



SMUAA MEMBER BENEFIT WITH JUSTCO

These Terms and Conditions apply to members of Singapore Management University Alumni Association (SMUAA), service provided by JustCo.

1. The terms and conditions are valid for any service or services provided by JustCo to the “Members” (referring to SMUAA active members).
2. The pricing, quantity of service as stated in the website may change from month to month in accordance to JustCo’s discretion, with the fulfillment of these information being disseminated to all “Members” by SMUAA through their communication channels in advance.
3. Details of the hot-desking locations may be found on the JustCo website. Note that Verizon Innovation Community is excluded.
4. This benefit entitles SMUAA “Members” to free hot-desking/dedicated space at any of the 7 locations island wide or otherwise stated.
 - i. **Hot-desking Spaces**
 - a. Hotdesking space entitles “Members” to use the common areas between the stated hours on any working day
 - b. Availability of hot-desking space areas is subject to 5 dedicated spaces bring free to accommodate those members wishing to have access at any one time
 - c. SMUAA Alumni Card & ID must be presented in exchange for the access card
 - d. Penalty fee of \$100 for loss of access card issued by JustCo
 - ii. **Dedicated Area (SMUAA Start-Up Hub)**
 - a. 6 months complimentary dedicated usage
 - b. Company size of not more than 4
 - c. Profile and write-up of the business
 - d. Registered ACRA Director must be an SMUAA member
 - e. A refundable deposit of \$200 is payable during the term of stay
 - f. Dedicated area is only available at JustCo Marina Square
5. JustCo accepts no responsibility for any loss of or damage to SMUAA members’ property while they are using the hot-desking space or any of the services offered by JustCo at any of their locations.
6. SMUAA “Members” will be entirely responsible for ensuring their property is safe and secure at all times whether stored in lockers, dedicated desks or otherwise. Security cameras are installed to help facilitate this.
7. SMUAA & JustCo collects and processes members’ personal data for administrative purposes and may from time to time, send promotional and events-related eDMs. JustCo takes no interest in or responsibility for the legitimate business or other associated activities of members (provided those activities are within the authorized range of activities contemplated and permitted by these Terms & Conditions) whilst on its hot-desking space premises.

SMUAA reserves the right, at our sole discretion, to update, change or replace any part of these terms of services by posting updates and changes to our website. It is your responsibility to check our website periodically for changes. Your continued use of or access to our website or our services following the posting of any changes to these terms of service constitutes acceptance of those changes.

SMU ALUMNI ASSOCIATION

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