

CHOOSE YOUR PLAN

<u>PLAN</u>	<u>BRONZE PACKAGE</u>	<u>SILVER</u>	<u>GOLD</u>	ADD-ON SERVICE
MONTHLY RENEWAL	RM65	RM150	RM180	Mail Forwarding Refundable Deposit : RM100 Cost: Standard Postage + Handling Fee
6 MONTHS	RM360	RM840	RM1020	
12 MONTHS	RM660	RM1620	RM1980	

GENERAL INFORMATION

COMPANY INFORMATION	ACCOUNT OWNER INFORMATION
Company Name:	Client's Full Name:
Nature of Business:	NRIC / Passport Number:
Business Address:	Home Address:
Company Registration Number:	Mobile Contact Number:
Website:	Date of Birth:
Telephone Number:	Email Address:

SETUP APPLICATION

CALL MANAGEMENT Contact Person	Contact Number (to be transferred to)	Can provide number to caller? (Circle)	If not reachable, please choose one option to forward. Email Address / SMS Number
		YES / NO	
		YES / NO	
AFTER OFFICE HOURS CALL HANDLING OPTIONS		MAIL HANDLING NOTIFICATION OPTIONS	
Voicemail Email Address:		Email Address:	
Call Divert Landline / Mobile No:		SMS Number:	
Dedicated Fax Service Email Address:			

DECLARATION

By signing below, I hereby accept that the given information is true and accurate. I hereby understand and accept the terms and conditions stipulated overleaf.		NOTE: It is by law that we need at least a photocopy of your IC / Passport or Business Registration Form (Form 9) before we can provision this service to you.
Name :		
Signature :	Date:	Company Stamp Seal (if applicable)

PAYMENT DETAILS

<p><u>PAYMENT BY WAY OF BANKIN-IN</u></p> <p>Bank: CIMB Bank Berhad</p> <p>Account Name: Angkara Setia Development Sdn Bhd</p> <p>Account Number: 8007806239</p>
<p><u>PAYMENT BY WAY OF CHEQUE</u></p> <p>Payment must be made payable to “Angkara Setia Development Sdn Bhd”. Please make sure you write the quotation number and your contact number at the back of the cheque.</p> <p>Mail the cheque to: No.18, Jalan Balam, Off Jalan Ipoh, 51200 Kuala Lumpur</p>
<p>Please remember to fax (+603-40432690) or email (contact@aim-net.com.my) the bank-in slip or proof of payment ensuring that the following can be clearly read (1) Quotation Number, (2) Contact Number.</p>
<p>Please be advised that all payment must be strictly paid to designated ASD banking accounts, ASD shall not be responsible for payment to any third party or third party banking account.</p>

Terms of Use Agreement (Virtual Office & Other Business Solutions)

1.0 BUSINESS OPERATING HOURS

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

1.1 COMMUNICATIONS

ASD primary communication channel shall be via email and emails sent through ASD 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 ASD with his/her latest working email address in the event of any changes differing from that stipulated in the registration form.

1.2 SALES AGREEMENT

The term of contract made upon registration will be the services of scope stipulated on your first term starting of service date. Any request for modification and deviation from the original intended services without written consent from Advance Information Marketing Berhad (644769-D) shall not be considered and may incur additional costs. Upon renewal or upgrade of your contract plan, services would be back to its standard package as listed on our official website.

1.3 SUSPENSION OR TERMINATION OF CONTRACT

The client understands that ASD 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 ASD as your virtual office service provider. ASD immediately reserved the rights to re-assign any services we offered to you to another party and ASD will discard any mails and parcels belonging to the client if the item is not collected after 14 days of such suspension or termination. ASD 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.

1.4 LIABILITY

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

1.5 FRAUDULENCE USE OF SERVICE

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

ASD accepts no legal responsibility or liability for the handling of call on the client's behalf for any action, event or expense associated with or arising from the handling of the calls.

The client reserves the rights to the privacy of your mails with ASD but if it is deemed to be suspicious by ASD, 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.

1.6 INDEMNITY

The client indemnifies and agrees to hold ASD harmless from against any claims by the client, and/or any employee, agent, invitee of the client for any losses, damages, expenses or claims, loss of information, damages or any errors including whether caused by any act or omission of ASD.

2.0 PAYMENT TERMS

Our service to you will be auto renewed by itself at the original standard price before any discount or promotion for plan you have contracted at the end of each billing. Our billing system will automatically generate an invoice twenty one (21) days before the end of your current plan billing cycle for the new renewal terms and the invoice shall be considered as delivered and accepted by the client unless the client informs us within 72 hours after the invoice is sent to the client's email address from our system. Payment should be made within fourteen (14) days upon submission of invoice. As required by the government, there will be a chargeable tax of 6% SST in the service fees (where applicable).

It is understood that the only way for ASD to confirm that you wish to cancel your service and obligation to us is by completing this Official Service Cancellation Form which can be obtained from our website at (www.aim-net.com.my) or by contacting us directly at (+603-40432699) 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 request.

2.1 MODIFICATION OF SERVICE(S)

ASD may at any time modify or discontinue, whether temporarily or permanently of ASD services (or any part of them) with or without notice and liability to the client. Should there be a pricing increment, ASD will inform the client 30 days advance notice in writing / email.

2.2 CANCELLATION POLICY

Cancellation before activation of services may be eligible for a refund of up to 50% (subject to approval of ASD management). Cancellation after activation of services and before the end of contract stated date will not be eligible for a refund request by the client. ASD reserves the right to change the Cancellation Policy without prior notice.

3.0 CLIENT'S PRIVACY

ASD guarantees that all customer information will be kept with strict confidentiality and will not be sold or release to any third party. However, ASD is at its sole discretion to preserve the rights to release the client's information to a third party if ASD suspects or believes that the client has breach any part of this Agreement.

3.1 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 fire, lightning, flood or other extremely severe natural disaster (whether or not involving our employees) network failures, power failures or acts of local or central Government or other competent authorities.

3.2 JURISDICTION

The laws and jurisdiction of Kuala Lumpur, Malaysia shall govern any and all matters of dispute between ASD and the client.

3.3 MISCELLANEOUS

Any telephone number assigned to client by ASD shall remain the property of ASD.

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

ASD may modify this Terms of Use Agreement at its sole discretion and will be considered as accepted by the client upon notification of the changes through our primary communication channel (email) and not receive any objection from the client within 72 hours of notification.

ASD will only provide storage for the client's mail and parcels for the time frame stipulated on the plan that the client sign up for and ASD has the rights to discard or return to sender for any items not collected after that period of time plus 14 days grace period.

Any items delivered to our office which is not addressed clearly to the recipient or if the address differs from what we have on our records will be discarded accordingly. ASD will certainly endeavor to identify the rightful owner but if ASD failed to identify the recipient, ASD will not acknowledge the said items.

By signing blow, I hereby understand and accept the terms and conditions stated in this Agreement.

Name :

Signature :