**SUPPLEMENTARY TERMS OF SERVICE**

**15.08.2019**

**1. THESE TERMS**

1.1 These Supplementary Terms of Service (hereinafter the Terms) are the Terms on which we supply services to you and which, together with the Standard Terms of Service, comprise the terms of the contract between 1Office Estonia OÜ (1Office), registry code 11528017, address Narva mnt 5, Tallinn, Estonia, 10117, e-mail address tallinn@1office.co and client purchasing our product "Package: Solution for Amazon" (hereinafter Amazon Package).

1.2 These Terms apply only in relation to our product "Package: Solution for Amazon" (hereinafter Amazon Package). 1Office Standard Terms of Service apply to Amazon Package Services to the extent not covered by these Terms. Please read these Terms, Standard Terms of Service and description of the Amazon Package carefully before you submit your order to us. You can find our Standard Terms of Service at [www.1office.co/terms-of-service/](http://www.1office.co/terms-of-service/).

1.3 By ordering Amazon Package from 1Office you agree to our Supplementary Terms of Service and Standard Terms of Service.

1.4 1Office has the right to unilaterally amend the Supplementary Terms of Service from time to time. The valid Supplementary Terms of Service are published on 1Office’s website and/or landing page.

**2. SERVICES**

2.1 Amazon Package includes the following 1Office services, in the listed order: e-residency application, company registration, virtual office, Payoneer business account application, UK VAT registration application, Amazon account application and accounting service (hereinafter the Service or Services).

2.2 All Services are integral part of the Amazon Package, unless otherwise agreed between 1Office and the Client. If any of the Services are purchased separately only the Standard Terms of Service apply,

2.3 Description of the Amazon Package and Services is available on our website and/or landing page. Services are provided by 1Office in compliance with the description of Services, Standard Terms of Services and these Terms.

2.4 Company registration, virtual office and accounting service is provided by 1Office in compliance with the Standard Terms of Service, unless otherwise established in these Terms.

2.5 Terms of providing e-Residency application service.

2.5.1 An application for e-Residency is submitted electronically by 1Office on behalf of the Client based on data provided by the Client and in accordance with the requirements established by law. Please review e-Residency application terms and conditions <https://apply.gov.ee/>.

**By ordering Amazon Package, you confirm that you have read, understood and accept the e-Residency application terms and conditions. You authorize 1Office to transfer all data required by Estonian government, including your personal data, to Estonian Police and Border Guard and to submit e-Residency application on your behalf and to give all confirmations on your behalf required in the process of application in accordance with the e-Residency application terms and conditions** [**https://apply.gov.ee/**](https://apply.gov.ee/)**.**

2.5.2 If after an application for e-Residency was rejected the Client wants to submit a new application, the Client shall pay the cost related to new application.

2.5.3 We will proceed with company registration after you provide us with the copy of your e-Residency ID card.

2.6 Terms of Payoneer business account application

2.6.1 1Office offers to Clients an opportunity to open a business account with the Payoneer Inc. (hereinafter Payoneer).

2.6.2 Business account opening takes place in accordance with Payoneer Terms & Conditions. Please review Payoneer terms and conditions prior to purchasing Amazon Package <https://www.payoneer.com/legal/>.

2.6.3 An application for the business account must be submitted to Payoneer by the Client, using the referral link 1Office will provide to the Client by email after the company has been registered.

2.7 Terms of UK VAT application service.

2.7.1 The Service shall be provided in compliance with the service description indicated in 1Office website <https://1office.co/uk/product/tax-registrations-vat-paye/>.

2.7.2 1Office will initiate the VAT registration after the company has been registered.

2.7.3 If after an application for VAT registration was rejected the Client wants to submit a new application, the Client shall pay the cost related to new application.

2.8 Terms of Amazon account application service.

2.8.1 1Office will initiate Amazon account opening after the business account with Payoneer has been activated and VAT registration completed.

2.8.2 An application for Amazon account is submitted electronically by 1Office on behalf of the Client based on data provided by the Client and in accordance with the requirements established by Amazon Europe Core SARL’s, Amazon EU SARL’s and/or their affiliates’ (hereinafter Amazon). Please review Amazon Terms & Conditions and Privacy Notice prior to purchasing Amazon Package [https://www.amazon.com/gp/help/customer/display.html/ref=ap\_signin\_notification\_condition\_of\_use?ie=UTF8&nodeId=508088](https://www.amazon.com/gp/help/customer/display.html/ref%3Dap_signin_notification_condition_of_use?ie=UTF8&nodeId=508088).

**2.8.3** **By ordering Amazon Package, you confirm that you have read, understood and accept Amazon Terms & Conditions. You authorize 1Office to transfer all data required by Amazon, including your personal data, to Amazon, to submit account application on your behalf and to give all confirmations on your behalf required in the process of application in accordance with Amazon Terms & Conditions.**

2.8.4 If after an application for Amazon account was rejected the Client wants to submit a new application, the Client shall pay costs related to new application.

2.9 Terms of Amazon Package accounting service.

2.9.1 1Office Standard Terms of Service apply to accounting Service, except for the terms provided in these Terms below.

2.9.2 The Client will be charged a fixed monthly fee for accounting services at the end of each month. Applicable fixed monthly fee is indicated in the description of Service (<https://1office.co/estonia/product/package-solution-for-amazon/>), unless otherwise agreed between 1Office and the Client.

2.9.3 The fixed monthly fee indicated in the description of Service applies only in case all the following conditions are met by the Client:

- all of the sales have to be done on the UK Amazon marketplace; and

- all of the purchases have to be done on the Amazon marketplaces; and

- all transactions have to go through Amazon, all sales and purchases or expenses are shown in Amazon reports and all money movements are done via Amazon Payments; and

- the company has up to 5 purchase invoices not related to Amazon marketplace; and

- the company uses Amazon warehouse in the UK.

2.9.4 If transactions of the Client extend beyond the description provided in article 2.9.3, new fixed monthly Service fee shall apply. 1Office will make new Service fee offer, based on the actual transactions of the Client. Should the Client refuse new Service fee, Client may terminate the contract with 1Office at the end of the month when the new Service fee offer was made and rejected by the Client.

**3. LIMITATION OF LIABILITY**

3.1 By ordering the Amazon Package you acknowledge that the grounds and process for granting e-residency, registering a company, registering the VAT, opening business account with Payoneer and registering Amazon account is the sole discretion of the respective authorities and third-party service providers.

3.2 Refusal from the authorities, Amazon or Payoneer to grant any registration or provide services regarding the Amazon Package is not deemed to be a fault of 1Office’s service.

3.3 1Office is merely acting as the consultant and the transferrer of information and documents from Client to the authorities and Amazon during the application process. It is not the obligation of 1Office to analyze and control information and documents provided by Client. Client must assure that all information is true and correct, and Client assumes all liability arising from submitting incorrect information to the authorities, Amazon and Payoneer.

3.4 1Office is not responsible for any delays, cancellations, financial and other losses due to the denial or delay by the respective authorities, Amazon or Payoneer in application process.

3.4 By ordering Amazon Package, you give consent to 1Office to transfer all data required in regard to the Services, including your personal data, to the authorities and Amazon.

3.4 1Office’s total liability in regard to providing e-residency application, company registration, Amazon account registration and VAT registration is limited to 190 EUR per each Service.