

## TERMS OF SERVICE

**PLEASE READ THIS TERMS OF SERVICE AGREEMENT CAREFULLY, AS IT CONTAINS IMPORTANT INFORMATION REGARDING YOUR LEGAL RIGHTS AND REMEDIES.**

### 1. Overview

This Terms of Service Agreement ("Agreement") is entered into by and between City Secretarial Services Limited, registered address 180 Tolmers Road, Cuffley, Potters Bar, England, EN6 4JP ("Company"), and you, the user of this website <https://citysecretarial.biz> ("Site"). This Agreement becomes effective as of the date of your use of this Site or the date of your electronic acceptance.

This Agreement outlines the general terms and conditions of your use of <https://citysecretarial.biz> and the products and/or services offered through this Site ("Services"). By accessing or using this Site or the Services, you agree to be bound by this Agreement and our Privacy Policy. The terms "we," "us," or "our" refer to the Company. The terms "you," "your," "User," or "customer" refer to any individual or entity who uses our Site or Services.

The Company reserves the right to modify this Agreement at any time. Changes are effective immediately upon posting to this Site. Continued use of the Site or Services after changes are posted signifies acceptance of the revised Agreement.

**IF YOU DO NOT AGREE TO THIS AGREEMENT, DO NOT USE THIS SITE OR THE SERVICES.**

### 2. Eligibility

This Site and the Services are available only to individuals who can legally form binding contracts under applicable law. By using the Site or Services, you represent that you are:

- (i) at least 18 years of age,
- (ii) legally permitted to enter into this Agreement, and
- (iii) not prohibited from receiving the Services under any applicable laws.

If you are using this Site on behalf of a company or entity, you represent that you have authority to bind that entity to this Agreement, in which case "you" or "your" shall refer to that entity. If you lack such authority, you will be personally liable for any obligations under this Agreement.

### 3. Rules of User Conduct

By using this Site, you agree to abide by these rules:

- Your use of this Site must comply with applicable local, national, and international laws, regulations, and policies.

- You will not use the Site to promote illegal activities, engage in spamming, infringe on others' intellectual property, or transmit harmful software.
- You agree not to copy, modify, distribute, or create derivative works based on any part of the Site or its content, except as authorized.

#### **4. Intellectual Property**

The content on this Site, including but not limited to text, graphics, logos, images, and software ("Company Content"), is owned or licensed by City Secretarial Services Limited. It is provided "as is" for personal, non-commercial use only. No part of the Company Content may be used for any commercial purpose without our express written permission.

#### **5. Disclaimer of Representations and Warranties**

YOUR USE OF THIS SITE IS AT YOUR OWN RISK. THE SITE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITHOUT WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED. City Secretarial Services Limited DISCLAIMS ALL WARRANTIES TO THE FULLEST EXTENT PERMITTED BY LAW.

#### **6. Limitation of Liability**

TO THE MAXIMUM EXTENT PERMITTED BY LAW, City Secretarial Services Limited SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO YOUR USE OF THIS SITE OR SERVICES, INCLUDING BUT NOT LIMITED TO DAMAGES FOR LOSS OF DATA OR PROFITS.

#### **7. Indemnity**

You agree to defend, indemnify, and hold City Secretarial Services Limited and its affiliates harmless from any claims, liabilities, damages, and expenses, including reasonable attorneys' fees, arising from your use of the Site or violation of this Agreement.

#### **8. Data Transfer**

By using the Site, you consent to the transfer, storage, and processing of your information in England and other countries where our servers may be located.

#### **9. Availability of Website**

We strive to keep the Site available 24/7 but cannot guarantee uninterrupted service. The Site may be inaccessible for maintenance, repairs, or reasons beyond our control.

#### **10. Discontinued Services**

City Secretarial Services Limited reserves the right to modify or discontinue any Service at any time. If a Service is discontinued, we may offer a comparable alternative or provide a refund.

## **11. No Third-Party Beneficiaries**

This Agreement does not confer any third-party rights or benefits.

## **12. Compliance with Local Laws**

Users who access the Site from outside England are responsible for compliance with local laws.

## **13. Governing Law**

This Agreement and any dispute arising out of it will be governed by the laws of England.

## **14. Dispute Resolution**

All disputes will be resolved by binding arbitration in England, conducted on an individual basis.

## **15. Titles and Headings**

Section titles are for convenience only and do not have any legal or contractual effect.

## **16. Severability**

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain effective.

## **17. Contact Information**

For questions regarding this Agreement, please contact us at:

### **City Secretarial Services Limited**

180 Tolmers Road, Cuffley, Potters Bar, England, EN6 4JP

Email: [info@citysecretarial.biz](mailto:info@citysecretarial.biz)

Phone: +44 170 76 57 204