

## TERMS AND CONDITIONS

### SERVICE CONTRACT – DOMICILIATION MODALITY – “BASIC”

This instrument regulates the agreement established between MYOFFICE - Consultoria em Projectos, Unipessoal, Lda. (Hereinafter MYOFFICE), with NIPC 507 032 268, headquartered at Avenida da República nº 6, 1st left, 1050 - 191 Lisbon, and CLIENT of MOD Domiciliation services. - “BASIC”, whose beginning of term is determined by payment under the terms of the present terms and conditions, which hereby accepts all the terms and conditions established in this agreement.

#### CLAUSE 1

1) MYOFFICE has installed an “Office Center” at the company's headquarters, where it makes available to the CLIENT the use of the address Avenida da República, no. 6, 1º Esq., 1050-191 Lisboa, to domicile its activity ; attendance of visitors and referral to a location to be indicated by the Second Grantor; use of fax line nº 213195608 and myOffice service: online application for notifications, in real time, about incoming telephone calls, correspondence, faxes and messages.

2) Other services, such as coffee break, photocopies, postage and envelopes and transfer of calls, will be paid according to the price list in force at the Office Center, part of this contract as Annex 1. Cancellation of the room reservation meeting after 24 hours of the reservation, implies the booking of the same for billing purposes.

#### CLAUSE 2

1) The services described will be provided on working days, between 8:00 am and 7:00 pm, subject to the availability of MYOFFICE.

2) The contracted services are intended exclusively for the development of the CLIENT's activity described in the subscription form, and may not be used for any other purpose, without prior written consent from MYOFFICE, nor assign, totally or partially, onerous or free of charge, the use installations or equipment and furniture covered by this contract to third parties.

3) The equipment and furniture listed at the address described in clause 1 belong exclusively to MYOFFICE.

4) The CLIENT declares that he does not own or will own any property at that address.

#### CLAUSE 3

1) This contract will have a duration of 12 months, starting on the 1st of the month following the payment date of the first annuity, automatically renewable for successive identical periods.

2) For the provision of the services covered by this contract, not subject to autonomous invoicing according to the price list, the CLIENT will pay annually the price of € 715 + VAT, updated according to the price index with effect from 1 January, which will have to be settled under the terms of the following numbers.

3) Payment made when subscribing to the service will be made online.

4) The following payments will be made by direct debit or credit card, in the first five days of the month to the year to which it refers.

5) If the CLIENT domiciles its activity before the payment established in paragraph 1 and MYOFFICE is obliged to provide any of the services of clause 1, it is considered that the contract started on the 1st of the month in which the service was provided and the CLIENT will be responsible for paying the amounts due depending on the start date of the contract.

#### CLAUSE 4

1) Failure to pay, within the established deadlines, for any installment determines the immediate interruption of the provision of services until the payment (s) is made and the application of interest at the rate of 0.075 % for each day of delay.

2) If the CLIENT's delay remains for more than 15 days without payment of the installment (s) and / or other services, as well as the respective default interest, MYOFFICE may resolve this contract, with the CLIENT incurring the payment of the monthly installment (s) in arrears.

3) After interrupting the service and reactivating it, in addition to making all missing payments, a fee of 100 Eur + VAT is mandatory.

#### CLAUSE 5

1) If, for reasons beyond its control and do not depend on your will or ability, MYOFFICE is no longer able to provide the services mentioned in clause 1, it is automatically suspended for all legal purposes, without right any compensation.

2) CLIENTS are expressly prohibited from any immoral, illegal and liable activity that could disturb the regular functioning of the Office Center, such as, in particular, an incompatible or disturbing number of visitors from other users, MYOFFICE may immediately proceed with the resolution Contract, without notice, if any.

3) In case of termination of the contract, the CLIENT will incur the payment of any monthly installments that are past due and not paid.

#### CLAUSE 6

1) The Parties may not unilaterally and in advance terminate the contract, except in the cases provided for by law.

2) If any of the Parties does not intend to automatically renew the contract, it must inform the other party in writing to the other party's email address (info@avilaspaces.com) at least 60 days in advance of its term.

3) For the purpose of renewal, MYOFFICE must communicate to the CLIENT, in writing to the email address indicated by the parties, and at least 90 days prior to the end of this contract or its renewals, any changes to the contractual conditions the current contract that you intend to introduce in the subsequent renewal.

4) In the case of the preceding paragraph, the CLIENT must comment on the changes referred to in the preceding paragraph within a maximum period of 30 days from receipt of the communication, under penalty of it taking effect.

#### CLAUSE 7

The parties agree that in order to settle any dispute arising from this contract, the Civil Law regulating the Contract for the Provision of Services will apply, with the Lisbon District Court having jurisdiction, with express waiver of any other.

PREÇÁRIO	
APOIO ADMINISTRATIVO	
Salas de Reunião/Formação	Valor/Hora
Auditório Atrium Saldanha (horário laboral - Máx. 35 pessoas)	75,00 €
Auditório Atrium Saldanha (Pós laboral - após 18h e fins de semana (fds mínimo de 4h) Máx. 35 pessoas)	150,00 €
Business Lounge (19h-22h dias úteis, fins-de-semana e feriados com marcação mínima 4h) – Máx. 40 pessoas	150,00 €
Salas de Reunião - Clientes	
Salas de reunião - (horário laboral - até 10 pessoas)	15,00 €
Salas de reunião - (horário laboral - mais de 10 pessoas)	17,00 €
Salas de reunião - (Pós laboral - após 18 e fins de semana (fds mínimo de 4h) - até 10 pessoas)	30,00 €
Salas de reunião - (Pós laboral - após 18h00 e fins de semana (fds mínimo de 4h) - mais de 10 pessoas)	34,00 €
Salas de Reunião - Clientes Pontuais	
Salas de reunião - (horário laboral - até 10 pessoas)	29,00 €
Salas de reunião - (horário laboral - mais de 10 pessoas)	34,00 €
Salas de reunião - (Pós laboral - após 18h00 e fins de semana (fds mínimo de 4h) - até 10 pessoas)	58,00 €
Salas de reunião - (Pós laboral - após 18h00 e fins de semana (fds mínimo de 4h) - mais de 10 pessoas)	68,00 €
Desconto de 10% após a 9ª hora de utilização	
<b>Os preços incluem:</b> Serviço de Recepção, TV LCD, Internet Wireless, Whiteboard, Logitech Video Conference System (quando disponível) e Águas.	
<b>Opções:</b>	
Bloco de papel para flipchart	0,05€
Bloco de papel Post-it grande para flipchart/parede	0,07€
Outros Serviços	
Serviço de Secretariado Dedicado (preço/hora)	50,00 €
Encadernação de documentos	sob consulta
Consumíveis (tinteiro, pasta de arquivo, material de escritório)	sob consulta

PRICELIST	
ADMINISTRATIVE SUPPORT	
Meeting / Training Rooms	Price/Hour
Auditorium Atrium Saldanha (working hours - Max. 35 people)	75,00 €
Auditorium Atrium Saldanha (After work - after 18h and weekends (fds minimum 4h) Max. 35 people)	150,00 €
Business Lounge (7pm - 10pm weekdays, weekends and holidays with a minimum of 4 hours reservation) - Max. 40 people	150,00 €
Meeting Rooms - for customers	
Meeting Rooms - (workdays - up to 10 people)	15,00 €
Meeting Rooms - (workdays - more than 10 people)	17,00 €
Meeting Rooms - (outside working hours - after 18pm and weekends (weekend minimum 4h) - up to 10 people)	30,00 €
Meeting Rooms - (outside working hours - after 18pm and weekends (weekend minimum 4h) + 10 people)	34,00 €
Meeting Rooms for Occasional Customers	
Meeting Rooms - (workdays - up to 10 people)	29,00 €
Meeting Rooms - (workdays - more than 10 people)	34,00 €
Meeting Rooms - (outside working hours - after 18h00 and weekends (weekend minimum 4h) - up to 10 people)	58,00 €
Meeting Rooms - (outside working hours - after 18h00 and weekends (weekend minimum 4h) + 10 people)	68,00 €
10% discount after the 9th hour of utilization	
<b>Included in the price:</b> Reception Service, LCD TV, Internet Wireless, Whiteboard, Logitech Video Conference System (when available) and Waters.	
<b>Options:</b>	
Flipchart pad of paper	0,05€
Large Post-it notebook for flipchart/wall	0,07€
Other Services	
Dedicated Secretariat Service (price per hour)	50,00 €
Documents assembling	under consultation
Consumables (Incuells, archive folders, office material)	under consultation

Fotocópias Preto 1x A4	0,25 €
Fotocópias Côr 1x A4	0,50 €
Fotocópias Preto 1x A3	0,50 €
Fotocópias Côr 1x A3	1,00 €
Recepção de Fax (preço por folha)	0,50 €
Fax Emissão para Portugal - 1ª Página	1,50 €
Fax Emissão para Portugal - Páginas seguintes	1,50 €
Fax Emissão para o Estrangeiro - 1ª Página	2,50 €
Fax Emissão para o Estrangeiro - Páginas seguintes	2,00 €
Envio de fax digitalizado por email (preço por envio)	2,00 €
Envio de documentos digitalizados via email (por cada envio - até 20 páginas)	2,00 €
Serviço nas Salas	Gratuito
Valor storage por encomenda/ por dia	15,00 €
Cacifo grande/ mês (L:14,50cm P:33,50cm A:17,50cm)	50,00 €
Cacifo pequeno/ mês (L:16cm P:11,50cm A:18cm)	30,00 €
Aluguer de ecrã em Standing desk (ao dia)	15,00 €
Serviço de Bricolage (mínimo 1 hora)	65,00 €
Café, Chá (unidade)	1,20 €
Coffee Break Simples(chá, café e biscoitos) p/px	3,00 €
Coffee Break Completo(chá, café, sumo e pastelaria) p/px	5,00 €
Buffet brunch:Pão do dia, pão tradicional, croissant, godet manteiga, godet doce, queijo curado amanteigado, queijo flamengo, fiambre de perna extra, ovo mexido, frutas, iogurte c/ muesli/granola, sumo de laranja natural e bebida quente (chocolate quente, cappuccino, gama Nata café ou Nata Chá.	18,00 €
Catering "Finger Food":Sandes de salmão e abacate, croquete de espinafres, espetada de fruta, Pastel de Nata e sumo de laranja natural.	16,00 €
Catering "Lunch":Sopa, quiche, salada Lisboa, Pastel de Nata, espetada de fruta e sumo de laranja natural.	21,50 €
Catering "Vegetariano Sandes":Sanduiche Vegan, espetada de fruta e sumo de laranja natural.	16,00 €
Catering "Vegetariano Salada":Salada Vegan, espetada de fruta e sumo de laranja natural.	16,00 €
Catering "Welcome drinks and snacks":Vinho branco e tinto, sumos, croquetes de espinafres, croquetes de carne, pastéis de bacalhau.	8,00 €
<b>TAXAS</b>	
Taxa de cobrança (aplicável quando falha DD e CC)	25,00 €

Fotocopies Black 1x A4	0,25 €
Fotocopies Colour 1x A4	0,50 €
Fotocopies Black 1x A3	0,50 €
Fotocopies Colour 1x A3	1,00 €
Fax Reception (price per sheet)	0,50 €
Fax Emission to Portugal - 1st Page	1,50 €
Fax Emission to Portugal - Next Pages	1,50 €
Emission to foreign countries - 1st page	2,50 €
Emission to foreign countries - Next Pages	2,00 €
Digitalized fax sending to email (price per email)	2,00 €
Digitalized documents sending to email (price per email - in 20 pages)	2,00 €
Room Service	Gratuito
Storage per box/ per day	15,00 €
Large locker/ month (W:14,50cm D:33,50cm H:17,50cm)	50,00 €
Small locker/ month (W:16cm D:11,50cm H:18cm)	30,00 €
Screen rental at Standing desk (per day)	15,00 €
DIY Service (1 hour minimum)	65,00 €
Coffee, Tea (unit)	1,20 €
Coffee Break -Simple (tea, coffee and biscuits) p/px	3,00 €
Coffee Break - Full(coffee, tea, juice and pastry) p/px	5,00 €
Brunch buffet:daily bread, traditional bread, croissant, butter godet, jam godet, buttered ripened cheese, Flemish cheese, extra leg ham, scrambled egg, fruit, yogurt with muesli/granola, natural orange juice and hot drink (hot chocolate, cappuccino, Nata coffee range or Nata Tea.	18,00 €
Finger Food Catering:Salmon and avocado sandwiches, spinach croquettes, fruit kebabs, Pastel de Nata and natural orange juice.	16,00 €
Lunch" Catering:Soup, quiche, Lisbon salad, Pastel de Nata, fruit kebab and natural orange juice.	21,50 €
Catering "Vegetarian Sandwich":Vegan Sandwich, fruit kebab and natural orange juice.	16,00 €
Catering "Vegetarian Salad":Vegan salad, fruit kebabs, and natural orange juice.	16,00 €
Catering "Welcome drinks and snacks":Red and White Wine, juice, spinach croquettes, meat croquettes and cod pastries.	8,00 €
<b>RATES</b>	
Collection fee (applicable when DD and CC fail)	25,00 €

Taxa de reactivação de serviços	100,00 €
<b>CORRESPONDÊNCIA</b>	
Correspondência Expedida (entregue na recepção até às 13h e/ou 19h)	
Cartas e Pacotes postais até 2 Kgs:	
Diária, Selada por Unidade	1,00 €
Diária, não Selada por Unidade	1,00 €
A Franquiar por Unidade (com registo e aviso de recepção)	0,00€
Serviços Externos	sob consulta
<b>TELEFONES</b>	
<b>TIPO</b>	<b>Valor / Minuto</b>
<b>1. Nacionais</b>	
Locais e Nacionais	0,20 €
Telemóveis	0,45 €
<b>2. Europa - Destinos Fixos</b>	
UE	0,50 €
Outros Europa + Américas + outros países	1,50 €
<b>3. Europa - Destinos Móveis</b>	
UE	1,34 €
Outros Europa	1,50 €
<b>4. América</b>	
EUA e Canadá	1,34 €
Outros países	3,34 €
<b>5. África</b>	
Destinos fixos e móveis	3,34 €
<b>6. Ásia e Pacífico</b>	
Destinos fixos e móveis	3,34 €
<b>Nota: Aos valores apresentados acresce a taxa de IVA em vigor</b>	

Service reactivation rate	100,00 €
<b>MAIL</b>	
Forwarded Correspondence (delivered in reception up to 1pm and/or 7pm)	
Letters and Postal Packages up to 2 Kgs:	
Daily, Stamped per Unity	1,00 €
Daily, Unstamped per Unity	1,00 €
To Stamp per Unity ( with register and acknowledgment of receipt)	0,00€
Externals Services	under consultation
<b>TELEPHONES</b>	
<b>TYPE</b>	<b>Price/ Minute</b>
<b>1. Nationals</b>	
Local and National	0,20 €
Mobiles	0,45 €
<b>2. Europe - Landline Destinations</b>	
UE	0,50 €
Others Europe + Americas + others countries	1,50 €
<b>3. Europe - Mobile Destinations</b>	
UE	1,34 €
Others Europe	1,50 €
<b>4. America</b>	
USA and Canada	1,34 €
Other Countries	3,34 €
<b>5. Africa</b>	
Landline destinations and mobiles	3,34 €
<b>6. Asia and Pacific</b>	
Landline destinations and mobiles	3,34 €
<b>Note: To the prices presented increases the present VAT</b>	