

# Virtual Office Service Agreement

Tel: 01332 546 920  
Web: [www.oberoibusinesshub.co.uk](http://www.oberoibusinesshub.co.uk)

19 & 20 St. Christopher's Way,  
Pride Park, Derby, DE24 8JY

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 Oberoi Business Hub

### Contact Details

Company Name:

Company Address:

Company Postcode:

Contact:

Role:

Telephone:

Mobile:

Email:

Start Date:

### Virtual Office Requirements

**Service Required:** *(Please select one or more that apply)*

**Mail Handling**

£35 +VAT per month (first 3 months payable in advance)

**Registered Address**

£100 +VAT one-off payment

*Registered office address can be used to register your business at Companies House*

**Hub Membership - Pride Park, Derby**

£60 +VAT per month (first 3 months payable in advance)

*Hub Membership includes a mailing address & unlimited access to our informal workspace, on **Pride Park in Derby**, during normal office hours (9am to 5pm, Monday to Friday)*

**Mail Handling Instructions:** *(Please select one)*

**Mail Forwarding**

*Please see next page for preferences*

**Mail Collection**

*During business hours 9am to 5pm Mon-Friday*

**INTERNAL USE ONLY** Seen, scanned and attached:

**Photographic ID**

**Completed Direct Debit Form**

**Proof of Address 1**

**Proof of Address 2**

*All prices are exclusive of VAT*

### Extra Information

**Mail Forwarding Instructions:** *(Please select one)*

**Open, Scan and Email Letters**  
50p per letter

How often would you like your post to be forwarded?

**Daily**  
End of Day

**Weekly**  
Specify details below

**Monthly**  
Specify details below

Any other information:

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**Mail Forwarding Price List:**

All mail will be sent via Royal Mail. We will send all your mail in one envelope.  
Please select your preferred class of post.

**First Class**       **Second Class**

Size	Weight*	First Class‡	Second Class‡
<b>Letter</b>	100g	71p	61p
<b>Large Letter</b>	100g	£1.06	83p
	250g	£1.40	£1.30
	500g	£1.88	£1.69
	750g	£2.71	£2.30
<b>Small Parcel</b>	1kg	£3.68	£3.10
	2kg	£6.05	£3.15
<b>Medium Parcel</b>	1kg	£6.27	£5.45
	2kg	£9.84	£5.45
	5kg	£17.43	£15.12
	10kg	£24.09	£31.40
	20kg	£36.74	£36.74

\* Weights are up to and including

‡ Prices include packing charges and are +VAT  
Includes compensation up to £20

**Mail Notification Instructions:** *(Please select one)*

How would you like to be notified when post arrives?

**Email when mail arrives**  
Specify details below

**Phone call when mail arrives**  
Specify details below

**Email at end of day**  
Specify details below

**None**

Any other information:

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## Oberoi Consulting's Terms and Conditions of Business

Oberoi Business Hub is committed to the service it offers its Clients and has created terms and conditions governing the use of its Business Hub.

These terms have been formulated for the collective benefit of Oberoi Business Hub Clients. The terms are designed to ensure the enjoyment of the accommodation by all of Oberoi Business Hub Clients in the premises to govern the relationship between the Client and Oberoi Business Hub.

This agreement is between: Oberoi Consulting Ltd, T/A Oberoi Business Hub  
19 St Christopher's Way, Pride Park, Derby DE24 8JY  
Company Reg. Number: 4274135

And: Company Name: .....  
Registered Office Address: .....  
Company Reg. Number: .....

**Compliance:** Client must do nothing illegal in connection with its use of the Oberoi Business Hub. The Client must not do anything that may interfere with the use of the premises by Oberoi Business Hub or by others, cause any nuisance or annoyance, increase the insurance premiums Oberoi Business Hub has to pay, or cause loss or damage to Oberoi Business Hub or to the owner.

**Payment terms:**

- a) **Prior to the use of service:** Once the application has been approved, an initial invoice will be raised which is payable on receipt prior to the use of service. Further invoices will need to be paid by direct debit.
- b) **Late payment:** If the Client does not pay fees when due, a fee will be charged on all overdue balances at the rate of 3% interest. If the Client disputes any part of an invoice the Client must pay the amount not in dispute by the due date or be subject to late fees.

Oberoi Business Hub also reserves the right to withhold services (including for the avoidance of doubt, denying the Client access to its accommodation) while there are any outstanding fees and/or interest on which the Client is in breach of this agreement.

- c) **Insufficient Funds:** The Client will pay a fee for any returned cheque or any other declined payments due to insufficient funds.

**Registration:** You warrant that any information you provide to us about yourself upon registration or at any time will be true, accurate, current and complete and that you will ensure that this information is kept accurate and up to date at all times.

As part of our set up process we need updated versions of the following documents which we must hold in accordance with The Money Laundering Regulations 2007.

**One (1) form of certified id, from the following list, is required:**

- Passport
- Driving Licence ( with photo card )
- National Identity Card
- HM Forces Identity Card

Oberoi Business Hub reserves the right to amend these terms and conditions at any time.

## Oberoi Consulting's Terms and Conditions of Business

### Two (2) forms of certified proof of home address are required

The proof of home address needs to be dated within the last 3 months and from the following list;

- Gas, electricity, telephone (landline - not mobile), water bill
- Council Tax bill
- Mortgage statement
- Bank/Building Society statement
- TV licence
- Valid insurance certificate
- Pay slip
- P45 or P60
- Financial statement (e.g. endowment, pension)
- Current benefit book or letter from the Benefits Agency
- HMRC coding notice
- Proof of accommodation

### Bodies Corporate, please provide;

- Confirmation of legal entity and Certificate of Incorporation (if applicable)
- A full description of the nature of your business
- Certified Proof of Principle Place of Business which must include the company name

These documents need to be certified at our premises.

### Warranty:

- a) You warrant that you will not use the Oberoi Business Hub Office Services for any unlawful, fraudulent or immoral or similar purposes or in connection with any business that is in breach of any applicable legislation (primary and subordinate), rules, regulations or orders of applicable authorities or in competition with the Services offered by us.
- b) You will not during or after the term of this Agreement carry out any act or make any omission (whether in respect of use of the Address and/or any Number allocated to you under this Agreement or otherwise) that may damage the goodwill or reputation of the Address and/or the Number and/or our business or may bring the Address and/or the Number and/or our business into disrepute.

**Termination:** We may immediately terminate this Agreement at any time by notice in writing to you if:

- a) We suspect that you are or may in the future use Oberoi Business Hub Office Services in breach of the warranties set out in Clause above.
- b) You are in material breach of any of your obligations under this Agreement which you have failed to remedy (if remediable) within 21 days of written notice requiring you to do so; or
- c) You are or become unable to pay your debts as they fall due or suspend or threaten to suspend payment of your debts, if a trustee, administrator or other receiver or encumbrance is appointed or takes any steps with a view to taking possession of all or any part of your assets, you are or become insolvent or convene or propose to convene a meeting of your creditors or any steps are taken concerning your insolvency or any similar steps are taken in respect of your bankruptcy or insolvency.
- d) Termination shall be without prejudice to the accrued rights of the parties as at the date of termination.

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Oberoi Business Hub reserves the right to amend these terms and conditions at any time.



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### Effect of Termination:

On termination of this Agreement for any reason:

- a) We will cease to provide the Oberoi Business Hub Office Services to you.
- b) You will cease all use of the Address and any Number allocated to you under this Agreement and will, at our sole option and discretion, either destroy or deliver to us all stationery, business cards, promotional and other materials in your possession bearing such Address and/or Number, remove all references to the Address and such Number including, without limitation, from your electronic mail and cease all marketing and promotional activities utilising our office services, address and number; and
- c) You will immediately notify all your business contacts and if appropriate Companies House and any other regulatory authority of your change of address and number.
- d) All mail held or received by us on your behalf on or after the date of termination will, at your option to be notified to us in writing within 7 days of termination of this Agreement, either be returned to the sender or for a period of up to 1 month be forwarded to you at a Fee to be notified by us at that time (provided you have notified us no less than 7 days prior to termination of your requirement for such forwarding).
- e) Termination of this Agreement for whatever reason shall be without prejudice to any cause of action which has accrued to any party prior to expiry or termination.

On behalf of the Client:

On behalf of Oberoi Business Hub

Signed: .....

Signed: .....

Name: .....

Name: .....

Position: .....

Position: .....

Date: .....

Date: .....

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