



Commission Policy

Commission

A successful referral, as outlined above, will result in a commission of three percent (3%) of office revenue to be paid to the undersigned agent/broker based on the terms of the Service Agreement executed between Compass Offices and the prospect; provided, however, that the commission (i) will only be derived from office revenues to be paid up to the first twelve (12) months of any agreed term, or for the period of time up to the first break, whichever comes first, and (ii) shall not include revenues to be paid from any renewals or expansions. No further commission can be claimed by the agent/broker for any office revenue realized beyond said first twelve (12) months or the first break, even if the break clause is not exercised, or the Service Agreement otherwise remains in effect. No commission or other compensation whatsoever shall be payable to the agent/broker if execution of a Service Agreement fails to close for any reason whatsoever.

The commission outlined herein is treated separately and not in conjunction with any other incentive programs Compass Offices may offer from time to time. Unless otherwise agreed by Compass Offices and the agent/broker, the commission represents the sole compensation to which the agent/broker is entitled in connection with any activities or transactions contemplated by this Referral Policy.

Commission Determinations

No commission shall be due or payable if Compass Offices does not approve of the prospect or approve of the form and content of any proposed Service Agreement. Such approval is within the sole and absolute discretion of Compass Offices. Any determination to be made based on this Referral Policy, including, without limitation, any conflict concerning whether the agent/broker has had active involvement in, and direct influence on, the relevant prospect's actions, or which agent/broker, if any, is owed the commission, will be resolved by Compass Offices, who will have final say.

Payment of Commission

Compass Offices will use reasonable business efforts to pay the commission within fifteen (15) business days of the date provided all of the following are completed: (i) receipt by Compass of a fully executed Service Agreement; (ii) receipt by Compass of payment in full of the initial Compass Office invoice (i.e., pro-rated first month fee plus security deposit); and (iii) occupation of the agreed offices by the prospect pursuant to the terms of the Service Agreement. Failure of Compass Offices to make this commission payment within such 15 working days shall not constitute a breach of this contract, and Compass Offices shall not incur any liability or penalties for payments made after said 15 business days.

The commission for each successful referral will be capped at USD\$75,000 (or the US\$ equivalent in the relevant jurisdiction and currency according to current market exchange rates on the date of execution of the Service Agreement) unless otherwise agreed in writing.

Each commission will be paid to the agency or brokerage company and not to any individual or team. It is the responsibility of the agent/broker to ensure correct payment information is provided.