

"MICROSOFT EXTENDED HARDWARE SERVICE"

OR

"MICROSOFT EXTENDED HARDWARE SERVICE PLUS"

Commercial Service Contract

Terms & Conditions

Please keep this important terms and conditions document and **Purchase Order** together in a safe place, as these will be needed at time of a **Claim**. The information contained in this **Contract** document is intended to serve as a valuable reference guide to help **You** determine and understand what is **Covered** under **Your Contract**. For any questions regarding the information contained in this **Contract** document, or **Your Coverage** in general, please contact **Us**.

DEFINITIONS

Throughout this Service Contract, the following capitalised and bolded words have the stated meaning:

- "Accidental Damage": refers to accidental damage from handling, meaning such damage resulting from unintentionally dropping the Covered Product, liquid spillage, or in association with screen
 breakage.
- "Administration Fee": the amount You are required to pay, per Claim, for certain services Covered under this Contract (if any).
- "Breakdown": the mechanical and/or electrical failure of the Covered Product that results in it no longer being able to perform its intended function, including defects in materials or workmanship and not normal wear and tear, and that occurs during normal use of the Product.
- "Claim(s)": a request for Coverage in accordance with this Contract made by You.
- "Coverage", "Covered", "Cover": has the meaning given in the "What Is Covered General" section of this Contract.
- "Covered Product", "Product": the eligible Microsoft Surface series device purchased by You that is to be Covered under this Service Contract, excluding Surface Hub and Surface Duo models.
- "Limit of Liability": Our maximum liability to You for any Claim and in total during the Term of the Plan as detailed in the "Coverage Plan Options" section.
- **"Manufacturer"**, **"Microsoft":** the original equipment **Manufacturer** of the **Product**. Website is <u>www.microsoft.com</u>.
- "Plan": the specific "Coverage Plan Options" section under this Contract that You have selected and purchased, as confirmed on Your Purchase Order.
- "Product Purchase Price": the amount paid by You for the Covered Product, excluding any applicable taxes and/or fees as indicated on Your Purchase Order.
- "Purchase Order": a numbered document that confirms the purchase date of this Contract in respect of the Covered Product, Your name

and address, the **Contract Coverage Term** period, and specific **Plan You** purchased. This **Contract** is not valid without a **Purchase Order**.

- "Repair(s)": the actions We take to mend, remedy, or restore Your Covered Product to a sound functioning state following a Covered Breakdown. Parts used to Repair the Covered Product may be new, used, refurbished or non-original Manufacturer parts that perform to the factory specifications of the original Product.
- "Replace", "Replacement": an item supplied to You through Our arrangement in the event We determine the Covered Product is not suitable for Repair. We reserve the right to Replace the Covered Product with a new, rebuilt, or refurbished item of equal or similar features and functionality. We make no guarantee that a Replacement will be the same model, size, dimensions, or colour as the previous Covered Product.
- "Retailer": the seller that has been authorised by Microsoft to sell this Contract to You.
- "Service Contract", "Contract": this document detailing all Coverage provisions, conditions, exclusions, and limitations for the Microsoft Extended Hardware Service or Microsoft Extended Hardware Service Plus Service Contract that has been provided to You upon purchase completion from Our Retailer.
- **"Term":** the period of time shown on **Your Purchase Order** which represents the duration in which the provisions of this **Contract** are valid.
- "We", "Us", "Our", "Provider", "Administrator": the party or parties obligated to provide service under this Contract as the Contract Provider/obligor, as well as handle the administration under this Contract as the Administrator, who is Microsoft Regional Sales Pte. Ltd., 182 Cecil Street, #13-01 Fraser Tower, Singapore 069547.
- "You", "Your": the purchaser/owner of the Product Covered under the provisions of this Contract.

TERRITORY

This Service Contract is valid and eligible for purchase in Singapore only.

SERVICE CONTRACT TERM - EFFECTIVE DATE OF COVERAGE

Coverage for a **Breakdown** begins upon expiration of the **Manufacturer's** original parts and/or labour warranty and continues for the remainder of **Your Term** as shown on **Your Purchase Order** or until the **Limit of Liability** is reached, whichever is sooner.

PRODUCT ELIGIBILITY

In order to be eligible for **Coverage** under this **Service Contract**, the **Product** must: (i) be a **Covered Product**; (ii) be purchased from **Microsoft** or an authorised **Retailer**; and (iii) have a minimum twelve (12) month **Manufacturer's** warranty attached to the **Product**.

WHAT IS COVERED - GENERAL

During the **Term** described in the "Service Contract Term – Effective Date of Coverage" section, in the event of a Covered Claim, at Our sole discretion, this Contract provides for (i) the labour and/or parts required to Repair the Covered Product; (ii) a Replacement of the Covered Product in lieu of such Repair; or (iii) a straight Replacement for the Covered Product if detailed under Your Plan description. Please refer to the "Coverage Plan Options" section that is applicable to Your Plan for full details.

We will Repair or Replace Your Product pursuant to the provisions of this Contract. If We decide to Replace Your Product, technological advances may result in a Replacement with a lower selling price than the previous Covered Product, and no reimbursement based on any Replacement item cost



difference will be provided. Any and all parts or units **Replaced** under this **Contract** become **Our** property in their entirety. When a **Replacement** is applicable and provided in lieu of **Repair**, any accessories, attachments and/or peripherals that are integrated with the **Product**, but that were not provided and included by the **Manufacturer** in the packaging and with the original sale of the **Covered Product**, will not be included with such **Replacement**.

IMPORTANT NOTICES REGARDING COVERAGE UNDER THIS SERVICE CONTRACT

A. If **We** provide a **Replacement** to **You**, any or all of the following may apply:

- We reserve the right to Replace a defective Product with a new, rebuilt, or refurbished item of equal or similar features and functionality which may not be the same model, size, dimension, or colour as the previous Product.
- Technological advances may result in a Replacement that has a lower retail or market price than the previous Product, and in such situation, this Contract shall not provide You with any reimbursement for such a price difference.
- Any and all Product parts, components or entire units Replaced under the provisions of this Contract shall become Our property in their entirety.
- B. Coverage described under this Contract shall not Replace or provide any duplicative benefits during any valid Manufacturer's warranty period. During such period, anything Covered under the Manufacturer's warranty is the sole responsibility of the Manufacturer and shall not be Covered under this Contract, regardless of the Manufacturer's ability to fulfill its obligations.
- C. **Coverage** under this **Contract** is limited to that which is specifically described in this document, as applicable to **Your Contract**. Anything not specifically expressed herein is not **Covered** (including but not limited to any training services provided separately by **Microsoft** or **Microsoft**'s affiliates).
- D. Your responsibilities: It is Your responsibility to backup any/all software and/or data on a regular basis, especially prior to commencement of any services **Covered** under this **Contract.** Software and/or data transfer or restoration services are not **Covered**.
- E. In the event of a service incident where a **Breakdown** is not identified by **Our** authorised servicer, **You** are responsible for all costs in association with such service, including any shipping fees.

COVERAGE PLAN OPTIONS

(As indicated on Your Purchase Order and applicable to You.)

Details regarding Your Service Contract can be found at https://mybusinessservice.surface.com/.

When purchased, this **Contract** provides the **Coverage** that is described in the "What is **Covered** – General" section, including **Breakdown** and subject to the following provisions:

SURFACE PLAN COVERED PRODUCTS

Surface-series device plus any other components contained in the original device packaging, such as Surface-branded accessories and a power supply unit with attached cords, if any, are **Covered** under this **Plan**.

SURFACE PLAN COVERAGE

Under Your Surface Plan, You are Covered for a maximum of two (2) Claims for a Covered Product and a maximum of one (1) Claim for Surface-branded accessories and power supply unit when included in the original device packaging (as shown in the table below) during the Contract Term for the Repair and/or Replacement of Your device in the event of a Breakdown, subject to the Limit of Liability which shall not exceed the Product Purchase Price.

ONCE THE TWO (2) **CLAIM** SURFACE-SERIES DEVICE LIMIT IS REACHED, **COVERAGE** UNDER THIS **PLAN** WILL END, REGARDLESS OF ANY REMAINING TIME UNDER THE CURRENT **CONTRACT TERM**.

COVERED PRODUCTS	MAXIMUM NUMBER OF COVERED CLAIMS
Surface-series device	two (2)
Power supply unit with attaching cords when	
included in the original device packaging	one (1)
Surface-branded accessories when included in the	one (1)
original device packaging	per accessory

ADMINISTRATION FEE

Under Your Surface Plan no Administration Fee is required.

ADVANCED EXCHANGE REPLACEMENTS UNDER THIS PLAN

If We choose to provide a **Replacement**, We may provide advanced exchange service. If We provide advanced exchange service, the **Replacement Product** will be delivered to **You** in advance of **Our** receipt of the defective **Product**. In exchange, the defective **Product** must be returned to **Us** within ten (10) calendar days of confirmed delivery receipt of the **Replacement Product**, or such longer period as agreed with **Us**. If the defective **Product** is not returned to **Us** within the required or agreed timeframe, **You** will be assessed a non-returned device fee equal to the **Manufacturer's** retail price of the **Replacement Product**.

COVERAGE OF REPLACEMENT PRODUCT

A **Replacement** provided under this **Plan** will be automatically considered as the **Covered Product** referenced throughout the provisions of this **Contract**, and **Coverage** for such **Replacement** will continue for the remainder of **Your** current **Contract Term** (assuming there is remaining time under **Your** current **Term** and that the **Limit of Liability** has not been reached). A **Replacement** will not extend **Your** current **Contract Term**.



OPTIONAL ADDITIONAL COVERAGE: DRIVE (SSD) RETENTION

(FOR MICROSOFT EXTENDED HARDWARE SERVICE PLUS, THIS COVERAGE IS INCLUDED)

If **You** paid for the option to retain the solid-state drive (SSD) of the **Covered Product**, **Your** serviced **Covered Product** will include a new SSD at no additional charge. This option is only available on **Microsoft** devices in which the SSD is marketed as removable on the technical specifications sheet on the **Product** page for **Your Covered Product**.

OPTIONAL ADDITIONAL COVERAGE: NEXT BUSINESS DAY SHIPPING SERVICE (FOR MICROSOFT EXTENDED HARDWARE SERVICE PLUS, THIS COVERAGE IS INCLUDED)

If **You** paid for the next business day service, this provides for overnight carrier delivery service of a **Replacement** (determined by **Us**) to **Your** location on file as follows:

- a) One (1) business day following authorisation of Your Claim, if Your Claim is authorised before 13:00 p.m. SGT local time; or
- b) Two (2) business days if **Your Claim** is authorised after 13:00 p.m. SGT local time.

The overnight carrier delivery service is subject to the following:

- a) If You intend to use the next business day service, You will need to confirm the availability of the overnight carrier in Your location PRIOR to the purchase of this Contract. You can confirm this using the website <u>https://docs.microsoft.com/en-us/surface/surface-next-business-day-replacement</u> which sets out the postal codes whereby this service is available in; and
- b) Availability of Microsoft's authorised overnight delivery carriers.

For the purpose of this provision, "business day" refers to Monday through Friday, excluding standard public holidays.

WHAT IS NOT COVERED - EXCLUSIONS

THIS SERVICE CONTRACT DOES NOT COVER ANY CLAIM IN CONNECTION WITH OR RESULTING FROM:

a) Accidental Damage.

- b) Pre-Existing Conditions incurred or known to You ("Pre-Existing Conditions" refers to damages or defects associated with the Product that existed before this Contract was purchased).
- c) Improper packaging and/or transportation by **You** or **Your** representative resulting in damage to the **Product** while it is in transit, including improperly securing the **Product** during transportation.
- d) Any incidental or consequential damages or indirect loss whatsoever, including but not limited to: (i) property damage, lost time, lost data, or lost income resulting from a defined **Breakdown**, any non-defined mechanical/electrical failure, training services provided separately by **Microsoft** or its affiliates or any other party, or any other kind of damage of or in association with the **Product** including, but not limited to any non-covered equipment used in association with the **Product**; (ii) delays in rendering services or the inability to render service for any reason; (iii) the unavailability of any parts/components; (iv) any costs incurred by **You** associated with customised installations to fit the **Product** such as third party stands, mounts, and customised alcoves and the like; or (v) a **Replacement** that is a different model, size, dimension, or colour as the original **Covered Product**.
- e) Modifications, adjustments, alterations, manipulation, or **Repairs** made by anyone other than a service technician authorised by **Us** or other than in accordance with **Manufacturer's** specifications.
- f) Damage from freezing, overheating, rust, corrosion, warping, or bending.
- g) Wear and tear, or gradual deterioration of **Product** performance.
- The intentional treatment of the **Product** in a harmful, injurious, malicious, reckless, or offensive manner which results in its damage and/or failure.
- Damage to or malfunction of Your Product caused by or attributed to digital content, software (whether pre-loaded or otherwise), including without limitation to the operation of a software virus, lack of availability of software updates, or any other software/digital based malfunction.
- j) Loss, theft, or malicious mischief or disappearance.
- k) Fortuitous events including but not limited to riot, nuclear radiation, war/hostile government act or intent, action or radioactive contamination, environmental conditions, exposure to weather conditions or perils of nature, collapse, explosion or collision of or with another object, fire, any kind of precipitation or humidity, lightning, dirt/sand or smoke, or other telecommunications malfunction.

- Lack of performing the Manufacturer's recommended maintenance, operation/storage of the Product in conditions outside of the Manufacturer's specifications or instructions.
- m) Products that are subject to the Manufacturer's recall, warranty, or rework to Repair design or component deficiencies, improper construction, or Manufacturer error regardless of the Manufacturer's ability to pay for such Repairs.
- n) **Products** that have removed or altered serial numbers.
- Cosmetic damage however caused to Your Product, including marring, scratching, and denting unless such cosmetic damage results in loss of functionality.
- p) Normal periodic or preventive maintenance, adjustment, modification, or servicing.
- q) Accessories or add-on items that are not listed in the "Covered Product" provision above (regardless of whether such were originally supplied by Microsoft within a single, all-in-one packaged purchase).
- r) Cost of component parts not covered by the **Product's** original **Manufacturer's** warranty, or any non-operating/on-power-driven part, including, but not limited to plastic parts or other parts such as accessory cables, batteries (except as may be otherwise stated in this **Contract**), connectors, cords, fuses, keypads, plastic body or molding, switches, and wiring.
- Liability or damage to property, or injury, or death to any person arising out of the operation, maintenance, or use of the **Product**, or a **Replacement** provided under the provisions of this **Contract**.
- t) Any cost arising as a result of the failure of any item that is intended to be a consumable item.
- u) Any **Claim** where **Your Purchase Order** has not been provided except where **We** agree to transfer the benefit of the **Contract**.
- Any Claim for the restoration of software or data, or for retrieving data from Your Product.
- Any loss, damage, liability, or expense directly or indirectly caused by or contributed to, or arising from, the use or operation, as a means for inflicting harm, of any computer, computer system, computer software program, malicious code, computer virus or process or any other electronic system.
- x) Any Claim or benefit under this Contract to the extent the provision of such cover, payment of such Claim, or provisions of such benefit would expose Us to any sanctions, prohibition, or restriction under United Nations resolutions, or other applicable law.



y) Any loss arising out of the unauthorised access or use of any system, software, hardware, or firmware, or any modification,

reprogramming, destruction, or deletion of data or software by any means.

HOW TO FILE A CLAIM

IMPORTANT: THE SUBMISSION OF A CLAIM DOES NOT AUTOMATICALLY MEAN THAT THE BREAKDOWN TO YOUR PRODUCT IS COVERED UNDER THIS SERVICE CONTRACT. IN ORDER FOR A CLAIM TO BE CONSIDERED YOU WILL NEED TO FIRST CONTACT US FOR INITIAL DIAGNOSIS OF THE PROBLEM WITH YOUR PRODUCT. THERE IS NO COVERAGE UNDER THIS CONTRACT IF YOU MAKE UNAUTHORISED REPAIRS.

Please have **Your Purchase Order** readily available and call **Us** at the telephone number found at <u>https://aka.ms/GlobalSupportPhoneNumbers</u> or visit <u>https://mybusinessservice.surface.com/</u>. **Our** authorised representatives will promptly obtain details regarding the issue **You** are experiencing with the **Product** and will first attempt to resolve the situation over the telephone and/or remotely. If **We** are unsuccessful in resolving the issue over the telephone and/or remotely, **You** will be provided with a **Claim** service request number and further instructions on how to obtain service for **Your Product**.

Please do not take or return **Your Product** to the **Retailer** or send **Your Product** anywhere unless **We** instruct **You** to do so. If **You** are instructed by **Us** to take the **Product** to an authorised servicer near **You** or to a **Retailer**, or if **You** are instructed to mail-in the **Product** elsewhere (such as an authorised depot center), please be sure to include all of the following with **Your Product**:

- a) The defective **Product**;
- b) A copy of **Your Purchase Order**;
- c) A brief written description of the problem You are experiencing with the Product; and
- d) A prominent notation of Your Claim service request number that We gave to You.

NOTE: If **We** require **You** to mail the **Product** elsewhere, **We** will provide **You** specific instructions on how to mail the **Product**. For mail-in service, **We** will pay for shipping to and from **Your** location if **You** follow all instructions. **You** are urged to use caution when transporting and/or shipping the **Product**, as **We** are not liable for any freight charges or damages due to improper packaging by **You**.

Coverage is only provided for eligible **Repairs** that are conducted by a servicer, **Retailer**, or depot center which has been authorised by **Us**. If **Your Term** expires during the time of an approved **Claim**, **Coverage** under this **Contract** will be extended until the date in which the approved **Claim** in progress has been fulfilled completely in accordance with the terms and conditions of this **Contract**.

RENEWABILITY

Coverage under this Service Contract is not renewable.

TRANSFERABILITY

Coverage under this **Service Contract** cannot be transferred by **You** to any other party or product.

CANCELLATION

YOUR RIGHT TO CANCEL

You may cancel this Service Contract at any time by informing Us of the cancellation request at the details below.

You may write to Us at Contract Cancellations, Microsoft Regional Sales Pte. Ltd., 182 Cecil Street, #13-01 Fraser Tower, Singapore 069547, call Us at the phone number found at https://aka.ms/GlobalSupportPhoneNumbers or via email at msesplus@microsoft.com.

If **Your** cancellation request is within thirty (30) days of the **Contract** purchase date, **You** will receive a one hundred percent (100%) refund of the **Contract** purchase price/fee paid by **You**, minus any **Claims** paid by **Us**.

If Your cancellation request is made after thirty (30) days from the Contract purchase date, You will receive a pro-rata refund of the Contract purchase price/fee paid by You, minus any Claims paid by Us.

OUR RIGHT TO CANCEL

If **We** cancel this **Contract**, **We** will provide written notice to **You** at least thirty (30) days prior to the effective date of cancellation. Such notice will be sent to **Your** address in **Our** file (email or physical address as applicable), with the reason for and effective date of such cancellation. If **We** cancel this **Contract**, **You** will receive a pro-rata refund based upon the same criteria as outlined above and no cancellation fee applies.

We may only cancel this **Contract** for the following reasons:

- a) non-payment of the **Contract** purchase price/fee paid by **You**;
- b) deliberate material misrepresentation by You; or
- c) substantial breach of duties under this **Contract** by **You** in relation to the **Product** or its use.

COMPLAINTS PROCEDURE

It is always **Our** intention to provide **You** with a first-class service. However, if **You** are not happy with the service please notify one of **Our** representatives at the telephone number found at https://aka.ms/GlobalSupportPhoneNumbers or via email at <a href="mailto:msessible.msessible



We will reply within five (5) working days from when We receive Your complaint. If it is not possible to give You a full reply within this time (for example, because a detailed investigation is required), We will give You an interim response telling You what is being done to deal with Your complaint, when You can expect a full reply and from whom. In most cases Your complaint will be resolved within four (4) weeks.

PRIVACY AND DATA PROTECTION

DATA PROTECTION

We are committed to protecting and respecting **Your** privacy in accordance with the current Personal Data Protection Act 2012 ("PDPA"). For the purposes of the PDPA, the Data Controller is **Microsoft**. By purchasing this **Service Contract**, **You** agree that **We** may collect and process data on **Your** behalf when **We** provide the services contemplated under this **Contract**. Below is a summary of the main ways in which **We** process **Your** personal data. For more information, please visit **Our** website at <u>https://privacy.microsoft.com/</u>.

HOW WE USE YOUR PERSONAL DATA AND WHO WE SHARE IT WITH

We will process the personal data, being any information relating to an identified or identifiable natural person, We hold about You in the following ways:

- a) For the purposes of providing **Claims** and any other related purposes. This may include decisions made via automated means, this is for the performance of the **Contract** between **Us** and **You**.
- b) For research or statistical purposes, this is for **Our** legitimate interests: for **Us** to analyse historic activity, to improve rating algorithms, and to help predict future business impact, to further commercial interests, to enhance product offering and to develop new systems and processes and for legal obligations based on a jurisdiction outside of Singapore.
- c) To provide **You** with information, products, or services that **You** request from **Us** or which **We** feel may interest **You**, where **You** have consented to be contacted for such purposes.
- d) To notify **You** about changes to **Our** service, this is for **Our** legal and regulatory obligations.
- e) To safeguard against fraud, money laundering, terrorist financing and to meet general legal or regulatory obligations, this is required to meet **Our** legal and regulatory obligations based on a jurisdiction within Singapore.

DISCLOSURE OF YOUR PERSONAL DATA

We may disclose Your personal data to third parties involved in providing products or services to Us, or to service providers who perform services on Our behalf. These include, group companies, agents, third party administrators, insurers, credit agencies, fraud detection agencies, accountants, regulatory authorities, and as may be required by law.

YOUR RIGHTS

You have the right to:

- a) Object to the processing of Your personal data for direct marketing purposes at any time;
- b) Object to the processing of **Your** personal data where processing is based on **Our** legitimate interests;
- c) Access and obtain a copy of the personal data in **Our** control and information about how and on what basis this personal data is processed;
- d) Request erasure of Your personal data;
- e) Ask to update or correct any inadequate, incomplete, or inaccurate data;
- f) Restrict the processing of Your data;
- g) Ask Us to provide Your personal data to You in a structured, commonly used, machine-readable format, or You can ask to have it "ported" directly to another data controller, but in each case only where the processing is based on Your consent or on the performance of a contract with You and the processing is carried out by automated means;
- h) Lodge a complaint with the local data protection authority; and
- i) Withdraw **Your** consent at any time where processing is based on **Your** consent, without affecting the lawfulness of processing based on consent before its withdrawal.

RETENTION

Your data will not be retained for longer than is necessary and will be managed in accordance with **Our** data retention policy. In most cases the retention period will be for a period of ten (10) years following the expiry of the **Contract**, or business relationship with **You**, unless **We** are required to retain the data for a longer period due to business, legal, or regulatory requirements.

If You have any questions concerning Our use of Your personal data, please contact Us at https://privacy.microsoft.com.

GENERAL PROVISIONS

- A. Subcontract; Assign. We may subcontract or assign performance of **Our** obligations to third parties, but **We** shall not be relieved of **Our** obligations to **You** when doing so.
- B. **Waiver; Severability**. The failure or delay of any party to enforce any provision hereunder shall not constitute a waiver of any such right. If any provision of these terms and conditions should be declared unenforceable or invalid under any applicable law, such provision shall be interpreted to conform with legal authority, and in all other respects the terms and conditions shall remain in full force and effect.
- C. Notices. You expressly consent to be contacted, for any and all purposes, at any telephone number, or physical or electronic address You provide Us. All notices or requests pertaining to this Contract will be in writing and may be sent by any reasonable means including by mail, email, text message or recognised commercial overnight courier. Notices to You are considered delivered when sent to You by email that You provided to Us, or seven (7) days after mailing to the street address You provided.
- D. Law. The governing law for the Contract is the law in Singapore whose courts have non-exclusive jurisdiction to hear any disputes between the parties to this Contract.



ENTIRE AGREEMENT

This **Service Contract**, including the **Purchase Order**, terms, conditions, limitations, exceptions and exclusions, constitute the entire agreement between **Us** and **You** and no representation, promise or condition not contained herein shall modify these items, except as required by law.

Microsoft and Surface are trademarks of the Microsoft group of companies.