

**PA SOLUTIONS (SA0118760-V)**

1714, Senate House, Jalan Ledang, Off Jalan Duta,

50480 Kuala Lumpur

Phone: +6 03 20969100 Fax: +6 03 20969110 Email: info@vos.com.my Web: www.vos.com.my**REGISTRATION NO.****6015-09-_____****TYPE OF BUSINESS & DOCUMENTS REQUIRED**

* Photocopy of Business Registration Certificates

Please write in CAPITAL letters & TICK (✓) where applicable

Sole proprietor /Partnership

Form D

Form B

Photocopy IC (Director)

Private Limited (Pte Ltd)

Sendirian Berhad (Sdn Bhd)

Form 9 Form 44

Form 49 Form 24

Photocopy IC (Director)

Others : _____

For Non-Malaysian

Form 79 or 80, 80A

Form 83 or 83A

Photocopy IC (Director)

A. COMPANY INFORMATION

Company Name _____

Registered Company Address _____
(Company Secretary' Address) _____

Nature of Business _____ Business Registration No. _____

Contact Number _____ Website _____

Products / Services offered _____

B. DIRECTOR / PERSONAL INFORMATION

Mr Ms Mdm Mrs Dr Others _____

Name (as in IC or Passport) _____

Correspondence / Mailing Address _____

New IC No. / Police / Navy ID _____ Passport No. _____

Nationality Malaysian Non-Malaysian: _____

Contact Number / Mobile No. _____ Email _____

C. DIRECTORS / PARTNERS

No	Full Name of Partners / Directors	Position	Mobile Number	Email Address	Incoming calls, mails, couriers to be informed via;
1					SMS or
2					SMS or
3					SMS or
4					SMS or

(If more than 4 please attach another copy)

D. TYPE OF CLIENTS Executive Virtual Office Mailbox Corporate Package Others _____

Suite No. _____ Mailbox No. _____

Dedicated Tel No. _____ Fax No. _____

No. of Card Access _____ No. of Main Entrance Door Key(s) : _____

No. of Suite Key(s) _____ PIN Code Door Access _____

Password (for printing, photocopying & etc) : _____

E. BILLING / MODE OF PAYMENT

Billing send to Executive Suite Registered Company Address Correspondence / Mailing Address Others : _____

Mode of Payment Cash **(to be collected by VOS Business Centre authorized personnel only)**

Cheque (payable to "PA SOLUTIONS")

Credit Card Visa Master Debit Cards & Maestro JCB AMEX CUP MEPS

Monthly Package Fee : RM _____ TOTAL DEPOSIT PAID / COLLECTED RM _____

F. DECLARATION & AUTHORISED SIGNATORY

I / We confirm all of the above information is true and valid. I / We have read and understand the terms and conditions and hereby accept / agree to be bound by those terms & conditions printed overleaf or any amendments thereto.

Name _____

IC / Passport No. : _____

Date

Company Stamp _____

G. OFFICE USE ONLY

Sales Channel Walk-in Agent Advertising @ _____ Others : _____

Sales Code Campaign Code Company Account No. Commencement Date _____

Billing Period (every cycle) from _____ to _____ Total Deposit Collected : RM _____

Monthly Package RM _____ Client Password _____

Acknowledgement Signature & Name Approved by Signature & Name

TERMS & CONDITIONS

This Terms & Conditions is applicable for the use of PA SOLUTIONS (001787380) Business Service Centers, Virtual Office, Mailbox Services, Admin / Secretarial services and all facilities. All registered Clients of PA SOLUTIONS shall agree to abide by these Terms and Conditions and to any AMENDMENTS thereto.

DEFINITIONS

“PA SOLUTIONS BUSINESS SERVICE CENTRE” means VOS BUSINESS SERVICE CENTRE.

“Agreement” means this contract read in conjunction with the Client’s Application.

“Application” means VOS BUSINESS SERVICE CENTRE official registration form duly signed by the Client.

“Commencement Date” means the day the service is activated upon payment and application approval.

“Client” means VOS BUSINESS SERVICE CENTRE individual client / company / association / corporate or any other client that sign’s up the registration form for the services provided by VOS BUSINESS SERVICE CENTRE.

“Premise” means the office / workplace at VOS BUSINESS SERVICE CENTRE. VOS BUSINESS SERVICE CENTRE is the tenant of the premise located at premise(s) as identified to the client and selected by the client upon registration. The landlord has agreed to allow VOS BUSINESS SERVICE CENTRE to sublet any part of the said Premise and to grant license to any party to use any services and facilities provided by VOS BUSINESS SERVICE CENTRE within the said Premise.

“Account” means the registered individual Client, company, association or corporate using VOS BUSINESS SERVICE CENTRE services and facilities.

“invoice” means Statement of Account which is sent on a monthly basis according to the Client billing cycle.

“Services” means all facilities from Executive Suite, Virtual Office, Mailbox Services, telecommunication and administrative services provided by VOS BUSINESS SERVICE CENTRE and other value added services provided by its strategic partners.

“Registration Form” means the standard form which is used by the Client to sign-up and to fill in their details.

“Payments” means is to be paid latest by the 7th day of invoice date.

“Deposit” means the minimum of 2 (two) months in advance payment required upon sign up of any services provided by VOS BUSINESS SERVICE CENTRE.

“Strategic Partners” means any person or company, which VOS BUSINESS SERVICE CENTRE may develop from time to time, collaborating with the Company in providing the privileges and value added services to its Clients.

“Office Hours” means hours from Monday to Friday, 9.00am to 6.00pm.

1. AGREEMENT

The terms and conditions set forth herein below and the particulars given in the Registration Form shall be taken construed and read as an integral part of the agreement pertaining to the use of the Executive Suite, Virtual Office and Mailbox Services and all other Services provided by VOS BUSINESS SERVICE CENTRE.

2. TERMS OF APPLICATION

All application is subject to verification and approval by VOS BUSINESS SERVICE CENTRE. Client shall be notified of application status within 1 (one) working day. Client is obliged to provide correct details in the registration form for VOS BUSINESS SERVICE CENTRE services and failure to do so may invalidate application and any subsequent transaction. It is the Client responsibility to provide accurate information as a continuing obligation and must notify VOS BUSINESS SERVICE CENTRE in the event that any information provided has changed at any point of time.

3. DRESS CODE

When utilising VOS BUSINESS SERVICE CENTRE, standard business wear applies at all times, no slippers, shorts and sleeveless shirts, proper and decent business attire is required in the premise.

4. DEPOSIT

A deposit equivalent to 2 (two) monthly rentals in advance required upon sign up. The deposit shall not be used to off-set any arrears in the rentals, utility, administrative, telecommunication or facilities charges. The contract for the use of the Executive Suite, Virtual Office, Mailbox Services and any other services shall stand a minimum period of 3 (three) months, and the Client is required to maintain their account active, which failing to do so the Client deposit shall be forfeited.

5. PAYMENT

All charges and fees are to be paid latest by the 7th day of invoice date. The charges shall include government tax, any service tax or surcharge as and when required.

6. DEFAULT & DELAY IN PAYMENT

The company reserves the right to charge an interest of 5% per month on any outstanding amount or arrears not paid on the specified date stated in the statement of account. Services shall be suspended and automatically disconnected / locked and barred all telecommunication services in the event any charges owing to VOS BUSINESS SERVICE CENTRE remains unpaid for a period of 14 (fourteen) days from the date of the invoice and / or statement of account. Any reconnection or reinstatement shall incur a fee of RM100.00 (Ringgit Malaysia: One Hundred Only).

In the event the Client fails to pay the said breach within a further period of 7 (seven) days from the date of disconnection of the use of the Executive Suite and the Services, the contract shall be deemed terminated. VOS BUSINESS SERVICE CENTRE shall be entitled to re-enter the Executive Suite without further reference to the Client and shall be entitled to remove all documents and things not belonging to VOS BUSINESS SERVICE CENTRE from the Executive Suite without any liability. The company reserves the rights to terminate the services and refuse entrance if payment has not been received within the agreed time and only recommence all services and entrance upon receiving full payment of all outstanding / arrears amount together with late payment interest.

7. INCREMENTS

The Client shall agree to accept that VOS BUSINESS SERVICE CENTRE reserves the rights to change, review, or vary the charges for services or rental upon giving 1 (one) month’s notice in writing of such increment in charges and new changes shall apply from the date of the commencement indicated in the notice.

8. OPERATIONS

VOS BUSINESS SERVICE CENTRE entitles the Client to use the address of VOS BUSINESS SERVICE CENTRE, as his/her business address and enables incoming calls from the dedicated phone number given by VOS BUSINESS SERVICE CENTRE to be answered in the company name specified by the Client, as well as mails and faxes to be received on the Client’s behalf. The Client will be responsible for additional services charges such as but not limited to from printing, typing, binding, copying, faxing, etc and Client also may hire other facilities such as workstations, boardroom, meeting room and lounge which extra charges are billed on hourly basis and on a first come first serve basis, subject to availability at the set price that are not included in the monthly fee.

Cancellation of the above facilities within 48 hours of the reservation date shall be charged 50% and cancellation within 24 hours shall be payable in full on booked facilities. Services may vary from time to time at VOS BUSINESS SERVICE CENTRE absolute discretion and shall be provided between the hours ;of Monday to Friday from 9am to 6pm and Saturday, Sunday & Public Holidays are closed. Executive Suite Clients are able to access to the office at any time from Monday to Sunday; except for virtual office and mailbox services Clients.

After office hours, the services will be made available upon booking of 48 hours in advance with enclosed charges; VOS BUSINESS SERVICE CENTRE may at its sole discretion reject or decline to operate or offer any services / facilities after office hours.

VOS BUSINESS SERVICE CENTRE must be notified in writing with immediate effect if the Client changes the nature of its business.

VOS BUSINESS SERVICE CENTRE and the whole premise is a strict no smoking policy.

It shall not be the responsibility of VOS BUSINESS SERVICE CENTRE to inform the Client of any letter or documents received unless notified and subject to payment of prescribed charges in advance.

The Executive Suite Clients shall at all time throughout the contract period or any extension is responsible for the security of all the access card and sets of keys to the Executive suite and main entrance door. Any loss must be notified to VOS BUSINESS SERVICE CENTRE with immediate effect. Any additional application and replacement of the access card and keys shall be a minimum fee of RM100.00 per replacement. (Only applicable for Executive Suite Client).

The Client may not use the Virtual Office address or their dedicated telephone number for advertising purpose or to divert their calls without prior approval of VOS BUSINESS SERVICE CENTRE in writing. Failure to comply with this clause may lead to the service being terminated forthwith and the company may impose additional charges or forfeit the deposit in the event of any breach of this provision.

9. The Client agrees that it will not carry out any businesses which could be construed as illegal, defamatory, immoral, obscene or against the laws of the country. The company reserves the rights to terminate this agreement with any Client whose activities they feel might adversely affect VOS BUSINESS SERVICE CENTRE or any of its Client.

The Client hereby instructs VOS BUSINESS SERVICE CENTRE to acknowledge receipt of any letter or documents which requires acknowledgement without any liabilities whatsoever.

VOS BUSINESS SERVICE CENTRE shall not be responsible for any breakdown in the service howsoever caused but shall restore or cause or to be restored the effected service as soon as practicable.

VOS BUSINESS SERVICE CENTRE reserves to right to terminate this contract immediately if the activities of the Client might adversely affect the operations of VOS BUSINESS SERVICE CENTRE however and in whatsoever manner.

10. WAIVER

Any failure, delay or neglect by VOS BUSINESS SERVICE CENTRE in forcing any term or conditions of this agreement shall not be deemed waiver of any VOS BUSINESS SERVICE CENTRE rights or as affecting the validity of the whole or any part of this agreement.

11. ASSIGNMENT

Except with VOS BUSINESS SERVICE CENTRE prior written consent, the Client shall not assign or in any way transfer his rights and obligation of any benefits or interest under this agreement.

12. MAINTENANCE

Client is required to maintain and responsibly use the services and facilities with care. All fixtures and fittings to be maintain in good condition throughout the terms of contract, fair wear and tear accepted. The Client shall be fully responsible for any damages, broken fixtures or fittings cause during the use of such facilities.

13. INDEMNITY

Without prejudice to the provisioning of this agreement, the Client shall indemnify VOS BUSINESS SERVICE CENTRE and hold VOS BUSINESS SERVICE CENTRE harmless from and against any payment, losses, costs, charges or expenses whatsoever, legal and otherwise, which VOS BUSINESS SERVICE CENTRE may sustain, suffer or incur as a consequence of the granting and extending of the facilities to the Client or as a consequence of any default or breach in the payment of any amount (whether monthly service fee, interest or other use) hereunder and such payments, losses, costs, charges or expenses should include but not limited to such amount as VOS BUSINESS SERVICE CENTRE shall certify as being necessary to compensate VOS BUSINESS SERVICE CENTRE for any loss incurred on or out of any default by the Client from the date of payment of the amount in default or in breach of any of the Clients’ obligations.

14. NOTICES

Any notices given by VOS BUSINESS SERVICE CENTRE under this agreement shall be deemed sufficiently served, given, or sent by post to the Clients’ address stated in this registration form or any amendments to it.

15. COST AND EXPENSES

The Client shall undertake to pay and bear all whatsoever cost, charges, registration and other fees in connection with or arising out of this agreement. All legal cost (which will be on solicitor and Client basis) charges and disbursement incurred by VOS BUSINESS SERVICE CENTRE in a forcing or seeking to enforcement its rights under this Agreement will also be borne by the Client.

16. TIME

Time whenever mention herein shall be the essence of this agreement.

17. REFERRAL FEE

For every successful referral and upon Client sign up and full payment made to VOS BUSINESS SERVICE CENTRE, the Client will receive a one off 20% on their monthly package fee.

18. TERMINATION

1 (one) month’s written notification to the address stated herein is required by either party to terminate this agreement. The deposit of 2 (two) month’s less any charges or arrears will be refunded free of interest within 60 (sixty) working days following the date of termination. Upon termination of this contract, the Client shall deliver up all possession belonging to VOS BUSINESS SERVICE CENTRE. This contract may be terminated by VOS BUSINESS SERVICE CENTRE by giving 1 (one) month’s notice in advance without giving any reason thereto.

19. GOVERNING LAW

This agreement is governed by the laws of Malaysia.