

Terms and conditions of service –CRC Essex Ltd. 2007

A. Mailboxes (Personal, Business and Corporate)

1. Mail will be forwarded by CRC Essex Ltd to the Subscriber according to his/her instructions. CRC Essex mailbox addresses registered at the non-business subscription rate may not be used for business or corporate purposes -i.e. for the sale of goods or services.
2. The Subscriber undertakes to notify CRC Essex Ltd in writing of any change of address.
3. CRC Essex Ltd accepts no responsibility in connection with the use by the Subscriber of any CRC Essex mailboxes which is alleged to infringe any Trademark of any third party.
4. Subscribers undertake that their CRC Essex mailboxes address shall not be placed on foreign made goods or any goods listed in the prohibited items international and also so as to infer that the goods are made in the U.K.
5. CRC Essex Ltd undertakes not to divulge the address of the Subscriber to a third party without the consent of the Subscriber unless legally obliged to do so.
6. Right is reserved to decline to enter in the CRC Essex mailbox Address Register any particular CRC Essex mailbox: right is reserved to withdraw any CRC Essex mailboxes.
7. Subscriptions are payable three months in advance and Subscribers undertake that they will not use their CRC Essex mailboxes except during the period for which they pay their subscriptions. CRC Essex mailboxes are not transferable and subscriptions are not returnable. Notice of intention to discontinue the subscription must be given in writing on or before the due date.
8. CRC Essex Ltd will take all reasonable steps to ensure accurate and expeditious dealing with all communications received for the Subscriber in accordance with the instructions given by the Subscriber. The maximum liability that shall attach to the Company, its servants agents and officers for injury damage or loss to the subscriber howsoever arising and howsoever the same may be caused shall not exceed £100.00, but no liability whatsoever shall attach in respect of money or valuables unless the same is sent by registered post. Further the Company its servants agents and officers shall have no liability whatsoever under the terms of this agreement to any third party.
9. Postage or other charges incurred are payable in advance on demand and failing payment within 14 days CRC Essex Ltd reserves the right to suspend its service without prejudice to its claim for the amount due.
- 10 . Identity of customer and proof of address may be required.

B. Provision of Southend / Wickford Address

1. The Company will provide for the Subscriber an address to be utilised by the Subscriber.
2. The Company will forward to the Subscriber in accordance with instructions set out overleaf all communications delivered to the Company on behalf of the Subscriber.
3. The annual fee for the services provided by the Company shall be depending on if the address is personal, business or corporate is attached below, the first annual fee or a due proportion thereof to the 31st

day of December next following with free setup once three months deposit is paid and shall be payable upon the signing hereof. Thereafter the annual fee shall be payable on the 1st day of January in each year.

4. The Company will charge the Subscriber for each communication handled in accordance with paragraph 2 hereof a fee, if collected, of 10p, and if forwarded 14p, (plus envelope and stamp where applicable). A Subscriber requiring mail forwarded will pay the Company a deposit in advance of £35.25 (UK) or £47.00 (overseas). The Company will render an account to the Subscriber from time to time in respect of all communications forwarded to the Subscriber. The Subscriber shall pay the said account within 7 days and in the event of the Subscriber failing to pay the account within the time specified the Company shall be at liberty by written notice to determine the agreement but shall not be liable to refund to the Subscriber any portion of the unexpired proportion of the annual fee.

5. All charges shown are inclusive of VAT at the standard rate.

6. The Company will notify the Subscriber in writing of any changes in its charges and such altered charges will become applicable 14 days thereafter.

7. The Company may at any time on one month ' s prior written notice determine this Agreement and shall refund to the Subscriber the appropriate unexpired proportion of the annual fee.

8. The Subscriber may determine this Agreement on the 31st day of December in any year by giving not less than one month ' s previous written notice but otherwise the Agreement shall be deemed to continue from year to year.

9. This Agreement is not transferable. It is personal to the Subscriber only.

10. The Company will take all reasonable steps to ensure accurate and expeditious dealing with all communications received for the Subscriber in accordance with the instructions given by the Subscriber. The maximum liability that shall attach to the Company, its servants agents and officers for injury damage or loss to the Subscriber howsoever arising and howsoever the same may be caused shall not exceed £100.00, but no liability whatsoever shall attach in respect of money or valuables unless the same is sent by special delivery (registered post). Further the Company its servants agents and officers shall have no liability whatsoever under the terms of this agreement to any third party.

11. If no Notice of Cancellation of this Agreement shall be given by the Subscriber to the Company but the annual fee for the year next following shall not have been paid, the Company shall be under no obligation to forward to the Subscriber any communications received for the Subscriber nor shall they be obliged to notify them of any documents that shall have been received.

C. Company Registered Office service

1. The Company will provide for the Subscriber an address to be utilised by the Subscriber as its Registered Office.

2. The Company will forward to the Subscriber in accordance with instructions set out overleaf all communications delivered to the Company on behalf of the Subscriber.

3. The Company will display at its address the name of the Subscriber and indicate that the Subscriber maintains its Registered Office at the Company ' s address and the Subscriber will comply in all respects with the relevant particulars of the Companies Act 1985.

4. The annual fee for the services provided by the Company shall be £120.00 and the first annual fee or a due proportion thereof to the 31st day of December next following plus a once-only set-up charge of £17.63 shall be payable upon the signing hereof. Thereafter the annual fee shall be payable on the 1st day of January in each year. Display of the Subscriber's name in the reception area is included in the subscription.

5. The Company will charge the Subscriber for each communication handled in accordance with paragraph 2 hereof a fee, if collected, of 10p, and if forwarded 14p, (plus envelope and stamp where applicable). A Subscriber requiring mail forwarded will pay the company a deposit in advance of £35.25 (UK) or £47.00 (overseas). The Company will render an account to the Subscriber from time to time in respect of all communications forwarded to the Subscriber. The Subscriber shall pay the said account within 7 days and in the event of the Subscriber failing to pay the account within the time specified the Company shall be at liberty by written notice to determine the agreement but shall not be liable to refund to the Subscriber any portion of the unexpired proportion of the annual fee.

6. All charges shown are inclusive of VAT at the standard rate.

7. The Company will notify the Subscriber in writing of any changes in its charges and such altered charges will become applicable 14 days thereafter.

8. The Company may at any time on one month ' s prior written notice determine this Agreement and shall refund to the Subscriber the appropriate unexpired proportion of the annual fee.

9. The Subscriber may determine this Agreement on the 31st day of December in any year by giving not less than one month ' s previous written notice but otherwise the Agreement shall be deemed to continue from year to year.

10. The Subscriber shall give due notice to the Registrar of Companies of the Situation of the Registered Office, and shall notify the Registrar of Companies that the account books of the Subscriber are not being kept at the Registered Office.

11. The Subscriber will print on its printed literature the whereabouts of the Registered Office and shall indemnify the Company against all liability in respect of any failure to comply with any such statutory requirements.

12. This Agreement is not transferable. It is personal to the Subscriber only.

13. The Company will take all reasonable steps to ensure accurate and expeditious dealing with all communications received for the Subscriber in accordance with the instructions given by the Subscriber. The maximum liability that shall attach to the Company, its servants agents and officers for injury damage or loss to the Subscriber howsoever arising and howsoever the same may be caused shall not exceed £100.00, but no liability whatsoever shall attach in respect of money or valuables unless the same is sent by special delivery (registered post). Further the Company its servants agents and officers shall have no liability whatsoever under the terms of this agreement to any third party.

14. If no Notice of Cancellation of this Agreement shall be given by the Subscriber to the Company but the annual fee for the year next following shall not have been paid, the Company shall be under no obligation to forward to the Subscriber any communications received for the Subscriber nor shall they be obliged to notify them of any documents that shall have been received.

15. Upon the determination of the Agreement howsoever arising the Subscriber shall forthwith register with the Registrar of Companies Notice of Change of Registered Office.

D. List of charges

Mail Forwarding *For **Personal** purposes. three months in advance required

Location	Set up	Monthly	Annually	Additional
Wickford*	Free	£17.00	£183.60	Postage at cost

Southend On Sea*	Free	£17.00	£183.60	Postage at cost
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Mail Forwarding *For **Business** trading purposes. three months in advance required

Location	Setup	Monthly	Annually	Additional
Wickford*	Free	£21.00	£226.80	Postage at cost
Southend On Sea	Free	£21.00	£226.80	Postage at cost

Mail Forwarding *For **Corporate** trading purposes. three months in advance required

Location	Setup	Monthly	Annually	Additional
* Wickford	Free	£28.00	£302.40	Postage at cost
Southend On Sea	Free	£28.00	£302.40	Postage at cost

Company Registered address *, three months in advance required

Location	Setup	Monthly	Annually	Additional
* Wickford	Free	£0	£120	Postage at cost
Southend On Sea	Free	£0	£120	Postage at cost

Fax2Email

Location	Setup	Monthly	Annually	Additional
24 Hour Fax Service	£40.00	£19.88	£218.68	0.95p per fax

All-In-One Packages

Location	Setup	Monthly	Annually	Additional
Wickford	£100.00	£79.52	£874.72	Postage at cost
Southend On Sea	£100.00	£89.60	£985.60	Postage at cost