

VIRTUALLY INIGO APPLICATION FORM

COMPANY DETAILS

BUSINESS/TRADING NAME: _____

NATURE/TYPE OF BUSINESS: _____ REG. NUMBER: _____

BUSINESS/INVOICE ADDRESS: _____

(if any)

POST CODE: _____

BUSINESS TELEPHONE: _____ FAX: _____

WEBSITE ADDRESS (if any) _____

LIMITED COMPANY DETAILS

FULL NAME OF COMPANY: _____

REGISTERED OFFICE ADDRESS: _____

TELEPHONE NUMBER: _____

PERSONAL DETAILS

Mr/Mrs/Ms/Dr: _____ SURNAME: _____ FORENAME: _____

NATIONALITY: _____ DATE OF BIRTH: _____

PASSPORT NO: _____

POSITION IN THE BUSINESS: _____

HOME ADDRESS: _____

HOME NO: _____ MOBILE NUMBER: _____

EMAIL: _____

INDIVIDUAL/PARTNERSHIPS

FULL NAME OF THE OWNER OF THE BUSINESS: _____

Are there any partners in the business YES/NO

LIST OF PARTNERS

FULL NAME DATE OF BIRTH ADDRESS

_____ / / _____

_____ / / _____

_____ / / _____

SERVICES REQUIRED

Mailing address @ £ Telephone answering @ £ (per month exc. VAT) Contact Centre for Pricing

MONTHLY FEE (EXCLUDING VAT): _____

DATE SERVICE TO START: _____

INSTRUCTIONS - Where should post be forwarded and how frequently?

INSTRUCTIONS - Phone number for forwarded calls (if applicable)?

INSTRUCTIONS - Email address for telephone messages (if applicable)?

THE MAILING, ACCOMMODATION AND INTERNET LOCATIONS SCHEME

I understand that details of this agreement may be passed to law enforcement organisations if requested in accordance with above scheme.

I also understand that I must advise the operator of any changes to the above business details.

Signed: _____ Date: _____

IDENTIFICATION CHECKS - TO BE CARRIED OUT BY THE OPERATOR

Need to provide originals of the following for copies for file

VALID DRIVING LICENCE or VALID PASSPORT

PROOF OF ADDRESS (i.e. utility bill, bank/building society statement)

IF A COMPANY - IDENTIFICATION DOCUMENT DETAILS (registration certificate)

REFERENCES

Please fill in each of the following including a contact name for each.

BANK

Contact Name: _____

ACCOUNTANT/TRADE

Contact Name: _____

SOLICITOR/TRADE

Contact Name: _____

TERMS & CONDITIONS OF BUSINESS

Basis of the Agreement between Inigo Business Centres Ltd (the Company) and the Client

1. Subscription fees are payable one month in advance by direct debit. A deposit is paid with the initial payment.
2. All service charges are payable within 30 days of the date of invoice. The Company reserves the right to terminate the service if payment has not been received within the agreed time.
3. The Company reserves the right to charge interest of 2% per month on invoices not paid by the due date.
4. When terminating the service the Client agrees to give one month's written notice which shall end at a month end.
5. Unsatisfactory references may lead to the service being terminated without further notice.
6. Receipt by the Company of a completed application form and the appropriate fee shall be deemed as acceptance of all these terms & conditions.
7. All charges carry VAT with the exception of any deposit paid and interest levied.
8. 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 for any such purpose.
9. 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.
10. 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.
11. If the Client changes the nature of its business it must so inform the Company in writing.
12. The Client may not use the address as their registered office.
13. The company shall accept on the client's behalf all deliveries and messages by whatever means to the premises but cannot accept any liability or expense that may arise.
14. Addresses given must not be a PO Box or another virtual office. Invoices will be sent by post to the address on this form.
15. The client agrees to sign for a period of not less than 3 months.
16. Post collected in person must be by named persons and signed for.
17. The Company adheres to the code of practice drawn up by Trading Standards for providers of accommodation and business addresses.

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

SIGNED on behalf of the Client:

DATE

SIGNED on behalf of Inigo Business Centres Ltd:

DATE