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## Terms and Conditions, privacy policy and Service agreement.

This document is for the use of Geo Advisory Services personnel and general Clients only. It is accepted that all clients who make use of our services and personnel browsing our websites agrees and accepts the information in the following document.

# 1 SERVICE AGREEMENT

clients in business with us are our number one priority to complete Services and purchases to the clients specified needs, we Geo Advisory Services will ensure quality, as quality to our customers and work is of utmost importance to us.

We as Geo Advisory Services (G.A.S) (PTY)Ltd reserve the right to refuse to commence services with any client for whatsoever reason (this is to protect Geo Advisory Services (PTY)Ltd).

Separate service agreements can be drafted for large projects to ensure we achieve the needs for the project, this is at the cost of the client.

# 2 PRIVACY POLICY

We are committed to protecting the customer's privacy. As a customer your information is considered confidential and will not be sold, shared or rented to any third party unless lawfully obliged to do so or otherwise stated.

## 2.1 Security:

We take security seriously and we take precautions to keep your personal information secure. We have put in place appropriate physical, electronic and managerial procedures to safeguard the information we collect. However, due to the open communication nature of the Internet, we cannot guarantee that communications between you and us, or information stored on our servers, will be free from unauthorized access by third parties.

## 2.2 Collecting Personal Information:

You can decide what personal information you provide to us. We will only collect personal information that you choose to provide. Where possible, we will enable you to select how we will use this information (for example, by choosing to opt-in or opt-out of receiving marketing communication). You may choose to provide us with personal information if, for example, you: contact us with an enquiry.

## 2.3 Access to your Information:

At your request, where the law requires us to do so, we will confirm what personal information we hold about you, update your information, remove your information and/or correct any inaccuracies in such personal information if you contact us using the details provided above. We will make every effort to respond to your request in a timely manner.

## 2.4 Legal Purposes:

We may disclose your personal information if permitted by law or required to do so by law or where we believe such action is necessary in order to protect or defend our interests or the interests of our customers or users of our site.

## 2.5 Administration and Data Management:

We may disclose transfer your personal information to third parties under confidentiality obligations when the performance of any service in relation to the activities above is sub-contracted (e.g. the administration of a marketing campaign).

## 2.6 Links:

This site may contain links or references to other Web sites outside of our control. Please be aware that we have no control over these sites and our privacy statement does not apply to these sites. We encourage you to read the privacy statements and terms and conditions of linked or referenced sites you enter.

## 3 TERMS AND CONDITIONS

Any use by you of the related website [www.geoadvisoryservices.com](http://www.geoadvisoryservices.com) is conditional upon your acceptance of these Terms & Conditions, including our Privacy Statement. We reserve the right to amend these Terms & Conditions from time to time without notice and at our discretion. It is your responsibility to periodically review this page for updates to these Terms & Conditions, which shall come into effect once posted. Your continued use of Geo Advisory services will be deemed acceptance of these Terms & Conditions, including our Privacy Statement.

3.1 If you do not accept these Terms & Conditions please Notify our administrative department to see if the issue can be resolved at [Admin@geoadvisoryservices.com](mailto:Admin@geoadvisoryservices.com).

### Intellectual Property:

3.2 We are the owner and/or authorized user of all trademarks, service marks, design marks, patents, copyrights, database rights and all other intellectual property in use by geo Advisory services, unless otherwise indicated Templates and licenses can be bought at a usage cost for clients.

### 3.3 Third party goods and services:

We cannot be held liable for our third parties (outsourcing or equipment purchase/rental) actions and services but we at Geo Advisory Services try our best to mitigate such risks but can have unforeseen consequences.

### 3.4 Liability:

To the fullest extent permitted by law we Geo Advisory Services our officers, directors, employees, agents and outsourcers hereby disclaim all liability for any loss, cost or damage (direct, indirect, consequential, or otherwise) Suffered by you (clients and users ) as a result of your use of Geo Advisory Services.

### 3.5 Changes of cost:

We at Geo Advisory Services reserve the right to change the pricing of any service or product without the notification to the client.

### 3.6 Indemnity:

You will indemnify us against any loss, damage or cost incurred by us arising out of your use of the Site, any of its services or any information accessible over or through the Site, including information obtained from linked sites, your submission or transmission of information or material on or through the Site or your violation of these Terms & Conditions or any other laws, regulations and rules. You will also indemnify against any claims that information or material which you have submitted to us is in violation of any law or in breach of any third party rights (including, but not limited to, claims in respect of defamation, invasion of privacy, breach of confidence, infringement of copyright or infringement of any other intellectual property right). We reserve the right to exclusively defend and control any claims arising from the above and any such indemnification matters and that you will fully cooperate with us in any such defenses.

### 3.7 Law and Jurisdiction:

These Terms & Conditions, including the Privacy Statement and any matter relating to this Site, shall be governed by South African law. Our services do not permit any unlawful activities and if so, such activities should be reported to [admin@geoadvisoryservices.com](mailto:admin@geoadvisoryservices.com) to ensure lawful action occurs.

To the extent that software is accessible through this site, such software may be subject to export, re-export and/or import controls imposed by any other jurisdiction and may not be downloaded or otherwise exported or re-exported: (a) into (or to a national or resident of ) any country to which the South Africa has placed an embargo. If you download or use the software, you represent and warrant that you are not located in, or under the control of, or a national or one any such country or on any such list.

### 3.8 User Information:

In the course of your use of the Site, you may be asked to provide personal information to us (such information referred to hereinafter as "User Information"). Our information collection and use policies with respect to such User Information are set forth in the Site Privacy Policy. You acknowledge and agree that you are solely responsible for the accuracy and content of the User Information.

### 3.9 Project planning and Assessment:

A lead period of two to three Weeks is needed before fieldwork can commence unless otherwise stated in service agreements.

### 3.10 Payments:

A Deposit of at least 50% is needed before any work can be commenced to cover in-house costs such as project planning, Desktop studies and assessment costs unless otherwise stated by a Service Agreement in-house of Geo Advisory Services.

The full balance is Payable once the service is complete clients will be notified and documents will be submitted to clients once full payment is received, payments in advance would be appreciated.

Some payments are linked to exchange rates and thus it will be stated in the terms of service contract to the client and any variation thereof will be covered by the client's Cost.

### 3.11 Non- payments:

Geo Advisory Services honors a grace period of 5 consecutive working days to commencement of office work, if payment is not received work will stop and that project will be put on hold.

If late payment occurs the payment is subject to interest, singularly composed interest per month shall apply to all outstanding balances at a prime rate of 12%pm (Twelve Percent per month). Any legal cost incurred by ourselves to obtain payment shall be to that representative clients account on the Attorney and Client basis.

Geo Advisory Services reserves the right to withhold final products and reports until paid for in full.

### 3.12 Cancelations of Services :

A Weeks in advanced written notice is necessary should you wish to cancel our services

Upon cancelation of services after receipt of a Purchase order or signed Quotation and deposit for services the deposit will be forfeited.

This document may be updated without prior notice to client and it is the client's responsibility to keep updated with this document.