



TERMS OF ENGAGEMENT

UBC^{UK} Ltd "UBC"

Commercial agent/broker "Agent"

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Agent Fees - terms and conditions:

1. Leads/introductions:

- a. All client leads will be accepted by UBC if UBC is not previously aware of the client introduction, or will be rejected if UBC is already aware of the client introduction.
- b. The Agents accept that when the same lead has been supplied by more than one Agent, then it is the agent who arranges the viewing and that the viewing is kept, then it is that agent who shall receive the commission.

In the event that an Agent does not arrange a viewing, then the first Agent to make the referral secures the lead.

- c. All client introductions must be emailed to sales@ubcuk.com even if they have been seen by the relevant UBC Sales manager. Only client introductions recorded on the UBC Centre Charge database system will be eligible for fee payments.
- d. The Agent agrees that when supplying a lead, as a minimum, they will email UBC with:
 - i. Individual name/Organisation/Company name
 - ii. Contact email address
 - iii. Contact telephone number / mobile number

In the event that the client instructs the withholding of any or part of such data, then other current information must be submitted in order to claim the lead.

- e. The Agent will arrange a viewing and the viewing will only be accepted by UBC when the Agent supplies verified contact details for the potential customer. A contact mobile number is preferred. This will enable the operator to confirm the proposed viewing arrangements
- f. The Agents agree that in the event of an existing client introducing a new client or a subsidiary client/company to UBC and the Agent has not been actively involved in the negotiations then no commission shall be due to the Agent.

- g. UBC will notify the Agent of any duplicated customer lead supplied by another agent or if a customer has come direct to UBC.
- h. UBC agrees that an introduction remains live for a minimum period of 3 months provided that it is supported with the required email evidence that UBC has accepted the introduction. It is the Agents responsibility to obtain acceptance/rejection of the lead from UBC via a confirmed audit trail.
- i. UBC agrees to confirm or reject a lead as quickly as possible by email. This process is accepted as part of the audit trail in relation to payments.

Email communication is the recognised process and accepted as part of the audit trail in relation to payments.

2. Fees paid:

- a. **10%** of signed licence fees (up to 12 months).
- b. Fees are payable as a one off payment 30 days after the date the client has taken occupation and the appropriate funds have been received by UBC.
- c. Agents will be emailed and provided with all relevant details of the client terms upon UBC receiving a signed licence agreement from the client:
 - i. Client name
 - ii. Term of agreement
 - iii. Value of agreement
 - iv. Invoice request from agent
- d. Fee payments are only available to agents on the UBC agent database.
- e. In the event of client not completing the full term of the licence agreement, then the Agent will be paid pro-rata. Accordingly, if this occurs and the Agent has been paid in advance, then the Agent will reimburse UBC with the pro-rata sum.

I have read and agree to the above terms of engagement

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Signed on behalf of Agent

Date.....