

MEMBERSHIP APPLICATION FORM

Office use only



DBS Office Business Centers - A Division of DBS Corporate Services Pvt. Ltd.
Raheja Chambers, 213, Nariman Point, Mumbai 400 021.
Tel: 4050 9200 Fax: 91-22-4050 9300

Code:

TYPE OF MEMBERSHIP

I would like to apply for membership on

 Corporate membership Corporate add-on Registered Office Branch Office

Please mail all correspondence to

PLEASE TELL US ABOUT YOURSELF

Please fill in block letters

Private and Confidential

Name of the Company: _____

Name of the applicant / representative who will be using the card: _____

Designation: _____ *First Middle Last*Date of Birth: _____ Sex: Male Female Nationality: _____

Name as desired on the card (Leave one box space between names & underline surname)

Residential Address of the Representative : _____

(Registered office Address in case of Co./Corporate) _____ City: _____ Pin: _____

Phone: _____ Fax: _____ Mobile: _____ E-mail: _____

PLEASE TELL US ABOUT YOUR ORGANISATION

Type of Company

Type of industry/business

 Private Limited Co. Public Limited Co.

Office - Name and Address (Address for Communication)

Registered Co./Incorporated Office/Home Office (for foreign nationals)

City: _____ Pin: _____

City: _____ Pin: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

PAN No. _____

Co. Registration No. _____

PLEASE TELL US ABOUT YOUR INCOME

PLEASE TELL US ABOUT YOUR BANK ACCOUNT

Turnover Rs.: _____

Subscribed Share Capital Rs.: _____

Annual Salary Annual business income Other annual income
(of the representative)

Rs. _____ Rs. _____ Rs. _____

Name and full address of your main bank: _____

City: _____ Pin: _____

Bank Account no.: _____

Nature of account: Current Saving Other

CREDIT CARD DETAILS

Names and card number of credit card (of the representative)

Member since (date and year)

REFERENCES

Names and address: _____

Names and address: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

PLEASE SIGN THIS AUTHORISATION

	Corporate	Corporate Add-on
Entrance Fee:	Rs. 3950	Rs. 3650
Annual Subscription:	Rs. 2100	Rs. 2100
Total:	Rs. 6050	Rs. 5750

Service tax will be applicable at the prevailing rate.

I / We hereby apply to DBS Corporate Services Pvt. Ltd. and declare that the information included in the application is true and correct.

I am enclosing cheque no. _____ drawn on _____ dated _____ for Rs. _____ / Rs. _____

OR I am paying by MasterCard / Visa / American Express / Diners.

Card number _____ Expiry date _____ Signature _____ Date _____

and furnishing documents 1. _____ 2. _____ 3. _____ 4. _____

Cheques should be drawn in favour of DBS Corporate Services Pvt. Ltd.

Corporate Membership	For Office Use Only
We have read the terms and conditions of the membership printed overleaf and agree to be bound by them, subject to which the stipulated Entrance fee and Annual subscription has been paid. If this application is accepted, we agree to be liable for charges incurred on the DBS card.	Source of Membership: Purpose of Membership:
1. _____ Signature of the Representative	Signature of Centre - in - Charge
2. _____ Signature of Director / Authorised Signatory, (other than the applicant) with Designation and Company Seal	Processed by _____
	Date :

Documents required: Memorandum & Article of Association • Certificate of Incorporation • Passport copy of representative • Pan card copy of company

DBS Corporate Club - A Division of DBS Corporate Services Pvt. Ltd.

Terms and Conditions of Membership

Member shall mean and include Applicant and / or Company and / or Authorised Cardholder. Club means DBS Corporate Club, a Division of DBS Corporate Services Pvt. Ltd. Center(s) shall mean DBS Office Business Center(s) [also referred to as DBS Executive Center(s) / DBS Business Center(s)].

Membership of DBS Corporate Club entitles a member, use of the Business Center(s) facilities in Bengaluru, Chennai, Hyderabad, Kolkata, Mumbai, New Delhi, Navi Mumbai and other centers, as may be notified by DBS Corporate Club from time to time.

1. The Manager of DBS Office Business Center shall manage the day to day affairs of the Center.
2. An individual, or a corporate may become a member of the DBS Corporate Club on payment of the Entrance fees and Annual subscription as in force from time to time. An Application Form for enrolment should be filled in and forwarded to the Center along with the membership fees. Receipt by the Center of the duly completed Application Form and the appropriate membership fees shall be deemed as acceptance of these terms and of any separate agreement.
3. The Club shall have the sole discretion to accept or reject the Application for enrolment or terminate the membership at any time without assigning any reason.
4. The issuance of Membership Card in the Member's name shall be deemed as acceptance of the Member's application for membership / renewal.
5. Should the application for membership of the Club be declined, no reason need be given and there is no right of appeal.
6. In the case of Corporate membership, the member company shall be liable for the payment of all outstanding dues in excess of any deposits which may be carried on the Member's account. The Club / Center(s) is / are authorised to contact the Member's bankers or any other source to obtain any further information that may be required.
7. The Club shall reserve the right to amend or to alter the Membership fees or any of the terms and conditions without notice.
8. The card must be presented for the usage of the Center(s) facilities.
9. Use of the facilities at the Center(s) by a member shall be in accordance with the rules and regulations of the respective Center(s) as may be in force from time to time.
10. The Membership will be renewed only on receipt of payment of annual subscription in advance. The Club reserves the right not to renew the same without assigning any reason.
11. The Entrance fee and Annual subscription shall not be refunded under any circumstances after confirmation and / or renewal of membership.
12. Membership subscription charges are payable in advance. For use of any services of the Center(s), a deposit dependent on the period and the type of services to be utilised is payable in advance. The security deposit is not adjustable against dues and will be refunded to the member 60 days after and upon the payment of all outstanding charges.
13. For each member there shall be a membership account maintained by the Center(s) in which all the charges will be debited based on the charge slips raised. The dues in the account shall be paid as follows:
 - a. Casual users should pay upfront charges at the time of check-in and settle the balance dues on check-out.
 - b. Our Full Facility Plan / ID Plan members should settle the dues as follow:
 - (i) All Plan charges are payable in advance. On 10th of every month, a Blue Bill will be presented for Plan charges, for the ensuing month. This should be settled by 25th of the month, in which the Blue Bill is raised.
 - (ii) Services availed of in current month shall be paid by 10th of the next month.
 - (iii) Companies who deduct tax should submit the TDS certificate (form 16A) on a quarterly basis within 25 days from of the end quarter i.e, 25th January, 25th April, 25th July, 25th October, as the case may be, failing which DBS shall have the option to discontinue access to all services totally and the amount equalling to the TDS shall be adjusted from the security deposit. Further DPPC @ 3.5% will be levied on the amount of TDS deducted. No request for waiver of DPPC will be entertained.
14. It is hereby agreed that the facilities enjoyed by the Member of the club shall cease automatically on its term terminated or its renewal refused. No advance notice by the management in such cases shall be required.
15. In case of Corporate Membership, the Company and its authorised Cardholder shall forthwith inform the Club / Center(s) in writing if the facility granted to the Company is not required for any reason whatsoever and the cardholder is no longer with the Company and shall surrender the card for cancellation and / or issuance of a fresh card. The Company shall be liable for all charges incurred for the use of the Center(s) services till the date of surrender of the card or the date of receipt by the Club / Center(s) of the intimation as aforesaid whichever is later.
16. The Member shall not carry on any business or activity, which could be construed as illegal, defamatory, immoral, or obscene, and agrees not to use the address of the Center(s) whether directly or indirectly for any such purpose or purposes.
17. The Member shall fully indemnify the Center(s) against any expenses, cost, claims, damages or penalties incurred by the Center(s) however occasioned, including through defamation or third parties.
18. The Member agrees not to use / advertise the Centers' addresses without first obtaining a written consent.
19. The use of the lounge facilities at the Center(s) is restricted to members only for their occasional use and does not entitle them to use the lounge as an office.
20. The Member agrees that he will not hire any employees of DBS or in the event of his doing so, he will pass DBS an amount equivalent to the cost of hiring and training replacement or an equivalent of 6 months salary (cost to Company) of the said DBS employees, whichever is higher.
21. The Member agrees to pay the cost of collection of dues, legal expenses, decretal amount with interest, in the event of legal action being initiated.
22. The words 'Corporate Club' 'Club' 'Office Business Center(s)' 'Business Center(s)' 'Center(s)' and 'Executive Center(s)', wherever used in any dealings pursuant to DBS Corporate Club Membership shall mean DBS Corporate Club - a division of DBS Corporate Services Private Ltd.
23. Service tax as applicable from time to time.
24. All disputes are subject to exclusive jurisdiction of the competent courts in Mumbai only.