



BASE ENTERPRISE CLG

PO BOX & VIRTUAL OFFICE SERVICES

OVERVIEW

Business post collection box	Please tick	
<ul style="list-style-type: none">◆ Post delivered to BASE Enterprise Centre.◆ Unique postal locker and pin.◆ Access 7 days a week to collect. <p>Your business post is delivered to BASE Enterprise Centre. It is then deposited into your own unique postal locker where it can then be collected Monday-Friday 08:00 – 22:00, Saturday-Sunday 08:00- 17:00 Upon approval of your application, you will be provided with a pin code to access your postal locker and the facility. Your business must not be registered with the Companies registration office at BASE Enterprise Centre.</p>	I am applying for this service. <input type="checkbox"/>	€25 Per month billed in advance by direct debit. Price excluding VAT
Virtual Office service	Please tick	
<ul style="list-style-type: none">◆ Post delivered to BASE Enterprise Centre.◆ Unique postal locker and pin.◆ Access 7 days a week to collect.◆ Registered business address.◆ Post forwarding via email.◆ 1 day dedicated desk usage. <p>This includes all the benefits of the Business post collection box service with the added ability to register your business location with the Companies Registration Office (CRO) as BASE Enterprise Centre, the option to have your post forwarded to you via email and one day's usage of a dedicated desk in the Remote Work Hub – must be used in the same calendar month of your subscription.</p>	I am applying for this service. <input type="checkbox"/>	€45 Per month billed in advance by direct debit. Price excluding VAT.

Upon approval of your application your postal address must use the following format:

**Your business name,
BASE Enterprise Centre,
Michael Galvin Building,
Damastown Road,
Mulhuddart,
Dublin 15 D15 NX4W.**

Please complete the application in full

**VIRTUAL OFFICE & BUSINESS POST COLLECTION BOX
APPLICATION FORM
BASE ENTERPRISE CLG**



1. Applicant details	
Applicants Name(s)	
Address at which Applicant usually resides:	
Applicant Contact telephone Numbers	
Applicant Email Address	
Brief description of the business e.g., nature of the business service or product, length of time in business / involved with the business etc.	
Full name of company	
2. Please fill in this section for Business post collection box service only.	
Limited Company or sole trader/partnership?	
Company registered number	
Registered office	
Country of incorporation	
Principal business address	
3. Business owners' details	
All Directors full names	
Names of beneficial owners with greater than 25% of the shares (or voting rights in the company) or who otherwise exercise control.	

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I agree and consent to authorising BASE Enterprise CLG to debit my account by filling out the attached Direct Debit mandate. (Please tick)

If availing of mail forwarding (via email) service, please complete the following:

I agree and consent to authorising BASE Enterprise CLG personnel to opening my post for the purposes of scanning my post to the email address supplied on page 1 (Please state Y/N)

I request that BASE Enterprise CLG personnel destroy my post after it is scanned & forwarded to my nominated email address (Please state Y/N)

I request that BASE Enterprise CLG personnel deposit my post into my designated postal locker after it is scanned & forwarded to my nominated email address (Please state Y/N)

Important Disclaimer:

Whilst best endeavours will be made to ensure all post is collected and stored, BASE Enterprise CLG will not accept any responsibility whatsoever for lost or delayed post whether registered or otherwise.

Terms & Conditions:

Payments will be collected monthly, in advance, by Direct Debit in accordance with your direct debit agreement. Missed payments will incur a late fee, repeated late payments will result in service cancellation.

The Business Address Service is exclusively for the purposes of re-directing business postage to BASE Enterprise Centre. This service does not extend permission to advertise BASE Enterprise Centre as your registered business address. Under no circumstances, should BASE Enterprise Centre be advertised on your website, flyers social media etc. as the location your business resides at. Clients found to be in breach of these conditions will have the service withdrawn, with no further notice.

Virtual office subscribers can register their business address with the Companies registration office as being in BASE Enterprise Centre and have permission to advertise their business location as such. If the service is cancelled by either party, the information must be updated with the Companies registration office to reflect the new business address. By signing below, you agree to all the above

You are required to attend BASE Enterprise Centre and briefly meet a member of our team prior to your application being approved.

Signed _____

Date _____

Print Name _____

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The following sections must be completed by BASE personnel. Note failure to complete or receive supporting documentation will result in application being deemed Null & Void.

For internal use only.	
Photo ID verified (attach copy) NOTE. ID must be from both the directors and, if different, the ultimate beneficial owners of the company. community groups that do not have shareholders, must provide a copy of their rules or constitution.	
I have met this applicant in person.	
Proof of Applicants usual Address verified (attach copy)	
References received	
Completed Direct Debit Mandate Received.	
Locker assigned:	
Pin code supplied:	
Database updated:	
For businesses that are registering with CRO at BASE (Virtual office service)	
To be completed after business has registered with CRO (Request at time of application that this information must be supplied as soon as possible to continue using service)	
Limited Company or sole trader/partnership?	
Company registered number.	
Registered office.	
Country of incorporation.	
Principal business address.	

