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## Contract Registered Office Service

### The Client

<input type="text"/>	<input type="text"/>	<input type="text"/>
Business or company name	Registration number	Register Seat (company)
<input type="text"/>		
Business address street and house number		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip code	City	Country (if not Germany)
<input type="text"/>	<input type="text"/>	
Phone	E-mail address	

### with the authorised representative

<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	First and middle names according ID document	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality	Passport number	Place of birth
<input type="text"/>		
Street and house number place of residence		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip code	City of residence	Country (if not Germany)
<input type="text"/>	<input type="text"/>	
Phone	E-mail address	

### commissions the contractor

DIFOLOG UG (haftungsbeschränkt)  
Kaiserin-Augusta-Allee 87  
D-10589 Berlin

with the following services:

**Business address for sole proprietors**

with the term:

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> monthly       | 69 € per month        |
| <input type="checkbox"/> semi-annually | 59 € (64 €) per month |
| <input type="checkbox"/> yearly        | 49 € (59 €) per month |

additionally:

- |  |                |
|--|----------------|
| <input type="checkbox"/> Scan service            | 15 € per month |
| <input type="checkbox"/> Telephone number Berlin | 12 € per month |
| <input type="checkbox"/> Fax number Berlin       | 10 € per month |

**Business address for corporation**

with the term:

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> monthly       | 89 € per month        |
| <input type="checkbox"/> semi-annually | 79 € (84 €) per month |
| <input type="checkbox"/> yearly        | 69 € (79 €) per month |

Scan service included

additionally:

- |  |                |
|--|----------------|
| <input type="checkbox"/> Telephone number Berlin | 12 € per month |
| <input type="checkbox"/> Fax number Berlin       | 10 € per month |

All prices are subject to statutory value added tax.

The following contract is concluded between the client and the contractor:

## 1. Services

The contractor shall provide the client with the following services:

- Provision of a business address in Berlin that can be entered in the commercial register. The business address is: Kaiserin-Augusta-Allee 87, D-10589 Berlin.
- Receipt of all business mail addressed to the client to the usual extent.
- Forwarding of received business mail to an address in Germany specified by the client.

When ordering the scan service:

- Scanning of business mail up to 15 pages per month.
- Storage of the scanned documents in the contractor's cloud system within a dedicated access-protected directory, provision of access to the protected directory in the cloud.

When ordering a telephone number:

- Provision of a dedicated landline telephone line for the client, either as a VoIP connection or with forwarding, including a flat rate to most European countries (list on request). The telephone number is assigned exclusively to the client and can be used by the client in their correspondence. The telephone number cannot be transferred after the end of the contract.

When ordering a fax number:

- Provision of a dedicated landline telephone line that forwards incoming fax documents as email. The telephone number is assigned exclusively to the client and can be used by the client in their correspondence. The telephone number cannot be transferred after the contract has ended.

## 2. Duration of service and ordinary termination

The service contract begins on the first day of the calendar month following the conclusion of this contract and is concluded for the agreed term.

It is automatically extended for the agreed term unless terminated by one of the contracting parties with a notice period of one month before the end of the term.

## 3. Extraordinary termination

Important reasons can lead to an extraordinary and immediate termination of the contract. Important reasons include in particular the insolvency or liquidation of a contractual partner and the occurrence of criminally relevant incidents, as well as arrears of payment of more than 28 calendar days by the client (see 4.).

## 4. Price and payment

The service price is due in advance on the 1st calendar day of the month and must be credited to the following account without further request and invoicing by the due date stated:

<b>Bank details:</b>	Wise
<b>Account holder:</b>	DIFOLOG UG (haftungsbeschränkt)
<b>IBAN:</b>	BE26 9050 6333 3529
<b>BIC/Swiftcode:</b>	TRWIBEB1XXX
<b>Reference:</b>	Name of the client or order number provided by the contractor

The client will set up a standing order for payment.

The contractor shall send the client a VAT-compliant invoice (standing invoice).

If payment is not received in the contractor's account by the due date, the contractor may suspend the provision of services and only resume them once the service price and outstanding invoice amounts have been paid in full. Suspended services will not be made up for by the contractor.

## 6. Secrecy

The contractor undertakes to protect the business interests of the client, in particular this includes business secrets and compliance with all data protection and information protection guidelines.

## 7. Postal power of attorney

The contractor can receive mail on behalf of the client. The client issues a power of attorney for the collection of postal items with no time limit.

The contractor's employees are only authorised to sign for the receipt of mail. They cannot therefore accept any responsibility for objections or other reactions on behalf of the client. The client and its bodies are independently responsible for meeting deadlines of all kinds. If the designated recipient of the mail is absent from the client's premises, the contractor must be notified in good time of a deputy who is authorised to act on their behalf.

Mail received by the contractor will be processed in accordance with the service package. Any warranty - in particular in the event of errors or delays in the forwarding of mail or messages or in the delivery of documents - is expressly excluded.

## 8. Privacy policy

The client expressly authorises the contractor to transfer necessary data to third parties as part of the fulfilment of the contract. In particular, these are the operator of the cloud storage and shipping service providers for postal and parcel shipments.

In all other respects, the current version of the contractor's privacy policy applies, which can be accessed here: <https://virtual-office-now.de/en/privacypolicy/>

## 9. Liability

The contractor's liability in the area of all services is limited to intent and gross negligence.

## 10. Closing provisions

This contract can only be amended or supplemented in writing. This also applies to the amendment of the provision in the previous sentence. There are no collateral agreements to this contract.

Any general terms and conditions of the client shall not apply.

The invalidity of individual contractual provisions shall not affect the validity of the remaining contractual provisions.

The place of jurisdiction for both parties is Berlin.

## 11. Information required under the Money Laundering Act

Neither the client nor any other party involved or their beneficial owner is a politically exposed person, a family member of a politically exposed person or a close associate of a politically exposed person.

the above-mentioned authorised representative is the beneficial owner of the client in accordance with the GWG (Money Laundering Act)

otherwise the beneficial owner is:

Surname

First and middle names

Date of birth

Street and house number place of residence

Zip Code

City of residence

Country (if not Germany)

For additional beneficial owners, please use the 'Additional information' field.

The contractor will only execute the order once the requirements have been met, including receipt of payment in full, submission of identification documents, authorisation to represent the company, extract from the commercial register and extract from the transparency register.

Additional information:

I order the services as an entrepreneur as of §14 BGB (German Civil Code) and I am aware that there is therefore no right of withdrawal.

<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Ort, Datum</p>	<hr style="border: 0; border-top: 1px solid black; width: 100%;"/> <p>Unterschrift</p>
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Please send the signed form by e-mail to [info@virtual-office-now.de](mailto:info@virtual-office-now.de)  
or by fax to 030 863229801