

Hotdesking Membership Agreement

1. Objective

- 1.1. The aim of the hotdesking scheme is to provide Innovation and Entrepreneurship (I&E) support for more start-ups. The hotdesking membership will be made available to startups from members and partners of Pollinate and also open to the public.

2. Membership Eligibility

- 2.1. To be eligible as a Pollinate hotdesking member, the applicant must be an incorporated startup approved by Pollinate and fall under any of the following criteria:
- Incubatees and ex-incubatees of incubation spaces in the Institute of Technical Education (ITE), Polytechnics and universities (private, autonomous or public).
 - ESG Startup SG Founder grant recipients.
 - Startups recommended by Action Community for Entrepreneurship (ACE), Enterprise Singapore (ESG) or referred by any organisation that has an agreement or memorandum of understanding in relation to collaboration with Pollinate etc.
 - Startups with founders who are 18 years of age or older.

3. Startups

- 3.1. Startups are defined as:
- A company registered in ACRA that is not more than 5 years old based on the date of its registration; and
 - Singapore-based companies with core activities carried out in Singapore; and
 - It is not a subsidiary of a corporate entity (i.e. > 51% of the company's shares owned by individuals).

4. Membership Fee

- \$98/month + GST

5. Benefits

- Use of WIFI.
- Use of pantry.
- Use of meeting facilities at 1 hour per week (credit not utilized can't be brought forward).
- Access to Pollinate's network of mentors and investors.
- Access to programs such as workshops and sharing sessions etc.
- Opportunities for business development and partnerships with fellow incubatees.
- Additional services can be provided upon request and will be charged a fee.

6. Application

- 6.1. An application form will be provided upon request via email.

7. Membership Period

- 7.1. The membership period is for a term of 12 months from **16 April 2024** to **15 April 2025**. Membership is not transferrable.

8. Approval

- 8.1. Each Startup is entitled to apply for 1 hotdesk membership and qualifies to reserve a maximum of 2 seats per application. Approval is at Pollinate's sole discretion. Pollinate reserves the right to reject an application without giving explanations.

9. Termination

- 9.1. Startup members who wish to terminate the membership before the expiry of the validity period shall notify Pollinate via email and give 1 months' advance notice in the prescribed termination form. Termination of the membership will be effective upon receipt of the completed membership termination form and duly approved by Pollinate.
- 9.2. Pollinate may at any time, terminate any Startup member without assigning any reason or cause, by giving 1 month's written notice via email to the Startup member.

- 9.3. Pollinate reserves the sole right to terminate any Startup member without the 1-month notice. In such cases, Pollinate will charge membership fees up to the termination date and refund the balance (if any). Pollinate will not be held liable for any losses, expenses or damages incurred directly or indirectly as a result of the termination.

10. Billing Cycle & Security Deposit

- 10.1. The membership fee is payable every 6-month cycle in advance. Invoices will be emailed to the Startup member's registered email address on the first day of the 6th month for the following cycle. Payment is due 30 days from the invoice date. GIRO is the preferred mode of payment. Other forms of payment can be arranged separately.
- 10.2. The security deposit is 2 months' membership fee. It is refundable and shall be paid in advance when signing up. The security deposit may be used to offset damages incurred by the Startup member or claimed in lieu of payment.
- 10.3. Upon approval of the membership application, the Startup member will need to pay 6 months' advanced rental and 2 months' security deposit.
- 10.4. Membership is only confirmed when full payment, including the security deposit, is received before the start date of the membership agreement.

11. Access

- 11.1. Startup members will be given access to the hotdesking space from 9 am to 6 pm, Monday to Friday, excluding weekends and gazetted public holidays.
- 11.2. Booking of the desk and meeting room must be made 1 day in advance (maximum 5 working days in advance) via Pollinate's facility booking app.
- 11.3. Booking in advance is a must, and access to the desk is based on availability.
- 11.4. Startup members' access will be either suspended or revoked (whichever is applicable) if late payments exceed 30 days from the date of invoice.

12. Liability and Indemnity

- 12.1. In no event shall Pollinate, or its agents, employees, members or guests be liable for any direct, special, incidental, indirect, punitive, consequential or other damages whatsoever, including but not limited to damages for loss of profits, loss of confidential or other information, business interruption, personal injury, loss of privacy, failure to meet any duty, negligence, and any other pecuniary or other loss whatsoever, arising out of or in any way related to the participation in or inability to participate in or use of hotdesk space or its Services, the provision of or failure to provide Services, or otherwise under or in connection with any provision of this Agreement.
- 12.2. Notwithstanding anything contained in this Agreement, each Startup member(s) shall defend, indemnify and hold harmless Pollinate from and against any claims, liabilities, expenses, costs, loss or damage of whatsoever nature brought against, suffered or incurred by Pollinate arising out of or in connection with the Startup member(s) gross negligence or wilful default in the use of the hotdesk and/or its Services, and provided such claims do not arise out of the gross negligence or wilful default of Pollinate, its directors, officers, employees or agents.
- 12.3. Pollinate will not be liable against any loss of personal belongings in the hotdesk area or any other space within Pollinate.

13. Variation, Amendment & Modification

- 13.1. Pollinate retains the absolute rights to amend, vary or modify in any respect of the Agreement from time to time without prior notice to the Startup members.

14. Data Protection

- 14.1. Startup members undertake to comply with the applicable Data Protection laws in the collection, use, disclosure or transfer of personal data in respect of this Membership Agreement.
- 14.2. CCTVs installed in and outside of Pollinate are for security reasons. Activities conducted at the hotdesking area will be recorded.

15. Hotdesk etiquette

15.1. Breaches to any of the following hotdesk etiquette would constitute sufficient reason(s) for Pollinate to exercise the termination clauses in paragraphs 9.2 or 9.3 against any member in the breach:

- a) Do not eat and drink at the desk or in the meeting room.
- b) Do not talk loudly, play music from the computer or other devices or create noise that would disrupt or interfere with other users in the facility.
- c) Do not leave your personal belongings unattended to.
- d) Please book a meeting room or find a quiet place inside or outside of the incubation space should you need to make a call or meet online.
- e) Discard the waste or rubbish at the bins provided.
- f) Do not store food or drink in the refrigerator for a prolonged period, remember to clear your food and drink regularly.
- g) Keep the desk and common space such as the pantry and resting area clean.
- h) Turn off the light and aircon if you are the last person leaving the hotdesking area.
- i) Do not bring in friends for casual meet up, this place is purely for business.
- j) Register your guests when you bring them in for a meeting. Admission of guest(s) will be subjected to applicable Safe Management Measures.
- k) Pollinate reserves the right to use the hotdesking space for events. In such cases, members will be notified in advance and the space will be temporarily unavailable for members.
- l) Adhere to all prevailing Government's and Ngee Ann Polytechnic's related Covid-19 pandemic safe management measures as announced from time-to-time.
- m) Abide by any specific and general instructions issued by Pollinate staff from time to time either verbally, posted on notice boards or sent via e-mails to all users/members.

I hereby declare that I have read and accepted the terms and conditions and the hotdesk etiquette in this Agreement.

Name of Applicant : Low Hui Qi

Approved by : Lennard Ng

Company : Garden Genesis Pte. Ltd. Company : Ngee Ann Polytechnic

Signature :



Signature :

Date : 08-04-2024

Date :