

## Document version information

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Online version: <http://www.irodacenter.com/download/gcs.pdf>

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## Details of the Service Provider

Name: CGSI LTD.

Head office: H-1023 Budapest, Bécsi way 3-5. floor IV / 38.

Company Registration Number: 01-09-724599

Website: [www.irodacenter.com](http://www.irodacenter.com)

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**BY USING AND GIVING ORDERS ON IRODACENTER.COM WEBSITE YOU ACCEPT THESE CONDITIONS.**

## General terms and conditions of use

Our document about the General terms and conditions of use describes the conditions of use of this website, linked below.

<http://www.irodacenter.com/download/gt.pdf>

## Data protection

The terms and conditions described in our Data Protection Policy is to be applied regarding the collected personal and other data given on our website.

<http://www.irodacenter.com/download/pp.pdf>

## 1. Definitions

- 1.1. **Provider:** hereinafter called CGSI, and all „plural first tense“ (CGSI Kft. is the operator of irodacenter.com)
  - 1.2. **Website:** irodacenter.com website
  - 1.3. **User:** any natural person, legal person and business entity and any other person visiting the Website, and using any function of the website by accepting present conditions
  - 1.4. **Customer:** Users, visiting our Website and who ordered services on our website by accepting present terms and conditions, and such orders and services got confirmed and accepted by CGSI
  - 1.5. **Client:** Customers, whose orders are accepted by CGSI, and whose fulfilment is already in progress, or who has previous successful orders
  - 1.6. **Partner:** business partners and institutions/authorities of CGSI that take part in the fulfilment of the CGSI services directly or indirectly as well as those providers who offer the CGSI services as a mediated service to their clients
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## 2. Services

- 2.1. Company registration  
Mediated service carried out exclusively by the authorized lawyer or public notary
  - 2.2. Registered seat service  
Mediated service
  - 2.3. Ready-made companies for sale  
Mediated service
  - 2.4. Book-keeping  
Mediated service carried out exclusively by a specially qualified experts
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## 3. Giving orders

We try to provide our Users all information so they can order our services with trust, knowing the details of our services.

By giving an order the Customer acknowledges and accepts that the order is not a real order until the given data are insufficient/imperfect/misprinted, or until some conditions are to be fulfilled for the performance of the order and until the order is accepted in a written confirmation.

## STEPS OF YOUR ORDER

To order our services please follow the next 5 steps:

### 1. Demand

Select the services you wish to order and fill out the form with the Customer's data. The general terms and conditions will show up under the filled form and we ask you to read those carefully. In case you accept our terms and conditions, you may order our services by clicking on the ORDER button. After that we will send you an email about the further steps.

### 2. Submission

To launch the ordered services we will need more data. To send those data you may simply continue your order on our website by filling simplified forms.

### 3. Accept

We examine the data sent by the Customer and in case all data and official documents are provided, we will accept your order in a written confirmation. We will send a pro forma invoice about 50% of the final price before the fulfilment is started which is to be transferred to the bank account which is sent to our Customer in email.

### 4. Fulfilment

In case we receive all the required data, official documents, order details and a 50% advance payment of the ordered services, we will forward your orders to our partners.

### 5. Windup

Your order will be closed once the services are duly performed and the residue amount of your payment is credited on our bank account.

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## 4. Cancellation of your orders

The Customer acknowledges and accepts that orders can be cancelled without consequences only before they are accepted. After an order is accepted and the fulfilment is started, we cannot reclaim the amounts already paid to our partners, neither the Customer can reclaim and 30% of the order must be paid as cancellation/default penalty within 15 days.

All rights reserved for us to decline the orders we consider inappropriate for the fulfilment by giving you the appropriate reasons.

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## 5. Money back guarantee

In case the fulfilment of the ordered service does not move forward or is not completed because of CGSI default, CGSI will pay back the whole the amount paid by our Customer.

The Customer may still cancel the ordered and already launched services until CGSI has not forwarded the service orders to their partners. In such case CGSI will only charge 30% cancellation/default penalty of the whole amount of order.

Our guarantee does not cover the mistakes arising from wrong data you gave and from problems caused by third parties (authorities, institutes, organizations) therefore our money back guarantee does not cover such.

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## 6. Deadlines

We can give you deadlines only after we know your ordered services and the related data, when we accept your order. When calculating deadlines we consider the current time and occupation of our involved, cooperating partners (institutions, organizations, authorities) as well as during the fulfilment period.

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## 7. Discounts

We try to make our services even more attractive for those clients satisfied with our discounts by offering our services with 5% discount after the first order and 10% discount after the second order and after. Further discounts can be achieved by giving the email address you gave us at your previous order. Discounts are joint to our Clients' email address so when it is given at the next order the system will calculate your reduced final price which you will find among the ordered items.

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## 8. Availability

CGSI will be at your service on work days from 09:00-17:00 by Hungarian time under the address, phone and email written above.

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## 9. Confidentiality and processing confidential data

Contracting Parties agree that all data and information achieved before the creation or during the fulfilment of this agreement are bank and business secret and they can be forwarded only to the owners and head of the firm. Contracting Parties specifically acknowledge that even the oral communication of any facts or data to any third party is considered as publication. Parties acknowledge that the confidentiality does not cover the cases where the Provider is obliged to break the confidentiality by law.

Neither Party is allowed to use outside the scope of this agreement the material, data, documents, information, intellectual property, information management process, regulation, blueprint, marketing materials, manufacturing process and all other legal, economical, IT, organizational, logistical or technical information provided by the other Party, those may not be processed in a way that threatens or harms the other Party's

interests and those may not be given to third parties in any way. The only exception is the case where the owner of the information allows such in written.

Any business document, information material acquired by the other Party during the fulfilment of this agreement, is to be returned to the other Party immediately and fully after the termination of this agreement or to be destroyed for the other Party's request.

The consequences of the breach of confidentiality will oblige both the Customer and the Provider without any time limitation until the secret and the subject of the secret is legally published in Hungary.

Both the Customer and the Provider is committed to compensate the material and non-material damages caused by breaching the confidentiality described in this section.

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## 10. Customer's obligations

- 10.1. Customer will provide all data required and appropriate for the fulfilment of the services and undertakes all criminal liability for the provided data.
- 10.2. Customer will be at the Provider's service on telephone and email during the fulfilment of the ordered services, will respond them as soon as he can but no later than in a reasonable time for the fulfilment.
- 10.3. Customer will accept and pay the fees of the ordered services to the Provider as they are listed on the website at the time of the order.
- 10.4. Customer will transfer 50% of the ordered services price to CGSI within 15 days after the order is confirmed in email, also accepts that in case the advance payment is not paid CGSI may suspend, cancel or close the fulfilment of your order.
- 10.5. Customer and Provider will mutually determine the deadlines at the time of the order and they will mutually accept those. CGSI makes its best efforts to keep all deadlines and in case of failure CGSI excludes all responsibility.
- 10.6. Customer accepts that the Provider may not be responsible for delays originated from the nature of the ordered services, or for delays caused by third parties.
- 10.7. Customer declares that in case the required data is not provided on time, he will not deem such delays as time spent on the fulfilment so the Provider is not responsible for such delays.

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## 11. Provider's obligations

- 11.1. Provider will act for the fulfilment of the accepted orders and for orders in progress in case no circumstances arise that may exclude the fulfilment.
- 11.2. In case of late fulfilment actionable for a justifiable reason Provider offers the following solutions:
  - 11.2.1. Provider will repay the amount already paid for the services by the Customer and will stop the fulfilment.

11.2.2. Provider will cancel the residue and unpaid amount of the ordered services and will still continue the fulfilment. Provider will not cancel or take over the fees for the services that require frequent payment, the Customer will need to pay those fees as set at the time of the order.

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## 12. Solving problems

Contracting Parties agree that they will try to solve their problems in a civilized manner until the solutions take both parties' interest into account and it gives a mutually acceptable solution with compensation.

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