



REGULATIONS OF THE VIRTUAL OFFICE

Article 1.

General Provisions

1. These Regulations set forth the terms and conditions for providing the Virtual Office services (VO).
2. In matters not covered by the Virtual Office Services Agreement (the Agreement) and these Regulations, the generally applicable provisions of law apply.

Article 2.

Definitions of services

1. Pomeranian Package includes the following services:

- 1) prestigious address / address of the registered office – a service enabling using the VO address under the Agreement for the purposes of business registration, i.e. ul. Trzy Lipy 3, 80-172 Gdańsk;
- 2) handling incoming correspondence – accepting, on behalf of the Client, all the correspondence and shipments delivered to the Client to the address of the Virtual Office of Gdańsk Science and Technology Park, registering these through a dedicated application, handing them over to the Client, and entering in the register of the delivered correspondence;
- 3) handling outgoing correspondence – sending all types of letters and parcels as a registered letter or standard courier parcel according to the Client's instructions (once a week), filling and preparing on behalf of the Client all types of forms required by entities providing postal services, and making annotation on sending in the application;
- 4) scanning – scanning of documents / correspondence delivered to the Client and placing them in a dedicated application, or according to the Client's instructions;
- 5) dedicated application – an application described in detail in the Functional Description sent to the e-mail address indicated in the Agreement;
- 6) alert informing the Client on the recorded correspondence sent to the e-mail address indicated in the Agreement;
- 7) package of meeting room hours – access to fully equipped conference rooms (6 h per month).
- 8) advice at the Information and Consultation Point of Gdańsk Science and Technology Park.

2. Special Package includes the following services:

- 1) prestigious address / address of the registered office – a service enabling using the VO address under the Agreement for the purposes of business registration, i.e. ul. Trzy Lipy 3, 80-172 Gdańsk;
- 2) handling incoming correspondence – accepting, on behalf of the Client, all the correspondence and shipments delivered to the Client to the address of the Virtual Office of Gdańsk Science and Technology Park, registering these through a dedicated application, handing them over to the Client, and entering in the register of the delivered correspondence;
- 3) handling outgoing correspondence – sending all types of letters and parcels as a registered letter or standard courier parcel according to the Client's instructions (once a week), filling and preparing on behalf of the Client all types of forms required by entities providing postal services, and making annotation on sending in the application;
- 4) scanning – scanning of documents / correspondence delivered to the Client and placing them in a dedicated application, or according to the Client's instructions;
- 5) dedicated application – an application described in detail in the Functional Description sent to the e-mail address indicated in the Agreement;
- 6) alert informing the Client on the recorded correspondence sent to the e-mail address indicated in the Agreement;
- 7) package of meeting room hours – access to fully equipped conference rooms (3 h per month).
- 8) advice at the Information and Consultation Point of Gdańsk Science and Technology Park.

3. Zone Package includes the following services:

- 1) prestigious address / address of the registered office – a service enabling using the VO address under the Agreement for the purposes of business registration, i.e. ul. Trzy Lipy 3, 80-172 Gdańsk;
- 2) handling incoming correspondence – accepting, on behalf of the Client, all the correspondence and shipments delivered to the Client to the address of the Virtual Office of Gdańsk Science and Technology Park, registering these through a dedicated application, handing them over to the Client, and entering in the register of the delivered correspondence;
- 3) dedicated application – an application described in detail in the Functional Description sent to the e-mail address indicated in the Agreement;
- 4) alert informing the Client on the recorded correspondence sent to the e-mail address indicated in the Agreement;
- 5) package of meeting room hours – access to fully equipped conference rooms (6 h per month).





6) advice at the Information and Consultation Point of Gdańsk Science and Technology Park.

4. Economy Package includes the following services:

- 1) prestigious address / address of the registered office – a service enabling using the VO address under the Agreement for the purposes of business registration, i.e. ul. Trzy Lipy 3, 80-172 Gdańsk;
- 2) handling incoming correspondence – accepting, on behalf of the Client, all the correspondence and shipments delivered to the Client to the address of the Virtual Office of Gdańsk Science and Technology Park, registering these through a dedicated application, handing them over to the Client, and entering in the register of the delivered correspondence;
- 3) dedicated application – an application described in detail in the Functional Description sent to the e-mail address indicated in the Agreement;
- 4) alert informing the Client on the recorded correspondence sent to the e-mail address indicated in the Agreement;

5) advice at the Information and Consultation Point of Gdańsk Science and Technology Park.

5. Additional services include services specified in the package of additional services constituting appendix to the Agreement.

Article 3.

Entering into the Agreement with the entrepreneur

1. To commence the provision of Services, it is necessary to enter into the Agreement with the Pomeranian Special Economic Zone Ltd. in Sopot (PSEZ) and to accept these Regulations.
2. To enter into the Agreement it is necessary to determine the identity of a person or an entity applying for entering into the Agreement.
3. The PSEZ reserves the right to refuse to enter into the Agreement at any stage of handling the application for entering into the Agreement, without giving any reason for such a refusal.
4. The applicant is required to present the originals and provide copies of the following documents at the request of the PSEZ:
 - 1) certificate of entry in the proper register of business activity or the National Court Register (certified copy) – in accordance with the applicable provisions,
 - 2) decision on granting the Tax Identification Number (NIP),
 - 3) decision on granting National Official Business Register Number (REGON),
 - 4) deed of partnership (in case of civil law partnerships).

Article 4.

Entering into the Agreement with a natural person or other entity that plans to start a business activity

1. Entities that have no registration documents yet sign the Agreement on behalf of the entity in the process of formation (limited liability company), or on behalf of the entity which is being created.
2. The above entities, following the registration, provide the PSEZ with the documents referred to in Article 3(6).

Article 5.

Rules of using a dedicated application

1. The scope and rules of using the services through a dedicated application are defined in the Functional Description, sent to the Client's e-mail address indicated in the Agreement.
2. The Client may use the Services via the Virtual Office portal after their activation.
3. The Client receives an identification number and password that are confidential and cannot be disclosed to third parties.
4. Following the first logging in, the Client sets a new password to the Virtual Office portal. This password cannot be disclosed to third parties.
5. The PSEZ is not liable for any consequences resulting from the use of an identification number and password by third parties.
6. The Client should log out of the site when they finish using the Service.
7. Due to security reasons or any other reasons not attributable to the PSEZ, the PSEZ may temporarily restrict access to the portal through individual channels for the period required to remove the reason for the lack of access. If that is the case, the PSEZ is not liable for any restrictions on the availability of the Services.

Article 6.

Power of attorney to collect correspondence

1. To perform the service of collecting correspondence, the Client grants to the PSEZ the power of attorney with the appropriate scope.





2. The PSEZ is authorised to refuse to accept the power of attorney if there is any doubt as to the correctness of its granting, including the authenticity of the signature.
3. The power of attorney may be revoked by the Client at any time.
4. The power of attorney expires when:
 - 1) the PSEZ received the Client's instructions to revoke the power of attorney;
 - 2) the Agreement is dissolved due to any reason.

Article 7.

Accepting the incoming correspondence

1. The post delivers the correspondence of Clients to the secretariat of the VO.
2. The authorised staff of the VO secretariat acknowledge receipt of shipments on behalf of the Client, confirming it with signature, stamp and date.
3. The authorised staff of the VO secretariat record the correspondence in a dedicated application assigning an individual number to it.
4. The Client collecting the correspondence checks the list of shipments with the actual status and acknowledges collecting them (date, signature) in the register of the delivered correspondence.
5. Correspondence is considered to be delivered to the Client when it is placed in an individual Client's box and sent via a dedicated application.

Article 8.

Posting correspondence

1. The Client enters the correspondence to be sent out in the dedicated application and delivers the correspondence to the VO secretariat.
2. The authorised staff of the VO secretariat check if the delivered correspondence is consistent with the entries in the application.
3. Correspondence is delivered to the post office twice a week.
4. After sending the correspondence, the PSEZ enters the information on sending it and the cost thereof in the dedicated application.

Article 9.

Rules for providing additional services

1. The Client may use additional services provided by the PSEZ.
2. Additional services may be ordered by submitting a written or electronic request together with an indication of the scope of the service and the expected date and time of use.
3. Additional services are paid on the basis of the price list published by the PSEZ.
4. Upon receipt of the request, the PSEZ confirms to the Client the possibility of using additional services in the scope ordered by the Client, unless due to the existing needs of other PSEZ Clients it is not possible to provide these services within the scope and time specified in the request.
5. The PSEZ reserves the right to change the scope of additional services and the terms and conditions of their use.

Article 10.

Rules of using meeting rooms

1. Meeting rooms are booked through the dedicated application, however, a confirmation of PSEZ is necessary each time. Booking of meeting rooms via e-mail or at the Virtual Office's employee is also exceptionally allowed, but a confirmation by the PSEZ and the Client's acceptance are necessary each time.
2. Bookings are accepted by the booking system 24 hours a day, and verified and entered into the schedule during business hours of employees of the Virtual Office, i.e. Monday–Friday between 7.30 and 15.30.
3. If the Client cancels the booking less than 24 hours before the meeting room booking date, the PSEZ is entitled to charge the Client with the costs of the rental in accordance with the applicable price list for additional services.
4. Meeting rooms with multimedia and mobile equipment are made available to the Clients of the Virtual Office without the need to enter into an additional agreement.
5. Meeting rooms keys are delivered to the Client by a representative of the Virtual Office, a reception employee or by a security guard. The keys should be returned immediately after using the room. If the keys are not returned, a fee will be charged for each commenced hour from the time when the keys were supposed to be returned until the time when the Client delivered the keys to the person who issued them.



6. VAT invoices for using meeting rooms (additional services) are issued at the end of the settlement month (on the basis of a monthly report on using the rooms in a given month).

7. The Client is liable towards the PSEZ for any damages and losses resulting from improper use of the rented space or equipment in the meeting rooms.

Article 11.

Amendments to the Regulations

1. Amendments to the Regulations made during the term of the Agreement are delivered to the Client together with the information on the date of their entry into force. The PSEZ may deliver the amendments to the Regulations via e-mail indicated in the Agreement or via messages in the application.

2. Within 14 days from the day of receipt of amendments to the Regulations, the Client is entitled to submit a notice of termination of the Agreement.

3. The notice period is 14 days and it is counted from the date of delivery of the notice to the PSEZ.

4. If the Client does not terminate the Agreement within 14 days from the date of delivery of information on amendments by the PSEZ, it is assumed that the Client agrees to the amendments. In such a case they apply from the date referred to in section 1 hereinabove.

Article 12.

Indemnity

1. The PSEZ is not liable for non-performance or improper performance of contractual obligations, if the non-performance or improper performance was a consequence of circumstances beyond the control of the PSEZ, in particular due to the occurrence of force majeure.

2. The PSEZ will provide services hereunder only to persons authorised in writing by the Client. The PSEZ is in no way required to provide the services to any other persons, and it is not liable for any correspondence received and for conversations addressed to other persons.

3. The PSEZ will not accept any shipments addressed to the Client:

a) if their weight exceeds 20 kg, any of their dimensions exceeds 1 metre, or their volume is greater than 1 cubic metre;

b) if they contain materials hazardous to life or health, living or deteriorating rapidly;

c) if their trading is prohibited by law.

4. The PSEZ is entitled to refuse to accept objects which it suspects of illegal content, or storage of which involves excessive costs or impediments.

5. The PSEZ is required to keep the correspondence confidential, except for situations when the duty to provide information to the judicial bodies, authorities or administration arises from generally applicable laws.

6. The PSEZ is not liable for acts and omissions of persons and entities delivering correspondence.

Article 13.

Termination of the Agreement

1. The Client is liable towards the PSEZ for all the liabilities arising during the term of the Agreement.

2. The notice of termination of the Agreement must be submitted in electronic form (e-mail indicated in the Agreement) or in writing.

Article 14.

Dissolution of the Agreement

The Agreement is dissolved in the following cases:

1) upon the end of the notice period by the Client or the PSEZ,

2) when the PSEZ obtains credible information on the Client's death or suspension or termination of their business activity or its liquidation.