

# VIRTUAL OFFICE ORDER FORM



Please complete in **BLOCK CAPITALS** and return to us

If you need help completing this form, please contact any Alpha IBC Group office. Details can be found at [www.alphaibc.com](http://www.alphaibc.com)

## 1. ABOUT THE COMPANY

Company Name			
Registration Number		Date of Formation	
Registered Office			
Type of Business/ Activity			
Website			
Director(s) Name			
Secretary(ies) Name			
Others (who else apart from the company's officers could be called for)			

## 2. VIRTUAL OFFICE SERVICES

### 2.1 TELEPHONE NUMBER

Would you like a telephone number?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
if YES, please provide e-mail to forward messages				
Preferred greeting message				
Special instructions				

## 2.2 FAX NUMBER

Would you like a fax number?

Yes

No

if YES, please provide e-mail  
to forward messages

## 2.3 MAIL ADDRESS

Would you like a mail address?

Yes

No

if YES, please provide  
address to forward mail

## 3. DECLARATION

I/We (name)

of (address)

Phone no:

Fax no:

e-mail

**Hereby declare:**

- that all 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 for the payment of the agreed initial and annually charges billed.
- that I/We understand that the above services run on a annual fee basis
- that all transactions conducted by the above company will be commercially bona fide, have substance, and not be used for any unlawful purpose.

Signed

Date

## 4. PROCEDURE HEREAFTER

We will contact you shortly to clarify your instructions, finalise the application process, arrange payment, and collect certain mandatory information relating to the prevention of money laundering

## 5. CONTACT DETAILS

Please forward the completed application form to the one of the following addresses:

**4 B, ORFEOS STREET,  
1070 NICOSIA, CYPRUS**  
or please fax to +00 357 22447732

**4TH FLOOR, 13 JOHN PRINCE'S STR,  
LONDON W1G 0JR, UK**  
or please fax to +00 44 020 7499 6368