

## COMPANY ADMINISTRATION SERVICES AGREEMENT

Company name:

Registered number:

### APPENDIX No. 10

#### BASIC SERVICES PACKAGE

The basic price for the provision of the Company Administration Services is 3000 EUR per year.

The basic price includes the following services:

**1. Maintenance and Safe Custody of Administration Documents**

- secretarial books and records
- the company seal, (if appropriate),
- statutory returns and minutes (in accordance with the laws of the relevant jurisdiction)

**2. Up to 50 outgoing payments per year** (from Company bank accounts according to Client instructions)

The arrangement of an outgoing payment includes the following:

- Receiving of written instructions from the Contact Person
- Verification of the Contact Person
- Drafting a Bank Transfer Order and accompanying letter to the bank
- Signing of the Bank Transfer Order and the accompanying letter to the bank by the Director
- Sending the Bank Transfer Order and the accompanying letter to the bank.
- Obtaining/Receiving confirmation of the transfer from the bank
- Sending confirmation of the transfer and the invoice (if additional to the basic package) to the Contact Person.

**3. Receiving funds in the account of the Company**

- Receiving information on credits received in the bank account of the Company
- Sending information on the receipt of funds to the Contact Person and requesting information on the origin of the funds.
- Receiving the information from the Contact person

**4. Up to 5 contracts Signing per year** (on behalf of the Company according to Client instructions)

Signing a contract includes:

- Receiving of written instructions from the Contact Person.
- Verification of the Contact person.
- Checking the contents of the contract.
- Signing of the contract by the Director
- Sending the contract and accompanying letter in accordance with the instructions.
- Sending confirmation of the service to the Contact person

**5. The maintenance of banking records**, including recommendations, and the preparation of non-audited accounts (if so required by the laws of the country of registration of the Company) for consideration and approval by the directors of the Company and the Client. This includes:

**6. Quarterly Bank Statements to the client:**

- Obtaining bank statements from the bank / Copying bank statements kept by the Management Company)
- Sending bank statements and accompanying letter to the Contact person by registered mail

**7. Mail Forwarding to the Contact Person by registered mail on a quarterly basis.**

**8. Sending Quarterly Report to the Client.**

This includes:

- Preparation of the report which includes the list of Services provided by the Management Company for the part of the year from the date of signing of the Agreement until the date of the report, including the dates of the provision of the services.
- Sending the report and accompanying letter to the Contact person by fax/e-mail

**NOTE:** Any additional or other administration and management services as may be requested from time to time by the Client can be offered and will be charged in accordance with the Fee Schedule for Fiduciary Services of the Management Company actually in force.