

# Signal Centre

## Virtual Office - Application Form

**NAME OF APPLICANT:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**COMPANY STATUS :** \_\_\_\_\_ (eg Sole Trader, Limited Company)

**COMPANY REG NO:** \_\_\_\_\_ (if applicable)

**TYPE OF COMPANY:** \_\_\_\_\_

**COMPANY DESCRIPTION:** \_\_\_\_\_

**DATE OF FORMATION:** \_\_\_\_\_

**DIRECTOR (S) NAME:** \_\_\_\_\_

**CONTACT ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**HOME CONTACT NO:** \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**CONTACT EMAIL:** \_\_\_\_\_

### VIRTUAL OFFICE:

I hereby ask that from \_\_\_\_\_ (date)

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

1. Accept any incoming mail in the name of \_\_\_\_\_

I request SIGNAL contacts me via: \_\_\_\_\_ to notify me of the arrival of post

OR: I will contact SIGNAL \*daily/weekly/fortnightly/monthly \*Delete as appropriate

2. Answer incoming calls using our preferred greeting messages and forward messages to the e-mail address listed below:

# Signal Centre

**PREFERRED GREETING MESSAGE:** \_\_\_\_\_

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**INFORMATION GATHERED FROM CALLER:** \_\_\_\_\_

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**EMAIL ADDRESS TO FORWARD MESSAGES:** \_\_\_\_\_

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**SPECIAL INSTRUCTIONS (IF ANY):** \_\_\_\_\_

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Cost is £50 + VAT per month payable in advance

**DECLARATION:**

I/We (Name): \_\_\_\_\_

Of (Address): \_\_\_\_\_

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Hereby Declare:

- That all the details given above are true and accurate, that I/We agree to abide by your standard Terms and Conditions of Business and that I/We accept responsibility of the agreed charges billed.
- That I/We understand that the above services run on a monthly basis.
- That all transactions conducted by the above company will be commercially bona fide, have substance, and not be used for any unlawful purpose.
- That there will be no misuse or misrepresentation of the Virtual Office address or the relationship of the Virtual Office Client business and Ards and North Down Borough Council/Signal Centre.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**POSITION HELD:** \_\_\_\_\_

# Signal Centre

Please provide the name of the name and details of a trade contact within your industry whom we may contact as a reference.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please note:**

- One month's written notice, by either party, is required to cancel the above contract.
- Prior to the application being accepted to provide a Virtual Office Service, checks will be carried out on applicant and/or company.

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**Office Use Only**

Application Received Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Notice to terminate received on: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Virtual Office DDI Number: \_\_\_\_\_

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](mailto:dataprotection@ardsandnorthdown.gov.uk). Tel: 0300 013 3333 or visit the Council's website: [www.ardsandnorthdown.gov.uk/privacy-and-cookies](http://www.ardsandnorthdown.gov.uk/privacy-and-cookies)