

COMPANY FORMATION

1. YOUR RESPONSIBILITIES

Client Responsibilities:

- You are responsible for providing us with all necessary information and documentation, including:
 - Proposed company name and address (if applicable).
 - Details of directors and shareholders.
 - Business activities and source of funds.
- You are responsible for reviewing all documents prepared by us and promptly notifying us of any changes or corrections.

You agree to:

- Provide accurate and complete information required for company registration.
- Supply necessary identification documents to comply with Anti-Money Laundering (AML) regulations.
- Ensure compliance with Irish corporate laws, tax obligations, and reporting requirements post-incorporation.
- Pay all service fees and government charges promptly.

2. OUR RESPONSIBILITIES

Our services include:

- Name availability check and company incorporation.
- Preparation and filing of incorporation documents.
- Registered office and company secretary services (if applicable).
- Assistance with tax registration (if applicable).
- Any additional agreed-upon services.

We shall:

- Process the company registration in compliance with the UK laws.
- Keep you informed about the status of your application.

- Maintain confidentiality and protect your personal data in accordance with applicable regulations.
- Provide guidance on compliance matters related to incorporation.

3. Anti-Money Laundering (AML) Compliance

As required by Irish law, we must comply with AML regulations, which include:

- Conducting Know Your Customer (KYC) checks before providing services.
- Verifying the identity of company directors, shareholders, and beneficial owners.
- Reporting suspicious activities to the relevant authorities if required.

Failure to provide the necessary AML documents may result in delays or refusal of service.

4. Data Protection and Confidentiality

We will process your personal data in accordance with the **General Data Protection Regulation (GDPR)** and the UK Data Protection Acts.

Your data will only be used for providing the requested services and fulfilling legal obligations.

We will not disclose your information to third parties unless required by law.

5. Fees and Payment Terms

Our service fees are detailed in the attached fee schedule.

Payment must be made in advance unless otherwise agreed.

Government fees or third-party charges are included.

6. Limitation of Liability

While we will use reasonable care and skill in delivering our services, we do not guarantee the approval of your company registration by UK authorities.

We are not responsible for any legal, tax, or regulatory consequences of your company's activities post-registration.

Our liability for any claims arising from this engagement is limited to the total fees paid for the service.

7. Termination:

This engagement may be terminated by either party in writing if:

- The Client fails to provide required information or payments.
- We determine that continuing the engagement would breach legal or regulatory requirements.
- The Client decides not to proceed with the registration (no refund policy may apply).

8. Governing Law and Jurisdiction

This Agreement shall be governed by and interpreted under the laws of UK. Any disputes shall be subject to the exclusive jurisdiction of the UK courts.

9. Acceptance:

By signing below, you acknowledge that you have read, understood, and agree to the terms and conditions outlined in this engagement letter.