

Virtual Office 'Best Practices' Guidelines

GWA Virtual Offices Pledge to 'Best Practices'

DomizilPlus pledges to follow the Global Workspace Association's Best Practices Guidelines to the best of its ability.

Best Practices are as follows:

- Each of our workspace locations will operate in full compliance with the appropriate post laws and regulations.
- We will perform basic due diligence on prospective clients via the Internet by researching the company name and each individual prospect name.
- Before commencing mail handling services for any client, we will obtain proper identification of the person or company.
- We will review and screen all documents and required sources of identification carefully for discrepancies.
- We will call listed telephone numbers and test URL's.
- We will not allow payment in cash and will verify credit cards in someone else's name.
- We will watch for 'suspicious' mail or activity and will pay careful attention to clients asking for mail or packages to be forwarded internationally.
- We will monitor user names and company names carefully. We will also scrutinize the name changes of existing clients as closely as we do applicants.
- We will be aware of our client's activities and we will be on the lookout for unusual activity.
- We commit to following the GWA's Code of Ethics found at http://www.globalworkspace.org/documents/code_of_ethics.pdf

Zürich, Switzerland

June 1, 2016

DomizilPlus