

# BIZWIZ

1<sup>ST</sup> INCUBATOR DEDICATED TO FOREIGN COMPANIES IN EAST AFRICA

## INDIVIDUAL MEMBERSHIP

150\$ / YEAR (+VAT)

## ORGANIZATION MEMBERSHIP (5PPL)

500\$ / YEAR (+VAT)

- Access to meeting rooms booking system
- Listing on the incubator Business Directory
- Access to the digital library of best practices
- Promotion on social networks and newsletters
- Member's discounted rate on all incubator events
- Free invitations to incubator events for outside guests

## VIRTUAL OFFICE

50\$ / MONTH (+VAT)

- Receptionist services
- Usage of our PO Box and office address
- Reception of couriers and parcels

## DAY PASS

15\$ / DAY (+VAT)

- Lockable fully-furnished desk in an open space
- Working hours access
- High speed Wi-Fi
- Tea, house coffee and mineral water
- Printing access
- Free access to small meeting rooms.
- Access to lockable cabinets
- Skype booths, meeting zones, conference rooms
- Mature garden, balconies, terraces

## FLEXI DESK

180\$ / MONTH (+VAT)

## FIXED DESK

250\$ / MONTH (+VAT)

- Lockable fully-furnished desk in an open space
- Access 24/7
- Receptionist and cleaning services
- Personal desk with lockable space for "fixed" option / any available desk for "flexi" option
- Free access to small meeting rooms included
- High speed Wi-Fi
- Tea, house coffee and mineral water
- Free printing included (limited to 20 pages/month)
- Logo at reception (only for the fixed desk)
- Skype booths, meeting zones, conference rooms
- Event space with a stage of up to 100 guests
- Mature garden, balconies, terraces
- Member status (discounts applicable on events)

## PRIVATE OFFICE

Private Office 4 persons

1500\$ net / month

Private Office 5 persons

1750\$ net / month

Private Office 6 persons with a private terrace

2000\$ net / month

Private Office 8 persons with a private terrace

2500\$ net / month

- Lockable fully-furnished private office
- Access 24/7 in a secure premises (24/7 site surveillance with alarm response)
- Logo at reception; Receptionist and cleaning services
- Two parking allocations
- Dedicated parking available at 100USD per spot
- 8 Hrs. free access to boardroom in a month
- Tea, house coffee and mineral water
- Member status (discounts applicable on events)
- 150 Mbps Wi-Fi + scan/printer + back-up systems
- Skype booths, meeting zones, conference rooms
- Event space with a stage of up to 100 guests
- Mature garden, balconies, terraces



# BIZWIZ MEMBERSHIP APPLICATION FORM (1/4)

**Is this application form made for:**

an organization?

an individual?

*IF IT IS FOR AN INDIVIDUAL, THEN GO DIRECTLY TO SECTION: INDIVIDUALS*

**Type of entity**

Company

NGO

Association

Club

Other:

**Kenyan business profile:**

In prospection

Under registration

Operating

Dormant

**What is your sector of activity?**

**How many employees will be resident?**

**Full-Time:**

**Part-Time:**

**Consultants:**

**How many desks do you need permanently?**

desk(s)

*PLEASE GO TO SECTION: BIZWIZ & YOU*

## INDIVIDUALS

### Activity status:

- Employee
- Entrepreneur
- Consultant
- VIE
- Jobseeker
- Retired

How long have you been in Kenya?                      days                      month(s)                      year(s)

Do you have a valid working title?                      Yes                      No

Do you have a PIN?                      Yes                      No

Nationality:

Job title:

## BIZWIZ & YOU

### What are you looking for at BIZWIZ in priority?

- Clients
- Partners
- Advice
- Suppliers
- Officials
- Distributors
- Other:

### What access of BIZWIZ are you mostly interested in?

- Information
- Network
- Expertise
- Offices

# BIZWIZ MEMBERSHIP APPLICATION FORM (3/4)

## What are the minimum services expected from the incubator?

Branding & Marketing  
Printing & Web Access  
Advisory & Support Services  
Conference & Meeting Rooms  
Network & Events  
Information & Best Practices

## How did you hear about BIZWIZ? *(optional)*

## Are you member of other networks, associations in Kenya? *(optional)*

Yes Which one(s)?

No

## List details of the point of contact:

First name:

Last name:

Job title:

Email:

Phone:

## SUBSCRIPTION

### Select your preferred subscription:

Individual Membership	150USD / year (+VAT)
Organization Membership (5 ppl)	500USD / year (+VAT)
Virtual Office	50USD / month (+VAT)
Day Pass	15USD / day (+VAT)
Flexi-desk	180USD / month (+VAT)
Fixed-desk	250USD / month (+VAT)
Private Office, 4 ppl	1,500USD / month (+VAT)
Private Office, 5 ppl	1,750USD / month (+VAT)
Private Office, 6 ppl	2,000USD / month (+VAT)
Private Office, 8 ppl	2,500USD / month (+VAT)

# BIZWIZ MEMBERSHIP APPLICATION FORM (4/4)

**Date of commencement:**

(dd/mm/yyyy)

**Estimated duration\*:**

day(s)

month(s)

year(s)

*\*Note that membership duration is in years only ; day pass duration is in days only ; duration of other options is in months only.*

**Preferred mode of payment:**

Cash

Mpesa

Bank transfer

Cheque

**Additional comments or requirements:**

By joining BIZWIZ, each member authorizes BIZWIZ to use its organization name, logo and/or trademark without notice to or consent by such member, in connection with certain of the organization's promotional materials that BIZWIZ may disseminate to the public.

By signing this application form, I confirm that all information indicated above is true and correct to the best of my knowledge. I understand that non-disclosure, or provision of false information, entitles BIZWIZ to terminate the membership unilaterally without notice and claim damages if appropriate. I have also read and understood and accepted the terms and conditions set by BIZWIZ and accessible on [www.abcexpat.com](http://www.abcexpat.com).

Applications shall be sent to [bizwiz@abcexpat.com](mailto:bizwiz@abcexpat.com). Upon reception of the application form duly completed and signed, you will receive an invoice for payment of your subscription fee. Membership will be activated upon payment of the subscription fee, unless the Member has requested for a subsequent date. Payment shall be made within 7 days following the signature of this application form.

Prices are exclusive of VAT.

**Applicant's name:**

**Signature:**

**Date:**

(dd/mm/yyyy)

**For Office use only:**

Date of receipt:

Reference number: