

VIRTUAL OFFICE APPLICATION

Company Name

Business Category

Legal Status

Name of Owner / Partner / MD

Registered Or Home Address

Telephone Number

Email

Charges are monthly & exclude VAT.

Which Address option?

Virtual Office Package A (£25)

Virtual Office Package B* (£35)

*includes name plate displayed in reception.

Mail Preference

1 - Forward Mail Daily

2 - Forward Mail Weekly

3 - Hold Mail for Collection

Telephone Preferences

1 - Telephone Line

2 - Voicemail

3 - Answering Service

Telephone Answering Message

[tick all that apply]

Tick & Enter Proof Of Identity Provided:

Service Start Date

Any company that provides a registered office address service is required under the Anti Money Laundering (AML) Regulations to be licenced by HMRC. This licence requires virtual office/mailbox providers to carry out due diligence on anyone applying for mailing services.

Northgate Business Centre are therefore required to know our client and *understand their business and who are the Directors and Beneficial Owners*. In order to perform our duties we are required to ask for proof of identity (such as a driving licence or passport), proof of address (a utility bill or bank statement) and the certificate of incorporation if an already established limited company.

Anyone acting as a representative and applying for our mailing services on behalf of a company or person, will also be required to provide proof of identity and address. **UK based clients ID's are electronically checked.** If we are unable to confirm your identity, you are required to provide certified copies.

Non UK clients need to provide certified/notarised ID.

**ONCE COMPLETED
PLEASE RETURN TO
reception@northgatecentre.co.uk**

01636 642 800



northgatecentre.com