

Loyalty Program

Go on, have a bit more!

Company Headquarters invests in creating business innovations to enhance and support our clients' business so they have a competitive edge.

The Company Headquarters Loyalty Program offers a unique reward to help your business grow, or help you manage business fluctuation. Each month you will accumulate credit equal to 20% of your Virtual Office expenditure to be used toward:

An Office Upgrade

Loyalty credits are used to upgrade to a Serviced Office in any Company Headquarters location. Credits are used to offset the rental cost.

A Virtual Pause

Loyalty credits are used when a business is considering terminating the Virtual Office due to business instability. Credits are used to offset the rental cost for a maximum of three months.

Refer over the page for terms and conditions of these programs.

Your monthly loyalty credits are displayed on your Company Headquarters Virtual Office invoice, and you will be amazed at how quickly you can accumulate credits to support your business.

Loyalty Program Virtual Pause Terms & Conditions

1. Three months maximum Virtual Pause per annum is entitled. The period can be taken intermittently or in total.
2. The Company Headquarters loyalty credits are used to offset Company Headquarters Virtual Office membership rental. All services over the period must be paid as per the terms and conditions of the Company Headquarters Virtual Office Agreement.
3. Where loyalty credits do not cover the membership costs, membership rental will be charged at half price.
4. Company Headquarters Virtual Office membership charges will automatically re-commence after the pause period and continue for a minimum of two months at full price rental.
5. Loyalty credits cannot be used to pay a final account or outstanding rental and services.
6. Company Headquarters reserves the right to discontinue the Company Headquarters Loyalty Program at any time.
7. A suspension fee* per month will apply.
8. Suspended services (where applicable) include: calls bypass reception and go directly to voicemail; mail held for collection; access to Coworking space, meeting rooms, boardrooms and secretarial services is denied for the period.
9. The Company Headquarters rebate will expire five years from the date accrued.
10. Company Headquarters Loyalty Program terminates and all credits lost if either party terminates the agreement for any reason, but not including but not limited to:
 - A) written notice
 - B) late or non-payment of invoice resulting in suspension or termination.

(*) Suspension fee per month is IRR 420,000.

Fees are effective from January 1, 2019 and are subject to change without notice.

Loyalty Program Office Upgrade Terms & Conditions

1. The Company Headquarters rebate can only be used by the initial account holder and company as stated on the Company Headquarters Virtual Office Service Agreement.
2. The Company Headquarters rebate can only be used by the initial account holder and company for rental of a leased Company Headquarters Serviced Office upon approval of signed lease documents. Note: Rebate can only be used on office list rental, and cannot be used against: tax, security deposit, connections, services etc.
3. The Company Headquarters Virtual Office client must provide 1-2 months security deposit and a personal guarantor, rental for connections, tax etc. plus sign the Service Agreement as per a normal serviced office sale. i.e. all clauses of the Service Agreement for a Company Headquarters Serviced Office are applicable.
4. Minimum lease term is 1 month.
5. The Company Headquarters rebate can be divided over more than one Company Headquarters city.
6. The Company Headquarters rebate may not be used for casual rental of a meeting room or boardroom.
7. The Company Headquarters rebate may not be used to offset any outstanding invoices from any area of Company Headquarters Serviced Office, Company Headquarters Virtual Office or Company Headquarters Coworking.
8. The Company Headquarters rebate may not be redeemed in cash.
9. The Company Headquarters rebate may only be earned from expenditure from Company Headquarters Virtual Office invoices and used only as explained in items 1-2.
10. Company Headquarters Loyalty Program membership terminates and all earned rebate is lost if either party terminates the agreement for any reason, including but not limited to:
 - A) written notice
 - B) late or non-payment of invoice resulting in suspension or termination.
11. Upon upgrading to a Company Headquarters Serviced Office a new account number will be established and Company Headquarters rebate revert to "0".
12. Company Headquarters rebate will expire 5 years after the date accrued.
13. Company Headquarters reserves the right to discontinue the Company Headquarters Loyalty Program, Virtual Pause and Office Upgrade at any time.