

Webexpenses Referral Scheme Terms

Introduction to the Referral Scheme

The Referral Scheme is operated by Signifo Limited, a private limited company incorporated in England and Wales with company number 03922382, whose registered office is at Number 3 Des Roches Square, Witney, Oxfordshire, England, OX28 4BE (“**Signifo**”/“**we**”/“**us**”/“**our**”).

Signifo is offering existing users of its Webexpenses service (“**Users**” and the “**Service**” respectively) the opportunity to receive one of a selection of goods as determined by Signifo in its absolute discretion from time to time (a “**Gift**”) by referring someone they know (a “**Referral**” and “**Invitee**” respectively”) which leads to the company they work for or represent signing up to the Service as a business customer (the “**Referral Scheme**”).

The Referral Scheme is open to anyone who is a current User of the Service.

These Referral Scheme Terms apply to all Referrals made by a User (referred to as “**you**” in these Referral Scheme Terms).

By participating in the Referral Scheme, you, the User making the Referral, agree to these Referral Scheme Terms and must comply with these Referral Scheme Terms when making Referrals and claiming Gifts. If you do not agree to these Referral Scheme Terms you may not make Referrals.

Users may not participate in the Referral Scheme if doing so is prohibited by any applicable law or regulations.

How to make a Referral

To make a Referral, you’ll need to complete [this form](#) as the first step, to provide us with details of the Invitee and the company they work for (“**Potential Customer**”). You must only provide us with details of Invitees that you know and who have given their permission to have their details provided to us. You must only provide us with their business contact details, not their personal/domestic contact details.

Once we’ve received your form, one of our team will get in touch with you to discuss the Referral.

If we want to pursue the Referral, we will get in touch with the Invitee using the contact details you have provided us with.

We are under no obligation to follow up any Referral and may choose not to follow up any Referral for any reason.

Referral Conditions

You will become eligible to receive a Gift once the conditions set out below (“**Referral Conditions**”) have been fulfilled:

- According to our records, the Invitee has not previously been Referred by you or another User.
- According to our records, the Potential Customer is not already a current or previous customer of ours.

- The Potential Customer enters into a contract with us for the Service under which it commits to a minimum of £1000 annual recurring revenue (a **“Customer Sign-up”**).
- You are still a User at the date of the Customer Sign-up.

You will not be eligible to receive a Gift unless all the above Referral Conditions have been fulfilled (a **“Successful Referral”**).

Any decision by Signifo in respect of whether or not a Referral is a Successful Referral shall be final and binding.

Eligibility for Gifts

If the same Invitee or Potential Customer is Referred by more than one User, the first User to have Referred that Invitee or Potential User will be the only User that is eligible to receive a Gift in respect of that Invitee or Potential Customer.

There is no maximum number of Referrals you can make.

Only Users who make Referrals are eligible to receive Gifts under the Referral Scheme. Invitees and Potential Customers are not eligible to receive Gifts.

Users are only eligible to receive one Gift in respect of each Successful Referral. Subsequent purchases, payments or contracts made by a Potential Customer to or with Signifo following Customer Sign-Up of that Potential Customer will not entitle the User to any further Gifts.

If a User makes multiple Successful Referrals, multiple Gifts will be delivered to the User.

The Gifts may change from time to time, provided that Users will be entitled to any of the Gifts advertised by us as being available on the date that the form for a Successful Referral was submitted.

How to claim a Gift

Once the Referral Conditions have been fulfilled, one of our team will get in touch with you within 30 days of the Customer Sign-up to confirm which Gift you want to receive and how to deliver it to you.

We will pay any costs of delivering the Gift to you.

We will have no liability for not providing you with a Gift you are entitled to if this is caused by (i) us not being able to contact you using the contact details you provided in your Referral form, or (ii) any delivery details you provide to us being incorrect, and we shall be under no obligation to attempt to find alternative contact or delivery details for you. It is your responsibility to provide us with accurate information in the Referral form and ensure that all details that we hold about you are up to date and valid. You must inform us as soon as possible if you become aware that someone has tried to make a Referral or obtain a Gift using your details.

We accept no responsibility and will have no liability to you if a Gift is faulty, does not meet your requirements or expectations or you find it unsatisfactory.

If you breach these Referral Scheme Terms or applicable laws

If we become aware that you have breached these Referral Scheme Terms, engaged in any fraud or material abuse of the Referral Scheme or breached any applicable laws in connection with the

Referral Scheme, we may refuse to issue you a Gift or claim back any Gift given to you and terminate your eligibility to take part in the Referral Scheme and take any other action we deem to be reasonable or necessary in the circumstances, such as reporting any criminal behaviour to the police.

Changes to/suspension or termination of the Referral Scheme

We may change, suspend or end the Referral Scheme at any time, for any reason, on an individual or scheme-wide basis.

If we change, suspend or end the Referral Scheme we will try to give you notice via your User account and will make any revised Referral Scheme Terms available on our website. By continuing to make Referrals after a change to the Referral Scheme, you will be deemed to have accepted the new Referral Scheme Terms.

Referrals made before a change to the Referral Scheme will be processed in accordance with the Referral Scheme Terms that applied at the time the Referrals were made. Referrals made during a suspension or after termination of the Scheme will not be processed and will not be eligible for Gifts.

Signifo shall not be liable for any loss arising from any change to or suspension or termination of the Referral Scheme, whether arising directly or indirectly.

Tax on Gifts

Gifts may be subject to local tax in the country of your residence and/or in the local territory where you are tax resident. You are solely responsible for paying any tax that may arise from receiving a Gift. Signifo will bear no liability for any tax obligations which may arise from you receiving any Gift as part of the Referral Scheme.

Data protection

Any personal data we process in connection with the Referral Scheme will be dealt with in accordance with applicable data protection laws and as described in our [Privacy Notice](#).

You must only provide business contact details for an Invitee, not personal/domestic contact details.

Our liability

We will not be liable to you for any business, financial or economic loss or for any consequential or indirect loss such as loss to reputation and loss of bargain, profit, anticipated savings or opportunity in connection with the Referral Scheme or these Referral Scheme Terms, except in the case of fraud, wilful concealment or theft.

Our liability to you for all losses in connection with the Referral Scheme is limited to the equivalent monetary value of Gifts received by you under the Referral Scheme.

The exclusions and limitations of liability above do not limit or exclude our liability for death or personal injury arising as a result of our negligence or for fraud or fraudulent misrepresentation.

Governing law and jurisdiction

These Referral Scheme Terms are governed by the laws of England and Wales and any dispute arising under or in connection with these Referral Scheme Terms or their subject matter shall be subject to the exclusive jurisdiction of the courts of England and Wales.