

RELOCATION OFFER

Århus Universitet
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Introduction

Aspire Mobility has since 1999 been assisting large, international companies in getting their foreign employees settled in Denmark. The employee is starting a new life in new and unknown surroundings and does not know where to begin/ does not know the right approach. We do.

While you as the employer make sure that the employee is welcomed to the company and has good working conditions, we will help with things outside the work place. This could be:

- Finding a home according to life style, economy and local area
- Immigration (visa, work/residence permit, local registration, doctor)
- Communication with bank, insurance, telephone/internet/cable TV, electricity/heating, etc.
- Child care and schools (waiting lists, prices, procedures and culture)
- Transportation, shopping, technical installations
- Introduction to life in a new country
- Outlining of the situation regarding possibilities and consequences of choices
- Culture training – both your Danish and foreign employees

All this will require good management and knowledge about the challenges that can arise when you move to a new country.

With our long term expertise and experience in workforce mobility solutions we are able to offer a well-defined plan in order for the move to be as cost efficient and trouble-free as possible.

We believe that good planning creates good solutions.

In Aspire Mobility we strive to make our service the best in the business; we have created procedures and systems to ensure the high quality.

We will manage and coordinate the entire process and make sure that both you and your employee will be updated throughout the process.

All information will be gathered in our online track and trace system Reloassist. In this system we will also collect all documents e.g. work permit, rental contract etc. so everything can be found in one place.

We will look forward to working with you and especially to welcoming your new employees to Denmark.

Kind regards,

Caspar Mønsted
Manager, International Corporate Sales
Email: Cas@aspiremobility.com
Phone +45 6025 9519

INBOUND RELOCATION SERVICES

PACKAGE PROPOSALS

Service	Family package	Nordic DKK	EU Citizen DKK	Non EU DKK
0.1	Welcome to Aspire Mobility Introduction	Incl.	Incl.	Incl.
0.2	Information Site access	Incl.	Incl.	Incl.
2.1	Home Search	12.120	12.120	12.120
3.1	Move in inspection Report	3.750	3.750	3.750
4.2	Settling in – singles	3.800	3.800	3.800
5.2	Immigration Full – EU Citizens		5.150	
5.3	Immigration Full – Non EU Citizens			6500
5.10	Local registration	2.800		
8.1	Children Programme – International Schools	3.750	3.750	3.750
15.2	Move Management	0	0	0
	Total	26.220	28.570	29.920
	Additional package discount	3220	3570	3920
	Total package incl. discount	23000	25000	26000

Service	Full package	Nordic DKK	EU Citizen DKK	Non EU DKK
0.1	Welcome to Aspire Mobility Introduction	Incl.	Incl.	Incl.
0.2	Information Site access	Incl.	Incl.	Incl.
2.1	Home Search	12.120	12.120	12.120
3.1	Move in inspection Report	3.750	3.750	3.750
4.4	Mini-Settling in	2.800	2.800	2.800
5.10	Local registration	2.800	2.800	2.800
15.2	Move Management	0	0	0
	Total	21470	21470	21470
	Additional package discount	2120	2120	2120
	Total package incl. discount	19350	19350	19350

Service	Mini package	Nordic DKK	EU Citizen DKK	Non EU DKK
0.1	Welcome to Aspire Mobility Introduction	Incl.	Incl.	Incl.
0.2	Information Site access	Incl.	Incl.	Incl.
2.5	Home Search - Short programme	7.920	7.920	7.920
3.1	Move in inspection Report	3.750	3.750	3.750
5.10	Local registration	2.800	2.800	2.800
15.2	Move Management	0	0	0
	Total	14470	14470	14470
	Additional package discount	1270	1270	1270
	Total package incl. discount	13200	13200	13200

SERVICE DESCRIPTIONS

0.1 WELCOME TO ASPIRE MOBILITY	Incl.
<p>All assignees will be walked through the Aspire Mobility welcome procedure. We will perform a 30 – 90 minutes phone interview along with a slide presentation providing the assignee information.</p> <ul style="list-style-type: none"> ▪ Online Presentation - discussion depending on services booked – could cover: <ul style="list-style-type: none"> ▪ Rental market ▪ Visa/registration process ▪ Area information ▪ Typical lease terms ▪ Laws and customs ▪ Work life / private life ▪ Introduction to online Aspire track and trace system 	
0.2 INFORMATION SITE	Incl.
<p>All assignees will receive a password to our online information site – Aspire ExtraNet – access depending on services booked - up to 200 pages</p> <ul style="list-style-type: none"> ▪ Introduction to AspireExtranet - describing Danish Society, and practical information ▪ Welcome Pack – including maps, general and emergency information, books, etc. 	

1.1 PREVIEW – LOOK SEE ORIENTATION**DKK 6.120**

To give the assignee and family a feeling of the country and way of life, answer all open questions and give information to make the right decisions to move on with further planning of the relocation.

Aspire Mobility will interview the assignee before the visit and plan according to needs and wishes. The program is scheduled to last half a day.

- Overview of type of housing options
- Accompanied area introduction, tour of relevant areas of living
- Visit 2-3 types of relevant housing
- Cultural Briefing
- Relevant materials for introduction
- Option: Overview of schooling

2.1 HOME SEARCH PROGRAMME**DKK 12.120**

- Interview prior to arrival
- Assessment of needs
- Briefing on options and possibilities
- Specifications of house/apartment
- Pre-selection of houses/apartments in accordance with the client's specifications
- Pick up at hotel/airport
- Orientation tour accompanied by relocation counsellor showing properties and areas relevant
- Briefing on rules, regulations and customs in the market
- Lease negotiation, securing exclusively the interest of the employee and his/her employer
- Translation of lease contract – informal written and oral
- Organising of security deposits and rental agency fee
- Option: at extra cost – approved translation by pro translation bureau

2.5 HOME SEARCH -SHORT PROGRAMME

DKK 7.920

A maximum of 4 properties are shown

- Interview prior to arrival
- Assessment of needs
- Briefing on options and possibilities
- Specifications of house/apartment
- Pre-selection of houses/apartments in accordance with the client's specifications
- Pick up at hotel/airport
- Orientation tour accompanied by relocation counsellor showing properties and areas relevant
- Briefing on rules, regulations and customs in the market
- Lease negotiation, securing exclusively the interest of the employee and his/her employer
- Translation of lease contract – informal written and oral
- Organising of security deposits and rental agency fee
- Option: at extra cost – approved translation by pro translation bureau

If employee wants to view more properties, extra cost will apply.

3.1 MOVE IN INSPECTION

DKK 3.750

- Co-ordination of handing over appointments
- Accompanied inspection of house/apartment
- Official protocol at start of contract
- Aspire Mobility Inspection Report including CD with photos
- Report is in both Danish and English
- Reading and reporting of utilities – including follow up
- Follow up on irregularities concerning handing over of accommodation
- Option: handing over via Aspire Mobility, if client unable

4.2 SETTLING IN PROGRAMME	DKK 3.800
<ul style="list-style-type: none"> ▪ Visit at home after arrival ▪ Instructions on facilities in home, research for manuals etc. in mother tongue or English ▪ Opening of bank account (briefing about your procedure) ▪ Organising of insurance counselling ▪ Connection of utilities ▪ Connection and organising of telephone/telecommunications/alarms ▪ Registration of radio/television/cable/satellite TV services ▪ Accompanied area orientation – shopping and neighbourhood ▪ Information about foreign speaking medical services, healthcare facilities and options ▪ Emergency information ▪ Directory of international clubs ▪ Language training options and booking ▪ Tailor made Area guide ▪ All other issues and research to get a good start 	
4.4 MINI-SETTLING IN	DKK 2.800
<ul style="list-style-type: none"> ▪ Welcome pack – full ▪ Organising opening of bank account (briefing about your procedure) ▪ Organising of insurance counselling ▪ Info about health insurance in DK ▪ Information on Area - not accompanied ▪ Set-up of radio/television/cable/satellite TV services 	
5.2 IMMIGRATION FULL – EU CITIZENS	DKK 5.150
<ul style="list-style-type: none"> ▪ Information on all procedures, requirements and preparations ▪ Gathering of additional documents ▪ Accompanying to all public authorities - obtain Certificate of registration ▪ Assistance with local registration–CPR & tax card and Nem ID ▪ Information on health care system and signing up with doctor ▪ Information on public services <p>*price is for all family members if submitting and visits to offices are Performed at same time</p>	

5.3 IMMIGRATION FULL – NON EU CITIZENS	DKK 6.500
<ul style="list-style-type: none"> ▪ Information on all procedures, requirements and preparations ▪ Gathering of additional documents ▪ Support and research for necessary legalising of papers ▪ Assistance on visa application and all follow up ▪ Accompanying to all public authorities – residence and work permits ▪ Assistance with local registration – CPR & tax card and Nem ID ▪ Information on health care system and signing up with doctor ▪ Information on public services <p>*price is for all family members if submitting and visits to offices are Performed at same time</p> <p>**If Aspire is to handle expenses involved in the visa process extra cost will apply – please see description under 13.1 expense management</p>	

5.10 LOCAL REGISTRATION	DKK 2800
<ul style="list-style-type: none"> ▪ Information on all procedures, requirements and preparations ▪ Assistance with local registration –CPR & tax card and Nem ID ▪ Information on health care system and signing up with doctor ▪ Information on public services 	

13.1 EXPENSE MANAGEMENT – IMMIGRATION	DKK 515
<p>Aspire Mobility will manage expenses involved in the relocation process and send one invoice to client upon completion of service. Various expenses which could occur during a relocation process, but not limited to, are:</p> <ul style="list-style-type: none"> ▪ Visa fee ▪ Currier fee (DHL) ▪ Translation ▪ Legalisation <p>Terms and conditions for expense management: The service is priced per assignment. Extra DKK 515/EUR 70 will be added when one of following conditions applies:</p> <ul style="list-style-type: none"> ▪ The Expenses is being handled for more than 3 months 	

5.6 IMMIGRATION – EXTENSION OF PERMITS –SINGLE	DKK 2.250
<ul style="list-style-type: none"> ▪ Information on all procedures, requirements and preparations ▪ Gathering of additional documents ▪ Support and research for necessary legalising of papers ▪ Assistance on visa application and all follow up ▪ Accompanying to all public authorities – residence and work permits **If Aspire is to handle expenses involved in the visa process extra cost will apply – please see description under 13.1 expense management 	
5.6.1 IMMIGRATION – EXTENSION OF PERMITS- FAMILY	DKK 3.150
<ul style="list-style-type: none"> ▪ Information on all procedures, requirements and preparations ▪ Gathering of additional documents ▪ Support and research for necessary legalising of papers ▪ Assistance on visa application and all follow up ▪ Accompanying to all public authorities – residence and work permits *price is for all family members if submitting and visits to offices are Performed at same time **If Aspire is to handle expenses involved in the visa process extra cost will apply – please see description under 13.1 expense management 	
8.1 CHILDREN PROGRAMME – INTERNATIONAL SCHOOLS	DKK 3.750
<ul style="list-style-type: none"> ▪ Information on international school options ▪ Discussing and providing prospectuses of relevant schools in targeted areas ▪ Checking availability and arranging school visits ▪ Accompany on school visits ▪ Follow up on waiting lists and availability ▪ Organising of school registration ▪ Briefing on Danish culture with children 	

8.3 CHILDREN PROGRAMME – DAY CARE/PRE-SCHOOLS	DKK 3.750
<ul style="list-style-type: none"> ▪ Information on options ▪ Discussing and providing prospectuses of relevant schools in targeted areas ▪ Checking availability and arranging visits ▪ Search for a kindergarten, pre-school and/or day care place ▪ Application for required place or positioning on waiting list ▪ Assistance with paper work for authorities if required ▪ Briefing on Danish culture with children 	
11.2 DEPARTURE ADMINISTRATION	DKK 3.600
<ul style="list-style-type: none"> ▪ Meeting with planning and handing over of personal administration ▪ Handling of all issues here after ▪ Closing down of all suppliers (not utility) ▪ Cancellation of all subscriptions and closing of accounts etc ▪ Termination of Schools etc ▪ Cancellation of vehicle registration ▪ Reports to assignee ▪ Chasing of final account for all issues ▪ De-registration at all authorities ▪ Forwarding of mail – cost included 	
11.2.1 DE-REGISTRATION ONLY	DKK 1.850
<ul style="list-style-type: none"> ▪ Briefing on process ▪ Handling of following issues here after : ▪ De-registration at all authorities ▪ Closing of bank accounts 	

11.3 DEPARTURE CLOSING DOWN PROPERTY

DKK 10.950

- Full handling of handing back property
- Termination of lease contract
- Organise re-decoration of house/apartment
- Follow up on service provider of re-decoration
- Full settling of utilities and follow up – reading even after moving out
- Assistance during handing over of house/apartment
- Processing of claims made and accepted by both parties during hand-over inspection
- Chasing of deposits
- Organising moving quote from Aspire Mobility
- Coordination of dates etc with all parties involved
- Reporting via Aspire tracking system
- Pro-active follow up on process

11.6 SETTLING OUT –FURNISHED PROPERTY HAND BACK

DKK 4.760

- Termination of lease contract
 - Co-ordination of handing back appointments
 - Accompanied inspection of property
 - Official protocol at end of lease contract
 - Aspire Mobility Hand back Report
 - Report is in both Danish and English
 - Full settling of utilities and follow up – reading even after moving out
 - Processing of claims made and accepted by both parties during hand-over inspection
 - Chasing of deposits
 - Follow up on irregularities concerning handing back of property
 - Option: handing over via Aspire Mobility, if client unable
- * Fee based on landlord coordination of all repairs and redecoration

Please note all rates are without Danish Vat 25%. Please also read below terms & conditions. Prices cover greater Copenhagen area incl. Roskilde. We can assist in any part of Denmark, but additional transportation costs should be expected.

GENERAL TERMS AND CONDITIONS OF ASPIRE MOBILITY

ART. 1 – SUBJECT MATTER

Aspire Mobility performs services for the organisational set-up of a customer – here after the Customer - or a Customers branch office as well as services in connection with the change of location of the Customer's employees.

ART. 2 – SCOPE OF SERVICES

Scope and nature of Aspire Mobilities contractual obligations are stipulated in Aspire Mobilities written offer and the Customer's written order confirmation. Aspire Mobilities offer shall not be binding, unless accepted by the Customer within 7 days.

Art. 3 – Remuneration, Payment

1. The remuneration of Aspire Mobility depends on the scope and nature of the order. Additional services ordered after conclusion of the contract shall be invoiced separately according to the time involved or with a lump sum agreed upon by the contractual parties. Expenses incurred shall be compensated for separately against presentation of bills. Broker's commissions are neither included in Aspire Mobilities services nor shall be paid in advance by Aspire Mobility.
2. If not agreed upon otherwise, payments shall be made as follows: 50% at the placing of the order (signing of confirmation of order) and 50% after termination of the order. Amounts less than EUR1400 or DKK 15.000 excluding VAT must be paid upon order.
3. Aspire Mobility's claim for remuneration shall remain valid regardless of further commission claims brought against the Customer by third parties. This applies in particular to claims incurring as a consequence of Customers' or beneficiary's own activities.
4. The Aspire Mobility prices are based on workday Monday to Friday, 8.30 a.m. to 4.30 p.m. Saturday work, if required and approved in advance, is subject to a 50% surcharge added to the hourly rates. Sunday and Danish national holiday work will be subject to a 100% surcharge.

Art. 4 – Duties and Obligations of the Customer

1. The Customer shall produce at his own expense and make available to Aspire Mobility, in due time and in full, all documents and information which are necessary for the performance of contract by Aspire Mobility.
2. As from the date of signing the order with Aspire Mobility, the Customer shall notify Aspire Mobility of any other undertakings with regard to the object search and shall co-ordinate his own activities with Aspire Mobility.
3. The Customer shall use his influence on the beneficiary of the services to ensure that the latter keeps appointments or, if he is unable to attend, that he cancels them with a reasonable period of notification.

Art 5 – Duration of Contract, Termination, Cancellation Fees

1. The duration of contract depends on the order signed.
2. The Customer is entitled to terminate the contract at anytime without observing a period of notice.
Aspire Mobility may terminate the contract if the Customer breaches the contract. A breach of the contract is given in

particular – but not limited to – if the Customer violates his obligations stipulated in the abovementioned Art 4.

3. Any premature termination of the contract entitles Aspire Mobility to claim a remuneration in the following amount, according to the progress of work:
 - 30% of the agreed total remuneration after taking up the activities with the beneficiary, however, prior to the beginning of the object search,
 - 50% of the agreed total remuneration after the beginning of object search, however, prior to the signing of the tenancy agreement; and
4. - 80% of the agreed total remuneration after the signing of the tenancy agreement. This rule does not apply, if the Customer is able to prove that no expenses or damages have occurred or that expenses or damages are considerably lower than the above remuneration.

Art 6 – Liability

1. Aspire Mobility will only be liable for damage if there is a material breach of the contract and this has led to a substantial financial loss for the Customer. Compensation is limited to the amount that has to be paid according to the contract from which the liability derives, and shall be limited to direct property damage and direct bodily injury.
2. The scope of services offered by Aspire Mobility does not include any form of legal advice or tax advice, and therefore Aspire Mobility renounces any liability regarding such advisory services. Furthermore Aspire Mobility does not assume any liability for mistakes in translations or the correctness of material made by others than Aspire Mobility.
3. If the Customer requests that Aspire Mobility assists regarding the reception, forwarding or storing of goods, Aspire Mobility does not assume any liability in this connection, including damages, theft or vandalism in relation to the goods. Reception, forwarding or storing of goods will always be carried out by independent third party.

Art 7 – Right of Retention

The Customer only has the right to set off against undisputed or legally effective claims.

Art. 8 – Data Protection and Discretion

Aspire Mobility shall not disclose to third parties personal data of the Customer and the beneficiary without the written consent of the party concerned or use them in any other way for its own purposes.

Art. 9 – General Provisions

1. No side agreements were made. Amendments and/or supplements to this contract shall not be effective, unless made in writing. The same shall apply to the cancellation of this form requirement.
2. Place of jurisdiction for any dispute arising from this contract shall be Copenhagen.
3. This contract and its interpretation shall be subject to Danish substantive law exclusively.
4. Should any provision of this contract be or become ineffective, the parties agree that in case of doubt, the other contractual provisions shall not be affected thereby.