

### **Terms and Conditions Client/Third Party Referral Programme**

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 XS the serviced office contract value, excluding services, must be minimum \$200,000 HKD in the first 12 months of the contract. For any contract over \$120,000 in the first 12 months, the reward will be an iPhone XR. Virtual Office referrals will be rewarded in Park n Shop vouchers up to 5% of the Virtual Office contract value (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, paid full deposit and been a Compass client for a minimum of 30 days.
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 for a sister company or a colleague working for the same company.
7. One award per referred company only.
8. 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.
9. The referral will only be accepted if the enquiry has not previously been entered into any Compass Offices system.
10. The reward is as stated, and is not redeemable for cash. Compass Offices reserves the right to provide alternative rewards or a broadly equivalent value.
11. Employees of Compass Offices and their immediate families are not eligible to take part in the Compass Office Referral Program.
12. Compass Offices reserves the right to amend or withdraw this offer at any time.
13. 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.
14. Clients are not eligible to qualify for the promotion if they are in arrears.
15. This Reward programme cannot be combined with any other Compass Offices promotion.