

# Vitual Office Agreement



Agreement Date (dd/mm/yy): 11/1/2024 Reference No.: 2024/11

| Business Centre Address:  |  | Client Address |  |
|---------------------------|--|----------------|--|
| Kwik Spaces Tanzania      |  | Company Name:  | TANSUL                                 |
| Masaki, Msasani Peninsula |  | Contact Name:  | Eng. Raouf Bakry                       |
| 1040 Haile Sellasie Road  |  | Address:       | Kwik Spaces, 1040 Haile Selassie Road. |
| Dar Es Salaam             |  | Email:         | raoufbakry@tansul.co                   |
| Tanzania                  |  | Phone:         | +255758110999                          |

| Office Payment Details (excluding tax and excluding services) |               |                    |          |
|---|---------------|--------------------|----------|
| Office Number   | No. of People | Monthly Office Fee | Currency |
| Virtual Office  |               | 20,00              | USD      |
|   |               |                    |          |
|   |               |                    |          |
|   |               |                    |          |
|   |               |                    |          |
|   |               |                    |          |
|   |               |                    |          |
|   |               |                    |          |
| <b>Total Initial Payment</b>                                  | Monthly x 14  | 260                | USD      |

Length of Agreement: Start Date 11/1/2024 End Date\* 12/31/2025

We Kwik Spaces, give the legal right to our client for use of address and shared space as per the dates signed for. This Agreement incorporates our terms of business set out on attached Terms and Conditions which you confirm you have read and understood. We both agree to comply with those terms and our obligations as set out in them. This agreement is binding from the agreement start date and may not be terminated once it is made, except in accordance with its terms.

Name (printed): Precious Lello  
 Title (printed): Operations Lead  
 Date: 10/17/2024  
 SIGNED on our behalf

Name (printed): Eng. Raouf Bakry  
 Title (printed): Executive Manager  
 Date: 17-Oct-24  
 SIGNED on your behalf

**KWIK SPACES**  
**P. O. Box 1040**  
**HAILE SELLASIE ROAD**  
**DAR ES SALLAM**





## General Agreement terms

1. Nature of an agreement: always, each Centre remains in our possession and control. YOU ACCEPT THAT AN AGREEMENT CREATES NO TENANCY INTEREST, LEASEHOLD ESTATE OR OTHER REAL PROPERTY INTEREST IN YOUR FAVOUR WITH RESPECT TO THE ACCOMMODATION. Occupation by You is the commercial equivalent of an agreement for accommodation in a hotel. We are giving You the right to share the use of the Centre with us and other clients.

Availability at the start of an agreement: If for any unfortunate reason We cannot provide the services or accommodation in the Centre stated in an agreement by the start date, we will have no liability to You for any loss or damage, but You may either move to any other provider or cancel it.

2. Ending an agreement immediately: We may put an end to an agreement immediately by giving You notice if

(a) You become insolvent or bankrupt; or (b) You breach one of your obligations which cannot be put right, or which We have given You notice to put right and which You have failed to put right within 14 days of that notice; or (c) Your conduct, or that of someone at the Centre with Your permission or invitation, is incompatible with ordinary office use and, (i) that conduct continues despite You having been given notice, or (ii) that conduct is material enough (in Our reasonable opinion) to warrant immediate termination; or (d) You are in breach of the "Compliance With Law" clause below. If We put an end to an agreement for any of the reasons referred to in this clause it does not put an end to any of Your financial obligations, including, without limitation, for the remainder of the period for which Your agreement would have lasted if We had not terminated it.

(b) When an Office agreement ends: When an agreement ends You must vacate Your accommodation immediately, leaving it in the same state and condition as it was when You took it. Upon Your departure or if you choose to relocate to a different room within a Centre, we will charge a fixed office restoration service fee to cover normal cleaning and any costs incurred to return the accommodation to its original condition and state. This fee will differ by center and is listed in the House Rules. If You leave any property in the Centre We may dispose of it at your cost in any way, we choose without owing You any responsibility for it or any proceeds of sale. If You continue to use the accommodation when an agreement has ended, you are responsible for any loss, claim or liability We may incur as a result of Your failure to vacate on time.

(c) Business Operations: You may not carry on a business that competes with Our business of providing serviced offices and flexible working. You may not use Our name (or that of Our affiliates) in any way in connection with Your business. You are only permitted to use the address of a Centre as Your registered office address if it is permitted by both law and if We have given You prior written consent. You must only use the accommodation for office business purposes. If We decide that a request for any particular service is excessive, we reserve the right to charge an additional fee. In order to ensure that the Centre provides a great working environment for all, we kindly ask you to limit any excessive visits by members of the public.

3. Alterations or Damage: You are liable for any damage caused by You or those in the Centre with Your permission, whether express or implied, including but not limited to all employees, contractors and/or agents.

4. IT Installations: We take great pride in Our IT infrastructure and its upkeep and therefore You must not install any cabling, IT or telecom connections without Our consent, which We may refuse in our absolute discretion. As a condition to Our consent, you must permit Us to oversee any installations (for example IT or electrical systems) and to verify that such installations do not interfere with the use of the accommodation

by other clients or Us or any landlord of the building. Fees for installation and de- installation will be at Your cost.

5a. Use of the Accommodation: An agreement will list the accommodation We initially allocate for Your use. You will have a non-exclusive right to the rooms allocated to You. Occasionally to ensure the efficient running of the Centre, we may need to allocate different accommodation to You, but it will be of reasonably equivalent size, and We will notify You with respect to such different accommodation in advance.

5b. Access to the Accommodation: To maintain a high level of service, we may need to enter Your accommodation and may do so at any time, including without limitation, in an emergency, for cleaning and inspection or in order to resell the space if You have given notice to terminate. We will always endeavor to respect any of Your reasonable security procedures to protect the confidentiality of Your business.

6. If You have subscribed to a Membership Agreement You will have access to all participating center's during standard business working hours and subject to availability.

7. Membership Usage: Usage is measured in whole days and unused days cannot be carried over to the following month. Membership is not intended to be a replacement for a full-time workspace, must not use more than 2 hours in day for this product, and all workspaces must be cleared at the end of each day. You are always solely responsible for Your belongings at the center. We are not responsible for any property that is left unattended. Should You use more than Your membership entitlement, we will charge You an additional usage fee. You may bring in 1 guest free of charge (subject to fair usage). Any further guests will be required to purchase a day pass.

8. As a member, you may not use any Centre as Your business address without an accompanying office or virtual office agreement in place. Any use of the Centre address in such a way will result in an automatic enrolment in the Virtual Office product for the same term as Your membership and You will be invoiced accordingly.

9. Compliance with Law: You must comply with all relevant laws and regulations in the conduct of Your business. You must not do anything that may interfere with the use of the Centre by Us or by others (including but not limited to political campaigning or immoral activity), cause any nuisance or annoyance, or cause loss or damage to Us (including damage to reputation) or to the owner of any interest in the building. If We have been advised by any government authority or other legislative body that it has reasonable suspicion that You are conducting criminal activities from the Centre, or You are or become subject to any government sanctions, then We shall be entitled to terminate all of Your agreements with immediate effect. You acknowledge that any breach by You of this clause shall constitute a material default, entitling Us to terminate Your agreement without further notice.

a. Ethical Trading: Both We and You shall always comply with all relevant anti-slavery, anti-bribery and anti- corruption laws.

b. Data protection: You acknowledge that We may collect and process personal data from You and Your employees as strictly necessary to ensure compliance with applicable laws and regulations and to enable Us effectively to provide services to You. You acknowledge and accept that such personal data may be transferred or made accessible to other entities in our group, wherever located, for the purposes of providing the services, in each case in accordance with all applicable data protection legislation.

c. Employees: We will both have invested a great deal in training Our staff, therefore, neither of us may knowingly solicit or offer employment to the other's staff employed in the Centre (or for 3 months after they have left their employment). To recompense the other for staff training and investment costs, if either of us breaches this clause the party will pay upon demand the other the equivalent of 6 months' salary of any employee concerned.

d. Confidentiality: The terms of an agreement are confidential. Neither of us may disclose them without the other's consent unless required to do so by law or an official authority. This obligation continues for a period of 3 years after an agreement ends.

- E. Assignment: An agreement is personal to You and cannot be transferred to anyone else without prior consent from Us unless such transfer is required by law. However, we will not unreasonably withhold our consent to assignment to an affiliate provided that You execute our standard form of assignment. We may transfer any agreement and any and all amounts payable by You under an agreement to any other member of Our group.
- f. Applicable law: An agreement is interpreted and enforced in accordance with the law of the place where the Centre is located other than in a few specific jurisdictions which are detailed in the House Rules. We and You both accept the exclusive jurisdiction of the courts of that jurisdiction. If any provision of these terms and conditions is held void or unenforceable under the applicable law, the other provisions shall remain in force.

#### 10. Our liability to You and Insurance

- a. The extent of Our liability: To the maximum extent permitted by applicable law, We are not liable to You in respect of any loss or damage You suffer in connection with an agreement, including without limitation any loss or damage arising as a result of our failure to provide a service as a result of mechanical breakdown, strike or other event outside of Our reasonable control otherwise unless We have acted deliberately or have been negligent. In no event shall We be liable for any loss or damage until You provide written notice and give Us a reasonable time to put it right. If We are liable for failing to provide You with any service under an agreement then, subject to the exclusions and limits set out immediately below.
- b. Your insurance: It is Your responsibility to arrange insurance for property which You bring into the Centre, for any post You send or receive and for Your own liability to your employees and to third parties. We strongly recommend that you put such insurance in place.
- c. IT Services and Obligations: Whilst We have security internet protocols in place and strive to provide seamless internet connectivity, WE DO NOT MAKE ANY REPRESENTATION AND CANNOT GUARANTEE ANY MAINTAINED LEVEL OF CONNECTIVITY TO OUR NETWORK OR TO THE INTERNET NOR THE LEVEL OF SECURITY OF IT INFORMATION AND DATA THAT YOU PLACE ON IT. You should adopt whatever security measures (such as encryption) You believe are appropriate to your business. Your sole and exclusive remedy in relation to issues of reduced connectivity which are within Our reasonable control shall be for Us to rectify the issue within a reasonable time following notice from You to Us.

11. EXCLUSION OF CONSEQUENTIAL LOSSES: WE WILL NOT IN ANY CIRCUMSTANCES HAVE ANY LIABILITY TO YOU FOR LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF ANTICIPATED SAVINGS, LOSS OF OR DAMAGE TO DATA, THIRD PARTY CLAIMS OR ANY CONSEQUENTIAL LOSS. WE STRONGLY RECOMMEND THAT YOU INSURE YOU AGAINST ALL SUCH POTENTIAL LOSS, DAMAGE, EXPENSE OR LIABILITY.

12. Taxes and duty charges: You agree to pay promptly (i) all sales, use, excise, consumption and any other taxes and license fees which You are required to pay to any governmental authority (and, at Our request, you will provide to Us evidence of such payment) and (ii) any taxes paid by Us to any governmental authority that are attributable to Your accommodation, where applicable, including, without limitation, any gross receipts, rent and occupancy taxes, tangible personal property taxes, stamp tax/duty or other documentary taxes and fees.

a. Pay-as-you-use and Additional Variable Services: Fees for pay-as-you-use services, plus applicable taxes, are payable monthly in areas at our standard rates which may change from time to time and are available on request.

b. Discounts, Promotions and Offers: If You benefited from a special discount, promotion or offer, we will discontinue that discount, promotion or offer without notice if You materially breach Your agreement.