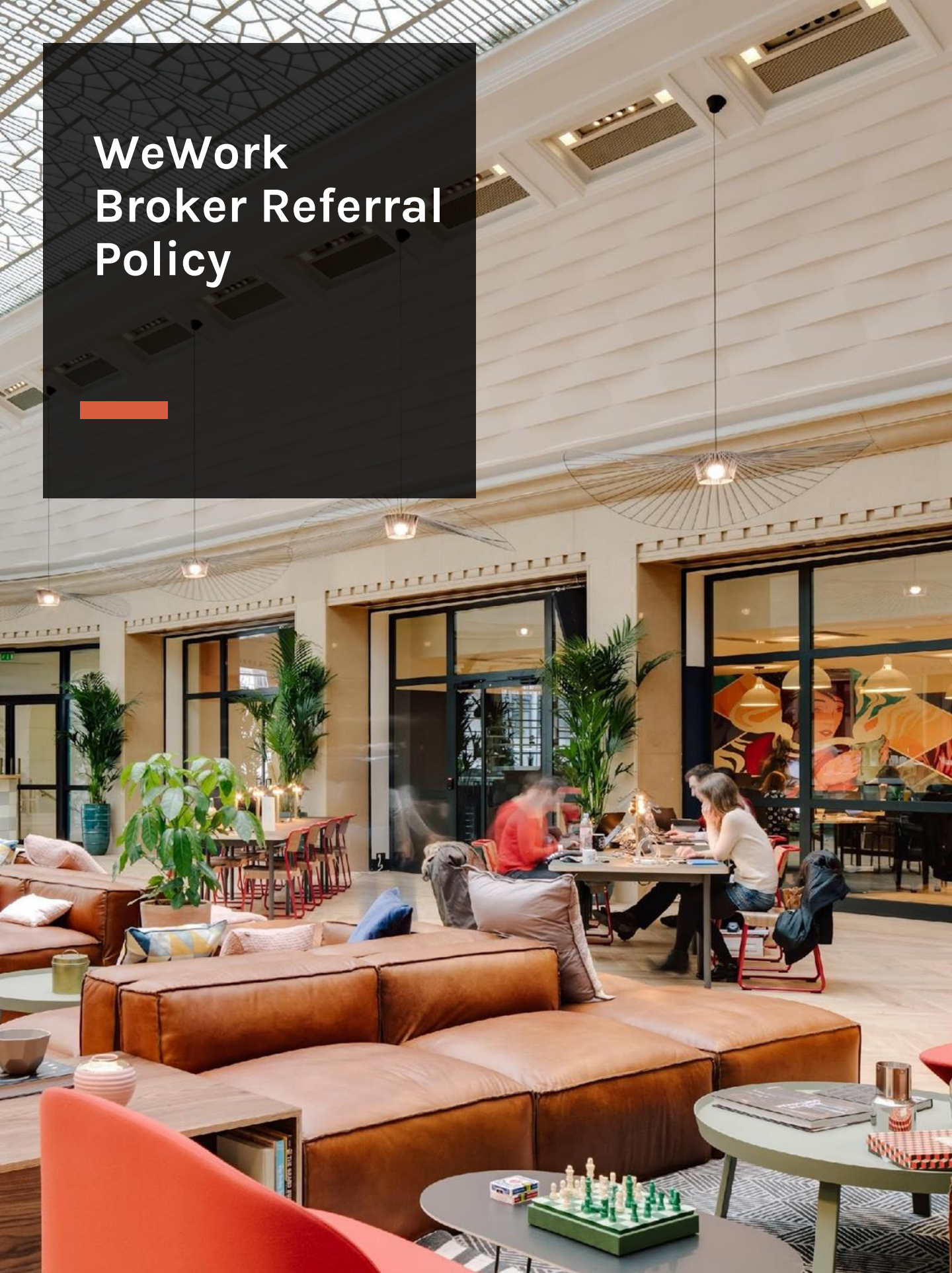


WeWork Broker Referral Policy



2025 Commission Policy

Dear Partners,

Thank you very much for your contributions to the WeWork Mainland China, Hong Kong, Taiwan business!

Starting from **April 15, 2025** WeWork Mainland China, Hong Kong, Taiwan will institute the following commission plan as follows for **broker referrals**¹:

Broker Referral Commission Payout Policy

Commitment Type	Commission Rate (%)	
New Deal	Average Monthly Membership Fee* Number of Months	12% (Up to 12 months)
Expansion		6% (Up to 12 months)

- **To be eligible for commissions, Broker shall meet all of the following conditions:**
 - Within 90 days prior to the Broker's submission of a referral application, the referred potential member has not inquired about WeWork's Dedicated Space, contacted WeWork, or expressed any interest or intention regarding WeWork's Dedicated Space (whether by directly contacting WeWork or through any third-party introduction or referral), nor has the referred potential member been registered in WeWork's lead pool in any way, and WeWork has not registered the referred potential member through any channel or collected the referred potential member's contact information.
 - The referred potential member is not a current or former partner of WeWork (including but not limited to WeWork members or tenants, clients, licensees, or invitees who have used WeWork's Dedicated Space or held events in WeWork's Dedicated Space, WeWork suppliers, WeWork partners, etc.) or their affiliated companies or stakeholders;
 - Provide an exclusive authorization/confirmation letter issued by a potential member;
 - The referred potential member signs a WeWork Membership Agreement with WeWork for the Dedicated Space of WeWork or signs an amendment to WeWork Membership Agreement for the expanded Dedicated Space;
 - Complete the WeWork vendor vetting process and referral application process;
 - Broker shall provide the VAT special invoice to WeWork after WeWork confirms the payment amount of commission in writing.

1. Please refer to the terms and conditions provided in Broker Agreement and Terms of Service. WeWork reserves the right, under the Broker Agreement and Terms of Service to determine the eligibility of a broker, submission, referral, and fee amount

Referral Process

Submission

1. Ensure your company is registered with WeWork as a qualified broker partner.

- If yes, please follow the referral process below.

2. Use one of the following channels to initiate the referral process:

3. WeWork will contact you to confirm and verify the referral, appoint a salesperson to arrange a site visit and provide all other related details

4. Broker engages new member and confirms their interest and commitment for a WeWork membership

5. Contract is signed between WeWork and the new member

6. WeWork salesperson uploads contract into system while the broker partner provides the necessary documents to initiate commission payment process

If not, please contact the local WeWork team to register

Please provide the following, but not limited to, information:

- Your contact information and company name, including a valid phone number and a valid email address;
- The client's name and contact information, including a valid phone number and a valid email address;
- The client's location(s) of interest and any other requests;
- Any other information required by WeWork.

It will be very helpful to provide as many details as possible when registering the potential new member. (Company Name and Desk Requirement must be provided to ensure the validity of the records)

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- Send email to chinabroker@wework.cn
 - Call hotline at 400-0880-092
 - Join WeWork referral program by scanning the QR code below or submitting your lead on the Referral Page at wework.cn



The referral channels are maintained by our dedicated development team. They will assist you throughout the new member referral and registration process including, arrangements for site visits and communicating all the relevant details.

Commission Payment Process

1. Once the referred entity enters into a membership agreement, the broker partner will receive a confirmation email from WeWork.

2. Documents required for commission:

3. Upon receipt of service retainer and move-in of the new member, the commission confirmation letter will be sent to the corresponding partner via email 10 working days after the member's move in.

4. Partner should issue a legitimate VAT special invoice as required and send to the address provided on the commission confirmation letter. (only for Mainland China & Taiwan)
Partner will then be notified by WeWork upon via email receipt of the invoice.

5. Partner will receive notification upon payment.

Please ensure to provide accurate and comprehensive contact information to WeWork so that confirmation notices are communicated in a timely fashion.

- The authorization letter from client should be emailed to chinareferralpayments@wework.cn
- Records of client registration, site visits and assistance in selection and negotiation process on behalf of client.

WeWork reserves the right to withhold payment in the event of a dispute, as determined at WeWork's sole discretion.

If partner fails to provide clear documentation of all services performed, including accompanying or coordinating site visit, promoting WeWork, providing quotations, and assisting in agreement negotiations, the authorization letter from the client will be deemed null and void by WeWork.

Prior to collection of the service retainer and move-in of the new member, in the event there are any changes to the contract terms, WeWork reserves the rights to adjust the payment amount and the method of payment.

* The commission payment process from above will be supported by WeWork official email: chinareferralpayments@wework.cn, including details on commission calculation and payment timeline.