

### Terms and Conditions Client/Third Party Referral Program

1. Referrals cannot be made retrospectively.
2. Submission of a referral indicates acceptance of the Terms and Conditions.
3. Referrals will be rewarded on completion of a successful contract only. To qualify for the iPhone XR or \$5,000 HKD shopping voucher, the serviced office contract value, excluding services, must be a minimum \$120,000 HKD in the first 12 months of the contract. For any contract over \$200,000 in the first 12 months, the reward will be an iPhone XS.

Virtual Office referrals will be rewarded with a \$500 HKD shopping voucher (minimum Virtual Office contract value \$7500 HKD).

4. Third parties or clients are only eligible to claim their reward once the referred client has signed a contract and paid the initial payment.
5. Referrals cannot be for a sister company or a colleague working for the same company. One award per referred company only. In the event of multiple clients or third parties referring the same contact/company, only the first referral received will be eligible for the reward.
6. The referral will only be accepted if the enquiry has not previously been entered into any Compass Offices system.
7. The promotion is a non-tax paid program. Individuals are responsible for declaring any prizes to their local tax authority if required and paying any tax liability arising from receipt of any prizes.
8. Employees of Compass Offices and their immediate families are not eligible to take part in the Compass Office Referral Program.
9. This offer is valid until December 31, 2019. Compass Offices reserves the right to amend or withdraw this offer at any time.