

## businessworld Terms & Conditions – Gold & Platinum

1. As a Regus Group businessworld member you will have access to all participating Regus Group centres worldwide during standard business working hours. Membership entitles the cardholder to free Business Lounge access and/or a specified number of "Campus Area" office days or "Private" office days per month as specified by the region selected in your membership options.
2. Use of all services and products is subject to availability. Office use is measured in whole days, and unused days can not be carried over to the following month. A businessworld membership is not intended to be a replacement for a full time or regular office. Should you use more than ten days in a single Regus centre per month we reserve the right to charge an additional usage fee. Offices must be cleared at the end of each day and you are solely responsible for your belongings at the centre.
3. Regus will require charges for additional services used to be paid on the day of usage or by opening an account secured by valid credit card details.
4. Memberships will be automatically renewed at the end of each term unless cancelled by the member in writing. Monthly memberships can be cancelled at anytime after 90 days by giving 90 days written notice on the 1<sup>st</sup> day of any calendar month thereafter. For non-monthly memberships written notice must be received at least 90 days before the end date of the agreed term.
5. A businessworld member may be accompanied by a visitor during their use of a Day Office. Additional visitors may incur additional charges. A visitor and/or guest are defined as a person who does not require access to phone or internet services. If a visitor and/or guest would like phone and internet services we will be happy to provide them for an additional fee. If more visitors need to be entertained, meetings rooms are available at all Regus locations and can be reserved at preferential rates for businessworld members.
6. A businessworld member visiting a lounge and not using a Day Office or Campus Area may be charged a fee per guest to entertain the guest in the lounge. If required, meetings rooms are available at all Regus locations and can be reserved at preferential rates for businessworld members.
7. businessworld membership cards are personal and cannot be transferred, assigned or used by others unless agreed upon by Regus. For security reasons, you may be required to present your businessworld card along with a valid picture form of identification at check-in.
8. The Regus Group businessworld card issued to you remains the property of the Regus Group at all times and must be surrendered upon request.
9. Our local standard service agreement and conditions of use will automatically apply to your use of any particular service and your use of any accommodation(s). Regus reserves the right to amend these Terms and Conditions and conditions of use at any time, and local variations may exist. Terms and Conditions of use are available upon request. We also reserve the right to alter or terminate the Regus Group businessworld program, or any account there under, at any time without notice. Under these circumstances, the Regus Group's liability is limited to fees paid in advance.
10. Regus reserves the right to adjust the membership fee at the time of renewal to compensate for inflation.
11. Data Protection: We will not share your personal information with other third parties without your prior consent. We may contact you from time to time in relation to your membership including details of relevant promotions and offers or other pertinent information.
12. The businessworld program is intended for your temporary use of our facilities. In order to best serve you and create a professional workplace for our cardholders, we reserve the right to limit or terminate cardholder usage if we consider it to be non-compliant with any applicable terms or conditions of use.
13. You agree to pay all fees when they are due. In the event that you do not pay fees when they are due, you may be charged a late fee and interest on the unpaid balance starting from your due date. The Regus Group may also suspend your privileges until the dues are settled. You may also be responsible for any additional collections charges incurred by the Regus Group.
14. Discounts, Promotions and Offers: You agree that, unless prohibited by applicable law, Regus may discontinue with immediate effect and without the need to give formal written notice any and all discounts, promotions and offers remaining on this agreement if during its term you breach these terms and conditions, are one month past due in payment or are assessed a late fee in any two months.
15. If your Regus Group businessworld card is lost or stolen, a new card will be issued and we may charge a nominal fee to cover the cost of administration and fulfilment.