

This Virtual Office Address Agreement is entered into between **WORK CAST PRIVATE LIMITED (First Party) and**

**Services:**

The First Party agrees to provide the Second Party with a virtual office address, which the Second Party can use for business purposes, including but not limited to receiving mail, parcels, and other communications. The virtual office address may include mail forwarding and mail scanning services, as agreed upon between the parties.

**Term:**

The term of this agreement shall begin on the effective date ( ) and continue for an initial term of months. After the initial term, this agreement shall automatically renew for successive periods of [ months] unless terminated by either party with [one-month notice period] prior written notice.

**Fees and Payment:**

The Second Party agrees to pay the First Party the agreed-upon fees for the virtual office services as discussed. The fees may include setup fees, monthly service fees, and additional charges for any requested services beyond the standard virtual office package. All fees are due and payable in advance.

**Use of Address:**

The Second Party acknowledges and agrees that the virtual office address provided (**Trial Bench Coworking Space, 3rd floor, City Center Building, Sasthamangalam, Thiruvananthapuram, Kerala, India**) along with the allotted Seat No. by the First Party shall be used solely for legitimate business purposes. The Second Party shall not use the virtual office address for any unlawful, fraudulent, or misleading activities. The first party reserves the right to refuse service or terminate this agreement if the second party violates this provision.

**Use of Address for Statutory Registrations:**

The second party is permitted to use the coworking space address as its principal place of business for purposes of GST, income tax, and other statutory regulations. However, any statutory dues, liabilities, or obligations arising from registrations shall be the sole responsibility of the second party. The first party shall not be held liable for any statutory dues or legal obligations incurred by the second party in connection with the use of the premises as its business address.

**SIGNED on your behalf (WORK CAST PVT LTD)**

**SIGNED on your behalf**

**Confidentiality:**

Both parties agree to maintain the confidentiality of any confidential information shared during the course of this agreement. Confidential information includes, but is not limited to, business strategies, customer lists, financial data, and any other information identified as confidential. This obligation of confidentiality shall survive the termination of this agreement.

**Termination:**

Either party may terminate this agreement by providing written notice [one-month notice period] to the other party. Upon termination, the provider shall cease providing the virtual office services, and the client shall no longer have the right to use the virtual office address. Any outstanding fees or charges shall be settled by the client within [7-Day Settlement Period] from the termination date.

**Governing Law and Jurisdiction:**

The civil courts of the city in which Work Cast Pvt Ltd is located shall have exclusive jurisdiction in the event any disputes or differences arise in respect of, out of, relating to, and/or touching this Agreement. This agreement is interpreted and enforced in accordance with the law of the place where the relevant center is located.

**Entire Agreement:**

This Agreement constitutes the entire understanding between the First Party and the Second Party regarding the virtual office address services and supersedes any prior agreements or understandings, whether written or oral.

**By signing below, the parties acknowledge that they have read, understood, and agreed to the terms and conditions of this Virtual Office Address Agreement.**

**SIGNED on your behalf (First Party)**

Name :

Title :

Date :

**SIGNED on your behalf (Second Party)**

Name :

Title :

Date :

Contact Us : 9207353663