

## VIRTUAL OFFICE SUBSCRIPTION FORM

### 1. COMPANY DETAILS:

Company Name & Reg No.:	
Address:	
Contact Name:	
Telephone No.:	
Mobile No.	
Fax No.:	
Email:	

### 2. SERVICES (Please Tick)

<b>Classic</b> (RM80)	<input type="checkbox"/>
<b>Gold</b> (RM120)	<input type="checkbox"/>
<b>Platinum</b> (RM180)	<input type="checkbox"/>

### MAILING

3. To whom will the mail be addressed?

4. Please forward my mail to the address:

5. Please indicate additional instructions e.g if mail should be sent registered or express#

### FAX TO EMAIL

6. Please specify the email address to which your faxes should be redirected

### TELEPHONE REDIRECTION

7. Please redirect my calls to the following number#

By submitting the "Virtual Office Subscription Form", I/we agree that this service is provided purely for receipt and forwarding of normal commercial or personal correspondence. I specially agree that the service will not be used for unlawful, illegal or immoral purposes.

Signature

Name:

Company Name:

# Additional fee apply

## Terms and conditions

### DESCRIPTIONS OF SERVICES

#### 1. Service and facilities – Package comparison

Plan	Classic	Gold	Platinum
Prestigious business address	Yes	Yes	Yes
Mail Notification	Yes	Yes	Yes
Weekly mail forwarding	Self collection	Yes	Yes
Shared telephone line	No	Yes	NA
Dedicated telephone line and receptionist	No	No	Yes
Free in-coming fax sends via your email	10 pages/month	20 pages/month	50 pages/month
Cheque deposit service	2 cheques/month	5 cheques/month	10 cheques/month
Monthly fee	RM80	RM120	RM180
One time Refundable Security deposit	RM160	RM240	RM360

#### Prestigious Business Address

The Provider, YCS Management & Consulting Services ("We") provides Subscriber ("You") a prestigious address in the heart of the Central Business District of Johor Bahru, which can be used for registered business address for the registration of your company. The address can be used on business cards, letterheads or any other official documents.

The official address will be:

Suite 13-10, Level 13,  
Johor Bahru City Square office Tower,  
106 - 108, Jalan Wong Ah Fook,  
80000 Johor Bahru.

#### Mail Notification

Whenever mails arrive, we provide an email notification stating details like date, sender, type of mail etc.

Mail Notification up to 30 mails/month is free of charge for all clients. Additional mail notification will be charged at RM5/mail

#### Weekly Mail Forwarding

For any arrival of postal mails, including courier items and small parcels, we provide Mail Forwarding service#.

Postal charges will be billed according to Postage rates.

Foreign customers will be required to place a deposit of RM100 for postal charges.

#### Mail Self-Collection

For Classic customers, mails will be kept for your self-collection for a period of 90 days after which uncollected mails will be disposed.

(Receptionist will inform you by e-mail)

All mails are processed and to be collected only during our office hours at

Suite 13-10, Level 13,  
Johor Bahru City Square office Tower,  
106 - 108, Jalan Wong Ah Fook,  
80000 Johor Bahru.

#### Dedicated Phone Line

A dedicated local telephone number will be assigned to you. Professionally trained staff will personally attend to your calls using your business name. This number may also be automatically diverted to another telephone number specified by you. Forwarding charges will be billed. Phone answering up to 15 calls per day is free of charge for all Gold and Platinum subscribers. Additional calls receive will be charged as follow:

No. of call/day	Charges
1-15	Free
16-30	RM 25
31-50	RM 50
More than 50	RM 1/call subsequently

#### Free in-coming fax sends via your email

A Shared fax number will be allocated to all Subscribers. Incoming faxes will be segregated by recipient client company's name and emailed to the respective client's specified email address. Additional in-coming faxes will be charged at RM0.50/page

## Cheque deposit service

Incoming cheques will be deposited in the following working day.

Additional cheque deposit will be charged at RM 2

*\*only to the bank account in Maybank, CIMB, RHB, Public Bank, Hong Leong Bank, EON Bank, Ambank, Alliance Bank, Affin Bank, HSBC, Citibank, UOB, OCBC and Standard Chartered bank.*

The following services are also available

	Classic
Printing and photocopying - Black & white - Colour	RM 0.50 per page RM 2.50 per page
Courier	RM 8 handling fee plus actual courier charges
Redirect fax	RM 1 (local) RM2.50 (overseas) per page

2. For the period of this Agreement the we will provide you with the services based on the plan you have signed up at the Premises
3. The transmission of mail and messages shall be made between the hours of 9:00am and 6:00pm weekdays (other than public holidays)
4. We will for the period of this Agreement provide such secretarial, and other business services as offered between the hours of 9:00 am and 6:00 pm weekdays (excluding public holidays) as requested by you.
5. The optional additional services may be reserved in advance by you subject to availability but we do not guarantee that the optional additional services will be available to you

## PAYMENT

6. For the period of this Agreement you will pay us by cash, cheque or telegraphic transfer
7. If the cost of the monthly optional additional services provided to you by us from time to time exceeds 50% of the said deposit, if required by us, you shall increase the said deposit up to 50% of such sum on demand
8. You will reimburse us immediately for all sums of money expended and charges made at the then current rate by us in respect of the provision of the services pursuant to this Agreement
9. If payment is not made within 7 days of the due date, we shall be entitled to charge 5% late interest monthly on the outstanding amount
10. In the event of you failing to discharge your liability to us for the services provided by us within 7 days of such payment becoming due, we shall be entitled (i) to retain any correspondence addressed you and telephone and fax messages intended for you until you make the payment owing to us (ii) to exclude you from further use of any services facilities and equipment until all outstanding sums are paid and (iii) forthwith to terminate this Agreement

## PROVIDER'S RIGHTS AND RESPONSIBILITIES

11. We will carry out the services with reasonable care and skill including using all reasonable endeavours to ensure accurate and expeditious handling of communications for you however we gives no warranties, representations or other terms regarding the services or handling of communications save as expressly set out in this Agreement.
12. We shall have no liability to you for any loss of profits, business, revenue, damage to brand or reputation or any indirect or consequential or special loss or damage in respect of any act omission neglect delay or default by any of our staff or agents and whether in contract or in tort.
13. In the event of any parcel chattel packet or other object other than mail addressed to you being delivered at the Premises the Provider will bear no responsibility in the event of you or the sender failing to remove the same within three months of receiving notice from us of receipt of such item or items at the Location
14. We will use reasonable endeavours to provide the optional additional services

## SUBSCRIBER'S RIGHTS AND RESPONSIBILITIES

15. You shall be entitled to receive the services subject to these Terms and Conditions
16. Your obligations are to pay the stipulated fee and the costs of all other services provided on the due dates and to perform all of your obligations contained in this Agreement
17. You will fully indemnify us against any expenses cost claims damages or penalties incurred by us in connection with this Agreement howsoever occasioned
18. You will not send or deliver or cause to be sent or delivered to the Location any noxious harmful dangerous live perishable or bulky objects
19. You will not carry on any business which could be construed by us as illegal defamatory immoral or obscene and will not use the Location whether directly or indirectly for any such purpose
20. We shall not accept any item which exceeds 5kg in weight, 18 inches in any dimension or 1 cubic foot in volume
21. We shall be entitled to (i) destroy any mail or messages not collected or forwarded in accordance with these Terms and Conditions and (ii) refuse to accept any quantity of items which we considers unreasonable
22. You may not use the address of the Premises as the registered office of a company or partnership without our written permission. Permission will not be withheld or delayed in normal circumstances, but shall require payment in advance of a one-off or monthly fee according to our current price list; until cleared funds are received by us the permission will not take effect. The permission given shall remain in force as long as you maintain contractual relations with us in relation to the Premises; on cessation of such contractual relations you shall, unless otherwise agreed with us in writing, immediately re-register the company or partnership at another address which has no connection with us or any of our related companies. Whilst the Premises are used as your registered office, you agree to indemnify us against and immediately reimburse to us any cost of whatever nature which arise from or as a consequence of maintaining your registered office at the Premises.

## **DURATION AND TERMINATION**

23. This Agreement shall (subject to the Providers rights of determination in accordance with these Terms and Conditions) subsist for a minimum period from the commencement of the service specified overleaf and for the duration of the contract term and shall then continue until determined by one month's notice by either party. In the event of you being in breach of any of the conditions of this Agreement, we shall be entitled to terminate this Agreement immediately by sending written notice of termination to you
24. If you are dissatisfied with the service for any reason, you may cancel this Agreement by giving notice to us within 14 days from the Commencement Date of this Agreement whereupon this Agreement shall determine immediately and we shall refund the deposit fee less any optional additional charges that have not yet been paid for

## **GENERAL**

25. Any notice given by either party shall be in writing and shall be deemed sufficiently served (i) in the case of notice to us at the Premises or such other address or shall have been notified by us for the receipt of notices and (ii) in the case of notice you at the address shown in "Virtual Office Subscription Form" overleaf or such other address as shall have been notified by you to us for the receipt of notices
26. Any notice sent by post should be deemed received by the addressee in the normal course of posting
27. This Agreement is personal to you and is not capable of assignment. Also it represents the entire agreement between the parties and neither party has relied on any representation or other term not set out in this Agreement.