

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

1. Once a referral is successful, Compass Offices will provide the Agent with an incentive as set out on Compass Offices' webpage under "Broker Incentives" (the "Incentives List").
2. Agents can only receive the incentives available in the Agent's country.
3. Submission of the referral indicates acceptance of these Terms and Conditions.
4. A referral will be considered successful only if:
  - a. the Agent complies with all conditions herein and all conditions listed in the Incentives List;
  - b. the referee executes a service agreement with Compass Offices; and
  - c. before the end of the first 30 days of the referee's contracted commitment period: (i) the referee pays all amounts falling due and (ii) the referee does not give notice of termination or terminate their contract.
5. Referrals must be for a new contract for a new company or person. One award per referred company or person only. If there are multiple referrals of the same contact/company, only the first referral received will be eligible for the incentive.
6. Referrals cannot be made retrospectively. The Agent must be appointed by the referred company or person. The referral will only be accepted if the enquiry has not previously been entered into any Compass Offices system at any time.
7. The promotion is only open to Agents invited by Compass Offices to take part.
8. The promotion is a non-tax paid program. Agents are responsible for declaring any prizes to their local tax authority if required and paying any tax liability arising from receipt of any prizes.
9. The incentive is as stated and as valid at the date the referral is made. The incentive is not redeemable for cash. Compass Offices may elect to provide alternative incentive(s) of a broadly equivalent value if the specified incentive is not available.
10. This incentive program cannot be combined with any other Compass Offices promotion.
11. This referral program is solely run by Compass Offices and there are no partnerships with the merchant(s) mentioned in the promotions.
12. Any dispute concerning this program will be resolved by Compass Offices in its absolute discretion.
13. Neither the program nor any benefit offered by the program creates, constitutes or gives rise to any legal or contractual rights against Compass Offices.
14. Compass Offices may amend or withdraw the Incentives List and these Terms and Conditions at any time.