

Services Specification Document

This Services Specification document offers you a comprehensive and accessible overview of all Free and Paid Services provided by Codejig Limited. Alongside the general description of Codejig Services, the document includes usage guides and policies pertaining to each individual Service as well as specifies use rights and limitations.

1. Codejig ERP

Codejig ERP is accounting software consisting of ERP Application and Codejig Builder that is a development platform designated for customization of ERP Application. Access to Codejig ERP is provided on a subscription basis with per user licensing. Therefore, only Licensed Regular Users/Developers may access, use and modify Codejig ERP. For information about Licences and available Subscription plans, go to the sections “Licences” and “Subscriptions”.

Codejig ERP is accessible only through the links provided to you by Codejig Limited, while You have an active ERP Subscription, within the limits set by the specific Subscription plan and according to the Licence type assigned to You.

To make customizations in ERP application, You have to use Codejig Builder, which is a constituent part of Codejig ERP and comes as a supplementary customization platform.

Your access to Codejig Builder is regulated by a Builder Subscription plan whose scope and limitations determine which type of Developer Licences and how many of them You can obtain under the Subscription plan. You may use Codejig Builder only as a web platform that is provided to you as a constituent part of Codejig ERP to modify the source code of ERP application. You are prohibited to copy, republish or download the source code of ERP application to modify it by using any software or tools other than the one authorized by Codejig Limited.

Codejig Limited enables You to run and deploy multiple instances of the same ERP application both in the Codejig Cloud and on premises. These multiple instances keep the data of each instance separate from the others. However, You are forbidden to use multiple instances to serve multiple organizations while using the resources of a single subscription. Only one instance out of all available is intended for production use and can be made generally available (“Production Instance”). Other instances are provided for evaluation and testing purposes (“Test Instances”). If You wish to deploy Test Instances in the Codejig Cloud, You are required to rent a container for each Test Instance You intend to use. After You create a new Test Instance, Codejig Limited will send a notification to Your email address regarding the restrictions on the use of Test Instances. You understand that if You violate the terms of use of multiple instances as specified in this document, You may be denied access to Codejig Services, and we also reserve the right to terminate the Account of Your Company, the latter leading to the termination of access for all Users that belong to this Company.

Country Versions Use Rights. Codejig Limited offers a wide range of country versions of Codejig ERP, each of which is created to enable Your Organization to run its business in a particular country. Every Country Version is based on generic functions of the standard Codejig

ERP version, and country-specific functions available in Country Versions cover requirements that arise from local business practices or legislation. Consequently, Codejig Limited offers country-specific subscriptions to Codejig ERP. For instance, if Your Organization is established in Finland, You are allowed to subscribe Your Company only to the Finnish Version of Codejig ERP. You select a Country Version when You register Your Company for Codejig ERP. The selected Country Version cannot be changed later without an explicit permission from Codejig Limited. You are forbidden to subscribe Your Organization to and use Country Versions designed for other countries. Therefore, a specific Country Version can be used only in a particular country for which this Country Version was designed. In case there are legitimate and adequate business reasons that entitle Your Organization to subscribe to a Country Version that is developed for a country different from the country of its establishment, please notify Codejig Limited about grounds on which Your Organization qualifies for a particular Country Version to get an explicit permission from Codejig Limited to subscribe to it. Unless You get such permission, You do not have deciding power over the situation.

Prices for different Country Versions may vary due to operating costs and expenses associated with localization process.

You understand that if You subscribe to Country Versions designed for countries other than a country where Your Organization is established with an aim to obtain cheaper or the cheapest subscription to Codejig ERP or to get access to the functionality unavailable in a Country Version designed specifically for Your Organization's country of establishment, You are committing a fraudulent act. If Codejig Limited uncovers such subscription fraud, the Account of Your Organization will be terminated and all Licensed Users under this Account will be denied access to Codejig ERP and related Services. Also, Codejig Limited reserves the right to seek compensation for damages or losses suffered due to the subscription fraud by bringing a claim to the court or through binding arbitration.

Merges between different Country Versions are forbidden and are considered a breach of this Agreement unless You receive an explicit permission from Codejig Limited to do so.

Demo Versions Use Rights. Codejig Limited offers two demo versions of Codejig ERP - a read-only version and an editable demo version.

The read-only version is made available for the general public and is accessible from Codejig Website. Users of the read-only demo version cannot introduce any modifications into the system as the latter is intended to be used for the familiarization purpose only. Users of the read-only version can get acquainted with existing document types, underlying application logic and accounting processes that form the basis of Codejig ERP by checking out pre-created documents, records, journal entries and reports.

The editable demo version is fully functional and is available only for users that have personal Codejig account. It gives them a hands-on experience with Codejig ERP. Users of the editable demo version can create their own documents and records in the system, modify pre-created ones or introduce any other changes desired. However, all modifications made to the editable demo version will be periodically deleted. Access to the editable demo version is unrestricted as long as users have an active personal Codejig account.

Access to demo versions and their usage are governed by the terms and provisions specified in the Terms of Service Agreement, in the section “Free Services and Demo Versions”.

2. Codejig Builder

Codejig Builder as a standalone generic platform for application development may only be used through the links provided to you by Codejig Limited, as a web service, to develop and subsequently maintain Your Application, while You have an active Builder Subscription, and to the extent determined by a specific Subscription plan. Only Users designated as Developers can access and use Codejig Builder to develop applications. Actions You as a Developer are allowed to perform depend on the type of Developer Licence assigned to You. Find out more about Developer Licences in the section “Licences”.

Creating Applications with Codejig Builder entails the following activities: (i) You may design domain model by using object-oriented and ‘code-first’ modelling paradigm (covered by both Regular and Advanced Developer Licences); (ii) based on the defined domain model, Codejig Builder will generate user interface and database structure automatically; (iii) You may make custom user interface by using built-in WYSIWYG (What-You-See-Is-What-You-Get) GUI editor (covered by both Regular and Advanced Developer Licences); (iv) You may define domain-specific logic by using internal proprietary visual programming language called CJ blocks (covered only by the Advanced Developer Licence).

If You acquire an application developed with Codejig Builder to download it, install, deploy and run on-premises, You are also granted the right to a) install the application in Your Organization’s servers even if You do not have an active Subscription any longer b) deploy the application for an unlimited number of times in Your Organization’s servers and use it on-premises even if Your Subscription has already expired.

3. Codejig User Portal

You may access and use Codejig User Portal to create Your Personal Codejig Account, create an Account for Your Organization, manage subscriptions to Codejig Services, manage Users and Administrators, acquire and revoke User and Developer Licences, manage hosting and support services as well as billing.

To register for Codejig Services, You have to create a Personal Codejig Account by signing up for the free trial of the Service. Since Codejig Limited licenses its Software for legal entities, not for private individuals, upon creating Your Personal Account, You are required to create a Company Account. When You create the Account for Your Company in Codejig User Portal, You are automatically considered an Administrator of Your Organization and its Account and are licensed to access and utilize the Service as a User who has been granted Administrator rights within the Service (You are automatically assigned User Licence and Administrator rights in the Software; User Licence that is allocated to You is not an additional free Licence, it is one of the Licences available to You under a specific Subscription plan). As an Administrator, You have administrator rights and may (i) invite other Regular Individual Users to

the Organization Account and (ii) specify one or more of them as Administrators, (iii) license invited Regular Users to access and use the Software, (iv) dismiss previously appointed Administrators, (v) deprive Licensed Users of their rights to use and access the Software. Users added by You have to create their personal accounts. Users authorized as Administrators have the same rights as the primary Administrator of the Company Account, and their personal accounts are extended to cover the functionality of the Administrator of the Company Account. All Administrators have the right to manage Subscriptions, purchase User and Developer Licences, assign Licences to Users, Manage Users, terminate Licences, dismiss other Administrators, make payments. However, unlike the primary Administrator, all other appointed Administrators are not automatically assigned User Licences.

If the Account of Your Company is created and maintained on behalf of Your Organization by a third party, apparently such third party performs a role of the Administrator of the Company Account. Please get acquainted with any additional terms provided to You by the third party regarding its role, responsibilities and restrictions as an Administrator of the Company Account. Note that Codejig Limited takes no responsibility for these additional terms.

If You are a Regular Individual User invited to join the Company Account, You may access and use Codejig User Portal to create Your personal Codejig account, configure and change Your credentials, use Helpdesk services, receive notifications from Codejig Limited. You understand that You are accessing Codejig User Portal not as an Administrator of the Company and, therefore, being deprived of Administrator privileges, You have no access and cannot manage the Company Account. As a result, You are unable to control Your own access to Codejig Services or to manage other Regular Users.

4. Invoice Generator

Codejig Invoice Generator is a free online PDF invoice generation tool that enables anonymous, unregistered users to create unlimited number of comprehensive, professional invoices and save them as PDF files. Codejig Invoice Generator is a Free Service, therefore, access to this Service and its usage are governed by the terms and provisions specified in the Terms of Service Agreement, in the section “Free Services and Demo Versions”. Although it is not required to sign up at Codejig platform to be able to use Invoice Generator, only users that have Codejig account can save their invoices for further use, modify created invoices, keep the complete history of invoice changes. After signing up at Codejig platform, users of the Invoice Generator receive access to Codejig User Portal, Free Invoice Generator application, and Codejig ERP DEMO. As any other Codejig user, they can also register their companies to get a thirty-day free trial of Codejig ERP.

5. Licences

Codejig Software and Services are made available to You or Your Regular Users on a Subscription basis through Licenses that must be acquired and assigned to each employee or other related persons to whom You intend to grant access to Services You are subscribed to.

Regular Users who are not assigned Licences have no rights to access and use Services, they may only access Codejig User Portal to maintain their Personal Codejig Accounts. Licences obtained or provided to You as a part of a Subscription for a particular Codejig Service cannot be used for other Services to which You may be already subscribed or may subscribe in the future.

Two types of Licences are available: User Licence and Developer Licence.

If You have been assigned User Licence, You can access Codejig Applications or Non-Codejig Applications and use them according to permission levels specified for You.

If You have been designated as a Developer, You can use Codejig Builder to make customizations in Codejig Applications or Non-Codejig Applications or to develop new web applications.

Two subtypes of Developer Licences are further distinguished:

Regular Developer Licence allows Your Developers to customize the application interface, modify the pre-defined domain model by deleting existing or introducing new data types, adding new fields or removing the pre-set ones.

Advanced Developer Licence allows Your Developers to customize the application interface, modify the pre-defined domain model by deleting existing or introducing new data types as well as adding new fields or removing the pre-set ones, customize existing and implement new, unique domain-specific logic with the help of Codejig Limited's proprietary visual programming language Codejig Blocks.

6. Hosting Services

You may receive hosting services for Codejig Applications as well as for other Non-Codejig Apps created with Codejig Builder while Your Subscriptions for those apps are active. You can manage hosting services through the links provided to you by Codejig Limited, by renting and managing containers where applications will be deployed and executed in the Codejig Cloud, with different types of containers possessing different properties that determine storage, deployment and execution capabilities of a container.

Codejig ERP comes with the Basic container for deploying and executing ERP Application (it has storage space of up to 5GB) together with the Basic Builder container for running Codejig Builder. In case You are subscribed to the Standard ERP plan, You will not be charged for use of these containers. If You are subscribed to Codejig ERP based on the Starter ERP plan, You will be charged for the use of the Basic Application container, but no fees will be applied for the use of the Basic Builder container. If capabilities of the Basic Application container do not satisfy Your business needs, You may purchase additional containers for ERP application and designate them for use instead of the Basic container. The Basic container will be freed, and You will be able to use it to run or deploy other applications or instances of ERP Application. Apart from the Basic container, the following two types of additional application containers are

available: the Standard container and the Professional container. These three container types differ in their capacity and subscription price:

- Basic container - disc space - 5GB, RAM - 1GB
- Standard container - disc space - 10GB, RAM - 1GB
- Professional container - disc space - 15GB, RAM - 1GB

Depending on the selected payment period, You will be charged monthly or yearly for each additional container purchased. Several purchased containers must not be merged in any way in order to be launched as one container of a greater capacity and must be used only separately for running and deployment of different applications or ERP instances.

Subscription to Codejig Builder does not cover hosting services. Thus, You have to separately rent containers for each instance of Codejig Builder to which You have subscribed to be able to develop applications using it. Only one container type is available for hosting Codejig Builder, it has the storage space of 1GB and 1GB of RAM.

For each application created with Codejig Builder, You have to purchase a separate Application container for deploying and running the application in the Codejig Cloud.

You will be charged for each purchased container on a monthly or a yearly basis.

You have the right to reclaim a container designated for a specific application or Codejig Builder by stopping the container. As a result, You will free the container and will be able to use it for hosting other applications or Builders. However, Your Licensed Users will lose an access to the application or Builder previously hosted in the container. As far as applications are concerned, all application data will be backed up and archived with the aim to enable You to quickly restore the application once You assign the same or other rented containers to it. If You stop the Builder container, all modifications introduced by Your Developers in Builder will be lost.

You may also revoke containers Your Organization does not require any longer. As a consequence, You will not be charged for vacant containers. Nevertheless, You cannot revoke the Basic Application container if You use Codejig ERP based on the ERP Starter Subscription plan.

Moreover, Codejig Limited has set a restriction on a number of containers You are allowed to rent. The monthly charge for the total number of rented containers should not exceed EUR 50 (or EUR 500 if You pay an annual fee).

7. Builders

Regardless of which Codejig Services You are subscribed to, You may purchase additional Builders to either make such significant changes to Codejig Applications as designing and introducing new app modules that may have a complex domain model and sophisticated application logic as well as for the backup or testing purposes. You can also acquire Builders to develop new web applications. Access to additional Builders is granted/denied according to the same principles as those applied to Builders that are provided to You as a part of a specific

Subscription, i.e. by means of Developer Licences. Additional Builders may come with or without additional containers for hosting the very Builder and an application that is presumed to be developed with it. For more information about containers, see the section “Hosting services”.

8. Support

Support You are entitled to use Free Support, Helpdesk, Prepaid Support, and Pay Per Case support packages as described here: <https://codejig.com/support.html> and subject to limitations and restrictions described herein.

For all available packages, support is provided on business days (Mon-Fri) between 8:00 and 17:00 (local time).

Free support that consists of Helpdesk is delivered on a no commitment basis without any guarantees or warranties being made regarding a particular time frame within which a specific request may be addressed. Free support represents a basic level support and is available for all Codejig Users regardless of their roles. Helpdesk is also provided as a standalone means of support for all Users who use and access Services under Subscription plans other than the Starter ERP Subscription and the Basic Builder Subscription plans. Codejig Limited undertakes to respond to issues or requests submitted via Helpdesk within 1 business day upon the receipt of a Helpdesk ticket. Helpdesk as a standalone support means cannot be additionally purchased by Users being subscribed to Services based on the Starter ERP Subscription and the Basic Builder Subscription plans.

If You use Free support or Helpdesk to receive support but a submitted issue or request proves to be too severe or sophisticated to be handled by the basic support level, You will be offered to have the problem redirected to higher-level specialists. If You agree to receive support for Your issue/request on new terms, We will switch You to Pay Per Case support package, the package change resulting in the application of new support fees (150 Euros per hour).

Prepaid and Pay Per Case support packages can be acquired only by an Administrator of the Company Account, and other Regular Users under this Account may subsequently make use of purchased support packages. Prepaid and Pay Per Case support packages may be purchased under all Subscription plans.

Prepaid Support package offers 5 hours of support per month and costs 300 EUR/month. Unused support hours will be annulled after a month for which the Prepaid Support package has been purchased is over and will not be carried forward to the next month.

Pay Per Case support gives Users the right to apply for immediate and top-priority processing of complicated or urgent requests that will be handled by the most highly skilled technical specialists. Pay Per Case support is available only if You do not use the Prepaid Support

package. If You have purchased the Prepaid Support package, You cannot switch to the Pay Per Case support until You use all available support hours. Support services provided under the Pay Per Case package are charged at the rate of EUR 150 per hour. If you apply to receive support based on this package, Codejig Limited will provide you with an estimation of how long it is likely to take to get your problem solved and ask for your consent to start addressing the issue according to the specified conditions. As a result, You will be charged EUR 150 for each hour spent. You may decline such offer and either request Codejig support team to deal only partially with this issue spending no more than a specific number of hours or to use the resources of other support packages.

Codejig Limited reserves the right to change the terms and conditions of the support provision, in particular, working hours, response time or support charges. Codejig Limited abdicates the responsibility to provide any kind of support to end-users of Your Applications created with Codejig Builder.

9. Subscriptions

Most of Free and Paid Services are subscription based with per user licensing, meaning that organization acquires a subscription licence for each employee or other related persons accessing the Service (or in the case of Free Services that are provided by Us without charge, organization allocates a free subscription licence to each employee or other related persons accessing the Service). The access to and the use of Free and Paid Subscription Services are limited by the scope of specific Subscription plans, meaning that certain services are either unavailable under certain Subscription plans or are provided to You under different conditions. Also, You have right to purchase Additional Services, regardless of a selected Subscription plan.

Two types of Subscription plans are singled out: Subscription plans for Codejig ERP and Subscription Plans for Codejig Builder.

As far as Codejig ERP is concerned, You have to use two Subscription plans, a specific ERP Application Subscription plan to access and use ERP and a Codejig Builder Subscription plan to access Codejig Builder that comes as a constituent part of Codejig ERP and enables Your Licensed Developers to make customizations in ERP Application.

ERP Application Subscription plans

Subscription plans for ERP Application determine the number of User Licences (as defined in this Specification in the section “Licences”) You may obtain, whether You may acquire those User Licences free of charge or on a paid basis, availability of certain ERP modules, peculiarities of the provision of hosting services.

Starter

- 5 free User Licences are available
- Impossible to purchase additional User Licences
- Fixed assets and CRM modules are unavailable
- Hosting services are provided on a paid basis
- Free support is included
- Possible to purchase Prepaid and Pay Per Case support packages

The Starter Subscription plan is designed for startups and small companies that have up to 5 employees and the annual turnover of less than 200 000 Euros. If Your Organization fulfills the mentioned above criteria, You may but are not obliged to select the Starter Subscription plan for Your Company. On the contrary, if Your Organization exceeds one of or both limits represented by the above-described parameters, You must not use the Starter Subscription plan.

Standard

- Unlimited number of paid User Licences
- Free User Licences are unavailable
- Fixed assets and CRM modules included
- Hosting services are provided on a free of charge basis (no fees for using the ERP Application container)
- Helpdesk available instead of Free support
- Possible to purchase Prepaid and Pay Per Case support packages

If Your Organization has more than 5 employees and/or the annual turnover of more than 200 000 Euros, You may select only the Standard Subscription plan or the Custom plan that is described below.

Custom

Custom Subscription plan is a solution for large companies that wish to provide access to Codejig ERP for a considerable number of users or organizations that have to handle ever-increasing volumes of data. Custom Subscription plan presupposes one large installation that has to be performed by Codejig Limited's employees, other services to be delivered under this plan are negotiable.

Subscription Plans for Codejig Builder as a part of Codejig ERP

Your access to Codejig Builder as a constituent part of Codejig ERP is regulated by Builder Subscription plans that determine the scope and limitations of Developer Licences (as defined in this Specification in the section "Licences") available or purchased under them.

Regardless of a selected ERP Application Subscription plan, the ERP Essential Builder plan is offered for Your Company by default. However, You may upgrade the Builder Subscription plan

at any time while Your Company has active ERP and Builder subscriptions and regardless of an ERP Application Subscription Your Organization uses (but not during the free trial period).

ERP Essential

- Unlimited number of free Regular Developer Licences is available
- Impossible to purchase additional Advanced Developer Licences

ERP Developer

- Unlimited number of paid Advanced Developer Licences
- Free Developer Licences are unavailable (neither Regular Developer Licences nor Advanced Developer Licences)
- Impossible to purchase additional Regular Developer Licences

As far as Codejig Builder as a standalone development platform is concerned, Your Organization has to use a particular Codejig Builder Subscription plan that should not be paired with any ERP Subscription plan since Codejig Builder as a development platform is used for designing and modifying newly created applications and not for customizing ERP Application. Similarly to Subscription plans available for Builder as a part of Codejig ERP, Subscription plans for Codejig Builder as a standalone development platform determines the scope and limitations of Developer Licences obtained under them. However, unlike Subscriptions for Builder as a customization platform that perform secondary, complementary role in comparison with Subscription plans for ERP Application, Subscription plans for Codejig Builder as a standalone product cover the complete range of services required for successful development, running and hosting of Your web applications.

Basic

- 1 free Regular Developer Licence
- Impossible to purchase additional Developer Licences (neither Regular Licences nor Advanced Licences)
- Hosting services are provided on a paid basis (fee for using a container for Your instance of Codejig Builder; plus, a fee for a container for deploying and running an application created with Codejig Builder)
- Hosting services are provided only for 1 developed application
- Free and unlimited on-premises deployments
- Unlimited number of applications developed on-premises
- Possible to purchase Prepaid and Pay Per Case support packages

Professional

- Unlimited number of paid Advanced Developer Licences

- Free Developer Licences are unavailable (neither Advanced Licences nor Regular Licences)
- Hosting services are provided on a paid basis (fee for using a container for Your instance of Codejig Builder; plus, a fee for a container for deploying and running an application created with Codejig Builder)
- Hosting services are provided for 3 developed application
- Free and unlimited on-premises deployments are unavailable
- Possible to purchase Prepaid and Pay Per Case support packages

10. Additional Purchases

You can also make additional purchases under any Subscription plan without any constraints being imposed on You by a specific Subscription plan regarding Your rights to make a particular purchase.

- Application containers: Basic container, Standard container, Professional container
- Builder container
- Builder instance with or without Builder container and Application container
- Support packages: Prepaid Support package, Pay Per Case package (EUR 150/hour)

Nevertheless, You cannot make any additional purchases during the free trial period.