

Virtual Office Service Agreement

Package	RM / month	Business address	Reception Service	Auto Call Forward	Lounge Access	Email to Fax	Hot Desk Share Office	Meeting room	Office Suite
VO Basic	29	√			√				
VO Silver	69	√		√	√	√			
VO Gold	109	√	√		√	√	5 Hours	5 hours	
VO Platinum	199	√	√		√	√	10 Hours	8 hours	3 hours
VO Diamond	299	√	√		√	√	20 Hours	10 Hours	5 Hours

Add ons:

Dedicated Fax Number: RM 40 per month Shared Fax Number: RM 10 per month

Scan / Printing Service: RM50 advance Tokens required

Scan: RM5 / mail Printing: RM1.00 / B&W RM2.00/ Color

Please refer to our FAIR USAGE POLICY as per Schedule VO_1 as attached.

VO Basic	<input type="checkbox"/> 12 months	RM 348	<input type="checkbox"/> 24 months	RM 696
VO Silver	<input type="checkbox"/> 6 months	RM 414	<input type="checkbox"/> 12 months	RM 828
VO Gold	<input type="checkbox"/> 6 months	RM 654	<input type="checkbox"/> 12 months	RM 1308
VO Platinum	<input type="checkbox"/> 6 months	RM 1194	<input type="checkbox"/> 12 months*	RM 2388
VO Diamond	<input type="checkbox"/> 6 months	RM 1794	<input type="checkbox"/> 12 months*	RM 3588

Note: One-time service activation fee for phone services is RM 99

***Flexi Payment Plan available for packages with annual payment of RM2000.00 and above. Terms & Condition applies**

Package Total	RM	6% SST	RM
Set-up cost	RM	2 months deposit	RM
Scan / Print Tokens	RM	Initial Payment	RM
Start Date		End Date	

YOUR DETAILS

CLIENT DETAILS					
Name: Company/Partnership/Enterprise Personal					
Company Registration Number/ Passport Number/ NRIC:					
Registered Address (not INCUBE8)					
Nature of Business					
Individuals/Enterprises please provide details of self and at least one other contact person. Other Business Entities please provide details of directors or partners.					
	Name	Position/ Relationship	Passport no./ NRIC	Phone Number (mobile preferred)	Email
1					
2					
Supporting Documents (Photocopy)					
Individuals			NRIC/Passport		
Enterprises/Partnerships			Form D/ E		
Companies			Form 9, 24, 49		

3. CONFIRM THE TERMS OF USE

DECLARATIONS	
√	that all information, details particulars stated above or in documents attached or otherwise disclosed and/or represented to INCUBE8 Venture One Sdn. Bhd. are true.
√	the company or applicant is solvent, not adjudicated bankrupt or wound-up, not in receivership, no receiving order has been made against the company or applicant, no composition or scheme of arrangement wherein the company or applicant is a debtor or in any proceedings, state or condition whatsoever and howsoever leading to the aforesaid.
√	that I have received, read and understood the terms of use agreement, and agree to abide and be bound by all terms and conditions therein and as may be imposed by INCUBE8
CLIENT Application by: _____ Name: Passport/NRIC: Date:	INCUBE8 VENTURE ONE SDN BHD Approved by: _____ Authorized Officer: Date:

Schedule VO_1 Virtual Office Fair Usage Policy

- 1) Incube8's operation hours are from 8.30 am to 5.30 pm on weekdays, not including public holidays.
- 2) Letters without your company name will not be entertained – one company name per contract only.
- 3) No more than 30 pcs of mail per month. RM 20 extra for every additional 20 pcs or part thereof.
- 4) No more than 5 pcs of courier envelopes per month. RM 5 for every courier item beyond that.
- 5) Incube8 may not be held liable for lost or misplaced mail or packages.
- 6) A Storage Fee will be charged for Bulky items with a minimum of RM 5 per day per 20cm x 12cm x 10cm in size. A multiplier of RM5 will be charged for every 10cm increase in size. This fee is only applicable after 24 hours upon receipt by Incube8.
- 7) For Receptionist Services, the operator will answer calls in English, being the international language and will transfer to one local number / mobile number, or take a message and send to you an email notification (one email address only).
- 8) Meeting Rooms and Hot Desk usage cannot be carried forward and is subject to availability during operation hours. (Bookings must be made via email only). Hot desk & Dedicated desk will be on shared office basis and Incube8 reserve the rights to relocate the desk subject to availability without prior notice.
- 9) No storage of ANY items at Incube8 for Hot Desk clients.
- 10) Only one named person for VO access and 1 member per usage for lounge access.
- 11) Advance payment is required for any VO packages signed up and renewal payment terms of contract will be based on : VO Basic (12 or 24 month) VO Silver, Bronze, Gold, Platinum, Black and Diamond.(6 or 12 months).
- 12) Flexi Payment Plan available for VO packages with annual payment of RM3000.00 and above subject to two months' refundable deposit payable upon signing of the agreement. Failure to serve the entire duration of agreement will be subject to deposit paid to be forfeited.
- 13) Prior to renewal, Incube8 will be sending reminder notice via email within 30 days prior to the expiry date. If there is no payment received up to the expiry date, Incube8 has all the rights to deactivate the account and cease all related services without further notice. A RM99 reactivation fee is required to re-activate your telephony services as well as access to Incube8 facilities. The reactivation is not applicable for VO Basic.
- 14) INCUBE8, may terminate, suspend your services at any time, with or without notices, if any part of the terms and conditions is breached. INCUBE8 will discard any mails, parcels, items which belong to you if the item is not collected after 5 days of such suspension or termination.
- 15) You agree that you will not use INCUBE8 name, address, services, and premises for any illegal, fraudulent, illicit, unfit, unethical purpose. Client acknowledges that the Incube8 will comply with Malaysia Postal Service regulations regarding Client's mail and that, upon termination of this Agreement, it will be Client's responsibility to notify all parties that its use of the Office address and assigned telephone and facsimile numbers has terminated.
- 16) Should the Client terminate the Agreement prior to the End Date for any reason whatsoever, any upfront payment where applicable will be forfeited and not be returned.

I/we agree to all the terms and conditions above:

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Name:
Passport / NRIC:
Date: