

St Andrew's Business Centre VIRTUAL OFFICE SERVICES APPLICATION FORM (Mail Forwarding Only)

Contact Name(s)

Company Name

Contact Address
Post Code:

Telephone

Mobile

Email Address

Business Type

Legal Structure: Sole Trader Partnership Limited Company Other
 (Please circle). If other, please specify:

Company Registration No.

Date Commenced Trading

Will St Andrew's Business Centre be your registered office? Yes No (Please circle)

Please give your Registered Office Address if you answered no above.

Post Code

VAT Registration No.

Date Registered

We require the names, addresses and dates of birth for **ALL** directors of the company. Please list this information below. If there is not enough space to list all directors below, please continue on a separate sheet of paper and attach to this form.

1)
2)
3)
4)

We also need I.D. for all directors who hold 25% or more of the company. We require 2 forms of I.D. – photograph and proof of address. We will accept a passport or driving licence as photographic identity. For proof of address, we will need a utility bill or a bank statement, (not a mobile phone bill), less than 3 months old. **These documents must be originals and must be presented, in person, at the Business Centre.** If mail is to be picked up from the Centre in person, we will need to know the names of anyone you authorise to collect your mail. They will also have to bring I.D. with them.

Please indicate approximately how many letters, packages and parcels we are likely to receive for you each week.

--

If mail is to be collected from the Business Centre, please list the names and addresses of the person(s) who will pick up the mail. I.D. for the said person(s) will also be required.

1)
2)
3)

If mail is to be forwarded by post, to what address should it be sent?

--

The minimum contract for Virtual Office Services is 12 months. A £50.00 set up fee is also required. Should you want your post to be sent to you, a £50.00 postage deposit is required also.

I enclose £432.00 (£360.00 plus VAT) for a 12 month Virtual Office Service

And

I enclose £50.00 postage deposit charge.

And

I enclose £50.00 set up fee.

I agree that this service will not be used for any unlawful purpose.

Signed.....

Date.....

Print Name.....

Cheques payable to: **Dreaming Spires Nasitra Limited**

Return this application form to Reception, St Andrew's Business Centre, 91 St Mary's Road, Garston, Liverpool. L19 2NL. Telephone Number: 0151 494 5600

INTERNAL USE ONLY – Staff must note below all checks that have been made and initial.

Companies House	<input type="checkbox"/>	Other checks made (specify below)	<input type="checkbox"/>
Website	<input type="checkbox"/>		
Internet Search	<input type="checkbox"/>		