

The Star Service Application Form

Your Name	
Company Name	
Address <ul style="list-style-type: none"> • For individuals, home address • For companies or partnerships, business address 	
Telephone Number	
Email Address	
Website	
Company Registration Number	
Your Nationality	

Which Star Service do you require? (please refer to brochure and tick appropriate box)

3 Star @ £10.73 per week • 5 Star @ £16.35 per week • 7 Star @ £32.19 per week •

Set-up charge to cover the cost of Anti Money Laundering checks (only payable on approval): £20.00

Special instructions for deliveries of post, fax and parcel handling:

	<i>Send on Daily Basis *</i>	<i>Weekly basis*</i>	<i>I will collect</i>
<i>Post</i>			
<i>Parcel Handling</i>			

(* postage will be charged in addition to the standard fee)

Special instructions for passing on telephone messages (for 5 and 7 Star Service only):

5 Star Service

- Telephone the message to a specified number •
- Email messages to a specified email address •
- SMS messages sent to a specified mobile number •
- Specified telephone number or email address: _____

7 Star Service

- Calls to be answered by the Receptionists •
- Divert all calls to a specified number •
- Calls to be answered by the Receptionist and then transferred to another number •
- Telephone the message to a specified number •
- Email messages to a specified email address •
- SMS messages sent to a specified mobile no. •
- Specified telephone number or email address: _____

Tick here if you would like to use St John's Innovation Centre as your **Company's Registered Address**
(additional £30+ VAT per annum will be charged for this service)

ST JOHN'S INNOVATION CENTRE LTD

Please supply the following information:

A brief outline of the nature of your business, company brochure/history or any publicity information	
Business sector	
Names of the Director(s), Partner(s), or Shareholder(s) (where applicable)	
Address(es) of the Director(s) or Partners (where applicable)	
To comply with legislation, we need to know the names and addresses of each of the <i>beneficial owners</i> who own or control more than 25% of shares or voting rights in the business.	
Number of employees in your company	
Date on which your company was incorporated	
The origin of your business, for instance: spin-out from an existing business, University spin-out or entirely new business	
Reason for wanting to use the Star Service	
Please state how you discovered this service	

The Star Service is designed for innovative businesses with practical reasons for seeking a commercial presence in Cambridge. Applications are considered in two stages. *First*, if your application has been agreed in principle by our Managing Director you will receive a letter via post requesting the following information required to comply with legislation. **These must be presented in person:**

- **For an individual opening an account** - Proof of identification: passport or photocard driving licence.
- **For a limited company** - The director opening the account must provide proof of identity (passport or photocard driving licence) and ID for the company directors, beneficial owners and persons of significant control (more than 25% shares).

The company must have a UK bank account.

Secondly, to comply with the Money Laundering and Terrorist Financing Regulations 2019 we will carry out an electronic verification check on (as applicable) you, the company, its directors, and persons of significant control. **If your company is domiciled outside the EU/UK or you hold a non-EU/UK passport** it will be necessary to arrange a meeting with the Managing Director to establish in more detail the reasons for a virtual tenancy.

All information will be treated in total confidence. Should you wish details of your business to appear on the **St John's Innovation website**, please tick

We will respond to your initial application within five working days. Once you have completed this form, please return it to: Miranda Edwards, Facilities Manager, St John's Innovation Centre Ltd, Cowley Road, Cambridge, CB4 0WS; or by e-mail: medwards@stjohns.co.uk any queries call 01223 421988.

If your application is approved, payment will be by direct debit, billed quarterly in advance.

To terminate the service, the notice period is four weeks before the end of your 'advance payment period'.

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