.
4. When terminating the service the Client agrees to give one month's written notice which shall end at a month end. The deposit less any charges as incurred under clause 5 will be refunded six weeks following the termination date.
5. If charges remain unpaid after one month, the Company has not been contacted by the Client with instructions and no notice of termination has been given, The Company reserves the right to continue charging for the service until the deposit is exhausted and the contract will be terminated at the Company's discretion.
6. Unsatisfactory references may lead to the service being terminated without further notice.
7. Receipt by the Company of a completed Application Form and the appropriate fee shall be deemed as acceptance of all these Terms and Conditions of Business.
8. The Company reserves the right to amend or alter its scale of fees upon reasonable notice and to request additional deposits where monthly usage fees exceed the deposit level.
9. The Client agrees with the Company not to carry on any business which could be construed as illegal, defamatory, immoral or obscene, and agrees with the Company not to use the address of the Company whether directly or indirectly for any such purpose or purposes.
10. The Company reserves the right to terminate this agreement with any client whose activities they feel might adversely affect it or any of its other clients.
11. Please note that if requested to do so, the Company will always make client records available to the authorities should they wish to see them.
12. If The Client changes the nature of its business it must so inform the Company in writing.
13. The Client may not use any Virtual Office address or their telephone numbers for advertising purposes without the prior approval of the Company in writing. Failure to comply with this clause may lead to the service being terminated and impose additional charges or the forfeit of the deposit in the event of any breach of this provision.
14. The Client may not arrange to divert any telephone numbers to their number without prior notification and approval of the Company.
15. The liability of the Company to the Client on account of or in respect of any loss or damage suffered by reason of a failure or delay in providing any service to the Client shall be limited to \$50.00

I/We undertake not to use any of the services until I/We have received acceptance of my/our application.

SIGNED: _____ **DATE:** _____

For office use only: Business Space/Virtual Office Reference No: _____
 Payable by: Credit Card Direct Charge Authority Cheque
 Bank Draft T/T