

Spotlight Reporting Terms of Use

Welcome to Spotlight Reporting, an online reporting system designed especially for accountants and CFO's. These terms of use are intended to explain our obligations as a service provider and Your obligations as a customer. Please read them carefully.

These Terms are binding on any use of the Software and apply to You from the time that Spotlight Reporting Limited provides You with access to the Software.

Spotlight Reporting Limited reserves the right to change these terms at any time, effective upon the posting of modified terms and Spotlight Reporting Limited will make reasonable efforts to communicate these changes to You via email or notification via the website. It is likely the terms of use will change over time. It is Your obligation to ensure that You have read, understood and agree to the most recent terms available on the Website.

By registering to use the Software You acknowledge that You have read and understood these Terms and have the authority to act on behalf of any person for whom You are using the Software. You are deemed to have agreed to these Terms on behalf of any entity for whom You use the Software.

The Spotlight Reporting Software will evolve over time based on user feedback. These Terms are not intended to answer every question or address every issue raised by the use of the Spotlight Reporting Software.

These Terms were last updated on 27 August 2014.

1. DEFINITIONS

"Agreement"

means these Terms of Use.

"Subscription"

means the monthly fee (excluding any taxes and duties) payable by You in accordance with the fee schedule (which Spotlight Reporting Limited may change from time to time on notice to You).

"Confidential Information"

includes all information exchanged between the parties to this Agreement, whether in writing, electronically or orally, including the Software but does not include information which is, or becomes, publicly available other than through unauthorised disclosure by the other party.

"Data"

means any data inputted or imported by You into the Software.

"Intellectual Property Right"

means any patent, trade mark, service mark, copyright, moral right, right in a design, know-how and any other intellectual or industrial property rights, anywhere in the world whether or not registered.

"Software"

means the software available (as may be changed or updated from time to time by Spotlight Reporting Limited) via the Website.

"Website"

means the Internet site at the domain www.spotlightreporting.com, or any other site operated by Spotlight Reporting.

"Spotlight Reporting"

means Spotlight Reporting Limited.

"Invited User"

means any person or entity, other than the Subscriber, that uses the Software with the authorisation of the Subscriber from time to time.

"Subscriber"

means the person who registers to use the Software, and, where the context permits, includes any entity on whose behalf that person registers to use the Software.

"You"

means the Subscriber, and where the context permits, an Invited User. "Your" has a corresponding meaning.

2. USE OF SOFTWARE

Spotlight Reporting Limited grants You the right to access and use the Software via the Website with the user roles according to Your subscription type. This right is non-exclusive and non-transferable and limited by these Terms. You acknowledge and agree that, subject to any applicable written agreement between the Subscriber and the Invited Users, or any other applicable laws:

1. the Subscriber determines who is an Invited User and what level of user role access to the relevant organisation and Software that Invited User has;
2. the Subscriber is responsible for all Invited Users' use of the Software;
3. the Subscriber controls each Invited User's level of access to the relevant organisation and Software at all times and can revoke or change an Invited

User's access, or level of access, at any time and for any reason, in which case that person or entity will cease to be an Invited User or shall have that different level of access, as the case may be;

4. if there is any dispute between a Subscriber and an Invited User regarding access to any organisation or Software, the Subscriber shall decide what access or level of access to the relevant Data or Software that Invited User shall have, if any.

3. YOUR OBLIGATIONS

1. Payment obligations:

A Subscription invoice or system-generated receipt will be issued to You at the time of purchase. Spotlight Reporting Limited will continue to charge You monthly for the Subscription until this Agreement is terminated in writing by You or by us.

All Spotlight Reporting Limited invoices will be sent to You, or to a Billing Contact whose details are provided by You, by email on request. You must pay or arrange payment of all amounts specified in any invoice by the due date for payment. You are responsible for payment of all taxes and duties in addition to the Subscription.

When You subscribe, Your Subscription is paid in advance and You will receive an acknowledgement of payment. On request, we will provide an invoice.

2. Preferential pricing or discounts:

You may from time to time be offered preferential pricing or discounts for the Subscription as a result of the number of organisations that You have added to the Software or that have been added with Your authority or as a result of Your use of the Software ('Organisations'). Eligibility for such preferential pricing or discounts is conditional upon Your acceptance of responsibility for payment of any Subscription in relation to all of Your Organisations. Without prejudice to any other rights that Spotlight Reporting Limited may have under these Terms or at law, Spotlight Reporting Limited reserves the right to render invoices for the full (non-discounted) Subscription due or suspend or terminate Your use of the Software in respect of any or all of Your Organisations in the event that any invoices for the Subscription are not paid in full by the due date for payment.

3. General obligations:

You must only use the Software and Website for Your own lawful business

purposes, in accordance with these Terms and any notice sent by Spotlight Reporting Limited or condition posted on the Website. You may use the Software and Website on behalf of others or in order to provide services to others but if You do so You must ensure that You are authorised to do so and that all persons for whom or to whom services are provided comply with and accept all terms of this Agreement that apply to You.

4. Access conditions:

- a. You must ensure that all usernames and passwords required to access the Software are kept secure and confidential. You will immediately notify Spotlight Reporting Limited of any unauthorised use of Your passwords or any other breach of security and Spotlight Reporting Limited will reset Your password. You must take all other actions that Spotlight Reporting Limited reasonably deems necessary to maintain or enhance the security of Spotlight Reporting Limited's computing systems and networks and Your access to the Software.
- b. As a condition of these Terms, when accessing and using the Software, You must:
 - i. not attempt to undermine the security or integrity of Spotlight Reporting's computing systems or networks or, where the Software is hosted by a third party, that third party's computing systems and networks;
 - ii. not use, or misuse, the Software in any way which may impair the functionality of the Software or Website, or other systems used to deliver the Software or impair the ability of any other user to use the Software or Website;
 - iii. not attempt to gain unauthorised access to any materials other than those to which You have been given express permission to access or to the computer system on which the Software is hosted;
 - iv. not transmit, or input into the Software, any: files that may damage any other person's computing devices or software, content that may be offensive, or material or Data in violation of any law (including Data or other material protected by copyright or trade secrets which You do not have the right to use); and
 - v. not attempt to modify, copy, adapt, reproduce, disassemble, decompile or reverse engineer the Software or the Website except as is strictly necessary to use either of them for normal operation.

- c. By enabling the multi-currency functionality within the Software You confirm that You have read and accept the XE.com terms and conditions for the use of the XE Currency Datafeed service.

5. Usage Limitations:

Use of the Software may be subject to limitations. Any such limitations will be advised.

6. Communication Conditions:

As a condition of these Terms, if You use any communication tools available through the Website, You agree only to use such communication tools for lawful and legitimate purposes. You must not use any such communication tool for posting or disseminating any material unrelated to the use of the Software including (but not limited to): offers of goods or services for sale, unsolicited commercial e-mail, files that may damage any other person's computing devices or software, content that may be offensive to any of our other users, or material in violation of any law (including material that is protected by copyright or trade secrets which You do not have the right to use).

When You make any communication on the Website, You represent that You own the content of the communication. Spotlight Reporting Limited is under no obligation to ensure that the communications on the Website are legitimate or that they are related only to the use of the Software. As with any other web-based forum, You must exercise caution when using the communication tools available on the Website. However, Spotlight Reporting Limited does reserve the right to remove or exclude any communication at any time in its sole discretion.

7. Indemnity:

You indemnify Spotlight Reporting Limited against all claims, costs, damage and loss arising from Your breach of any of these terms or any obligation You may have to Spotlight Reporting, including (but not limited to) any costs relating to the recovery of any Subscriptions that are due but have not been paid by You.

4. CONFIDENTIALITY AND PRIVACY

1. Confidentiality:

Unless the relevant party has the prior written consent of the other or unless required to do so by law:

- a. Each party will preserve the confidentiality of all Confidential Information of the other obtained in connection with these Terms. Neither party will, without the prior written consent of the other, disclose or make any Confidential Information available to any person, or use the same for its own benefit, other than as contemplated by these Terms.
- b. Each party's obligations under this clause will survive termination of these Terms.
- c. The provisions of clauses 4.1.a and 4.1.b shall not apply to any information which:
 - i. is or becomes public knowledge other than by a breach of this clause;
 - ii. is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;
 - iii. is in the possession of the receiving party without restriction in relation to disclosure before the date of receipt from the disclosing party; or
 - iv. is independently developed without access to the Confidential Information.

2. Privacy:

Spotlight Reporting Ltd maintains a privacy policy that sets out the parties' obligations in respect of personal information. You should read that policy at [Privacy Policy](#) and You will be taken to have accepted that policy when You accept these Terms.

5. INTELLECTUAL PROPERTY

1. General:

Title to, and all Intellectual Property Rights in the Software, the Website and any documentation relating to the Software remain the property of Spotlight Reporting Limited (or its licensors).

2. Ownership of Data:

Title to, and all Intellectual Property Rights in, the Data remain Your property. However, Your access to the Data is contingent on full payment of the Subscription. You grant Spotlight Reporting Limited a licence to use, copy, transmit, store, and back-up Your information and Data for the purposes of enabling You to access and use the Software and for any other purpose related to provision of services to You.

3. Backup of Data:

You must maintain copies of all Data inputted or imported into the Software. Spotlight Reporting Limited adheres to its best practice policies and procedures to prevent data loss, including a daily system data back-up regime, but does not make any guarantees that there will be no loss of Data. Spotlight Reporting Limited expressly excludes liability for any loss of Data no matter how caused.

4. Third-party applications and Your Data:

If You enable third-party applications for use in conjunction with the Software, You acknowledge that Spotlight Reporting Limited may allow the providers of those third-party applications to access Your Data as required for the interoperation of such third-party applications with the Software. Spotlight Reporting Limited shall not be responsible for any disclosure, modification or deletion of Your Data resulting from any such access by third-party application providers.

6. WARRANTIES AND ACKNOWLEDGEMENTS

1. Authority:

You warrant that where You have registered to use the Software on behalf of another person, You have the authority to agree to these Terms on behalf of that person and agree that by registering to use the Software You bind the person on whose behalf You act to the performance of any and all obligations that You become subject to by virtue of these Terms, without limiting Your own personal obligations under these Terms.

2. Acknowledgement:

You acknowledge that:

- a. You are authorised to use the Software and the Website and to access the information that You access using the Software and the Website (whether that information is Your own or that of anyone else).

- b. If You are using the Software and accessing the Website on behalf of or for the benefit of an organisation (whether a body corporate or not) then Spotlight Reporting Limited will assume that You have the right to do so and that organisation will be liable for Your actions or omissions (including any breach of these Terms).
- c. Spotlight Reporting Limited has no responsibility to any person other than You and nothing in this Agreement confers, or purports to confer, a benefit on any person other than You. If You use the Software or access the Website on behalf of or for the benefit of anyone other than Yourself (whether a body corporate or otherwise) You agree that:
 - I. You are responsible for ensuring that You have the right to do so;
 - II. You are responsible for authorising any person who is given access to information or Data, and You agree that Spotlight Reporting Limited has no obligation to provide any person access to such information or Data without Your authorisation and may refer any requests for information to You to address; and
 - III. You will indemnify Spotlight Reporting Limited against any claims or loss relating to:
 - i. Spotlight Reporting Limited's refusal to provide any person access to Your information or Data in accordance with these Terms,
 - ii. Spotlight Reporting Limited's making available information or Data to any person with Your authorisation.
- d. The provision of, access to, and use of, the Software is on an "as is, where is" basis and at Your own risk.
- e. Spotlight Reporting Limited does not warrant that the use of the Software will be uninterrupted or error free. Among other things, the operation and availability of the systems used for accessing the Software, including public telephone services, computer networks and the Internet, can be unpredictable and may from time to time interfere with or prevent access to the Software. Spotlight Reporting Limited is not in any way responsible for any such interference or prevention of Your access or use of the Software.
- f. Spotlight Reporting Limited is not Your accountant and use of the Software does not constitute the receipt of accounting advice. If You have any accounting questions, please contact an accountant.
- g. It is Your sole responsibility to determine that the Software meets the needs of Your business.

- h. You remain solely responsible for complying with all applicable accounting, tax and other laws. It is Your responsibility to check that storage of and access to Your Data via the Software and the Website will comply with laws applicable to You (including any laws requiring You to retain records).
3. No warranties:

Spotlight Reporting Limited gives no warranty about the Software. Without limiting the foregoing, Spotlight Reporting Limited does not warrant that the Software will meet Your requirements or that it will be suitable for Your purposes. To avoid doubt, all implied conditions or warranties are excluded in so far as is permitted by law, including (without limitation) warranties of merchantability, fitness for purpose, title and non-infringement.

4. Consumer guarantees:

You warrant and represent that You are acquiring the right to access and use the Software and agreeing to these Terms for the purposes of a business and that, to the maximum extent permitted by law, any statutory consumer guarantees or legislation intended to protect non-business consumers in any jurisdiction does not apply to the supply of the Software, the website or these Terms.

7. LIMITATION OF LIABILITY

1. To the maximum extent permitted by law, Spotlight Reporting Limited excludes all liability and responsibility to You (or any other person) in contract, tort (including negligence), or otherwise, for any loss (including loss of Data, profits and savings) or damage resulting, directly or indirectly, from the use of, or reliance on, the Software.
2. If You suffer loss or damage as a result of Spotlight Reporting Limited's negligence or failure to comply with these Terms, and claim by You against Spotlight Reporting Limited arising from Spotlight Reporting Limited's negligence or failure will be limited in respect of any one incident, or series of connected incidents to the Subscriptions paid by You in the previous 12 months.
3. If You are not satisfied with the Software, Your sole and exclusive remedy is to terminate these Terms in accordance with clause 8.

8. TERMINATION

1. Twenty eight day money back policy:

When You sign up for the Service You have 28 days in which You can evaluate Spotlight Reporting Limited with no obligation to continue. The 28 days begins from the date Spotlight Reporting Limited provides You access to the software being provided to You.

2. Prepaid Subscriptions:

Spotlight Reporting Limited will not provide any refund for any remaining prepaid period for a prepaid Subscription.

3. No-fault termination:

These Terms will continue for the period covered by the Subscription paid in clause 3.1. These Terms will automatically continue for the same period provided You continue to pay the prescribed Subscription when due, unless either party terminates these Terms by giving notice to the other party at least 30 days before the end of the relevant payment period. If You terminate these Terms You shall be liable to pay all relevant Subscription on a pro-rata basis for each day of the then current period up to and including the day of termination of these Terms.

4. Breach:

If You:

- a. breach any of these Terms (including, without limitation, by non-payment of any Subscription) and do not remedy the breach within 14 days after receiving notice of the breach if the breach is capable of being remedied;
- b. breach any of these Terms and the breach is not capable of being remedied (which includes (without limitation) any breach of clause 3.6 or any payment of Subscription fees more than 28 days overdue); or
- c. the paying Subscriber or their business goes into liquidation or has a receiver or manager appointed of any of its assets or becomes insolvent, or makes any arrangement with its creditors, or becomes subject to any similar insolvency event in any jurisdiction,

Spotlight Reporting Limited may take any or all of the following actions, at its sole discretion:

- d. Terminate these Terms and Your use of the Software and the Website;

- e. Suspend for any definite or indefinite period of time, Your use of the Software and the Website;
- f. Suspend or terminate access to all or any Data;
- g. Take either of the actions in sub-clause 5 and 6 of this clause 8.4.g in respect of any other persons in Your organisation or who have access to Your information or that of Your organisation.

5. Accrued Rights:

- a. Termination of these Terms is without prejudice to the rights and obligations of the parties accrued up to and including the date of termination.

On termination of this Agreement You will:

- i. remain liable for any accrued charges and amounts which become due for payment before or after termination; and
- ii. immediately cease to use the Software and the Website.

6. Expiry or termination:

Clauses 3.1, 4, 5, 6, 7, 8 and 10 survive the expiry or termination of these Terms.

9. HELP DESK

1. Technical Problems:

In the case of technical problems You must make all reasonable efforts to investigate and diagnose problems before contacting Spotlight Reporting Limited. If You still need technical help, please check the support provided online by Spotlight Reporting Limited or failing that email us at support@spotlightreporting.com.

2. Service availability:

Whilst Spotlight Reporting Limited intends that the Software should be available 24 hours a day, seven days a week, it is possible that on occasion it may be unavailable to permit maintenance or other development activity to take place.

If for any reason Spotlight Reporting Limited to interrupt the Software for longer periods than Spotlight Reporting Limited would normally expect, we will use reasonable endeavors to publish in advance details of such activity on the Website.

10. GENERAL

1. Entire agreement:

These Terms, together with the terms of any other notices or instructions given to You under these terms, supersede and extinguish all prior agreements, representations (whether oral or written), and understandings and constitute the entire agreement between You and Spotlight Reporting Limited relating to the Software and the other matters dealt with in these Terms.

2. Waiver:

If either party waives any breach of these Terms, this will not constitute a waiver of any other breach. No waiver will be effective unless made in writing.

3. Delays:

Neither party will be liable for any delay or failure in performance of its obligations under these Terms if the delay or failure is due to any cause outside its reasonable control. This clause does not apply to any obligation to pay money.

4. No Assignment:

You may not assign or transfer any rights to any other person without Spotlight Reporting's prior written consent.

5. Governing law and jurisdiction:

If the information You are accessing using the Software and the Website is solely that of a person who is tax resident in New Zealand at the time You accept these terms then New Zealand law governs these Terms and You submit to the exclusive jurisdiction of the courts of New Zealand for all disputes arising out of or in connection with these Terms, without reference to any conflicts of laws. If the information You are accessing using the Software and the Website is solely that of a person who is tax resident in Australia at the time You accept these terms then Australian law governs these Terms and You submit to the exclusive jurisdiction of the courts of Australia for all disputes arising out of or in connection with these Terms, without reference to any conflicts of laws. In all other situations these Terms are governed by the laws of England and Wales and You hereby submit to the exclusive jurisdiction of the courts of England and Wales for all disputes arising out of or in connection with these Terms, without reference to any conflicts of laws.

Severability:

If any part or provision of these Terms is invalid, unenforceable or in conflict with the law, that part or provision is replaced with a provision which, as far as possible, accomplishes the original purpose of that part or provision. The remainder of this Agreement will be binding on the parties.

6. Notices:

Any notice given under these Terms by either party to the other must be in writing by email and will be deemed to have been given on transmission. Notices to Spotlight Reporting Limited must be sent to support@spotlightreporting.com or to any other email address notified by email to You by Spotlight Reporting. Notices to You will be sent to the email address You provided when setting up Your access to the Software.

7. Rights of Third Parties:

A person who is not a party to these Terms has no right to benefit under or to enforce any term of these Terms.