

Picasso Business Center®

VIRTUAL OFFICE SERVICE CONTRACT

Malaga on Oct-01st-21

COMPANY NAME: MYCOMPANY

Tax Identification Code: 12345678Z

ADDRESS: Carrer Capita Mestres 8

LOCALITY: Tossa de Mar, Girona

POSTAL CODE: 17320

EMAIL: zzzzz@gmail.com

TELEPHONE: +34123456789

CONTACT PERSON: xxx xxxxxxx

CONTRACTED SERVICE: Advanced

FEE: €24 + VAT (21%)

CONTRACT START DATE: October - 01st - 2021

CONTRACT END DATE: October - 31th - 2021

DOCUMENTS ACCOMPANYING THIS CONTRACT:

Photocopy of the National identity document / Tax Identification Code when it comes to individuals, communities of property, or Civil Companies

PAYMENT METHOD

PayPal

Picasso Business Center®

Legal conditions

Conditions that clients and users of Picasso Business Center accept in their entirety when making the reservation of their service and that may be subject to modification in order to improve it.

GENERAL CONDITIONS

ARTICLE 01.- Picasso Business Center is a virtual common workspace, and as such it should be used. Order and respect for other users and their property must prevail.

ARTICLE 02.- The duration of this contract will be 1 month and will be automatically renewed for periods of equal duration unless one of the parties communicates in writing its intention to terminate it one month in advance (30 calendar days).

ARTICLE 03.- The following services are included in this monthly rent:

- 3.1 • European business address
- 3.2 • European phone numbers
- 3.3 • European fax numbers
- 3.4 • Letters from Europe
- 3.5 • .ES or .EU domains
- 3.6 • Call answering
- 3.7 • Telephone management
- 3.8 • European SSL/TLS hosting
- 3.9 • Web designs
- 3.10 • Company interview
- 3.11 • Directories of European companies

ARTICLE 04.- Picasso Business Center reserves the right to modify the address in the event of force majeure or just cause, communicating this variation, as far in advance as possible, in order to minimally alter the contracted service.

ARTICLE 05.- Picasso Business Center will be exempt from liability in any field (legal, economic, social or otherwise) related to Users. The activity of each user of the virtual accommodation is their own and in no case implies Picasso Business Center since they are companies, organizations, individuals, legal entities or of another type, with social objects or independent activities that have nothing to do with Picasso Business Center.

Picasso Business Center®

Picasso Business Center is not responsible in any case for illegal activities, contrary to public order or of doubtful legality, that companies, individuals or others may carry out in its facilities, whether they are part of the Picasso Business Center to use only its facilities, or if They are not part, being the cause of such a situation of contract termination, Picasso Business Center reserving the right to take legal action against the person or persons responsible for said activities.

Picasso Business Center does not collaborate, by default, with any user located in the virtual hosting. Your responsibility only falls on the assignment of one or more virtual jobs.

PAYMENT TERMS

ARTICLE 06.- Picasso Business Center will bill users for its services, in advance. Users will pay the contracted month through the payment method that appears in this contract to Picasso Business Center every 25th of the previous month based on the contracted rate and services.

ARTICLE 07.- Both parties agree that this contract will be automatically terminated in the event of non-payment.

ARTICLE 08.- In the event of cessation of activity by Picasso Business Center, the recipient of its services will not be entitled to any type of claim or compensation. The notice of said cessation must be communicated by the Picasso Business Center at least one month before said date of cessation of activity and the proportional part of the amount paid and not used will be reimbursed.

In case of modification of the contract due to change of modality to a virtual office pack different from the one contracted, the recipient of the contract will have to notify at least one month in advance and a new contract will be sent.

DATA PROTECTION

ARTICLE 09.- The correct treatment of their data is the responsibility of the users, and Picasso Business Center or its management is not responsible for the possible loss, theft or illegitimate use of the same.

ARTICLE 10.- yyy yyyyyyy (Operating under the Picasso Business Center brand) is the Responsible for the treatment of the Client's personal data and informs him that this data will be treated in accordance with the provisions of current regulations on personal data protection, Regulation (EU) 679/2016 of April 27th, 2016 (GDPR) and Organic Law (ES) 15/1999 of December 13th (LOPD), for which the following treatment information is provided:

End of treatment: maintain our contractual relationship and/or the sending of communications through the means that we have both in social networks such as email and WhatsApp about training, information of interest, events, invoices and notifications.

Data conservation criteria: they will be kept as long as there is a mutual interest to maintain the end of the treatment and when it is no longer necessary for that purpose, they will be deleted with adequate security measures to guarantee the pseudonymisation of the data or the total destruction of the data. themselves.

www.picassobusinesscenter.es | 0034 952329963

Plaza Villa de Castelldefels 4, Picasso Business Center, Oficina AAA, 29006 Málaga, Costa del Sol, Spain

Picasso Business Center®

Communication of the data: The data will not be communicated to third parties, except legal obligation and as long as the client expressly authorizes Picasso Business Center and informs them that this data will be treated in accordance with the provisions of current regulations on personal data protection, Regulation (EU) 679/2016 of April 27th, 2016 (GDPR) and Organic Law (ES) 15/1999 of December 13th (LOPD), for which the following treatment information is provided:

Right of access, rectification, portability and deletion of your data and the limitation or opposition to its treatment.

Right to file a claim with the Control Authority (agpd.es) if you consider that the treatment does not comply with current regulations.

Contact information to exercise your rights:

Postal address: Plaza Villa de Castelldefels 4, Picasso Business Center, Oficina AAA, 29006 Malaga, Costa del Sol, Spain.

Email: picasso@picassobusinesscenter.es

I accept conditions

I do not accept conditions

ARTICLE 11.- Taking into account the characteristics of the space in which the activity takes place, it is the responsibility of each User to respect the data protection of Picasso Business Center.

Therefore, Users may not, in any case, communicate to third parties, members or not of the Picasso Business Center information, comments or general communications, subject to data protection or which may be classified as private, exposed by users of the Picasso Business Center in its facilities. The breach of that privacy characteristic of each member of the Picasso Business Center will give rise to the pertinent legal claims.

ARTICLE 12.- The collection of documents, letters, envelopes, packages or any other element addressed to companies, organizations, individuals, legal entities or of any other type located in the Picasso Business Center facilities will not, in any case, imply any responsibility on the part of Picasso Business Center in any area in which we find ourselves. Picasso Business Center will not be responsible for the item received, its content, or its legality. It will exclusively act as exceptional recipient, on behalf of the final recipient, provided that the latter has given their consent by means of a reliable document initialed by Picasso Business Center and the final recipient party for an accredited Picasso Business Center manager to carry out this work.

Acceptance of this document implies respect, acceptance and application of confidentiality on any information (auditory, visual or of any other type) extracted from the facilities of Picasso Business Center.

Picasso Business Center®

FINAL DISPOSITION.

Any user of Picasso Business Center, regardless of the services received, accepts the conditions set out here, both generic and specific, and does so after having read these conditions.

SIGNED BY XXX XXXXXXXX

SIGNED BY YYY YYYYYYY

A large, thick, red watermark is oriented diagonally across the page. It consists of the word "NO" in a stylized, blocky font, followed by two checkmarks. The watermark is semi-transparent and covers the signature lines and the central area of the document.

Picasso Business Center®

LEGAL PERMISSION TO RECEIVE AND OPEN LETTERS, MESSAGES AND PACKAGES

Malaga on Oct-01st-21

Authorization:

I, Mrs. xxx xxxxxxx with identity document number 12345678Z authorize to Mr. yyy yyyyyyy with identity document number 12345678A to receive and open the letters, couriers and packages addressed to MYCOMPANY name received at the address Plaza Villa de Castelldefels 4, Picasso Business Center, 29006 Malaga, Costa del Sol, Spain so that they can be scanned and sent to zzzzz@gmail.com

SIGNED BY XXX XXXXXXX

SIGNED BY YYY YYYYYYY



A large, stylized red scribble consisting of several thick, overlapping diagonal strokes that cross a horizontal line. The strokes are arranged in a way that suggests a signature, with the top part resembling a checkmark and the bottom part forming a large, sweeping curve.