

BILLING/PAYMENT TERMS

Additional groupings of features may be added to the Service and made available to you as a paid upgrade ("**Paid Plan**"). When you subscribe to a Paid Plan from Tablework, you agree that:

- (1) You will provide Tablework with the necessary billing information ("**Billing Data**"). The Billing Data must be current, complete, true and accurate.
- (2) You must promptly update all Billing Data to keep your Account current, complete and accurate (such as a change in billing address, credit card number or credit card expiration date) and you must promptly notify Tablework if your payment method is changed (for example, for loss or theft) or if you become aware of a potential breach of security, such as the unauthorized disclosure or use of your name or password. If your credit card expires or if any of the Billing Data becomes invalid, Tablework will probably not be aware of this and we will bill the charges to the card or Billing Data we had on record, the continuation of the Paid Plan under your Account unless you have terminated your Paid Plan as set forth herein, and you shall remain responsible for any uncollected amount and charges incurred by you or us as a result of billing to an invalid card or Billing Data.
- (3) You will fulfill your Obligation to pay for the Paid Plan on the date on which payment is due and Tablework are authorised to charge you for the Paid Plan using the payment method and the Billing Data provided by you in your Account as of the applicable date for payment.
- (4) Tablework have the permission to collect, use, process and retain for the administration of maintaining your Account and for payment purposes.
- (5) Your Billing Data may be disclosed on a need-to-know basis to relevant parties including regulatory authorities, issuing bank, applicable payment network or payment processing firms, business consultants, parties that collaborate with us in the provision of



services to you in order to process your purchase. In doing so, your Billing Data may be transferred to such relevant third parties located in other countries other than Malaysia which may not have well developed data protection law. However, we will take reasonable care to safeguard against unauthorised or unlawful access to your Billing Data.

Tablework accepts certain debit and credit cards for the payment of subscription fee for a Paid Plan ("**Subscription Fee**"). Paid Plans can be paid as either a Monthly Subscription Fee or an Annual Subscription Fee. All currency references are in United States Dollar (USD). The Subscription Fee for the Paid Plan do not include tax, charges and fees imposed by third parties such as the relevant regulatory authority, financial institutions, payment processing firms or agents. You agree that you will be responsible for any card chargeback fees applicable to your subscription.

Monthly Subscription

If you select the Monthly Subscription Fee, the credit card that you provide as part of the Billing Data will be immediately charged on the date of your subscription and will be renewed automatically on or near the calendar day corresponding to the renewal term. You agree that Tablework may charge to your debit / credit card all amounts due and owing for your Account on that half-yearly basis unless you cancel your Account subject to the terms and conditions under "**Termination, Breach, Suspension and Cancellation**" and "**Refund**" in the section below.

Yearly Subscription

If you select the Yearly Subscription Fee, the credit card that you provide as part of the Billing Data will be immediately charged on the date of your subscription and will be renewed automatically on or near the calendar day corresponding to the renewal term. You agree that Tablework may charge to your debit / credit card all amounts due and owing for your Account on that yearly basis unless you cancel your Account subject to the terms and conditions under "**Termination, Breach, Suspension and Cancellation**" and "**Refund**" in the section below.



Tablework will contact you via electronic mail to alert you upon each charge. Tablework may change prices at any time without prior notice, but will endeavor to provide reasonable advance notice via the Tablework website and/or electronic mail. Any increase in the Subscription Fee for the same Paid Plan would not apply until the expiration of your then-current billing cycle, unless otherwise specifically provided in our notice to you. If you do not agree to pay the revised Subscription Fee, you may elect not to renew the Paid Plan before the price change goes into effect and subject to the terms and conditions under **"Termination, Breach, Suspension and Cancellation"** and **"Refund"** in the section below.

You agree that in the event Tablework is unable to collect the fees owed to Tablework for your Account, Tablework may take any other steps it deems necessary to collect such fees from you and that you will be responsible for all costs and expenses incurred by Tablework in connection with such collection activity, including collection fees, court costs and attorneys' fees.

As long as your Account remains active and in good standing, you will be charged the Subscription Fee even if you never use the service. You may, however, cancel your Paid Plan at any time.

TERMINATION, BREACH, SUSPENSION AND CANCELLATION

If your Subscription Fee payment is overdue, Tablework will disable your access to the features provided by the Paid Plan. Tablework may, at its sole discretion, at any time and for any reason, terminate the Service, terminate this Agreement, or suspend or terminate your Account. In the event of suspension or termination, Your account will be disabled and you may not be granted access to your Account or any files or other Content (including your User Content) contained in your Account, and Tablework may delete your User Content, although residual copies of information may remain in our system for some time for back-up purposes. In the event of termination, Tablework may also withdraw and at its discretion reallocate the public web address of Your Account.

If you terminate Your Account, via means provided for cancellation on the Tablework website, or via telephone call or electronic mail to Tablework,



such cancellation of a Paid Plan will be effective as of the end of the then-current billing period. You may request that Tablework delete Your User Content and files contained in your Account, Tablework will make all reasonable efforts to do so within a reasonable time.

REFUND

Tablework provides means for Account and Paid Plan cancellation on the Tablework website. If you cancel your Account within 6 weeks from the date of sign up or subscription ("**Trial Period**"), and you request for a refund, Tablework will refund 80% of the Subscription Fee you have made to Tablework prior to the cancellation and refund request. Tablework shall endeavour to provide you with the refund amount via a bank transfer within [30] calendar days upon cancellation and the provision of the relevant bank account details to Tablework.

If you cancel the Paid Plan after the Trial Period, the Subscription Fee is non-refundable. However, you may continue to use the Paid Plan until the end of the then-current billing period.