**Application Form: Office space**

**(Revised Date: 2nd March 2016)**

**VC/Office Space/ Date:**

1. Applicant information

|  |  |  |
| --- | --- | --- |
| 1.1 | Applicant full name |  |
| 1.2 | Affiliation/ profession |  |
| 1.3 | Full postal address for correspondence |  |
| 1.4 | Phone |  |
| 1.5 | Fax |  |
| 1.6 | Email |  |

1. Company information

|  |  |  |
| --- | --- | --- |
| 2.1 | Name of company (Regd. or proposed) |  |
| 2.1.1 | Tick the correct option | * Proprietor
* Partnership
* Pvt Ltd
* Other
 |
| 2.1.2 | If other, please specify  |  |
| 2.2 | Alternative correspondence address (if different from above address of applicant) |  |
| 2.3 | Website of company |  |
| 2.4 | Nature of business |  |

1. Application for services

|  |  |  |
| --- | --- | --- |
| 3.1 | We wish to apply for the Office Space Service Package at the Venture Center: | Yes/ No |
| 3.2 | Requirement |  |
|  | Required dates and duration (indicate a start and end date) |  |
|  | Suite | Suite G3 (300 sq ft) Suite G4 (300 sq ft) Suite F1 (223 sq ft)Suite F2 (237 sq ft)Suite F3 (175 sq ft)Suite G5 (90 sq ft)Office 1 (132 sq ft)Office 2 (154 sq ft)Cube-1 (204 sq ft) |

1. Application for discounts

|  |  |  |
| --- | --- | --- |
| 4.1 | I wish to apply for the following discounts: |  |
|  | * Company has licensed technology from NCL
 |  |
|  | * Significant share of company is owned by persons (students, alumni, staff) with current or past affiliation to NCL or VC.
 |  |
|  | * Company is an incubatee of Venture Center
 |  |
|  | * Longer-term requirement and commitment
 |  |
| 4.2 | Please attach any attachments to support your claim for discounts (if required) |  |

It is hereby declared that the undersigned has read and understood the terms and conditions of Venture Center’s Hot desk service package and accepts the same.

The undersigned authorized representative of the applicant also declares that all the information given herein above is true and correct to the best of his personal knowledge and belief and also understands that in the event of any information found to be untrue or incorrect, the contract of the said services is liable to be terminated forthwith.

 For and on Behalf of

 (Name of the Company)

 (Name of the authorized signatory)

 Designation