



CRC ESSEX LTD

This Following form is to be completed by all applicants requiring a Personal or Business Mailbox forwarding service –

Included –

Application Form to be completed in full

Proof of ID required - see section 7

Complete Standing order form – Amend where necessary -

By completing this document you are bound by the terms and conditions of this agreement and the prohibited list

TEL 01268 573 306 – Fax 01268 572 030 - Email sales@crc-essex.co.uk

CRC ESSEX LTD – Basilica House – 334 Southend Road - Wickford – Essex SS11 8QS – Registered No 04159845



Please fax completed documents & copies of ID to CRC Essex Ltd on:
 +44 (0) 01268 572 030 or email scanned documents to sales@crc-essex.co.uk

London Local Authorities Act 2007 Questionnaire

New legislation introduced last year requires that mail forwarding (or holding) businesses register with the local authority and keep records of all clients who use their services. The new provisions are contained in section 75 of the London Local Authorities Act 2007 and came into force on 2nd June 2008.

In order that we comply with this legislation we are required to obtain the following information about yourselves and your business. This information will be kept on file for at least a year after the end of the agreement and will be made available to the police or any authorised office on request.

It is a criminal offence for a person to fail to comply with the provisions of section 75 or to provide false information. In relation to the investigation of an offence, Trading Standards Officers have the power to enter premises and seize goods and documents. The maximum penalty for committing an offence is a fine not exceeding £5000 on summary conviction.

Please provide the following details of **all** persons for whom post is received or who have requested postal packets received to be held or forwarded to them. If there is not enough space for all the required information please use an additional sheet of paper and attach this to the questionnaire. Once complete please fax the form to Customer Services on +44 (0) 1268 572 030 or you e-mail to sales@crc-essex.co.uk. A Sales representative will then contact you promptly to complete activation on your account.

You will not be able to use address until set up is confirmed.

Location of Mail Box	Wickford	<input type="checkbox"/>	Southend on Sea	<input type="checkbox"/>
Mailboxes required	Personal	<input type="checkbox"/>	Business	<input type="checkbox"/>
	Corporate	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>

Section 1

a. Sole individual – Wickford Location Only

In the case of an individual the name and address must be their private name and address

Full name	
Address	
Post code	
Please provide previous address if under 3 years	
Telephone number	
Email Address	

For sole individuals please complete sections 1 - 4 – 5 – 6 - 7



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Section 2

b. Body corporate or partnership

In the case of a body corporate or partnership all of the following details must be provided:

- The registered office address
- The names and private address of the directors or partners or another person directly or indirectly responsible for the body corporate or partnership
- The address of the principal place of business of the body corporate or partnership if different from any of the previous addresses given

Registered address

Company name	
Incorporation Number Please send copy	
Address	
Post code	
Telephone number	
Email Address	

Company officials - If more than two Directors please send details on separate sheet

Full name		Full name	
Address		Address	
Post code		Post code	
Telephone number		Telephone number	
Position (circle)	Director Partner Other	Position (circle)	Director Partner Other



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Principal place of business

If different from registered address (where mail is to be sent to)

Address	
Post code	
Telephone number	

Section 3

Please state the nature of your Business

Section 4

Please give details of any instructions as to the delivery or forwarding of postal packages (this includes letters)

How would you like to receive your mail?	Scanned	<input type="checkbox"/>	Posted	<input type="checkbox"/>	Collected	<input type="checkbox"/>
If Posted, how often would you like to Receive your mail:	Every Friday	<input type="checkbox"/>	As and when it arrives	<input type="checkbox"/>	Other please state	<input type="checkbox"/>
Any special requests						
Please note Parcels will be dispatched a minimum of one a week						
How did you hear of CRC Essex Ltd?						



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Section 5 – Mail to be Forwarded to

Please provide the name and address of the person to whom post and package are to be forwarded

Full name	
Address	
Post code	
Telephone number	

Section 6. Mail to be Collected

Full name:	
Address	
Post code	
Telephone number	

Full name:	
Address	
Post code	
Telephone number	



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Section 7

We are required to keep copies of two documents of a type approved by the local authority for the purposes of identifying a person and verifying their address. Two documents, one from each list, are required for every person whose details have been provided in this questionnaire.

List 1: Photo identification – Proof of ID (This must be a scanned copy that clearly shows an identifiable picture of you)

- Passport
- Driving licence (with photo card)
- National identity card
- HM Forces Identity card
- A current student card
- Employment identification
- Disabled drivers blue badge

List 2: Proof of address (provided both name and address is shown)

- Gas or electricity bill
- Telephone bill (landline ONLY)
- Water bill
- Mortgage statement
- Council tax bill
- Bank/building society statement (includes credit/store card bills)
- TV licence
- Valid insurance certificate
- Pay slip
- P45/P60
- Financial statement (e.g. pension, endowment etc)
- Current benefit book
- Letter from benefits agency
- HM Revenue and Customs notice of coding
- Student hall of residence agreement or other proof of accommodation

I hereby certify that all information provided in this document is true to my knowledge.

For and on behalf of the Client:

Full Name (Printed)..... Signature..... Date.....

IMPORTANT: Your account will NOT be active until we receive fully completed forms from you!



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Standing Order Mandate

Please complete this form in **BLOCK CAPITALS**

To _____ Bank Sort Code _____

_____ Branch
(Full address)

A) Customer's Details

Account Name; _____ Account Number _____

Tel No - _____

B) Person / Organisation you wish to pay

Please set up the following standing order and debit my/our account accordingly

Name of Organisation to be paid

Bank and Branch Name

Account Number

Sort Code

Reference to quoted (if any) _____ **Your Name** Mailbox _____

C) About the payment

Amount of normal payment in word **Delete and enter amount** Only

Amount of normal payment in figures £ **Delete and Enter amount numbers**

Date of payments to be taken (eg Friday 1st May) 14th of each Month

Commencing _____th / _____ / _____ 200_____

Date of final payment _____ Until ___/___ Further ___/___ Notice _____

Customer(s) signature(s) _____

Date _____



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Terms and conditions of service –CRC Essex Ltd. 2007**

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. This includes all countries outside the EU.
7. Subscriptions are payable one month 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. All mail will be held or returned to sender if payments are not kept up to 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 company accepts no liability for post delivered or forwarded, If your mail or parcel holds any value then you should request that the parcel or letter is to be registered with appropriate insurance explaining the full value of the parcel or letter, 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.
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 is required.

B. Provision of Southend / Wickford Address

1. The Company will provide for the Subscriber an address to be utilized 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. Parcels will be automatically dispatched once a week.
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 / monthly fee or a due proportion thereof on the date that is set up thereafter payments to be made by standing order following with free setup once the first month fee is paid and shall be payable upon the signing hereof.



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4. The Company will charge the Subscriber for each communication handled in accordance with paragraph 2 hereof a fee, if collected, of free and if forwarded 10p, (plus envelope and stamp where applicable). A Subscriber requiring mail forwarded will pay the Company a deposit in advance of £20.00 (UK) or £40.00 (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 by giving one months written notice 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 company accepts no liability for post delivered or forwarded, If your mail or parcel holds any value then you should request that the parcel or letter is to be registered with appropriate insurance explaining the full value of the parcel or letter, 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, For monthly paid services the company will continue to invoice on a monthly basis until one months notice is received in writing. 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 utilized 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 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.



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5. The Company will charge the Subscriber for each communication handled in accordance with paragraph 2 hereof a fee, if collected, of Free, and if forwarded 10p, (plus envelope and stamp where applicable). A Subscriber requiring mail forwarded will pay the company a deposit in advance of £20.00 (UK) or £40.00 (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.
16. All parcels that are to be sent abroad that requires a customs declaration will be opened and documented. All letters and parcels that are considered suspicious will be opened and if required communicate to the appropriate authorities.



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D. List of charges

Mail Forwarding *For **Personal** purposes. All prices are excluding VAT

Location	Set up	Monthly	Annually	Additional
Wickford*	Free	£14.00	£183.60	Postage at cost

Mail Forwarding *For **Business** trading purposes. Monthly 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. Monthly 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 *. ANNUAL ONLY

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



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Prohibited Items Internationally

Here are lists of items that are not permitted to be delivered to your mailbox. Please check the list, as we will contact the authorities if any of the prohibited items are delivered.

Acid	Gas Cylinders (e.g. camping gas)
Adhesive Products (containing flammable liquid)	Generators (fuel powered)
Aerosol Cans (e.g. hairspray)	Glue (e.g. flammable, quick drying)
Air Bag (car)	Grenades
Alarm Devices (gas or battery powered)	Hair Colouring / Bleaches
Alcohol (more than 5 litres)	Hairspray (aerosol)
Alcohol (more than 70% by volume)	Human Remains (including ashes)
Alkaline	Igniters
Aluminium Powder	Indecent Goods
Ammonial Products	Insecticides
Ammunition	Kerosene
Ammonial Powder	Laundry Detergents
Animals (except for bees, leeches, silkworms and harmless insects)	Lighter Fluid
Anti Freeze	Liquid Nitrogen
Appliances (containing batteries)	Lithium Batteries
Asbestos	Magnetic Material
Barometers	Magnets
Batteries (contained in any appliance)	Matches
Batteries (e.g. car or wet)	Mercury
Batteries (made from lithium cell)	Mobile Phones (unless battery wrapped separately)
Battery Fluid	Motor Fuels
Blasting Caps	Nail Polish
Bleach	Nail Polish Remover
Brake Fluid	Narcotics
Bullets	Oven Cleaners (which include caustic soda)
Bullion	Oxygen Cylinders
Butane	Paint (oil based)
Camphor	Party Poppers
Caps For Starting Guns	Perfume
Caps For Toy Guns	Perfumery Products
Carbon Paper	Peroxides
Cash or Currency	Petrol
Caustic Soda	Phosphorus
Charcoal	Plastic Solvent
Chemicals	Poisons (e.g. cyanide, lead, arsenic)
Chlorates	Polish
Chlorine	Polyester Resin Kits



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Cleaning Materials (liquid or powder)	Signals, Distress
Deodorant (aerosols)	Signals, Smoke
Disinfectants	Sodium
Drugs (unless in prescription quantities)	Solvents
>Dry Ice	Sparklers
Dyes	Sulphuric Acid
Electronic Items (containing batteries)	Swimming Pool Chemicals
Essential Oils (e.g. eucalyptus, tea tree)	Tea Tree Oil
Fertilisers	Textile Dyes
Fibreglass Repair Kits	Theatrical Flares
Fire Extinguishers	Thermometers (mercury)
Fire Lighters	Toner (photocopier)
Firearms	Toy Caps
Fireworks (e.g. skyrockets, sparklers, crackers)	Toys (containing batteries)
Flares	Turpentine
Flint Lighters	Varnish (e.g. remover, thinner)
Furs and Skins (Animal)	Weed Killers
Gas (e.g. propane, butane, hydrogen, helium)	Zinc Powder