

Terms and conditions of service

These Terms and Conditions will be in force from September 19, 2022.

[See past terms of service](#)

Article 1. Purpose

These terms and conditions are intended to clearly define the rights, obligations and responsibilities of the company and users, as well as other necessary matters, by establishing the basic aspects related to the use of Docswave services provided by Software in Life (hereinafter referred to as the “Company”).

Article 2. Definition of Terms

Definitions of words used in these terms and conditions are as follows.

1. Docswave service: It refers to a service (hereinafter referred to as the ‘Service’) that supports users to use Docswave, a cloud-based HR, attendance, finance, and workflow integrated solution software that supports users’ work.
2. User: Refers to an individual or company that has concluded a service use contract with the company in accordance with these terms and conditions and uses the services provided by the company.
3. Master account: Refers to a member of the user's employee who represents the user, authorizing the member's service use and grants individual accounts, and refers to the user who is responsible for the management and operation of the member's service use.
4. Administrator: Separate from the master account, it refers to a user who has management auth

ority over the member's service use.

5. Member: Refers to a user who has been approved as a member of the user by the administrator and uses the service within the scope permitted by the administrator.
6. Data: Refers to the data entered by the user and stored in the company's server and all additional data generated through the combination, transformation, or re-computation of those data.
7. License (free): A service that a user can use without paying a separate fee when using an individual service.
8. License (paid): A service that the user pays a separate fee and uses when using individual services.
9. Refers to an institution that approves payment for each payment method of the user and settles service charges for the company as an entity that acts on behalf of the payment institution's approval processing based on the user's payment information.

Definitions of terms used in these Terms and Conditions are as stipulated in the relevant laws and regulations, except for those specified above and, those issues not stipulated issues in the relevant laws and regulations are subject to general commercial practice.

Article 3. Publication and Revision of Terms and Conditions

1. The contents of these terms and conditions will be posted on the service webpage (<https://docs.wave.com/>).
2. The company may, if necessary, change these terms and conditions without violating related laws within the scope that does not violate relevant laws. If the terms and conditions are changed, the company will notify the changes from 7 days before the effective date. However, in the event of a change in important matters related to the rights or obligations of the user or the content unfavorable to the user, it is notified 30 days prior to the effective date and notified by e-mail address registered by the user or sending a notification message within the service.
3. Although the company has clearly notified in accordance with article 3, paragraph 2 and said that, when there is no intention to reject from the date of notification to the effective date of the rev