

Virtual Office Terms & Conditions

Oberoi Business Hub is committed to the service it offers its clients and has created terms and conditions governing the use of its Business Hub.

These terms outline the rights and responsibilities of both Oberoi Business Hub and our valued customers. By accessing or utilising our services, you agree to abide by these terms, which aim to ensure a safe and pleasant experience for everyone. Please take a moment to read through this document carefully, as it governs your relationship with Oberoi Business Hub.

Notice Period:

- a) The contract is for a minimum period of 12 months. Following the expiry of the minimum term, either party may terminate the agreement by providing 3 calendar months' written notice.

Payment Terms:

- a) Once the application has been approved, an initial invoice will be raised which is payable on receipt prior to the use of service. Further invoices will need to be paid by direct debit.
- b) If the Client does not pay fees when due, a fee will be charged on all overdue balances at the rate of 3% interest. If the Client disputes any part of an invoice the Client must pay the amount not in dispute by the due date or be subject to late fees. Oberoi Business Hub also reserves the right to withhold services (including for the avoidance of doubt, denying the Client access to its accommodation) while there are any outstanding fees and/or interest on which the Client is in breach of this agreement.
- c) The Client will pay a fee for declined payments due to insufficient funds.
- d) The monthly service fee will increase on 1st April each year in line with the Consumer Price Index (CPI), based on the most recently published CPI rate available at the time of the increase. The revised fee will automatically apply from that date.

Registration:

- a) You warrant that any information you provide to us about yourself upon registration or at any time will be true, accurate, current and complete and that you will ensure that this information is kept accurate and up to date at all times.

Warranty:

- a) You warrant that you will not use the Oberoi Business Hub Office Services for any unlawful, fraudulent or immoral or similar purposes or in connection with any business that is in breach of any applicable legislation (primary and subordinate), rules, regulations or orders of applicable authorities or in competition with the Services offered by us.
- b) You will not during or after the term of this Agreement carry out any act or make any omission (whether in respect of use of the Address and/or any Number allocated to you under this Agreement or

otherwise) that may damage the goodwill or reputation of the Address and/or the Number and/or our business or may bring the Address and/or the Number and/or our business into disrepute.

- c) As a client of Oberoi Business Hub, it is essential to acknowledge and agree that you will not engage in any illegal activities including but not limited to fraud, money laundering, copyright infringement, unlawful behaviour and any other activities that violate local, national, or international laws.

Mail and Deliveries

- a) The Mail Handling service includes the receipt of standard mail and occasional small parcels on behalf of the Client.
- b) Parcels must be reasonable in size, weight and quantity and collected promptly following notification.
- c) Oberoi Business Hub reserves the right to refuse or return deliveries where the size, weight or volume of parcels is considered excessive or unsuitable for the premises.

Termination: *We may immediately terminate this Agreement at any time by notice in writing to you if:*

- a) We suspect that you are or may in the future use Oberoi Business Hub Office Services in breach of the warranties set out above.
- b) You are or become unable to pay your debts as they fall due or suspend or threaten to suspend payment of your debts, if a trustee, administrator or other receiver or encumbrance is appointed or takes any steps with a view to taking possession of all or any part of your assets, you are or become insolvent or convene or propose to convene a meeting of your creditors or any steps are taken concerning your insolvency or any similar steps are taken in respect of your bankruptcy or insolvency.
- c) Termination shall be without prejudice to the accrued rights of the parties as at the date of termination.

Effect of Termination: *On termination of this Agreement for any reason:*

- a) We will cease to provide the Oberoi Business Hub Office Services to you.
- b) You will cease all use of the Address and any Number allocated to you under this Agreement and will, at our sole option and discretion, either destroy or deliver to us all stationery, business cards, promotional and other materials in your possession bearing such Address and/or Number, remove all references to the Address and such Number including, without limitation, from your electronic mail and cease all marketing and promotional activities utilising our office services, address and number; and
- c) You will immediately notify all your business contacts and if appropriate Companies House and any other regulatory authority of your change of address and number.
- d) All mail held or received by us on your behalf on or after the date of termination will, at your option to be notified to us in writing within 7 days of termination of this Agreement, either be returned to the sender or for a period of up to 1 month be forwarded to you at a Fee to be notified by us at that time (provided you have notified us no less than 7 days prior to termination of your requirement for such forwarding).
- e) Termination of this Agreement for whatever reason shall be without prejudice to any cause of action which has accrued to any party prior to expiry or termination.

Oberoi Business Hub reserves the right to amend these terms and conditions at any time.