

VIRTUAL OFFICE LISBON is a culture and environment that brews creativity, fosters collaboration and encourages diversity where connections and ideas can be formed by registered “members” and, as appropriate, other visitors from time to time, for their own benefit. To the extent permitted by law, this agreement (including inter alia, the Heads of Terms, the Membership Terms and Conditions, the Membership Rules and the Membership Benefits) is fully binding upon the Parties, and all Members will be bound and must abide by its provisions as appropriate. The Virtual Office Lisbon goes under the Portuguese NIF 313117373.

1. Acceptance of Terms

By confirming your membership with Virtual Office Lisbon, you agree to abide by the following Terms and Conditions.

2. Description of Services

Virtual Office Lisbon may provide you access to office space, work stations, Internet access, office equipment, conference room, knowledge resources, mail handling, scanning and send via email correspondence on a daily basis, and other services as Virtual Office Lisbon may provide from time to time (collectively, “Services”). The Services at all times are subject to this TOU. Registered/official mail will be accepted and handled per Client's written instructions. Originals shall be stored securely for 90 days and then returned or destroyed per Client's instruction. Opening of mail is permitted solely based on Client's standing written authorization. Data Processing Agreement (DPA): The Parties enter into a DPA pursuant to Art. 28 GDPR. Provider acts as Processor for mail scanning and forwarding. Provider shall implement appropriate technical and organizational measures (incl. encryption in transit and at rest, access controls, audit logging), maintain a subprocessor list, process data in the EEA unless otherwise agreed, notify incidents without undue delay, and delete all client data within 30 days of contract end unless a longer statutory retention applies. Provider represents and warrants that it is duly authorized to offer office services in Portugal and maintains AML/KYC procedures. Evidence shall be provided upon request within 5 Business Days.

3. No Unlawful or Prohibited Use

You will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any Office Coworkers, internet connection, or the network(s) connected to any Coworking server, or interfere with

any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, or accounts, computer systems or networks. connected to any Coworking server or to any of the Services, through hacking, password mining or any other means. You further represent and warrant that your participation or use of the Services will not conflict with or result in any breach of any license, contract, agreement or other instrument or obligation to which you are a party.

4. Use of cowork space

To the users the right to the use of a rank of work consisting is authorized of: a secretariat, a chair, electricity and internet or other consonant agreement between the two parts;

It is, equally, authorized the use of common spaces: sanitary installations; kitchen and Common Areas; It is, still, possible the use of the conference room, by means of previous marking and payment (in the case to be depleted the regular working hours of use); To the users of the Cowork it is allowed to use the service of photocopies and impressions, in the amount established in previous agreement; The Cowork encourages the use of materials and equipment made available within the space. If damage is caused or equipment is lost. It is the responsibility of the member to repair or replace it. Price Adjustments: If Provider increases recurring fees, Client may terminate the Agreement without penalty by written notice within 30 days of the increase notice, effective at the end of the then-current billing month.

5. Use of Services

The right to the use of the installations for each company (Cowork or Virtual Offices) is intransmissible and exclusive for the development of the activities that are part of the corporate object of the company or project;

The company will not be able to lease or to yield the attributed space;

The occupation of the space will have place in the working day, to follow to the payment and agreement of the Terms & Conditions; The regimen of use of the space is permanent and effective;

In case that if it verifies temporary ceasing of the activity of the company, this will have to communicate, in writing, mentioning the beddings, duration of interruption and the intention of maintenance of effect of the contract and the right of use of the space and services, that will be dependent of authorization of the administration for The Cowork; The installation of other equipment (fax, printer, copier and any other equipment), inherent to the activity of the company, lacks of authorization of the responsible of the cowork and is to the exclusive responsibility of the detainer of the space; Alterations in the structures of the space are not allowed without foresaw written authorization of the responsible ones of the Virtual Office Lisbon; The Cowork reserves the right to inspect the yielded spaces to prove its state of conservation;

The fulfilment of the established one in the present document is not reason for immediate and automatic resolution of the contract and consequent deprivation of rights of installation in the cowork.

6. Participation In or Use of Services

You acknowledge that you are participating in or using the Services at your own free will and decision. You acknowledge that the Virtual Office Lisbon does not have any liability with respect to your access, participation in, use of the Services, or any loss of information, loss from theft or damage of personal property on its premises, resulting from such participation or use. You are liable for the full cost of any damages caused by you to any property in the space, owned either by the the Cowork or its members.

The use of the Open space or/and conference room for Events, is subjects the order in writing, with minimum antecedence 24-hour; It is forbidden to smoke in the interior of The Coworking space. The General manager of the space reserves the right to forbid the entrance to it of individuals that offend or provoke any riot in the installations.

7. Guests

Members may sign in guests to the common area or conference rooms. Members are fully responsible and liable for the actions of any of their guests. All guests must be accompanied by a Member whilst in The Cowork premises.

8. Companies in the Cowork

The inserted companies in Virtual Office Lisbon are obliged to the fulfillment of all the disposals indicated in the present regulation and the contract of rendering of services;

Responsibility of the company users to keep in good condition of the space, equipment and furniture and still all the common areas of the Office; The company is compelled to keep it with the occupants of the building and the responsible ones of Virtual Office Lisbon, relations of good civic convenience, committing itself to guarantee it: a) It disciplines it of its collaborators and visitors;

b) The respect for the norms of excellent hygiene and security for the activities developed in the attributed installations. It is to have of the inserted company in the Cowork, to permit and to be carrying of all the authorizations necessary to the development of its activity and to provide the payment of all the inherent incumbencies to the same one; The fulfillment of the established one in the present article is not reason for immediate and automatic resolution of the contract and consequent deprivation of rights of installation in

the Cowork. Deposit (security): may not exceed one monthly fee; return within 10 Business Days after termination, less lawful set-offs. Prepayment (optional): Client may prepay multiple months in exchange for a discount; this is not a deposit and is applied to future invoices.

9. Contract

The enterprising companies celebrate a contract, of rendering of services in the Interior of The cowork and in which the following elements consist:

- a. The identification of the contracting parties and respective representatives;
- b. The description of the object of the contract;
- c. Identification of the obligations of the parts;
- d. The contract related in nº1 produces effect for the stated period waked up between the two entities, renewable for equal and successive periods;

In the act of the celebration of the contract, it for a reason or purpose has place to the payment of the referring monthly fee to the current month and a pledge;

The use of the spaces, exemptions and equipment alone is authorized after the celebration of the contract related in this article, between the two parts.

10. Incumbencies

The Private payment for the use of the spaces of Virtual Offices or Cowork Membership fees are paid by Members on a monthly or annually basis, one month in advance via credit card payment by STRIPE getaway of payment or to any other payment type as may be designated. The statutory commercial default interest rate under DL 62/2013, as published semi-annually by the Direção-Geral do Tesouro e Finanças (DGTF) in the Diário da República. For the 2nd semester of 2025 the rate is 10.15% p.a.; rates are updated each semester.

11. Cancellation

Termination Either Party may terminate for convenience on 30 days' written notice. Price increases entitle Client to terminate without penalty within 30 days of notice, effective at the end of the then-current billing month. No minimum term applies unless expressly stated in the Order Form/Heads of Terms.

The Virtual Office Team

Responsibility for Client Mail and Payment Failure From the moment a payment is cancelled, suspended, or otherwise fails to be completed, Virtual Office Lisbon shall no longer be responsible for receiving, managing, or forwarding any correspondence on behalf of the client. Prior to service suspension, Virtual Office Lisbon will issue three (3) notifications to the client regarding the failed or pending payment. If payment is not successfully completed after these notifications, all services related to the client's account will be automatically suspended. Any mail received after the suspension or cancellation date will be returned to the sender through CTT (the Portuguese postal service), with a notice stating that the address is no longer associated with the client or their company. To reactivate suspended services, the client must settle all outstanding payments. The client acknowledges and agrees that, upon service suspension or cancellation, Virtual Office Lisbon shall not be held liable for any mail loss, delay, or mis delivery occurring thereafter.

12. Applicable law and jurisdiction

This agreement is subject to Portuguese law, and to the extent permitted by law any dispute arising from or in connection to this agreement shall be submitted to the courts of Lisbon. This Agreement is governed by Portuguese law. Before litigation, the Parties will attempt mediation in Lisbon. Client may terminate for cause if material breaches remain uncured after 14 days' written notice.

I _____, acting on behalf of the company _____, with registered address at _____, and VAT number _____, hereby acknowledge that I have read and understood all the terms and conditions contained in this Terms and agree to be bound by them regarding my participation in and use of the Services.

SIGNATURE:

NAME:

DATE:

Virtual Office Lisbon (commercial name)

is operated under the NIF 306494779.

SIGNATURE:

DATE: