

Welcome to Business Incorporation Zone.

Please see below the terms and conditions for the use of the Hot-desk, meeting room and mail facilities.

Terms and Conditions Hot-Desking and Office use

- Hours: 9:00am – 17:00pm (Monday – Friday)
- You are a visitor of BIZ therefore you will be required to wear a visitors badge at all times, sign in and sign out when visiting the centre.
- It is mandatory to sign in at the reception on the visitors log book before the hot desk is accessed.
- The facility is on a first in basis and therefore we suggest that if you would like to guarantee an office or meeting room that you book in advance. We do not guarantee spaces.
- BIZ will not be liable for items left in the office or left behind and against any claim.
- BIZ office will not be opened on special requests out of operational hours to access the hot-desk.
- Additional charges of AED 50 per hour (plus VAT) will be applicable for the usage of the hot-desk beyond the agreed package.
- Personal belongings cannot be left over night at the hot-desk / work spaces.
- Stationary items will not be provided from the reception.
- Flexi-desk hours is applicable for one flexi-desk unit only, multiple units will be charged additionally or deducted as additional hours.

Post

- BIZ is not liable for any lost post or post that does not arrive.
- Once post arrives you will be notified to collect the mail from our office. After 30 days this mail will be destroyed.
- Any courier packages will be accepted, under 10KG. You will be required to collect these within 48 hours.
- You may be required under the LAW of the UAE to have your own PO BOX number. The fee for this is AED 1,575 paid directly to EMPOST.
- Any personal post will not be accepted by BIZ and handed over on your behalf to any subsequent client.

Printing

- Black & White 1 AED per sheet
- Color 3 AED per sheet

Signed and Accepted:

Name: _____

Signature: _____

Company: _____