

RULES AND REGULATIONS OF THE CO-WORK ZONE

Article 1.

General Provisions:

1. These Rules and Regulations define the terms and conditions of leasing a Workspace in the CO-WORK zone.
2. In matters not regulated in the CO-WORK zone Workspace lease agreement (hereinafter the 'Agreement') and these Rules and Regulations (hereinafter the 'Rules and Regulations of the CO-WORK zone'), the generally applicable provisions of law are used.

Article 2.

Definitions of services:

1. Pomeranian Package includes the following services:

- 1) a desk in the open-space area;
- 2) handling incoming mail – accepting, on behalf of the Tenant, all mail and shipments incoming to the Tenant at the address of the Gdańsk Science and Technology Park CO-WORK zone, registering them in a dedicated application, forwarding them to the Tenant, and recording them in the register of forwarded mail;
- 3) a dedicated application – an application described in detail in the Functional Description sent to the email address specified in the Agreement;
- 4) notices alerting the Tenant to recorded mail, sent to the email address specified in the Agreement;
- 5) access to a copier (printing), the number of available copies is set out on the CO-WORK Zone price list;
- 6) a possibility to book meeting rooms, as per the CO-WORK Zone price list – access to fully equipped conference rooms;
- 7) Internet access;
- 8) access to common parts of the building;
- 9) access to the CO-WORK zone: 24 hours per day, 7 days per week;
- 10) providing security of the Building: 24 hours per day

2. Special Package includes the following services:

- 1) individual desk
- 2) personal locker;
- 3) handling incoming mail – accepting, on behalf of the Tenant, all mail and shipments incoming to the Tenant at the address of the Gdańsk Science and Technology Park CO-WORK zone, registering them in a dedicated application, forwarding them to the Tenant, and recording them in the register of forwarded mail;
- 4) a dedicated application – an application described in detail in the Functional Description sent to the email address specified in the Agreement;
- 5) notices alerting the Tenant to recorded mail, sent to the email address specified in the Agreement;
- 6) access to a copier (printing), the number of available copies is set out on the CO-WORK Zone price list;
- 7) meeting room lease package – access to fully equipped conference rooms (10 hours per month);
- 8) Internet access;
- 9) access to common parts of the building;
- 10) access to the CO-WORK zone: 24 hours per day, 7 days per week;
- 11) providing security of the Building: 24 hours per day

3. Zone Package (+ de minimis aid 50%) includes the following services:

- 1) a desk in the open-space area;
- 2) handling incoming mail – accepting, on behalf of the Tenant, all mail and shipments incoming to the Tenant at the address of the Gdańsk Science and Technology Park CO-WORK zone, registering them in a dedicated application, forwarding them to the Client, and recording them in the register of forwarded mail;
- 3) a dedicated application – an application described in detail in the Functional Description sent to the email address specified in the Agreement;
- 4) notices alerting the Tenant to recorded mail, sent to the email address specified in the Agreement;
- 5) access to a copier (printing), the number of available copies is set out on the CO-WORK Zone price list;
- 6) a possibility to book meeting rooms, as per the CO-WORK Zone price list – access to fully equipped conference rooms;
- 7) Internet access;
- 8) access to common parts of the building;
- 9) access to the CO-WORK zone: 24 hours per day, 7 days per week;

10) providing security of the Building: 24 hours per day

4. **Additional services** include services listed in the CO-WORK zone Price List that constitutes an appendix to the Agreement

Article 3.

Qualification rules for entrepreneurs interesting in using the CO-WORK zone located at the Gdańsk Science and Technology Park.

Entity qualification occurs according to the rules for qualifying entities interested in conducting activities at the Professor Hilary Koprowski Gdańsk Science and Technology Park.

Article 4.

Entering into the Agreement with the entrepreneur:

1. To commence the provision of Lease service, it is necessary to enter into the Agreement with Pomorska Specjalna Strefa Ekonomiczna sp. z o.o. in Sopot (PSSE) and to accept these Rules and Regulations.

2. PSSE reserves the right to refuse to enter into the Agreement at any stage of handling the application for entering into the Agreement without stating any reason for the refusal.

3. At the request of PSSE, the applicant is required to produce originals and submit copies of the following documents:

- 1) a certificate of entry into the Central Register and Information of Economic Activity / copy of entry in the National Court Register or a printout of either document;
- 2) decision on granting a Tax Identification Number (NIP);
- 3) decision on granting a Business Register Number (REGON);
- 4) deed of partnership (in case of civil law partnerships and partnerships in formation) .

Article 5.

Entering into the Agreement with an entity that plans to commence business activities:

1. In case of entities which do not yet possess the registration documents referred to in Article 4(3), the Agreement is signed by persons authorised to represent the entity, who are listed in the articles of association of the company in formation (limited liability company or joint stock company).

Article 6.

Rules of using the dedicated application:

1. The scope and rules of using services via the dedicated application are defined in the Functional Description sent to the Tenant's email address indicated in the Agreement.

2. The Tenant may use the Services via the CO-WORK zone Application following prior activation.

3. The Tenant receives an identification number and a password that are confidential and may not be disclosed to third parties.

4. Upon first log-in, the Tenant sets a new password for the CO-WORK Zone. This password may not be disclosed to third parties.

5. PSSE is not liable for any consequences resulting from the use of the identification number and password by third parties.

6. The Tenant should log out of the site when they finish using the service.

7. Due to security reasons or any other circumstances not attributable to PSSE, access to the portal via specific channels may be temporarily restricted by PSSE for the period required to remove the reason for the lack of access. In such case, PSSE is not liable for any resulting restricted availability of the Services.

Article 7.

Power of attorney to receive mail:

1. To provide the mail reception service, the Tenant grants to PSSE a power of attorney. The power of attorney to receive mail constitutes an appendix to the Agreement.

2. The power of attorney expires when:

- 1) the Agreement is terminated or expires for any reason.

Article 8.

Receiving incoming mail:

1. The post office delivers Tenant's mail to the CO-WORK zone secretarial office.
2. The authorised staff of the CO-WORK zone secretarial office acknowledge the receipt of shipments on behalf of the Tenant, confirming it with their signature, stamp and date.
3. The authorised staff of the CO-WORK Zone secretarial office record mail in a dedicated application, assigning an individual number to it.
4. When picking up mail, the Tenant checks the list of shipments against actually delivered mail and acknowledges their receipt (date, signature) in the forwarded mail record.
5. Mail is considered to be forwarded to the Tenant when it is placed in the Tenant's personal box and the Tenant is notified about picking up the mail via a dedicated application.

Article 9.

Rules for providing additional services:

1. The Tenant may take advantage of additional services provided by PSSE.
2. Additional services may be ordered by submitting a written or electronic request that indicates in particular the scope of the service and the expected date and time of use.
3. Additional services are paid for according to the price list published by PSSE.
4. Upon receipt of the request, PSSE confirms to the Tenant the possibility of using additional services in the scope ordered by the Tenant, unless due to the current needs of other PSSE Tenants providing these services within the scope and time specified in the request is not possible.
5. PSSE reserves the right to change the scope of additional services and their terms and conditions of use.
6. VAT invoices for using additional services are issued at the end of the calendar month.

Article 10.

Rules of using meeting rooms:

1. Meeting rooms are booked via the dedicated application, but the bookings need to be confirmed by PSSE each time. By way of exception, meeting rooms can also be booked by email or with a CO-WORK Zone employee, but the bookings need to be confirmed by PSSE and accepted by the Tenant each time.
2. Bookings are recorded by the booking system 24 hours a day but verified and entered into the schedule only during business hours of PSSE employees, i.e. from Monday to Friday between 7.00 a.m. and 3.00 p.m.
3. If the Tenant cancels the booking of the meeting room less than 24 hours before the booking date, PSSE is entitled to charge the Tenant with the costs of rental in accordance with the applicable additional services price list.
4. Meeting rooms with multimedia and mobile equipment are made available to CO-WORK zone Tenants without the need to enter into an additional agreement.
5. Conference rooms keys are handed over to the Tenant by a reception desk employee or a security guard. The keys should be returned immediately after ceasing to use 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 Tenant delivered the keys to the person who issued them or another authorised PSSE employee.
6. VAT invoices for using meeting rooms (additional services) are issued at the end of the calendar month (based on a monthly room usage report for a particular calendar month).
7. The Tenant is liable towards PSSE for any damages and losses resulting from improper use of meeting rooms and their equipment.

Article 11.

Amendment of the Rules and Regulations:

1. PSSE reserves the right to change these rules and regulations at any time. A new version of the rules and regulations, stating the date on which it enters into force, will be made available at <https://gpnt.pl/en> and is binding for the Tenant.
2. The Tenant is entitled to submit a notice of termination of the Agreement within 14 days from receiving amendments of the Rules and Regulations.
3. The notice period is 14 days and runs from the date of delivering the notice to PSSE.
4. If the Tenant does not terminate the Agreement within 14 days from the date of receiving amendments from PSSE, it is assumed that the Tenant agrees to the amendments and accepts the Rules and Regulations. In such case, the amendments apply from the date referred to in Article 11(1).

Article 12.

Exclusion of liability:

1. PSSE is not liable for non-performance or improper performance of contractual obligations if such non-performance or improper performance was a consequence of circumstances beyond the control of PSSE, in particular due to the occurrence of force majeure.
2. PSSE will provide services solely to persons authorised in writing by the Tenant. PSSE is in no way required to provide any service to any other person and is not liable for any mail received at the CO-WORK zone address which is addressed to anyone other than the Tenants.
3. PSSE will not accept any shipments addressed to the Tenant:
 - a) if their weight exceeds 10 kg, any of their dimensions exceeds 1 metre, or their volume is greater than 1 cubic metre;
 - b) if they contain substances hazardous to life or health, living or perishable ;
 - c) if trading in them is prohibited by generally applicable provisions of law.
4. PSSE is entitled to refuse to accept any mail suspected to contain illegal items or involving excessive costs or difficulties during storage.
5. PSSE is required to observe the confidentiality of correspondence, except for situations when the duty to provide information to judicial, public or administration authorities results from generally applicable provisions of law.
6. PSSE is not liable for acts and omissions of persons and entities delivering mail.

Article 13.

Termination of the Agreement by notice:

1. The Tenant is liable towards PSSE for all liabilities arising during the term of the Agreement.
2. A notice terminating the Agreement must be submitted in electronic form with qualified signature (to the email address stated in the Agreement), or in writing.

Article 14.

Termination of the Agreement:

The Agreement is terminated in the following cases:

- 1) following the end of the notice period, by either the Tenant or PSEE,
- 2) when PSSE learns about the Tenant's suspension or termination of their business activity or its liquidation,
- 3) on conditions specified in the lease Agreement.