

Split Development Agency (Razvojna agencija Split - RaST d.o.o.), Obala kneza Branimira 17, 21000 Split, OIB: 66492874014, in the role of the Management of the Technology Park Split, represented by the Director Goran Batinić, in accordance with Article 4, paragraph 7, and Article 8, paragraph 6 of the Regulation on the establishment of criteria and procedures for the lease and use of infrastructure to support companies of the Technology Park Split, on 19 August, 2024, issued

THE TERMS OF USE FOR THE COWORKING SPACE IN THE TECHNOLOGY PARK SPLIT

- The coworking space of Technology Park Split is located on the basement floor (-1) and covers an area of 390 m². It has fifty-two (52) workstations, two (2) meeting rooms and three (3) rooms for conferences calls (phone booths). Within the space, users have access to a kitchenette, lockers and indoor and outdoor relaxation areas.
- The workstations can be allocated to users as follows, depending on the rental period:
 - ✓ Daily rental (FLYBY package)
 - ✓ Weekly rental (CONNECT package)
 - ✓ Monthly rental (DESK package)
 - ✓ Annual rental (FIX DESK package)
- The workstation includes: desk and chair, internet (LAN and Wi-Fi), use of printer (up to 20 A4 pages black and white/colour daily) and scanner, use of rooms for conferences calls (phone booths), use of meeting rooms (up to 2 hours daily with prior reservation), use of communal kitchen, etc.
- The price of the service/package is based on the current price list for services of the Technology Park Split, which is available on the official website (<https://tps.com.hr/>).
- As part of the annual workstation rental (Fix Desk package), an additional benefit is the use of a preferred workstation, i.e. the guaranteed use of the same workstation for the entire rental period.
- For the Flyby, Connect and Desk service packages, a binding offer is made based on the package selected, together with acceptance of the Terms of use for the coworking space in Technology Park Split. For the Fix Desk package, a rental agreement for the workstation(s) is signed, which includes the terms of use as an integral part.
- As part of the Fix Desk package, an individual entrepreneur can rent a maximum of three (3) workstations. The term 'entrepreneur' is defined in accordance with Commission Regulation (EU) 2023/2831 of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ EU, L 2023/2831 of 15 December 2023) and includes all companies with at least one of the following relationships:

- A company has the majority of the voting rights of the shareholders or members of another company.
 - A company has the power to appoint or remove a majority of the members of the management, administrative or supervisory body of another company.
 - A company has the right to exercise a dominant influence over another company, either through an agreement with that company or based on provisions in its articles of association or partnership agreement.
 - A company controls the majority of voting rights as a shareholder or partner of another company, either through an agreement with other shareholders or partners of the company.
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- The declaration of interest and the package agreement are made via the corresponding form on the official website (<https://tps.com.hr/>).
 - All users of the coworking space, regardless of the package chosen, must comply with the rules of conduct set out in these Terms of Use.
 - Users are prohibited from engaging in activities that cause noise and disrupt the work of other users. This also applies to phone calls that must be made in the rooms for conferences calls (phone booths).
 - Users of the coworking space are not permitted to handle technical equipment and installations in the open spaces independently and without the knowledge of the management, in particular regarding the use of ventilation and air conditioning systems.
 - The user of the Fix Desk service has the right to preferential and permanent use of the same selected workstation and may personalise the workstation by setting up their own chair, monitor or filing cabinet, considering the allocated space. No visual or structural changes may be made to the assigned workstation.
 - Users of the other packages may not personalise the workstation as described above. However, users of all packages may rent a monitor as a separate service from the management in accordance with the applicable price list.
 - Users of Flyby, Connect and Desk packages are allocated workstations solely based on current availability at the time of entry to the coworking space.
 - The coworking space at Technology Park Split offers a dedicated Wi-Fi network and all users receive the necessary access data (username and password). Each workstation is equipped with a LAN cable and users can connect via the floor installations, which also provide power sources for electronic devices. It is recommended to use the sockets marked in white as standard. In the event of a power failure, users are advised by the management to switch to UPS sockets.
 - Each workstation is equipped with a password to access the network printer/scanner, which supports both black and white and colour printing and document scanning

(documents can be sent directly to a personal email in PDF format). All users of the service, regardless of their chosen package, are entitled to free print up to 20 pages per day (black and white and/or colour). All printouts in excess of this will be charged monthly or, in the case of short-term rentals, for a shorter period in accordance with the applicable price list.

- Each workstation will have access to a locker for the storage of personal belongings, with the key provided based on the workstation number. In the event of loss of the key or unauthorised storage, a one-off fee will be charged in accordance with the applicable price list. The management is not liable for the loss of or damage to users' personal belongings.
- Users of the Service are authorised to use the meeting rooms free of charge for up to two (2) hours per day, provided they are notified in advance by official email or via the reservation system set up by the management. Users will be informed in good time via the system. Any use in excess of the daily limit will incur charges in accordance with the applicable price list. The meeting rooms are equipped with video conferencing equipment, which users are expected to use in accordance with the relevant usage guidelines. In order not to disturb other users, doors should be closed during meetings.
- Service users have access to the kitchenette and the preparation of food and beverages is only permitted in this space. The kitchen is equipped with appliances (fridge, cooker, dishwasher and microwave) and all necessary utensils. Users are obliged to dispose of their waste in the bins provided, to keep the kitchen clean and to leave it tidy for other users. The relevant provisions of the house rules apply.
- All service users are obliged to keep their workplace clean and tidy.
- Each service user receives an access control card, depending on the package selected, which is used to enter the coworking space. The opening hours of the building are Monday to Sunday from 7am to 12pm, during which time users have access to the space. During management office hours (weekdays from 8am to 4pm), the entrance doors are open, and no access cards are required. The access control card is issued free of charge; however, in the event of loss or unauthorised retention, a one-off charge will be levied as detailed in the price list.
- All service users must use the building's main entrance (in the main atrium on the south side) before entering the coworking space and report to building security at the entrance desk. Should there be any changes to this procedure, the management will inform all users immediately.
- The coworking space is under constant video surveillance and the management will ensure compliance with the regulations for the protection of personal data and privacy. Prolonged stays by persons without employee status are not permitted unless expressly authorised by the management.
- In accordance with the Fire Protection Act, users are obliged to keep all equipment and facilities used by them that could cause or spread a fire in perfect condition. This also

includes the kitchen appliances in the shared accommodation kitchen and all equipment set up by users with the prior consent of the management.

- The outdoor car park is intended for employees of the Management, residents/users and visitors of the Technology Park Split (TPS) and is free of charge during the first year of operation of the Park. At the discretion of the management and/or the owner of the City of Split infrastructure, it may be transferred to the competent municipal company responsible for parking in the city, with fees being charged in accordance with the city's parking zone regulations. The covered car park (garage) of the building is reserved exclusively for the Management and parking is not permitted without prior authorisation.
- All service users must comply with the provisions of the House Rules, which are available both in physical form in the coworking space and on the management's official website.
- For all enquiries, suggestions and complaints, users of the coworking space can contact us at tps@agencija-rast.hr. During management office hours, weekdays from 8.00 am to 4.00 pm, users can also submit their suggestions, complaints or requests at the information desk on the first floor of the building.
- In the event of an emergency or threat, users of the service must contact the building's security service, which is available 24 hours a day at the reception desk on the ground floor (main entrance) or by calling +385 21 287 600.
- The terms of use are published on the official website of the Technology Park Split website(<https://tps.com.hr/>) and are accessible to all.

MANAGEMENT OF THE COMPANY

Split Development Agency - RaST Ltd.

Goran Batinić, Director