

Application form

Shakespeare House
168 Lavender Hill
London SW11 5TG



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Company name	Company registration number
Registered address	VAT registration number
Date of start of license	Nature of business

Contact name	Contact number
Email address	Home address

Name on card	Credit card number
Registered card address	Signature

Valid from	Expires end	Name
Issue number	CVV	Date

Additional information for virtual office service

Due to legislation regarding virtual offices, it is a legal requirement for us, Shakespeare House, to register all virtual office clients with the council and keep records of all clients who use our services.

This is under the provision controlling virtual offices contained in section 75 of the London Local Authorities Act 2007.

In order to comply with this act and to offer you our virtual office service we need the following information from you to pass onto the council for their record keeping.

Name of persons receiving mail within your company

Name Telephone

Email address Address

Name Telephone

Email address Address

Name Telephone

Email address Address

Please indicate which service you would like for your post:

Forwarding on to another address

To be held at Shakespeare House

Copies of originals of two documents of type approved by the council for the purpose of identifying the person and verifying the addresses