



PROMOTIONAL PACKAGES/ NON- REFUNDABLE and TERMS & CONDITIONS

EARLY BIRDS/NON-REFUNDABLE MEMBERSHIP PACKAGES:

1. Starter @ RM159 - Minimum purchase of 2 months, the 3rd month FREE
2. Starter Plus @ RM 299– Minimum purchase of 2 months, the 3rd month on RM19.90 only.
3. Expired 30 June 2017

ADVANCE PURCHASE/NON-REFUNDABLE MEMBERSHIP PACKAGES:

Applicable for all type of of memberships (starter, starter plus, premium unlimited, dedicated desk and all type of private rooms)

1. **6+1 Advance purchase/Non-refundable membership**
Minimum purchase of 6 months, the 7th month FREE
2. **12+ 2 Advance purchase/Non-refundable membership**
Minimum purchase of 12 months, the 7th & the 14th month FREE

ADVANCE PURCHASE/NON-REFUNDABLE RATES- Rules & Restrictions Payments for sign up at Advance Purchase/Non-Refundable rates are not refundable upon confirmation and duration of the membership may not be modified. Rates are subject to availability. Each specific membership packages for starter, hot desk, dedicated desk or private room, terms and conditions that vary and might include minimum commitment of number of month requirements and security deposit requirements for all type of private room. If you cancel the membership for any reason, you will not receive any credit or refund on all the payment and deposit will be forfeited.

Please refer to the terms and conditions of the advance purchase/non-refundable rates promotions as below:

1. NON-private room membership packages:

ADVANCE PURCHASE/NON REFUNDABLE RATE. Full duration payment in advance required. Must purchase via mobile app at least seven (7) days prior to arrival. Your credit card will be charged immediately for full membership packages entire months depends of the packages (3 months, 6 months or 12 months). This terms & conditions apply to the following membership package – starter, starter plus, premium unlimited and dedicated desk.

2. All type of private room and corporate membership packages:

ADVANCE PURCHASE/NON REFUNDABLE RATE. Partial payment in advance required. Must purchase via mobile app at least seven (7) days prior to arrival. Upon booking and confirmation of this packages, for all type of membership package for private room rental, (2) months security deposit and (1) month advance rental will be charged immediately and subsequently, you allow WSPACE to auto-debit on your credit card on every 1st day of the month for the balance of the committed months until the ends of the contract fully completed. WSPACE reserve the right to fully charge the balance of the months as per agreed in the advance purchase membership packages for early termination.

Terms and Conditions:

Reservations made through certain third party websites and agents may not be eligible for changes or refunds. No refunds for changes, cancellation or non-arrival during the membership term. Charges cannot be applied to other stays, services or merchandise. No prices or work space availability are guaranteed until full payment is received. Even after full payment has been received, we reserve the right to cancel the membership without notice if we become aware of or are notified of any fraud or illegal activity associated with the payment for this reservation.

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Modification of Booking: Price quoted applies to exact date(s)/months booked. Modifications to your membership (including but not limited to name changes, date changes, etc.) are not permitted.

The Term of Service Agreement for dedicated desk, private room and corporate membership packages - The duration of this Service Agreement is a period from the Service Provision, start date to end date. You will automatically send reminder via WSPACE App for Renewal Notice before the end date of the Service Agreement in which the Client/Member need to confirm the renewal or termination before two (2) months of expiration date, otherwise the Service Agreement will be renewed on a monthly basis at prevailing price list at the time of the renewal until brought to an end by the Client/Member or WSPACE with at least six (6) months Termination Notice.

Early Termination notice:

WSPACE reserve the right to levied the deposit if member failed to submit termination notice as per requirement.

1. Starter, Starter plus and Premium Unlimited Memberships can be cancelled at any time online via WSPACE app or website.
2. Members with Dedicated Desks are required to give (1) one-calendar month notice
3. Members for Private rooms are required to give (3) three-calendar month notice
4. Members for Corporate packages are required to give (6) six-calendar month notice.
5. Move out forms must be submitted online via WSPACE app or website by the last business day of the month prior to vacating. Example: If a member wants to move out on July 31st, they must give notice to WSPACE on June 30th.
6. Please note that cancellations take effect on the last day of the current month. There are no prorated refunds issued for cancellations of all type of WSPACEAN memberships. Promotional rate, i.e early birds and advance purchase packages are non-refundable.
7. Applicable for corporate packages only: When your agreement ends, you will be required to enter into a Virtual Office Agreement (Starter Plus) with us on our standard monthly price and terms at the time of your departure for the duration of two (2) months. This will enable you to keep your current telephone number and manage the transition of your incoming mail which will be kept for your collection at WSPACE.

Cancellation Policy:

WSPACE will issue a refund for the cancelled of the membership, less a service fee. It may take up to four (4) weeks for the refund to be reflected on your credit card, due to bank processing time. A cancellation of RM50 will be levied. For a cancellation to be considered, you must reach WSPACE Community Manager to request a change to your membership packages.

Renewal /Extending your membership package: Promotional rate, i.e early birds and advance purchase packages are subject to availability and prevailing rates, and this rate shall not apply.

Price: The price you selected includes membership package per month only. All rates are excluding prevailing 6% GST.

Other restrictions: Please refer to the terms & conditions and house rules.

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