

PARTNER COMMISSION & BONUS POLICY 2026

Applicable to: Concierge Affiliates, Hotels, Hostels, and Travel Agencies.

Effective Date: February 15, 2026 – December 31, 2026.

1. GENERAL PRINCIPLES

1.1. **Objective:** This policy outlines the remuneration structure, payment terms, and performance incentives for Partners distributing the **Dublin Guide Pass** and associated digital products.

1.2. **Basis of Calculation:** Commission is calculated as a percentage of the **Gross Retail Price** (including VAT) paid by the end-customer.

1.3. **Currency:** All transactions, reporting, and payouts are processed in **Euro (€)**.

2. COMMISSION STRUCTURE

City Guide Pass Ltd offers a market-leading revenue share model for our digital concierge partners.

Standard Commission Rates

Product Name	Retail Price (Inc. VAT)	Commission Rate	Partner Earnings (Per Sale)
1-Day Pass	€ 9.90	20%	€ 1.98
3-Day Pass	€ 19.90	20%	€ 3.98
5-Day Pass	€ 24.90	20%	€ 4.98

Note: The 3-Day Pass is our core "Hero Product" and typically accounts for 60% of sales.

3. PAYMENT & SETTLEMENT TERMS

3.1. Payout Cycle (Monthly Net 15)

- **Reporting Period:** From the 1st to the last day of the month (e.g., March 1st – March 31st).
- **Statement Generation:** Partners will receive a "Commission Statement" via email by the 5th of the following month.
- **Payout Date:** Funds will be transferred on or before the **15th of the following month**.

3.2. Minimum Threshold

- The minimum payout threshold is **€ 50.00**.
- If accrued commission is less than €50.00, it will roll over to the next month until the threshold is met.

3.3. Payment Method

- **SEPA Bank Transfer:** Payments are made directly to the Partner's IBAN/BIC account registered in the Partner Portal.
- **Stripe Connect:** For eligible partners, instant payouts may be available (subject to separate setup).

4. TAX & INVOICING (IMPORTANT)

4.1. VAT Registered Partners (Irish Companies)

- Partners must issue a valid **VAT Invoice** to City Guide Pass Ltd for the commission amount.
- *Invoice Description:* "Marketing & Referral Services – [Month/Year]".
- Standard VAT rules apply based on the Partner's tax status.

4.2. International Partners (EU/Non-EU)

- **EU Partners:** Reverse Charge VAT rules may apply. Please provide your VAT VIES number.
- **Non-EU Partners:** No VAT is charged on the commission invoice.

4.3. Individual / Sole Traders

- Partners operating as individuals are solely responsible for declaring this income to the **Revenue Commissioners**. City Guide Pass Ltd does not withhold PAYE/PRSI for independent affiliate partners.

5. ORDER VALIDATION & FRAUD PREVENTION

5.1. **Valid Orders:** Commission is paid only on completed, non-refunded transactions.

5.2. **Clawback Policy:** If a customer requests a refund (e.g., due to a technical error) within 24 hours of purchase, the corresponding commission will be deducted from the Partner's next payout statement.

5.3. **Brand Bidding:** Partners are strictly prohibited from bidding on keywords containing "City Guide Pass" or "Dublin Guide Pass" on Google Ads or Bing Ads. Violation will result in immediate termination and forfeiture of unpaid commissions.

6. TERMINATION

6.1. Either party may terminate the partnership with 30 days' written notice.

6.2. City Guide Pass Ltd reserves the right to freeze accounts immediately in cases of suspected fraud or misrepresentation.

7. SUPPORT CONTACTS

For queries regarding payments, invoices, or discrepancies, please contact:

- **Partner Finance Team:** contact@cityguidepass.com
- **Dublin HQ Phone:** +353 (01)
- **Partner Portal:** partner.cityguidepass.com

Authorized by:

(Signature)

[Founder Name]

Director, City Guide Pass Ltd.