

REGISTRATION FORM

MAILING ADDRESS & RECEPTIONIST SERVICE

01| Choose your package

<input type="checkbox"/> MAILING ADDRESS SERVICE	BASIC	ADVANCE	ADD ON
24 months prepayment plan	<input type="checkbox"/> RM 280.00	<input type="checkbox"/> RM 630.00	<input type="checkbox"/> Dedicated Fax @ RM 10/mth
12 months prepayment plan	<input type="checkbox"/> RM 150.00	<input type="checkbox"/> RM 365.00	<input type="checkbox"/> Mail Forwarding @ RM 20/mth

<input type="checkbox"/> RECEPTIONIST SERVICE	BASIC	ADVANCE	VIRTUAL
24 months prepayment plan	<input type="checkbox"/> RM 85.00/mth	<input type="checkbox"/> RM 115.00/mth	<input type="checkbox"/> RM 35.00/mth
12 months prepayment plan	<input type="checkbox"/> RM 95.00/mth	<input type="checkbox"/> RM 125.00/mth	<input type="checkbox"/> RM 39.00/mth
6 months prepayment plan	<input type="checkbox"/> RM 105.00/mth	<input type="checkbox"/> RM 135.00/mth	<input type="checkbox"/> RM 42.00/mth
3 months prepayment plan	<input type="checkbox"/> RM 115.00/mth	<input type="checkbox"/> RM 145.00/mth	<input type="checkbox"/> RM 45.00/mth
ADD ON SERVICE	<input type="checkbox"/> Dedicated Fax @ RM 10/mth		<input type="checkbox"/> Call Forwarding @ RM 15.00/mth

<input type="checkbox"/> VIRTUAL OFFICE SERVICE	COMPLETE	ENTERPRISE
24 months prepayment plan	<input type="checkbox"/> RM 110.00/mth	<input type="checkbox"/> RM 130.00/mth
12 months prepayment plan	<input type="checkbox"/> RM 115.00/mth	<input type="checkbox"/> RM 135.00/mth
6 months prepayment plan	<input type="checkbox"/> RM 120.00/mth	<input type="checkbox"/> RM 140.00/mth
3 months prepayment plan	<input type="checkbox"/> RM 130.00/mth	<input type="checkbox"/> RM 150.00/mth

IMPORTANT NOTE:
One-time service activation fee of **RM 65.00** applies for all **Receptionist Service** and **Virtual Office plans**.

02| Account Owner's Details

Company Name & Company Registration No
Full Name
NRIC No.
Address
State
Postcode
Country
Home / Work No.
Mobile Phone No.
Email

03| Payment Details

Please bank in the cheque or deposit the money to the below account and fax the deposit slip to **+603 6201 1664** or email to **contact@receptionist.com.my**.

Account Details	
Pay to:	Flexi e-Solutions Sdn Bhd
Account No:	5147 2110 2200
Bank's Name:	Maybank Berhad

By signing below, I hereby confirm that the given information is true and accurate. I hereby understand and accept the terms and conditions stipulated overleaf.

Signature :

Date :

Company's Stamp/Seal (if applicable):
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Please note: It is by law that we need at least a photocopy of your I/C or Business Registration (Form 9) before we can provision this service to you.

Please return completed form to **Flexi e-Solutions, M-3-19 Plaza Damas, Sri Hartamas, 50480 Kuala Lumpur** or fax to **03-6201 1664**. Thank you very much for choosing **Ria - Receptionist.com.my**. If you have any questions, please call **03-6207 1600**.

Terms of Use Agreement

1.0 OPERATING HOURS

Flexi e-Solutions Sdn Bhd hereinafter referred as FES will provide the stipulated service during business hours from 9:00 am to 6:00pm Monday to Friday and FES will adhere to any public holidays in accordance with the Malaysian law for the state of Kuala Lumpur, Malaysia. FES may also declare certain business day as off day(s) provided that if FES were to give prior notice of at least 5 working days in advance.

1.1 COMMUNICATIONS

FES primary communication channel shall be via email and emails sent through FES Corporate Email Server to the email address provided by the Client on the registration form shall be deemed as delivered, accepted and understood from the time it is sent. It is the Client's responsibility to update FES with his/her latest working email address in the event of any changes differing from that stipulated in the registration form.

1.1 SUSPENSION OR TERMINATION

The Client understand that FES, in its sole discretion, may terminate, suspend your service(s) at any time, with or without notice(s), in relation to any outstanding invoice(s) or if any part of this Agreement is breached.

Upon such suspension or termination, you must immediately discontinue the use of our service(s) rendered to you and disclaim FES as your virtual office service provider. FES immediately reserved the rights to re-assign any services we offered to you to another party and FES will discard any mails, parcels, items which belong to the Client if the item is not collected after 14 days of such suspension or termination. FES will not be liable for any losses or claims whatsoever that may arise from such instances.

Any usage of our service(s) after such termination or suspension shall be deemed as an act of trespassing.

1.3 LIABILITY

FES makes no representations or warranties, express or implied, of any kind to Client or third party regarding FES services. FES shall use reasonable efforts to provide the agreed upon services however, in no event, shall FES be liable to Client, or any third party, for any claims for loss or damages as a result of any action or inaction by FES.

1.4 FRAUDULENCE USE OF SERVICE

The Client agrees that he/she will not use FES name, services, and premises for any illegal, fraudulent, illicit, unfit, unethical purpose. FES is the sole arbitrator to decide on the validity of the Client purpose of using our services..It is agreed that FES is not responsible for any international civil and criminal law violations on Client's part.

FES accepts no legal responsibility or liability for the handling of call on the Client's behalf (whether unregistered, registered, certified or insured), or for any action, event or expense associated with or arising from the handling of the calls.

The Client reserved the rights to the privacy of your mails with FES but if it is deemed to be suspicious, we preserved the rights to unwrap or open the mail, parcel, courier or any questionable items delivered to our premises for the Client without the Client's prior agreement.

1.5 INDEMNITY

The Client indemnifies and agrees to hold FES harmless from and against any claims by the Client, and/or any employee, agent or invitee of the Client for any loss, damage, expense or claim, loss of information, damage or any errors including whether caused by any act or omission of FES.

1.6 MISCELLANEOUS

Any telephone number assigned to Client by FES shall remain the property of FES.

It is understood that FES is only offering a service to you and is not affiliated nor related to the Client. FES will not be your guarantor and/or responsible for any loan, credits, borrowing of money. Should we receive any threat from any party that affects our employees (emotionally or physically), premises or business operation, FES will report the case to the Police immediately and FES reserved the rights to terminate your service immediately without any compensation.

FES may transfer our obligation to you to another location if necessary provided that FES give a 21 days advance notice.

FES may modify this Term of Use Agreement at its sole discretion and will be considered as accepted by you upon FES notification to you of that changes through our primary communication channel and did not receive any objection from your within 72 hours of notification.

FES will only provide storage of your mails, parcels or items for the time frame stipulated on the package/plan you sign up for and FES has the rights to discard any items not collected after that period of time plus 14 days grace period.

Any items delivered to our office via normal post, hand or courier which is not addressed clearly to the recipient or if the address differs from what we have on our records will be discarded. FES will certainly endeavor to identify the rightful owner but if FES failed to identify the recipient, FES will discard the item after 21 days of the date of taking delivery.

1.7 CLIENT PRIVACY

FES guaranteed that all customers information will be kept with strict confidentiality and will not be sold or release to any 3rd party however FES is at it's sole discretion to preserved the rights to release the Client information to a 3rd party if FES suspect or believe that the Client has breach any part of this Agreement.

1.8 PAYMENT TERMS

Our service to you will be auto renewed by itself at the same price, plan and billing cycle at the end of each billing cycle unless you notify us of otherwise. Our billing system will automatically generate a new invoice for you at the end of your billing cycle for the same renewal and the invoice shall be consider delivered and accepted by you unless you inform us 72 hours after the invoice is sent to your email address on our system.

It is understood that the only way to confirm that you wish to cancel your service and obligation to us is by completing FES Official Service Cancellation Form which can be obtain from our website at www.receptionist.com.my/cancel_my_service.pdf or by contacting us at **+603 6207 1600** to request for a fax copy of the cancellation form. You should receive an acknowledgement from us once we have verified and process your cancellation.

1.9 MODIFICATION OF SERVICES

FES may at any time modify or discontinue, temporarily or permanently, FES services (or any part of them) with or without notice and liability to anyone. Should price increases become necessary, FES will give the customer 21 days notice in writing / email.

1.10 MATTERS BEYOND OUR CONTROL

We shall not be held liable for any breach of these Terms and Conditions caused by circumstances out of our control, including acts of God, fire, lightning, flood or extremely severe weather, explosion, war, disorder, industrial disputes (whether or not involving our employees) network failures, power failures or acts of local or central Government or other competent authorities.

1.11 JURISDICTION

The laws and jurisdiction of Kuala Lumpur, Malaysia shall govern any and all matters of dispute between FES and Client.