

# General Terms and Conditions for the provision of a registered office

Dandova 2619/13, Horní Počernice, 193 00 Praha 9

Terms and conditions for the provision of the registered office service by the provider and for the use of the provider's website at offirent.cz (hereinafter only the "website").

## PROVIDER OF THE SERVICE AND OPERATOR OF THE WEBSITE

### **PNK-Renting s.r.o.**

Company ID 086 99 895 · Registered office Dandova 2619/13, Horní Počernice, 193 00 Praha 9  
Registered in the Commercial Register kept by the Municipal Court in Prague, file number C 323578  
(hereinafter only the "provider")

## CONTENTS

- |                                           |                                |
|-------------------------------------------|--------------------------------|
| 1. Introductory provisions                | 6. Termination of the contract |
| 2. Conclusion of the contract             | 7. Delivery of communications  |
| 3. Rights and obligations of the provider | 8. Guarantees                  |
| 4. Rights and obligations of the customer | 9. Final provisions            |
| 5. Duration of the contract               |                                |

These GTC become valid and effective on **31. 7. 2026**.

## 1. INTRODUCTORY PROVISIONS

- 1.1. These general terms and conditions of the provider (hereinafter only the "GTC") govern, in accordance with the provision of Section 1751(1) of Act No. 89/2012 Coll., the Civil Code (hereinafter only the "CC"), the mutual rights and obligations of the contracting parties arising in connection with the conclusion of a contract for the provision of registered office services between the provider on the one hand and the customer, who is an entrepreneur within the meaning of the provisions of Section 420 and Section 421 of the CC (hereinafter only the "customer"). A natural person without a business licence who requests the provider's services is deemed to be a representative of the customer within the meaning of the provision of Section 127 of the CC.
- 1.2. These GTC become valid and effective on 31.7.2026.
- 1.3. The provider reserves the right, in the event of a reasonable need (in particular in the event of a change in the legal environment, in the situation on the relevant market or as part of an effort to increase the quality of the

services provided), to amend these GTC unilaterally. Rights and obligations arisen during the effectiveness of the previous wording of the GTC are not affected by such an amendment of the GTC.

## 2. CONCLUSION OF THE CONTRACT

---

- 2.1. The provider enables the customer to request registered office services on the website in accordance with the current offer. The customer may choose the parameters according to the offer provided by the provider, fill in the contact details and send the request for services to the provider through the website. During the entry of the request, the customer is informed of the final price of the requested service (hereinafter only the "price of the service"), whereby the provider is entitled, at its own discretion, to require the customer to provide a reasonable advance payment before the service is provided. By paying a reasonable advance payment before the service is provided, the customer undertakes to conclude a contract with the provider after the provider has fulfilled its obligations. The customer acknowledges that the provider is an obliged entity within the meaning of Act No. 253/2008 Coll., on certain measures against the legalisation of the proceeds of crime and the financing of terrorism (hereinafter only the "AML Act").
- 2.2. Unless agreed otherwise, the customer's request to the provider is non-binding and the provider is not obliged to conclude a contract on the basis of this request of the customer.
- 2.3. The provider informs the customer of the receipt of the request in particular by e-mail (hereinafter only the "customer's e-mail"). In this form the provider informs the customer of the necessary cooperation of the customer within the framework of the provider's obligations under the AML Act, and if the customer does not provide the provider with the necessary cooperation, the provider regards the request as if it had not been made.
- 2.4. The customer is entitled to reject a delivered request at any time from the moment of its delivery until the moment when it makes an offer of services to the customer after fulfilling its obligations arising from the AML Act, and this even without stating a reason.
- 2.5. After fulfilling its obligations under the AML Act, the provider may offer the customer the requested service at the price of which the customer was informed during the entry of the request. In such a case the provider shall provide the customer with the payment details for payment of the price of the service by bank transfer or through a payment gateway to the customer's e-mail. Unless agreed otherwise, the customer may also pay the price of the service to the provider in cash. If the customer has provided an advance payment before the service was provided in accordance with paragraph 2.1. of this article, the provider shall account for it to the customer in accordance with the relevant legal regulations.
- 2.6. Payment of the price of the service to the provider by the customer is considered acceptance of the offer, and the contract is concluded at the moment the price of the service is credited to the provider's bank account, upon payment of the price of the service in cash or upon the accounting of the advance payment. The provider shall issue the customer a confirmation of payment of the price of the service, that is a tax document, in accordance with the relevant legal regulations.
- 2.7. The customer acknowledges that the provider is not obliged to conclude a contract, in particular with persons who have previously materially breached their obligations towards the provider.
- 2.8. The customer agrees to the use of means of distance communication when concluding the contract. The costs incurred by the customer when using means of distance communication in connection with the conclusion of the contract (in particular the costs of the internet connection) are borne by the customer.

## 3. RIGHTS AND OBLIGATIONS OF THE PROVIDER

---

- 3.1. The provider shall provide the customer with the consent to the location of the registered office within 7 days from the day the contract is concluded. The provider shall mark the property with the customer's business name within 7 days from the publication of the registered office provided by the provider at the customer in the Administrative Register of Economic Entities available on the website [ares.gov.cz](http://ares.gov.cz).

- 3.2.** If part of the service paid for by the customer is the receipt of ordinary paper correspondence by the provider and its sending to the customer's e-mail, the provider is entitled, at the customer's request, to open the ordinary paper correspondence delivered to the customer. The provider scans this ordinary paper correspondence no later than within 14 days from the day of its delivery, and this to a maximum extent of fifty A4 pages per month, and within the same period sends the scans made to the customer's e-mail. The provider is entitled, but not obliged, at the customer's request, to hand over the ordinary paper correspondence to the customer at an agreed place, or to forward it to an address notified by the customer. For the avoidance of doubt, the provider and the customer state that ordinary paper correspondence under the GTC means ordinary paper correspondence delivered exclusively by Česká pošta, s.p.
- 3.3.** In the event that the amount of delivered ordinary paper correspondence exceeds the maximum extent stated in the preceding article, the provider is entitled to suspend the provision of the scanning and sending service to the customer until it agrees with the customer on further conditions for the receipt and scanning of ordinary paper correspondence. If no agreement is reached between the provider and the customer within the meaning of this paragraph of the GTC within 14 days of the provider's notification, or if the customer does not provide the necessary cooperation within 14 days of the provider's notification, the customer acknowledges that the provider is entitled to shred the ordinary paper correspondence exceeding the maximum extent of received ordinary paper correspondence; in such a case the customer has no claim against the provider for compensation for any damage.
- 3.4.** The provider is entitled to shred all ordinary paper correspondence which was sent to the customer's e-mail in accordance with article 3.2. of the GTC.
- 3.5.** Unless agreed otherwise, the provider is entitled to refuse to accept any item of post other than ordinary paper correspondence.
- 3.6.** The customer acknowledges that during the provision of the service of receiving and scanning ordinary paper correspondence under article 3.2. of the GTC, the provider or persons cooperating with the provider may become acquainted, to the necessary extent, with the content of the scanned ordinary paper correspondence, and grants its consent to this. The provider and the persons cooperating with the provider maintain confidentiality regarding the content of the ordinary paper correspondence with which they became acquainted while fulfilling their obligations within the framework of the service provided. An exception to this confidentiality is the provision of cooperation to public authorities at their request.
- 3.7.** If the provision of the service of receiving ordinary paper correspondence is terminated by the provider because the customer has not paid the price of this service, the provider is entitled to shred the ordinary paper correspondence delivered to the customer.
- 3.8.** The customer acknowledges that the provider is not liable for the loss or destruction of ordinary paper correspondence sent to the customer.
- 3.9.** The provider receives a maximum of 50 items of post per month for the customer. The receipt of items of post beyond this extent is charged for as agreed between the provider and the customer.
- 3.10.** If the customer does not show interest in the received ordinary paper correspondence within 3 months from the day of its delivery, it hereby grants the provider consent to shred it and this ordinary paper correspondence shall be shredded. In such a case the customer has no claim against the provider for compensation for any damage.

#### **4. RIGHTS AND OBLIGATIONS OF THE CUSTOMER**

---

- 4.1.** The customer is obliged to pay the price of the service within 10 days from the day the offer is sent by the provider to the customer's e-mail. The customer acknowledges that upon the expiry of this period the provider's offer ceases to be valid.
- 4.2.** The customer undertakes not to state the address of the provider to which the service provided is tied as the address of its business premises, as a place for the collection of items of post, as a contact point for making

complaints, or as the address of the place where any liabilities can be settled after the activity at the business premises has been terminated.

- 4.3. The customer is not entitled to transfer the rights and obligations under the contract concluded with the provider to a third party.
- 4.4. The customer is obliged to inform the provider without undue delay, at the latest within one calendar day from the decisive fact, of any change concerning the concluded contract, in particular, but not exclusively, of a change of the customer's business name, of its beneficial owner, of the permanent address of the persons forming the supreme body of the legal entity, of the statutory body of the legal entity, of the termination of business activity, of the dissolution of the legal entity, of entry into liquidation, of the commencement of insolvency proceedings, or of any contact detail of the customer. In the event of a breach of this obligation, the customer undertakes to pay the provider a contractual penalty in the amount of the price of the service.
- 4.5. The customer undertakes to compensate the provider for damage which the provider incurs through the fault of the customer in connection with the concluded contract.
- 4.6. The customer is aware of its legal obligations connected with its business activity and acknowledges that the provider is obliged to provide cooperation to public authorities.

## 5. DURATION OF THE CONTRACT

---

- 5.1. During the entry of the request the customer may choose the duration of the contract, whereby the provider enables the customer to choose a contract for a definite as well as for an indefinite period.
- 5.2. If a contract has been concluded for a definite period and neither party notifies the other party, at the latest 14 days before the end of its validity, that it insists on the termination of the contract, the duration of the contract is extended by the same period for which it was agreed and under the same conditions. The contract may also be extended repeatedly. In the event of an extension of the contract, the customer is obliged to pay the price of the service within 10 days from the day of its anniversary.
- 5.3. If the contract is terminated in any way, the customer is obliged to arrange a change of its registered office within a period of 14 days from its termination. In the event of a breach of this obligation, it undertakes to pay the provider a contractual penalty in the amount of the price of the service.

## 6. TERMINATION OF THE CONTRACT

---

- 6.1. Each of the parties is entitled to terminate the contract by notice with a notice period of 14 days, and this even without stating a reason. The customer is aware that after the expiry of this period the provider is entitled to withdraw the consent to the location of the registered office.
- 6.2. The provider is entitled to withdraw from the contract at any time during its duration, and this for a breach of any of the customer's obligations, or even without stating a reason. The provider may agree with the customer on the return of a proportionate part of the price of the service to the customer, and this according to the extent of the performance provided under the service.
- 6.3. After the termination of the contract the customer undertakes to notify all of its business partners of the change of registered office. The customer undertakes to collect from the provider all ordinary paper correspondence or other items of post delivered to the provider's address after the termination of the contract and agrees that all ordinary paper correspondence or other items of post which it does not collect from the provider upon its call within a period of 30 days shall be shredded or otherwise destroyed. In such a case the customer has no claim for compensation for damage.
- 6.4. In the event of the termination of the contract, the customer waives its claim to the return of the price of the service or a proportionate part thereof. This does not affect the guarantee of the return of the price of the service under article 8. of the GTC.

## 7. DELIVERY OF COMMUNICATIONS

---

- 7.1.** The provider and the customer agree on delivery through the e-mail addresses which they mutually notify to each other. An e-mail from one contracting party is considered delivered on the calendar day following its sending to the other party.

## 8. GUARANTEES

---

- 8.1.** Beyond the period under article 3.1. of the GTC, the provider guarantees to a customer who is a self-employed natural person (sole trader) that it will send the consent to the location of the registered office within 3 minutes. If the provider does not meet this period, it shall provide the customer with the registered office service for a period of 12 months free of charge.
- 8.2.** The guarantee under paragraph 8.1. of the GTC applies exclusively:
- a) to orders made through the order form on the website, and
  - b) to orders with express delivery of documents to the customer's e-mail selected.
- 8.3.** The period of 3 minutes under paragraph 8.1. of the GTC begins to run at the moment the provider's system matches the customer's payment, that is at the moment when a confirmation of receipt of the payment, which is the paid final invoice, is sent to the customer's e-mail. The period ends at the moment when the provider sends the completed documents to the customer from its e-mail address, that is at the moment of sending the consent to the location of the registered office.
- 8.4.** A condition for applying the guarantee under paragraph 8.1. of the GTC is that the customer has filled in all the required data correctly and completely. If the required data are not filled in correctly and completely, the guarantee under paragraph 8.1. of the GTC does not apply.
- 8.5.** If the customer is not satisfied with the registered office service provided, the provider shall return the full price of the service paid to the customer at its request.
- 8.6.** The customer is entitled to ask for the return of the price of the service under paragraph 8.5. of the GTC at the latest within 60 days from the day the consent to the location of the registered office was issued. The day of issue of the consent to the location of the registered office means the day on which the provider sent the consent to the location of the registered office to the customer under paragraph 8.3. of the GTC. This period is counted from the day of issue of the consent to the location of the registered office and also includes Saturdays, Sundays and public holidays.
- 8.7.** A condition for the return of the price of the service under paragraph 8.5. of the GTC is that at the moment of submitting the request for the return of the payment the customer is not registered at the address of the registered office provided. The provider shall verify this fact in the Administrative Register of Economic Entities available on the website [ares.gov.cz](http://ares.gov.cz).
- 8.8.** If the customer applies the guarantee under paragraph 8.5. of the GTC and the conditions under paragraphs 8.6. and 8.7. of the GTC are met, the provision of paragraph 6.4. of the GTC shall not apply.
- 8.9.** The guarantee under this article of the GTC applies alongside the rights of the customer arising from the other provisions of the GTC and from legal regulations.

## 9. FINAL PROVISIONS

---

- 9.1.** Matters not governed by the GTC are governed by Czech law and the courts of the Czech Republic have jurisdiction to resolve disputes.
- 9.2.** If a relationship connected with the GTC has a foreign element, the parties agree that the relationship is governed by Czech law.

- 9.3.** If any provision of the GTC is or becomes invalid or ineffective, a provision whose meaning comes as close as possible to the invalid provision shall replace the invalid provisions. The invalidity or ineffectiveness of one provision does not affect the validity of the other provisions. Amendments and supplements to the GTC require written form.

PNK-Renting s.r.o., Company ID 086 99 895, Dandova 2619/13, Horní Počernice, 193 00 Praha 9  
offirent.cz · GTC effective from 31. 7. 2026