

# VIRTUAL OFFICE SERVICES

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**RIKVIN**



# VIRTUAL OFFICE SERVICES

| Prestigious Office Address, Telephone Answering, Fax to Email Services  | Mail Only  | Business  | Premium   |
|---|--|---|---|
| <p><b>Registered Address</b></p> <p>We provide a prestigious address, which can be used for registered business address for the registration of your company. The address can be used on business cards, letterheads or any other official documents.</p>   |  |    |    |
| <p><b>Mail Notification</b></p> <p>Whenever the mail arrives, we provide an email notification stating details such as date, sender, type of mail, etc.</p>   |  |    |    |
| <p><b>Mail Forwarding</b></p> <p>Incoming mail (including courier items and small parcels) will be forwarded based on your instruction. All forwarding postage costs will be charged accordingly to you.</p> <p><i>* This service will require a S\$100 deposit and will be used to offset the mail forwarding charges.</i></p> |  |  |  |
| <p><b>Dedicated Phone Line</b></p> <p>A dedicated local telephone number will be assigned to you. Professionally trained staff will personally attend to your calls using your business name. This number may also be automatically diverted to another telephone number specified by you. Do not miss any more calls!</p>      |  | Automated Greeting Service  | Personalised Greeting Service   |
| <p><b>Dedicated Fax to Email</b></p> <p>We'll assign a dedicated fax number to you. Faxes received will be forwarded to your email ID so that you can access them from anywhere.</p>  |  |  |  |
| <b>MONTHLY FEE (US\$)</b>   | <b>50</b>  | <b>200</b>  | <b>250</b>  |

## Online Resources

[Singapore Business Solutions](#) | [Virtual Office Services](#)

# REGISTERED BUSINESS ADDRESS

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A local business address is required when registering a Singapore company. And this address will be the official corporate address for all official communication pertaining to registered business.

Rikvin offers the service of providing you and your company with a prestigious address in Singapore's CBD area. This prestigious CBD address can be used on your business card, letterhead and corporate collateral.

## **Mail Notification**

With a registered address through Rikvin, you can receive your mail through our office. Rikvin will notify you of your mail arrival through email and/or SMS (for Singapore mobile phone users only).

## **Mail Forwarding**

For the arrival of postal mail, courier items and small parcels, Rikvin can forward the mail to you per your instruction. All postage costs will be billed accordingly to you.

## **Mail Scanning**

With a small additional fee, Rikvin can scan your letter mail and email it to you. The service is fast, you can access your mail through your computer wherever you are.

### **Online Resources**

[Singapore Business Address](#) | [Meeting Rooms](#)

# DEDICATED PHONE SERVICES

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## PREMIUM SERVICE

Personalized phone answering service

## STANDARD SERVICE

Automated phone answering service

## CALL FORWARDING

Be connected anywhere in the world

## DEDICATED FAX LINE

Forwarded to your e-mail



Rikvin can provide you and your company with a dedicated local business telephone number. There are two services available, from which you can choose how you would like to handle calls for you and your business.

### **Rikvin Premium Service**

The premium service offers personalized telephone answering for your business. Our professionally trained staff answer incoming calls in your business name. With each call, a dedicated receptionist will consult with you promptly whether you wish to take the call. The reception will then transfer the call to you or record a message from the caller based on your decision.

### **Rikvin Standard Service**

The basic service offers a standard phone greeting, and all calls to you and your business can be automatically diverted to another telephone number specified by you. Alternatively, you can arrange for the caller to leave a voicemail which will be emailed to you. No more missed calls!

### **Call Forwarding Service**

All calls to you and your business can be forwarded to you according to your specifications, and can be connected to you anywhere in the world. Additional fees may apply.

### **Dedicated Fax Line**

Rikvin can provide you with a dedicated fax number. Faxes received will be forwarded to your email so that you can access them from any computer which has internet access.

#### **Online Resources**

[Dedicated Phone Services](#) | [Dedicated Fax Line](#)

## Helpful Links:

[Company Registration](#)

[Immigration](#)

[Accounting](#)

[Taxation Services](#)

[Offshore Incorporation](#)



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