

Signal Centre

Mail Address Service - Application Form

I hereby ask that from _____ (date)

Signal Centre, 2 Innotec Drive, Balloo Road, Bangor, will

accept any incoming mail in the name of _____

I request Signal contact me via: _____ to notify me of the arrival of post

OR: I will contact Signal *daily/weekly/fortnightly/monthly.

Cost is £30 + VAT per month payable in advance

NAME OF APPLICANT: _____

COMPANY NAME: _____

COMPANY STATUS : _____ (eg Sole Trader, Limited Company)

COMPANY REG NO: _____ (if applicable)

TYPE OF COMPANY: _____

CONTACT ADDRESS _____

_____ **POSTCODE:** _____

CONTACT NUMBER: _____

CONTACT EMAIL: _____

SIGNATURE: _____ **DATE:** _____

One month's written notice is required to cancel the above contract on either side.

* Delete as appropriate.

Office Use Only

Application Received Date: _____ **Staff Initials:** _____

Notice to terminate received on: _____ **Staff Initials:** _____

Proof of address provided: _____

Please note that all businesses applying will be vetted to ensure they are commercially bona fide, have substance and not used for any unlawful purposes.

Privacy Statement:

Using your Personal Information

Ards and North Down Borough Council's Economic Department section takes your right to personal privacy seriously. Personal information you supply will be used to contact you by e-mail or post regarding your Virtual Office account. This information is collected and processed with your consent and will only be used for the purpose for which it was given, any invoicing and financial records must be kept for a period of 7 years. You have a right to see and review the information held on you. If you wish to request your personal information or have a data protection query, please put your request in writing, stating clearly who you are and your query to: Data Protection Officer, Ards and North Down Borough Council, Town Hall, The Castle, Bangor. BT20 4BT. E-mail: dataprotection@ardsandnorthdown.gov.uk. Tel: 0300 013 3333 or visit the Council's website: www.ardsandnorthdown.gov.uk/privacy-and-cookies