

PART I – SCOPE

These internal regulations apply to all owners, Operators and users of the business Center 'Capacity 808'. Abiding by these rules is mandatory for all the aforementioned people, as well as for all people acting on their behalf.

These regulations can be modified by the Operator or by his Business Center Manager (hereafter referred to as "Operator"). The changes will be recorded by the Operator in a change register in chronological order. This allows these internal regulations and all changes thereto, to be recorded in a single document. This maintenance register can always be perused via the intranet of Capacity 808, by any of the users.

Every user of any services or anyone acting on their behalf, will act accordingly to the rights and obligations described in these internal regulations. He or the people acting on his behalf will be enforced to abide by these regulations. The user will need to be informed of the existence of this document, and the user will be requested to inform himself of its contents.

The internal regulations contain the rules and procedures that apply to the use of the rooms, the mutual obligations between users and those that apply between users and the Operator.

The rules aim to ensure the full rights of all participants and maintain the reputation and standing of the Operator. The rooms should be properly used.

If one or more regulations described in this document are not in line with the Term and Conditions, the Term and Conditions will take precedence.

PART II – REGULATIONS REGARDING USE

Article 1

The reception desk on the first floor will receive and register all guests. The desk is manned by multilingual and properly trained personnel. They are available every working day (as in every day of the week, except on Saturdays and Sundays and with the exception of national (Belgian) or regional holidays). Opening hours are from 8.30 AM to 5.00 PM.

Article 2

Receiving, sorting and distributing of mail (packages) sent to the users, will be handled by the Operator. The Operator is obliged to respect the confidentiality of the mail of the user and is not allowed in any circumstance to open the mail. The user will waive his rights to claim any compensation from the Operator, in case the mail is not distributed, or distributed to the wrong person. The Operator can also take care of franking the outgoing mail of the users. This service can be provided, in line with pricing as stated in the Service Menu. In case of registered post or legal summons or juridical decisions, the Operator will request the point of contact for the user, to receive the mail in person. If the contact person is not available, the item in question will not be accepted. Allowances can be made to this regulation, but only if the Operator is specifically authorized by the user to accept registered letters. This authorization will be registered in a separate procedure.

Incoming calls will be answered by the receptionists during office hours.

When a call is answered, the contents of each call (such as the name of the caller, the name of the company, a telephone number and a very short message) will be noted on a list and shared via post, email, fax or telephone. The cost of this service is shown on the Service Menu.

The regulations as stipulated in this article do not apply, in case the user only wants to use the auditorium and/or conference room, without making use of the basic package.

Article 3

The user will have 24/7 access to the common and private rooms of the Business Center. Access is granted via an electronic access verification (key).

The use of the key will cause codes to be registered in the maintenance system of the Business Center, which can be used to identify the user. These codes are stored for at least 48 hours. In case of theft, burglary, fire or destruction of property on the premises, these codes together with the identification of the user in question, could be provided to the authorized police departments.

Every user (legal entity) is allowed 1 key in order to access the Business Center and its offices. A deposit needs to be made before receiving the key. Every additional key will have to be requested specifically from the Operator and the costs will be charged to the user (this will include the deposit for each key). Prices can be found on the Service Menu.

At the end of every contract, all keys will need to be returned to the Operator. When the keys are received, the deposit will be paid back. If the keys are lost, the user is obliged to inform the Operator as soon as possible, without the Operator assuming any responsibility resulting from the theft. The Operator will immediately deactivate the keys, or replace the lock of the door. Resulting costs will be charged to the user. The Operator will have a new key created and provide this to the user, at a price.

The user is prohibited from copying one or more keys without informing the Operator upfront.

Article4

It's forbidden to put up any notifications or other documentations on the windows, door or the building itself, without express consent of the Operator.

Article5

The Operator is sole responsible for assigning a cleaning company, which will be responsible for cleaning the common and private areas (including the windows and glass doors, without prejudice to the provisions mentioned in the basic act of the Ghelamco Arena) of the Business Center.

Article6

The Operator is responsible for collecting and disposing of waste which is produced within the Business Center. The Operator will provide trashcans in both the common and private areas, which can be used to separately deposit paper/cardboard, general waste, plastic/metal/drink cartons and organic waste. Users are required to respect the above mentioned separation of waste. Users are not allowed to deposit waste from outside the Business Center in the trashcans provided by the Business Center.

Article 7

The users are not allowed to perform illegal or immoral acts that could cause any inconvenience to other users or that could damage the reputation and standing of the business Center.

The users are not allowed to publicly sell any movable goods, no matter the reason, via the use of any of the provided rooms.

Article 8

The common rooms should always be completely and freely accessible. The users are not allowed to obstruct the entrances, hallways, stairs or any other common parts of the Business Center in any shape or form, nor allow people under their responsibility to do so. Free and unobstructed access to all emergency exits and fire escapes or other firefighting materials, should be ensured at all times.

Article 9

The users are only allowed to install an additional PC (with screen), printer and chargers in the provided room.

In order to not breach the peace and quiet of the other users, the users are obliged to refrain from making excessive or abnormal amounts of noise by using musical instruments, electronic appliances, desk materials or any other technical equipment, which could cause inconvenience to any other user of the business center. In addition, the users are required to not spread any smells that could be bothersome to other users of the business center.

If electric or electronic devices are used, which can cause disruptions, then these devices are expected to be equipped with measures to reduce these disruptions to a

level. where the receiving of radio communication and/or the use of electronic devices by third parties, will not be disrupted. Electronic devices are only allowed to be used in the rooms if their energy consumption can be handled by the present power supply.

It's forbidden to install any device which is powered by an engine, in any of the private rooms. These motors and machines are not allowed to create vibrations that could be considered annoying to the other users. Users are required to ensure that everyone under their responsibility also complies with these rules.

Heavy equipment with a powerful engine can only be installed if and when the Operator gives his written and explicit consent, upfront. This will only be given after required measures for noise reductions, air cooling and/or improving the power supply are taken.

It's forbidden to store any product or substance (gas, liquid or solid) on the premises, that is dangerous, flammable, explosive, toxic, unhealthy in nature or prone to spreading an unpleasant smell.

Users are not allowed to bring animals into the Business Center.

Article 10

An inventory and/or description of the provided goods will be created, which will be binding for both parties. This will be done, at the latest, on one of either of the following dates: The contract coming into force or when, either in full or partially, the user starts making use of the facilities or moves into a new room on the premises.

Every transfer of movable goods will only take place during the time and on the date that the Operator approved and will always be coordinated via the administration of the business center. When the elevator is used, the user will ensure that the elevator is properly protected. Use of the service elevators instead of the regular elevators is preferred. Moving goods that are too big or too heavy via the elevator, can at all times be refused by the Operator without any explanation required.

All forms of damage to the shared parts of the Business Center, as a result of moving in or moving to a different room, will be at the expense of the user responsible for the transport of said goods. The users will always be responsible for any and all costs made

in order to move into the premises or for transporting any goods or objects into the Business Center. All activities that the user wants to carry out in his private rooms, are forbidden from causing any inconvenience to the other users, and from being a risk to the overall hygiene and safety of the Business Center.

The users are not allowed to burden the elevators to levels above their maximum allowed capacity. Users are expected to oblige with the regulations that apply to the elevator. The Operator cannot be held responsible for any possible accidents.

The user is not allowed to have any private furniture present within the room, nor is he allowed to carry out essential changes to the room, such as painting, hanging wallpaper and/or renovating. Other objects and movable goods, that are to be used as part of the activities of the user, can be placed in the private rooms by the user themselves.

Article 11

The Operator offers the use of a shared lunchroom (marketplace), that can be used by every user, as well as by their personnel. This room can be used to consume meals brought from home. All other people (customers, visitors..) will only be granted access, if they are accompanied by at least one of the aforementioned people. The chairs in the lunch room can be used by everyone and it's not possible to make a reservation. The users of said lunch room are allowed to bring their own drinks and food. Drinks and food can be stored in the designated refrigerators.

The users of the lunch room are required to clean up their table, deposit the dishes at the designated area and dispose of any waste.

There are multiple drink and food vending machines in the business center, where one can buy a consumption.

Article 12

The user is required to grant full access to the Operator, to the rooms provided, regardless of whether or not the room is currently being used. This way the Operator can ensure that the user is taking his responsibility for the condition of the rooms and ensure that all measures required to serve the common interest are taken. The users

are also required, without the right to claim compensation, to provide access to the architects, subcontractors or workers that are carrying out reparations or renovations of shared parts of the building, providing that the works takes place at normal speed. They are also required to provide access to their rooms for maintenance, repair, cleaning and other activities that are performed on behalf of the the common interest. This also includes work on for instance, the climate control, the power supply, heating and plumbing installations.

To ensure ecological use of the heating installation and for safety reasons, all windows should be closed after office hours and during football matches in the Ghelamco Arena. Not complying with this regulation will lead to any resulting damage being charged to the user.

Unless there is an emergency or there are other valid reasons, the Operators will aim to inform the user upfront, either by phone or in person, of any access required to the user's room, in order to perform the aforementioned tasks. The Operator will also aim to comply (within reason) to the security procedures, to ensure confidentiality of the activities of the user.

The Operator is allowed to hold a spare of all the keys, in order to provide access to any and all of the rooms. He will only be allowed to make use of this key after informing the user upfront. In case of an emergency, even if the contact person of the user is not present, the Operator is allowed to enter the room and take all necessary measures. He will however, inform the user of this intervention, within the shortest time period possible.

Article13

During a period of six (6) months preceding the end of the contract, as well as in the case of possible sale of "Capacity 808", the user will be required to allow for the putting up of posters (showing the availability of the room) which will be clearly visible within the room. The user will also have to permit for bi-weekly visits, during at least a consecutive period of two hours, which will be arranged in consultation with the user. The Operator will ensure that his representative will be present during these visits, who will be responsible for the correctness and discreteness of the visit.

Article14

The Operator will keep a copy of all service agreements and other agreements, as well as a list showing, the name, address and phone number of one or more of the executives, for each of the companies/users. This list will be used to contact the executives, in case the offices are not manned during periods of leave. The user is required to provide this information to the Operator, in the month that he first starts using the rooms, even without the explicit request to do so.

Article15

It's not allowed to smoke anywhere within the Business Center.

Article16

The users and their visitors have access to the underground parking in line with the terms mentioned in the Service Menu and the Parking regulations. In case the underground parking is full, the users and their visitors will be granted access to the nearby parking lot. The Parking Regulations can be found at all times via the intranet of Capacity 808.

Article 17

Users and visitors to the business center can freely use the shared toilet facilities on the different floors. The hygienic materials can be freely used. It's however forbidden to steal any of the hygienic materials

Article18

The second and fourth floor hold conference rooms and flexible work places. These conference rooms and workplaces can be reserved by the users. The availability of the conference rooms and workplaces can be checked at the reception or via the intranet of the Business Center.

Reserving the conference rooms or the flexible work places will be done upfront, via the intranet or the reception, on a first-come first served basis. When a reservation is not cancelled in time, the full price will be charged (if the costs of use are not included in the basic price).

The conference rooms can only be accessed via the electronic access check.

Before starting the conference, the user and the Operator will check the presence and the state of the didactic materials. If the user requires this, an explanation will be provided regarding the use of the present didactic materials. The rule is that only one responsible person per company will be trained in the use of the didactic materials. This person can then provide the training to the other personnel of said company or he can start the conferences himself.

The conference room can only be used for the duration of the reservation. Only with the consent of the Operator can the duration be increased.

Once the reservation lapses, the conference room needs to be made available immediately. The user and the Operator will verify the presence and state of the didactic materials together, as well as the usage of the mini bar, phone and conference call devices.

Article 19

On the first floor there is an auditorium that can be used by the users to hold events, seminars, speeches, meetings or similar activities.

Reserving and inquiring is done in the same way as for the conference rooms and flexible workplaces.

If the user will not make use of the reserved auditorium, he will still be required to pay the Operator the full price.

The Operator will give access to the auditorium to the user, and will close the auditorium after use.

The user and the Operator will create an inventory list before and after use of this facility.

The use and functioning of didactic materials in the auditorium is subject to the same regulations that apply to the conference rooms and flexible work spaces.

The auditorium can only be used for the reserved duration. After this period lapses, the auditorium has to be made available immediately. The user and the Operator will jointly

verify the presence and the state of the didactic materials as well as the state of the auditorium and available infrastructure.

It's not allowed to use private catering during the use of the auditorium. In case the user requires any form of catering, he can order this via the Operator. The consumption of drinks and food is only allowed in the designated rooms and not in the auditorium itself.

The user is fully responsible for the activities carried out in the auditorium. The Operator cannot be held responsible for theft, loss, accidents or damage caused to third parties.

The user is not allowed to enter the auditorium with more people than the legally allowed maximum. The relevant safety regulations should at all times be respected by the user.

Users that only wish to use the auditorium or conference rooms will not receive any keys. Access to said rooms will be provided by the Operator.

Article 20

The reception and waiting room is located on the first floor. These rooms can be freely used by the user and their visitors. These rooms come with newspapers, magazines and a TV. The newspapers and magazines should not be removed from the room. The TV channel is not to be changed.

Free internet is available via the Wi-Fi, only requiring registration. Internet access shall not be used for immoral or illegal activities.

Article 21

An evacuation plan for the business center is provided by the Operator. Users and visitors to the business center are required to act in line with this plan.