VOFFIO

Coworking Membership Agreement & Workspace Rules

Applicable to Voffio-operated Ulundurpet coworking locations

Location	Address	Capacity
SCIFAX-I - Menachipuram	No. 23/3, Virudhachalam Main Road, Near BSNL Office, Menachipuram, Ulundurpet, Kallakurichi, Tamil Nadu 606107	75 seats
SCIFAX-II - TTR Tower	No. 96A, TTR Tower, TVN Road, Karthikeyan Nagar, Ulundurpet, Kallakurichi, Tamil Nadu 606107	75 seats
SCIFAX-III - Thendral Nagar	Thendral Nagar, Ulundurpet, Kallakurichi, Tamil Nadu 606107	75 seats

Standard operating hours: Monday-Saturday, 9:00 AM-5:30 PM.

QR-only entry: A valid Voffio QR pass, linked to an allotted seat, must be verified before coworker admission. Passes are personal and non-transferable.

1. Membership and service scope

This agreement is the standard operational framework for coworking, desk, team workspace, meeting-related access and associated services supplied by Voffio. The customer also agrees to the applicable booking confirmation, quotation, invoice and plan description. Virtual-office/address services, if purchased, remain subject to separate eligibility and documentation requirements.

2. Access, identity and QR verification

Every coworker must use an active Voffio QR pass linked to a valid seat allotment. Entry is allowed only after the live Voffio verification result confirms the holder, location, validity period and seat. Sharing, copying, selling, lending or using another person's pass is prohibited. Expired, revoked, altered, screenshot-only or otherwise unverified passes do not authorise entry.

3. Seat allotment and workspace use

Seat numbers are internal inventory and access-control identifiers. A specific seat is allotted with the coworker QR pass. Voffio may relocate a member to a reasonably comparable seat or zone for maintenance, safety, capacity management or operational reasons and issue or update the corresponding pass.

4. Facilities

Core facilities across the three operated locations include air-conditioned workspace; 3-phase EB power; business/5G Wi-Fi; landline phone access where configured; 24x7 CCTV in common/access areas; white work tables; push-back office chairs; managed security; reception; workspace managers; time/attendance management; RO hot and cold drinking water; Western toilets; daily cleaning; office/local/service assistance; printer access; rainy-day operational support; and women safety/risk-management processes. Tea/snacks, day-care support, high-volume printing, meeting setup, specialist assistance and other optional/high-usage services may depend on plan availability and may carry additional charges.

5. Professional conduct and prohibited behaviour

Members and visitors must act lawfully and respectfully. Harassment, intimidation, threats, abusive language, discriminatory conduct, unwanted physical contact, fighting, theft, vandalism, deliberate damage, illegal activity, dangerous materials, weapons, illegal drugs, smoking inside restricted areas, unauthorised network/system access, misuse of CCTV/security systems, tailgating and interference with other users are prohibited. Serious or repeated misconduct can result in immediate QR revocation, suspension, termination or reporting to appropriate authorities.

6. Visitors, meetings and associations

Visitors must follow reception and access procedures. Meeting, interview, training, association or team use is subject to capacity and the booked plan. The booking party is responsible for visitor behaviour and any agreed additional facility charges.

7. Time, attendance and CCTV

Voffio may maintain QR verification logs, attendance records, seat-assignment records, system/security logs and CCTV footage from common/access areas for security, operations, incident review and lawful compliance purposes. CCTV is not intended for private toilet areas.

8. Payments, Cashfree and PayPal

Indian INR transactions may be processed through Cashfree where enabled. International or eligible foreign-currency transactions may be processed through PayPal. Gateway availability depends on product, country, merchant-account configuration and third-party rules. Voffio should not store full payment-card numbers or CVV values in this portal. A booking is treated as paid only after successful gateway or finance confirmation. Optional services, excess usage, taxes and add-ons may be billed separately.

9. Refund, cancellation and rescheduling

Refund and cancellation eligibility depends on the plan, activation status and timing of the request. Used day passes, commenced periods and consumed services are generally not refundable for the used portion. Before activation, an approved refund may deduct non-recoverable gateway charges, taxes already remitted where applicable, documented third-party costs or specially ordered services. Rescheduling is subject to plan rules and availability.

10. Virtual office and regulated address services

Business-address, company-registration-address or GST-registration-address support is available only where the selected premises, documentation and business activity are eligible. Payment for a Voffio service does not guarantee approval by a government authority, bank, tax authority, registrar or other third party. Customers must provide accurate, lawful and current KYC/business information.

11. Privacy and data use

Voffio may process contact details, company information, KYC/business documents, bookings, invoices, payment references, QR identifiers, access logs, support records and CCTV/security information to deliver services, manage security, process payments, meet legal obligations and support customers. Payment gateways process payment information under their own terms.

12. Service continuity and customer property

Voffio uses reasonable efforts to maintain workspace services but cannot guarantee uninterrupted electricity, internet, telecom, payment-gateway, transport or other third-party utilities. Customers are responsible for safeguarding laptops, documents, valuables and business data and for maintaining appropriate backups and insurance.

13. Suspension and termination

Voffio may suspend or terminate access for unpaid charges, fraudulent or transferred QR passes, serious misconduct, security risks, unlawful activity, material breach of rules or repeated non-compliance. Immediate action may be taken for safety or serious breaches.

14. Acceptance

Using the workspace, activating a membership, paying an invoice or presenting a QR pass after receiving these terms indicates acceptance of the applicable service terms. For corporate or longer-term arrangements, Voffio may require a separate signed service order or agreement. This document should be read with the current online Privacy, Payments and Refund/Cancellation policies.

Member / Company Acknowledgement

Booking / Enquiry ID: _____

Member / Company name: _____

Authorised signatory: _____

Signature: _____ Date: _____

Voffio representative: _____

Signature: _____ Date: _____

Contact: info@voffio.com | https://voffio.com

Operational policy document - review with professional legal/tax advisers where a transaction requires jurisdiction-specific terms.