

## Terms of Agreement

The terms of this Agreement will begin upon our acceptance of your virtual office Membership application and will end immediately when terminated by either party.

'Terms of Agreement of Virtual Office' wide available at:  
[http://www.officesindia.com/virtual\\_office\\_terms.htm/](http://www.officesindia.com/virtual_office_terms.htm/)

### Administration

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Call Receiving information will be notified daily by email. (Our receptionist will take the caller's name, phone number, along with any information you request or the caller/visitor leaves. Normal office hours: IST 10.00 AM to 5.00 PM)

Calls to your assigned private telephone number will be forwarded to any number as per your instructions.

All your letters will be received and send to you or retrieved at your convenience. Faxes may send to an email address that you specify.

### Add-on Services

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To establish 'Add-on' services, a deposit may be required.

Actual costs of the 'Add-on' services mentioned including postage, printing, handling fees and prevailing government taxes are chargeable as extra.

Invoices to be paid within 14 days.

### Termination Policy

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One month's notice in writing is required to terminate the subscription.

Free set up charge is applicable if the subscription is eleven (11) months period or intimated otherwise.

### Pricing Policy

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Prices and availability of our products may vary from time to time. We will use commercially reasonable efforts to present accurate information, but we cannot guarantee the availability or price of any particular product.

(Equivalent US Dollar rate is applicable to all foreign subscribers)

## **Confidentiality**

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Each of the parties hereto agrees that all information including, without limitation, the terms of this Agreement, business and financial information, product designs, customer and vendor lists; and pricing and sales information, concerning us, you, or any of our affiliates shall remain strictly confidential and secret.

- ||| Such information shall not be utilized, directly or indirectly, by such party for its own business purposes, or for any other purpose, except and solely to the extent that any such information is generally known or available to the public through a source or sources other than such party hereto or its affiliates.

## **Relationship of Parties**

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The parties to this Agreement are independent contractors, and nothing in this agreement will create any joint venture, agency, franchise or employment relationship between the parties.

- ||| You will have no authority to make or accept any offers or payments on our behalf. You will not make any statement that reasonably would contradict anything in this section.

## **Use of Trademark / Address / URLs**

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You are entitled to use the Marks / Office Address/s and the URLs to the extent that you are a member in good standing of the program.

You agree that you will not in any way dispute, or do anything to impair the validity of our rights in our Marks, our ownership and right to use and control the use of our Marks and URLs.

- ||| You further agree that misuse of our Marks by you shall inure to our benefit of and on behalf of us and agree that nothing in this Agreement shall give you any right, title, or interest in our Marks other than to use the Marks in connection with this Agreement. You agree not to use the Marks in any manner that is disparaging or that otherwise portrays us in a negative light.

We may revoke your license at any time by giving you written notice. This license shall terminate upon the effective date of the expiration or termination of this Agreement.

## **Law and Jurisdiction**

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The terms & conditions shall be subject to & governed by the laws of India and Court at Kochi (Ernakulam) shall alone have the jurisdiction to try or determine any question arising out of pertaining to or in respect of the terms of service.

(For the exclusive benefit of 'MintValley Corporate Centre' (MCC), we retain the right to bring proceedings as to the substance of the matter in the Courts of the country of your residence or, where these Terms are entered into in the course of your trade or profession, the country of your principal place of business.)

The use irrevocably agrees that these courts shall have exclusive jurisdiction to settle any dispute which may arise out of, under, or in connection with these Terms or the legal relationship established by them, and for those purposes irrevocably submit all disputes to the jurisdiction of these courts.

## **Disclaimers**

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We make no express or implied warranties or representations with respect to this agreement or any of the products & services sold through the participating members (including without limitation, warranties of fitness, merchantability, non-infringement, or any implied warranties arising out of course of performance, dealing, or trade usage.

- We make no representation that the operation of our Web, mail servers will be uninterrupted or error free, and we will not be liable for the consequences of any interruptions or errors.

In addition, we accepts no legal responsibility or liability for the handling of any mail on our subscriber's behalf.

## **Privacy Policy**

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MintValley Corporate Centre (MCC) is committed to safeguarding the privacy of our users while providing a personalized and valuable service.

- We opposes the practice of sending unsolicited commercial emails and therefore we request you that you send emails only to people known by you and who may be interested in the information provided by you.

Please exercise care in determining what information you share with others while using our service.

View more at: [Privacy Policy](#) | [Terms](#) | [Disclaimer Notice](#) @officesindia.com

## Mail Collection & Forwarding:-

To initiate a mail forwarding service, you are requested to submit a letter signed along with the following.

a) the full name, address, pin code and telephone number of person/s for whom post is received or who has requested postal letters (Weight limit 500 grams per piece) received to be held or forwarded to them

b) the nature of the business (if any) carried out by that person

c) any instructions as to the delivery or forwarding of postal packets

d) the name and address of person(s) to whom postal letters are to be forwarded, if different from (a) above

e) copy of original document any of in the following to whom postal packets are to be forwarded (Proof of identity)

- Passport
- Driving License
- PAN Card
- Employment identification card

f) original (or attested by a gazetted officer) of two documents in the following to whom postal letters are to be forwarded (Proof of address)

- Gas or Electricity bill
- Telephone bill
- Water bill
- Bank statement
- Tax bill
- Valid insurance certificate

Please do not hesitate to contact us if we may be of further assistance to you.  
<http://www.officesindia.com/>