

Description of additional mail services

Additional post services	Price per month	Price per year
Forwarding of mail 1x week	CZK 299 without VAT	CZK 3 588 without VAT
Forwarding of mail 1x month	CZK 149 without VAT	CZK 1 788 without VAT
Change of place of delivery-Redirection	CZK 350 without VAT	CZK 4 200 without VAT
Mail scanning	CZK 149 without VAT	CZK 1 788 without VAT
Picking up mail from the post office	CZK 199 without VAT	CZK 2 388 without VAT
One time mail forwarding	CZK 149 without VAT	

When ordering the following services, LEGAL COMPANY s.r.o. vows to:

Basic mail administration – collect the contents of the mailbox at the address of the virtual office provided in Article 1.1. Agreement to the Seat Placement (hereinafter referred to as the "Agreement"), regularly once or twice a week, and in the case of delivery of ordinary mail addressed to the Company/Entrepreneur, to inform the Company/Entrepreneur electronically at the email address specified in the header of the Agreement. In the event of delivery of a request to collect a registered letter („Doporučená výzva“) addressed to the Company/Entrepreneur, the Provider is obliged to scan the request in question and send the scan of the request to the Company/Entrepreneur in the manner described above. The Provider shall store delivered items and prepare them for personal collection by a representative of the Company/Entrepreneur for a period of 1 year from the date of delivery of the item to the address of its place of business. This service is automatically included in the fee payable to the Provider for the provision of a registered office, with the exception of ordering a registered office for a period of 60 months, when it is charged in accordance with the provisions of Article 2.5 of the Agreement. The Provider is entitled to an administrative fee of CZK 299 for forwarding mail once a year to the correspondence address of the Company/Entrepreneur specified in the header of the Agreement, in the event that the Company/Entrepreneur fails to collect its correspondence despite reminders from the Provider (the fee does not include the mail administration service itself).

Non-administration of mail – When providing a registered office for a period of 60 months, the Basic Mail Administration service referred to in Article 2.3 of the Agreement is not included in the price. In this case, this service can be subscribed to for CZK 129 excluding VAT per month. If the Company/Entrepreneur does not subscribe to this service, the Company/Entrepreneur is not entitled to have mail sent to the address of the registered office provided, and the Provider is entitled to charge a one-time fee of CZK 199 excluding VAT for each month in which more than one letter was delivered to the Company/Entrepreneur. Delivered advertising leaflets are not included in the number of deliveries.

Mail forwarding once a week – forwarding received mail (regular mail) addressed to the Company/Entrepreneur to the Company's mailing address specified in the header of the Agreement, once a week on a regular basis.

Mail forwarding once a month – forwarding received mail (regular mail) addressed to the Company/Entrepreneur to the Company's mailing address specified in the header of the Agreement, once a month on a regular basis.

Mail scanning – forwarding scanned content of received mail (regular post items) addressed to the Company in electronic form to the Company's/Entrepreneur's email address specified in the header of the Agreement (hereinafter referred to as "Mail Scanning"). When ordering the Mail Scanning service, the Company/Entrepreneur grants the Provider express consent to open delivered items, scan their contents, and send them to the Company/Entrepreneur's email address specified in the header of the Agreement. After scanning, opened items will be stored at the Provider's place of business for personal collection by a representative of the Company/Entrepreneur for a period of one year, or shredded according to the instructions of the Company/Entrepreneur.

Collection of registered mail („Doporučená výzva“) – collecting registered mail (mail addressed to the Company/Entrepreneur) at the relevant branch of Česká pošta, s.p. (Czech Post), once a week. Collected registered mail will be stored together with regular mail for the Company/Entrepreneur to collect at the Provider's place of business, as in the case of Basic Mail Administration.

Change of place of delivery (Redirection) for all arrived consignments – set up a mail forwarding service with Czech Post, s.p. at the expense of the Company/Entrepreneur and renew it regularly throughout the prepaid period (hereinafter referred to as "Forwarding"). The establishment of this service is conditional upon the granting and delivery of a power of attorney with the officially certified signature of the Entrepreneur to the Provider for the establishment of the Forwarding Service, the wording of which the Provider is obliged to prepare within 5 days of signing the Agreement and send it to the Entrepreneur in electronic form (no power of attorney is required for the Company).

Storage of mail – Mail delivered to the Company/Entrepreneur with its virtual seat at one of the addresses in Prague is always stored at the Provider's premises at U Rajské zahrady 1912/3, Prague 3, postal code 130 00, after processing. Mail from addresses outside Prague is stored by local administrators. If the Company/Entrepreneur does not collect the mail within 3 months despite being sent reminders, the mail administrator has the right to send these mails to the Provider's Prague premises for archiving. The Company/Entrepreneur expressly agrees that if it does not collect the mail stored at the Provider's premises in accordance with Article 2.3(c) of the Agreement within one calendar year, the Provider has the right to shred these mails. Before the Provider proceeds with shredding, it shall notify the Company/Entrepreneur by email sent to the Company/Entrepreneur's email address specified in the header of the Agreement. The Company/Entrepreneur also waives all claims for damages or similar compensation to which it may be entitled as a result of the shredding of the items.