

Virtual Office - Business Address - £35 pcm

This service gives you a prestigious business address that can be registered with HMRC and Companies House as well as having your post delivered here, you will also benefit from

- **Mail Collection**, you can collect your mail from Kings House during business hours Monday – Friday
- **Mail Forwarding**, we can arrange your mail to be sent to you either through the post or, if requested we can scan and email too. Postal charges will apply for any mail forwarded on to you
- **Meeting Rooms**, you can take advantage of our meeting rooms at Kings House, great for meeting clients and colleagues on site in a professional and welcoming environment. Speak to a member of our team for full details of pricing and current special offers.

Contact Details

Kings House, St Johns Square, Wolverhampton, WV2 4DT

01902 58 55 50

info@khbusinesscentre.co.uk

Bank Details for Payments and Direct Debits

Getorix Property Management Limited

Metro Bank

Account 37701696

Sort Code 23-05-80

Or simply click on the link below to set up a monthly standing order

<https://pay.gocardless.com/AL0003N23G04S5>

Virtual Office Application Form

Start Date _____

Applicants Name: _____

Position within Company: _____

Phone No: _____

Email: _____

Company Registration No: _____

Home Address: _____

Business Address: _____

Accounts Contact Name (if different to above) _____

Address: _____

Required: • Photographic ID • Proof of Address (i.e. recent utility bill)

Please note Photo ID must be verified in person at Kings House before any mail or deliveries can be accepted at the address

Virtual Office Agreement

1. Provision of Services and Facilities

- 1.1 We will provide you with access to and use of the Services for the License Period during normal business hours.
1.2 We will provide you with such additional services as agreed between us at the rates set out in the specific license terms.

2. License Period

- 2.1 The term of this Agreement is a rolling monthly licence.
2.2 The Agreement may be terminated by either party giving 1 calendar month written notice to the other party.
2.3 If this Agreement continues for more than 12 months we will be entitled to increase the Service Fee on each and every anniversary of the Commencement date by a minimum of 4% or RPI whichever is the greater from the previous Service Fee.

3. Termination of Agreement

- 3.1 We shall be entitled to terminate this Agreement forthwith upon written notice upon the following grounds:
3.2 Non payment of the Service Fee or any other fees.
3.3 Any breach of this Agreement by you.
3.4 If you (being a company) enter into liquidation or shall have a receiver or an administrative receiver appointed.
3.5 If you (being an individual) become bankrupt or enter into a composition with your creditors or commit an act of bankruptcy.

4. Payment of Service Fee and other Fees

- 4.1 The Service Fee is payable in advance on the dates set out in the Agreement.
4.2 Additional charges such as cost of forwarding calls, use of meeting rooms, post forwarding, photocopying etc, will be invoiced one month in arrears.
4.3 The Service Fee and all additional charges must be paid by direct debit.
4.4 Any Service Fee paid late will be subject to interest at the rate of 8% above the Bank of England base rate and in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. Interest will be charged from the date due to the date of payment to us in cleared funds
4.5 We may withhold any or all of the services and facilities whilst there are any outstanding Service Fees or if you are in breach of this Agreement

5. Our Rights and Responsibility

- 5.1 We shall be responsible for:
5.2 Kings House Business Centre and Royal Mail will not permit post redirection services from the business address under any circumstances.
5.3 Kings House Business Centre reserve the right to cease Services to you without notice if it feels that the address is being used for immoral or illegal purposes.

6. Data Protection Act 1998

- 6.1 Under the Data Protection Act of 1998 we reserve the right to appoint third party suppliers, debt collection and tracing agents in the event of any future default or any breach of any terms or conditions.

7 Money Laundering Regulations 2003 and the Proceeds of Crime Act 2002.

- 7.1 We operate our business in accordance with the above regulations and if necessary will make such inquiries as may be deemed appropriate from time to time and may report any unusual transactions to the appropriate authorities. Proper forms of identification (e.g. passport) will therefore be required
7.2 **Photo ID must be verified in person at Kings House before any mail or deliveries can be accepted at the address**

Licensee Signature _____

Licensee Print Name _____

Company Name.

Start Date

End Date –

Company Address _____