



Table of Fees and Commissions

	Name	Description	Fee*
1.	Assignment	Document allowing for change of the account owner (the fee does not relate to a Club Member who is changing settlement manner from a natural person to a business activity and vice versa).	£111,00 125,00 €
2.	Change of ID/ Settlement zone	If a Club Member, during the term of an agreement, decides to change their ID, e.g. from PL to DE.	£44,00 50,00 €
3.	Authorisation	A document entitling to obtain any information concerning the profile of a Club Member to a person authorised in it and the possibility to give instructions concerning their account.	£6,00 6,00 €
4.	Change of position in the structure	Changes of position in the structure are made according to guidelines included in Principles and Procedures of DuoLife Club, which you can find here.	- £22,00 / 25,00 € for each transferred person - £22,00 / 25,00 € x no. of persons in Discount Structure that are below the transferred person (maximally 15 persons) - £22,00 / 25,00 € x no. of persons in Career Structure that are below the transferred person (maximally 15 persons)
5.	Active Business Assistant	Information on benefits from Business Assistant can be found here: https://myduolife.com/pages/asystem-biznesowy,262.html?__language=en	- £33,00 / 37,00 € annual fee - £4,50 / 5,00 € monthly fee
6.	Non-active Business Assistant		
6.1.	First withdrawal from the Virtual Portfolio	Withdrawal of funds from the Virtual Portfolio to Sodexo (applicable to natural persons) or to bank account (business activity).	£4,00 5,00 €
6.2.	Each next withdrawal from the Virtual Portfolio	Withdrawal of funds from Virtual Portfolio to Sodexo (applicable to natural persons) or to a bank account (business activity).	£1,00 1,00 €
7.	Text messages		
7.1.	Text messages - system	Sending system information (e.g. joining DuoLife Club by a new Club Member, information concerning adding funds to the Virtual Portfolio with due commission, reminding about no activity at the end of SP [Settlement Period] by a text message by DuoLife and affiliated entities, related to your activity, after each finished SP, e.g. 55 SP from portfolio, the amount for number of text messages that were sent in finished SP is withdrawn.	£0,08/text message 0,09 €/text message
7.2.	Text messages - marketing	Sending marketing and commercial information (e.g. birthday wishes, information on trainings, etc.)	£0,00 0,00 €
8.	Administrative fee - Fleet Program	A fee applicable to a car user who uses the Fleet Program	£11,00 12,50 €

9.	Handling fee - Fleet Program	A fee applicable to a car user as of receiving a ticket**	£11,00 12,50 €
10.	Administrative fee - own deductible in damage	A fee applicable to own deductible in any damage, which was caused by a car user, or if an offender can't be identified (e.g. car park damage)**	£333,00 375,00 €
11.	Administrative fee - no mileage logbook sent	A fee for the lack of a kilometer report. There is a requirement for reporting the travelled kilometers in the car rental agreement till the 5th day of each month.	£22,00 25,00 €
12.	Administrative fee - km overlap per km	A fee charged for every exceeded kilometer. The limit of kilometers to be travelled is 30 000 km within 12 months, which gives 2500 km per month. (The fee will be billed if, in a given month, the limit of 2500 km will be exceeded).**	£0,20 0,23 €

* Fees are gross amounts

** The fee is charged by the company servicing agreements (rental/leasing)