

## **PRELIMINARY INFORMATION FORM**

### **1. SUBJECT MATTER**

The subject of this Preliminary Information Form for the Distance Sales Contract governs the rights and obligations of the Parties pursuant to Law no. 6502 on the Protection of Consumer Rights and the Regulation on Distance Contracts regarding the sale and provision of the Service whose nature and sale price are specified below, whereby the MEMBER accesses the Service in an electronic environment via the website and/or the mobile application owned by the SERVICE PROVIDER. By agreeing to this Preliminary Information Form, the MEMBER hereby accepts in advance that it has approved the contractual Service purchase and will be obliged to pay the additional fees such as the Service purchase price and, if applicable, additional services and taxes, and that it has been informed about this matter in advance.

### **2. SERVICE PROVIDER INFORMATION**

Title: Bahariye Gayrimenkul Yatırım İnşaat Turizm Sanayi ve Ticaret Anonim Şirketi

Address: Çankaya Mahallesi Atatürk Bulvarı No: 144/146 Çankaya/Ankara

Telephone: 444 84 94

Mersis: 0131077855300011

E-mail: info@officelink.com.tr

### **3. MEMBER INFORMATION**

Full Name :

Telephone :

Address :

E-mail :

### **4. DETAILS OF THE SERVICE SUBJECT TO THE CONTRACT**

**4.1.** The basic features of the Service (type, amount, quantity, duration, etc.) are published on the Website.

**4.2.** The sale price of the Service subject hereto is indicated below, including all taxes.

SERVICES :

Payment Method and Plan :

Total Fee :

Invoice Address :

Service Procurement Start Date:

### **5. GENERAL TERMS**

**5.1.** The MEMBER agrees, declares, and undertakes that it has read and accepted - on [www.officelink.com.tr](http://www.officelink.com.tr) and/or the OfficeLink mobile app owned by the SERVICE PROVIDER in an electronic environment as required - the preliminary information regarding the basic features and sale price of the Service subject to this contract, as well as the payment method. By agreeing to the Preliminary Information in an electronic environment, the MEMBER agrees, declares, and undertakes that, prior to the conclusion of this Distance Sales Contract,

it has obtained the address to be provided to the MEMBER by the SERVICE PROVIDER, as well as accurate and full information about the basic features of the Service procured, and the Service fee and payment information, including taxes.

**5.2.** The SERVICE PROVIDER agrees, declares, and undertakes that it will fulfill the Service subject hereto as per the terms set forth in the Qualified Office Services Membership Contract and in line with the principles of authenticity and integrity; maintain and increase service quality; and exercise the necessary care and diligence during the fulfillment of the Preliminary Information Form.

**5.3.** The SERVICE PROVIDER may provide a different type of service of equal quality for the same price, on the condition that it notifies the MEMBER and obtains its clear approval before the end of the fulfillment obligation arising from the Distances Sale Contract.

**5.4.** The SERVICE PROVIDER agrees, declares, and undertakes that, if it fails to fulfill its obligations under the Distance Sales Contract when the fulfillment of the Service procured becomes impossible, it will notify the MEMBER about this within 7 (seven) days of it coming to its attention, and pay a full refund to the MEMBER for the service that the MEMBER has paid for within 14 (fourteen) days.

**5.5.** The MEMBER agrees, declares, and undertakes that it will agree to this Preliminary Information Form in an electronic environment for the provision of the Service and that the SERVICE PROVIDER's obligation to provide the Service will terminate if the Service fee under the Contract is not paid for any reason and/or if the payment is revoked in bank records and/or if the SERVICE PROVIDER is unable to collect the Contract fee for any reason.

**5.6.** If the holder of the credit card used for the Service procurement is not the same person as the MEMBER or in the event of a vulnerability in the credit card used before the provision of the Service to the MEMBER, the SERVICE PROVIDER may require the MEMBER to submit the ID and contact information of the credit card holder and a bank statement from the previous month or a letter from the credit card holder's bank confirming that the credit card belongs to them. The procurement process will be suspended until the MEMBER submits the information/documentation required and the SERVICE PROVIDER is entitled to cancel the procurement if the aforementioned requirement is not met within 24 (twenty four) hours.

**5.7.** The SERVICE PROVIDER agrees and declares that it will notify the MEMBER if it fails to provide the Service subject to the Contract within the specified period in the event of unexpected events that arise beyond the control of the Parties and force majeure that prevents and/or delays Parties' fulfillment of their obligations. The MEMBER is entitled to request the cancellation of the Service, or that the SERVICE PROVIDER provides a replacement Service if an equal version of the Service subject to the Contract is available. If the MEMBER cancels the Service procurement and if the MEMBER has made the payment via a bank (wire transfer/EFT), a refund will be paid for the Service fee within 14 (fourteen) days via the same method. If the MEMBER has made a payment by credit card, the refund of the Service fee is made to the relevant bank within 14 (fourteen) days of the cancellation of the Service procurement by the MEMBER. The MEMBER agrees, declares, and undertakes that - regarding the reflection of the refund made to the credit card by the bank to the MEMBER's account - it will not hold the SERVICE PROVIDER responsible for potential delays since such reflection is fully related to the bank's transaction processes following the return of the refund to the bank.

**6. INVOICE DETAILS**

**Name/Last Name/Title :**

**Address :**

**Telephone :**

**Fax :**

E-mail/Username :

**Invoice delivery** : Regarding the Service, the invoice will be submitted in the form of an e-invoice to the e-mail address specified by the MEMBER, following the payment to be made by the MEMBER.

**SERVICE PROVIDER** : BAHARİYE GAYRİMENKUL YATIRIM İNŞAAT TURİZM SANAYİ VE TİCARET A.Ş.

**MEMBER** :

**DATE** :