

## **SWISS REMOTE GLOBAL – VIRTUAL OFFICE**

### **Terms and Conditions**

This Terms & Conditions constitute as a Service Agreement (herein and thereafter referred to as the "Agreement") governs your purchase and use of all virtual office services (Virtual Office Mail, Virtual Office Standard and Virtual Business Suite collectively herein and thereafter referred to as the "Services"), as described and purchased from *Swiss Remote Global Inc.* with its trade office at Rue General Dufour 22, Geneva, Switzerland (herein and thereafter referred to as "SRG"),

**KYC** – SRG will not be bound by the Agreement until it has been able to surely and precisely identify Client's identity and has therefore received from Client a personal identification document (identity card or passport) or an extract of the commercial register. If necessary, other documents like utility bills can be requested by SRG.

**MONTHLY FEE** – The monthly fee for the Services is described on the price list that is freely available on SRG's website.

**INCREASES** – The Client shall pay during the term of this Agreement all charges for Services rendered at the rates stipulated and documented by SRG at its absolute discretion. The Client agrees that SRG reserves the right to change, or vary the charges for Services. Clients will be notified by email and/or post 30 days prior to any increase or decrease in cost for services.

**TERM & RENEWAL** – The Agreement lasts for a minimum period of 3 months from the term start date. It then lasts for the period stated in it or, if no indication, for an undetermined period. In this case, after the initial 3 months period, the Agreement will automatically be renewed on a month to month basis until brought to an end by Client or SRG. The monthly fee on any renewal will be the then current market price as specified by SRG. In all other respects, the Agreement will renew on the same terms and conditions.

**TERMINATION** – If the Agreement is conclude for a determined period, it terminates at the end date stated in it. Otherwise, either the Client or SRG can terminate this Agreement at the end of any renewal period, by giving at least 1 month written notice to the other party. Notice to terminate the Agreement shall be in writing by either post, FAX, or Email.

Upon expiration, cancellation or termination of this Agreement, any mail received at our office addressed to Client will be returned to sender. Upon termination of the Agreement for whatever reason, it is the Client's responsibility to notify all parties of the change of address.

Upon termination of service or failure to pay the fees in advance, SRG shall have no responsibility to make the Client's mail available without payment therefore.

SRG reserves the right to terminate the contract with immediate effect if found that there is a breach of the terms and conditions herein or if Client is or become insolvent.

**PAYMENT / CREDIT CARD** – The monthly/Quarterly fees shall be paid in advance. No payment is refunded for cancellation during the first quarter of services. Thereafter termination of services (during a paid quarter) shall be prorated on a monthly schedule.

It is the responsibility of the Client to provide SRG (through its Merchant Account provider) with valid current credit card details. Declined credit cards will incur a USD 25.- service fee.. Credit card processing of invoices shall occur on approximately the 1st day of each quarter. Should payment not be received by the 15th of the beginning of a quarter, for any reason, SRG at its absolute discretion may request a security deposit and/or suspend or terminate all services.

Any monies owing to SRG for more than 20 days shall bear a late interest at a rate of 5% per month until payment. All bank fees will be paid by the Client.

**POSTAGE & TELEPHONE CHARGES** – The Client is responsible for all postage, freight, courier, customs, handling and forwarding charges that are occurred by SRG on Client's behalf. A deposit of USD \$50.00.- shall be initially paid as a guarantee for these charges. If necessary, SRG is at any time entitled to ask the Client to pay an additional deposit. The client is responsible for all charges incurred on the clients Swiss Telephone Account.

**CHANGE TO CLIENT'S DETAILS** – Subject to payment of an additional fee as SRG considered appropriate, Client may amend the address to which SRG forward its mail, provided it gives SRG at least 10 days' notice in writing of such change and provides new proof of residence or proof of temporary occupancy.

**WARRANTY** – The Client warrant that it will not use SRG Services for any unlawful, fraudulent or immoral or similar purposes or in connection with any business that is in breach of any applicable legislation, rules, regulations or orders of applicable authorities or in competition with the Services offered by SRG. Client accepts responsibility for, and indemnifies SRG against any expenses incurred by SRG in the defense of legal violations committed by the Client.

**LIMITATION OF LIABILITY** – SRG accepts NO legal liability for the handling or forwarding of any mail on Client's behalf (whether unregistered, registered, certified or insured), or for any action, event or expense associated with or arising from the handling of forwarding of that mail.

Client expressly and specifically agrees to waive, and agrees not to make, any claim for damages, direct, indirect or consequential, including, but not limited to, lost business, revenue, profits or data, for any reason whatsoever arising out of or in connection with this Agreement, any failure to furnish any service provided hereunder, any error or omission with respect thereto, from failure of postal service or any commercial courier service to deliver on time or otherwise deliver any items like mails or packages or any interruption of services.

SRG shall not be held liable for any breach of these Terms and Conditions caused by circumstances out of its control (force majeure).

**CONFIDENTIALITY / DATA PROTECTION** – SRG does not make any data collected from Clients available to any third party. SRG do not share Client's data with any of its other clients. SRG do not sell lists, accept advertising, or generate any third party revenue from the data that is generated by its activities. Data gathered will only be used for internal purposes only and you hereby consent to this.

**GOVERNING LAW AND JURISDICTION** – The Agreement is exclusively governed by Swiss law and shall be subject to the exclusive jurisdiction of the Swiss Courts.