

### **Terms and Conditions Agents/Broker Incentive**

1. For all agent referrals that turn into deals the agent will be rewarded with either a Robinsons or Takashimaya shopping voucher equivalent to 3% of the Contract value including services. The referral must be for a full time private office agreement. The minimum Contract term must be 3 months.
2. Agents are only eligible to claim their reward once the referred client has signed an agreement, paid a full deposit and has been a Compass Offices client for a minimum of 30 days.
3. Only the Compass Offices Serviced office product at participating Compass Offices business centres, qualifies for the promotion. No other product or service is eligible for this promotion.
4. To qualify for reward, the referral must result in the receipt, by Compass Offices, of signed Terms and Conditions in the form of the Compass Offices Service agreement for the respective referral, as well as cleared funds for the service retainer.
5. If a customer gives notice on their product or terminates their contract prior to the 30 day period the offer is not applicable.
6. Referrals cannot be made retrospectively.
7. Referrals cannot be for a sister company or a colleague working for the same company.
8. In the event of multiple agents referring the same contact/company, only the first referral Compass Offices receives will be eligible for the reward.
9. The referral will only be accepted if the enquiry has not previously been entered into any Compass Offices system.
10. The referral only applies to new clients and new enquiries received by Compass Offices after the commencement date of the Reward programme. Enquiries already in progress will not qualify.
11. The rewards are as stated and are not redeemable for cash. Compass Offices reserves the right to provide alternative rewards of a broadly equivalent value.
12. Employees of Compass Offices and their immediate families are not eligible to take part in the Compass Offices Rewards Programme.
13. Compass Offices reserves the right to amend or withdraw this offer at any time.
14. Neither the programme nor any benefit offered by the programme creates, constitutes or gives rise to any legal or contractual rights by members against Compass Offices.
15. The promotion is only open to individuals invited by Compass Offices to take part.
16. The reward programme is subject to standard Compass Offices terms and conditions and is valid for the term specified.
17. This reward programme cannot be combined with any other Compass Offices promotion.