
**TERMS OF BUSINESS FOR THE PROVISION OF
ENTITY FORMATION AND CORPORATE ADMINISTRATION SERVICES**

GENERAL TERMS AND CONDITIONS FOR THE PROVISION OF
ENTITY FORMATION AND CORPORATE ADMINISTRATION SERVICES

1. INTERPRETATION

1.1 In these Terms the following words have the following meanings:

Appointment the appointment or purported appointment of any administrator, receiver, liquidator, administrative receiver, provisional liquidator or similar officer or agent in relation to the Managed Entity, its Assets or any Relevant Person or any attempt by any person to enforce a charge of any nature over shares of the Managed Entity or its Assets.

Anti-money Laundering laws refers to any and all applicable laws for the prevention of money laundering, proliferation financing and terrorist financing that applies to Harneys Fiduciary and the Managed Entity (including in both the British Virgin Islands and St Kitts and Nevis).

Ascentium Group consists of each entity who, along with Harneys Fiduciary, has either Ascentium Topco Limited as its holding company or is entitled to use the brand-name Ascentium.

Assets the assets of a Managed Entity whether provided when the Managed Entity was established, or accumulated or added to it at a later date.

Authorised Person any authorised person entitled or empowered by a power of attorney in a form acceptable to Harneys Fiduciary to give instructions to Harneys Fiduciary in respect of the Managed Entity or the Services.

Beneficial Owner the natural person(s) who ultimately owns or controls a Managed Entity in accordance with the laws of the relevant jurisdiction.

Business Day every day that is not a Saturday, a Sunday or a recognised public holiday in the country of intended receipt of a communication or notice.

Clause or **Schedule** a clause or a schedule in the Terms.

Client refers to the person whose particulars are set out in the Formation Request, and who has signed the Formation Request and agreed to engage Harneys Fiduciary directly to provide Entity Formation Services governed by these Terms.

Data Protection Law the applicable Law of any jurisdiction from time to time relating to the protection of Personal Data, including but not limited to (i) national laws implementing the Directive on Privacy and Electronic Communications (2002/58/EC); (ii) the General Data Protection Regulation 2016/679; (iii) the UK Data Protection Act 2018 as amended by the Data Protection, Privacy and Electronic Communications (Amendments)(EU Exit) Regulations 2019; (iv) the Data Protection Act (as Revised of the British Virgin Islands); (v) the Data Protection Act (As Revised of the Cayman Islands), and (vi) any other law, regulation or rule or binding instrument which relates to data protection, privacy or the processing of Personal Data, occurring under or in connection with this Agreement).

Electronic or **Electronically** any form of message made or sent by any type of telecommunication, digital or electronic device including but not limited to the internet, facsimile, email and text message.

Fee Schedule the general schedule of fees charged by Harneys Fiduciary for a particular Service as amended from time to time.

Governing Instrument the applicable articles and/or by laws or any other applicable document, instrument or deed creating or establishing the Managed Entity, including any amendments or variations thereto.

Harneys Fiduciary means Harneys Corporate Services Limited whose principal office is at Craigmuir Chambers, PO Box 71, Road Town, Tortola, VG1110, British Virgin Islands.

Interested Person (i) the natural person(s) who ultimately owns or controls the Managed Entity or on whose behalf a transaction or activity is being conducted by or through the Managed Entity and includes, though is not restricted to, a natural person who ultimately owns or controls, whether directly or indirectly, 10% or more of the economic interests in the Managed Entity and (ii) a person who is connected to, has a registered or beneficial interest in, or who has benefited or may benefit from the Managed Entity whether such connection, interest or benefit is direct or indirect, contingent or subject to the discretion of any party or who has directly or indirectly contributed assets to the Managed Entity or who is referred to in the relevant Governing Instrument or any associated document as entitled to benefit or as having a connection including but not limited to a beneficiary or settlor of a trust, a protector or enforcer of a trust or a shareholder or director of a company.

Law includes rules of common law and equity as well as any statute or statutory provision which revises, amends, extends, consolidates or replaces it, or which has been amended, extended, consolidated or replaced by it, and any orders, rules, regulations, instruments or other subordinate legislation made under it, or made by applicable authority.

Managed Entity refers to the company that has been incorporated under the laws of Nevis on the Client's request.

Nevis Provider refers to a licensed trust and corporate service provider in Nevis that is engaged by Harneys Fiduciary to incorporate the Managed Entity and to provide registered agent and registered office services in Nevis.

Party a party that is bound by these Terms.

PEP a politically exposed person or an individual who is or has been entrusted with prominent public functions and members of their immediate family or persons who are known to be close associates of such individuals.

Person includes any individual, firm, general partner, corporation, government, state or agency of a state or any association, trust, joint venture, consortium or partnership (whether or not having a separate legal personality).

Personal Data personal information relating to an identified or identifiable living individual as defined in applicable Data Protection Law which is disclosed or made available to Harneys Fiduciary by or on behalf of You or the Managed Entity in connection with the Services.

Privacy Statement the [Harneys Fiduciary Privacy Statement](#) (as amended from time to time) and available at www.harneysfiduciary.com/privacy-statement/.

Registrar the Registrar of Corporations in Nevis.

Regulation the General Data Protection Regulation 2016/679.

Relevant Person the Managed Entity, Interested Persons, Beneficial Owners, and Authorised Persons.

Services the Entity Formation Services and Corporate Administration Services to be provided by Harneys Fiduciary to You as described in Clause 3 and Schedule 1 of the Terms.

Subject Persons principals, affiliates, Interested Persons, Beneficial Owners, directors, officers, shareholders, employees and agents of a Party.

Tax Obligations tax declarations and reporting obligations including, but not limited to, those relating to You, the Managed Entity and the Assets.

Terms these General Terms and Conditions applicable to the Client and the Managed Entity and to the provision of the Services.

Third Parties Law the provisions of the governing law providing for the enforcement of contracts by third parties to the contract. If, in the governing jurisdiction, the Law has no such provisions, then Harneys Fiduciary enters into the Terms, on its own behalf, and also as agent for those Persons identified in Clause 14.6 of these Terms in relation to the benefit of the limitation of liability and indemnity provisions in Clause 14 of these Terms.

Unlawful prohibited or restricted by Law or regulation in any relevant jurisdiction or by international sanctions.

US\$ the lawful currency of the United States of America.

Working Day any day on which the offices of the relevant Harneys Fiduciary providing the Services is open for non-automated business.

You and Your the Party or Parties bound by these Terms (including the Client and Managed Entity), other than Harneys Fiduciary.

1.2 For the purpose of these Terms:

- (a) use of the singular includes the plural and the masculine gender shall include the feminine and the neuter and vice versa;
- (b) headings in these Terms are for convenience only and shall not affect the construction or interpretation of these Terms; and
- (c) written, in writing and maintain includes all modes of representing, reproducing or maintaining words in visible form, including in the form of an Electronic record.

2. APPLICABILITY OF THESE TERMS

2.1. Unless expressly provided otherwise, these Terms apply to You in the provision of the Services by Harneys Fiduciary. The legal relationship between You and Harneys Fiduciary is governed by these Terms which shall supersede all previous agreements, promises, assurances, warranties, representations and understandings between the Parties, whether written or oral, relating to its subject matter.

3. THE SERVICES

- 3.1. The Client hereby engages Harneys Fiduciary to provide Entity Formation Services as set out in **Schedule 1** for the incorporation of one or more companies under the laws of Nevis (each a **Managed Entity**) and agrees to pay the applicable fees in accordance with the Fee Schedule prior to the relevant service being undertaken.
- 3.2. The Client shall submit its request in writing to Harneys Fiduciary in such form as Harneys Fiduciary may require from time to time (a **Formation Request**) and shall provide the requisite customer due diligence information required by Harneys Fiduciary to comply with applicable anti-money laundering laws.
- 3.3. These Terms shall automatically take effect on the date that the Client provides its first Formation Request (the **Commencement Date**) and shall continue in force unless terminated in accordance with the termination provisions herein.
- 3.4. If Harneys is satisfied with a Formation Request and provided that:
 - (a) a Nevis Provider has agreed to incorporate the Managed Entity including to act as registered agent and registered office in Nevis; and,
 - (b) the Client has paid to Harneys Fiduciary the relevant Formation Fees (and any other applicable fee) in advance, then, Harneys Fiduciary shall procure the incorporation of the Managed Entity on the Client's behalf.
- 3.5. It shall be Harneys Fiduciary's sole responsibility to arrange the services of a Nevis Provider of its choice.
- 3.6. The Client agrees that Harneys Fiduciary may (but shall not be obliged to) proceed with a Formation Request. In the event that a Formation Request cannot proceed, Harneys Fiduciary shall notify the Client as soon as possible and if possible, give reasons.

- 3.7. On the incorporation of the Managed Entity, the Client shall procure that immediately thereafter, the Managed Entity accept these Terms and approve the provision of Corporate Administration Services to the Managed Entity by Harneys Fiduciary. The Managed Entity's approval shall be evidenced in such form as Harneys Fiduciary may require.
- 3.8. Subject to the requirement in Clauses 3.4 and 3.7 being satisfied, Harneys Fiduciary agrees to provide Corporate Administration Services to the Managed Entity as set out in **Schedule 1** and in accordance with the Fee Schedule.
- 3.9. St Kitts and Nevis does not have a government managed central Register of Shareholders or Register of Directors. It shall be a requirement under these Terms that Harneys Fiduciary maintain the original statutory registers of the Managed Entity which shall include the Register of Shareholders and the Register of Directors. The Managed Entity shall notify Harneys Fiduciary within 5 days of any change in the shareholders and directors of the Managed Entity. This is to prevent any uncertainty as to who holds the relevant appointment or equity in the Managed Entity and to ensure it can be managed and produced centrally.
- 3.10. It is agreed that the Client shall be the applicant for Entity Formation Services and that the Managed Entity shall be the applicant for Corporate Administration Services.
- 3.11. Each of the Client and Managed Entity acknowledge that in providing the Services, Harneys Fiduciary is acting on its and your behalf and in keeping with its and your reasonable written instructions that may be provided from time to time. In the event of a conflict between the Client and Managed Entity, it shall be for Harneys Fiduciary to determine how to respond to that conflict in its sole discretion.
- 3.12. Harneys Fiduciary may, at its sole discretion, sub-contract or engage other service providers to perform some (but not all) of the Services to be provided under these Terms on such terms as may be determined by Harneys Fiduciary (including to Nevis Provider). Harneys Fiduciary shall use reasonable skill and care in the provision of the Services and shall procure that any service provider use a similar degree of skill and care.

4. INFORMATION TO BE SUPPLIED TO HARNEYS FIDUCIARY

- 4.1. You shall forthwith supply, and shall procure that all Relevant Persons shall forthwith supply, to Harneys Fiduciary all such information, documents and instructions as are necessary or are requested by Harneys Fiduciary from time to time in order to fulfil any applicable legal and statutory obligations under the laws applicable to Harneys Fiduciary and the Managed Entity. This information will be shared with the Nevis Provider to ensure the proper provision of the Services and who will retain a copy for its records.
- 4.2. Without limiting the generality of the foregoing, You shall forthwith in writing inform Harneys Fiduciary of or provide documents to Harneys Fiduciary with respect to:
 - (a) any offering material (howsoever called) issued to the public in connection with the shares or debt of the Managed Entity;
 - (b) notices and minutes of Directors' and Members' meetings (including committee and class meetings) unless the Managed Entity has elected to keep such records;
 - (c) written resolutions passed by the Directors or Members (including committee and class resolutions) unless the Managed Entity has elected to keep such records;
 - (d) letters from each Director consenting to act as a Director;
 - (e) letters of resignation from the Directors or Officers;
 - (f) share transfer forms and cancelled share certificates;

- (g) copies of all notices and other documents filed by or on behalf of the Managed Entity with any governmental or regulatory authority;
 - (h) powers of attorney or other documents (howsoever called) conferring authority on one or more persons to act on behalf of the Managed Entity; and
 - (i) any documentation executed by the Managed Entity constituting a mortgage, charge or other security interest (howsoever called) over any of its property.
- 4.3. You shall forthwith in writing inform Harneys Fiduciary or procure that all Relevant Persons shall forthwith so inform, Harneys Fiduciary of any corporate action, changes to the directors, shareholders, officers, Interested Persons, Beneficial Owner or Governing Instruments of the Managed Entity or the creation or intended creation of any charge, mortgage or other security interest over any of its Assets or property and shall promptly supply to Harneys Fiduciary all such information and documents in connection therewith including, but not limited to, those requested by Harneys Fiduciary.
- 4.4. You shall forthwith inform Harneys Fiduciary of any Appointment and You agree that Harneys Fiduciary may in its absolute discretion (i) at Your expense obtain and rely on advice from a qualified lawyer in any relevant jurisdiction as to the powers of the person appointed under any Appointment, (ii) comply with any requirements or requests of any such person and (iii) rely on instructions from any person that it believes to be authorised to give instructions under any Appointment. Harneys Fiduciary will inform You of any Appointment as soon as reasonably practicable after it becomes aware of any such Appointment.
- 4.5. You shall forthwith inform Harneys Fiduciary of the appointment of any officer under anti-money laundering laws or automatic exchange of information laws and You agree that Harneys Fiduciary may in its absolute discretion (i) comply with any requirements or requests of any such person and (ii) rely on instructions from any person that it believes to be authorised to give instructions under any such appointment.
- 4.6. You shall forthwith notify in writing, and shall procure that any Relevant Person shall forthwith so notify, Harneys Fiduciary of any threatened, pending or actual litigation against You, or any Relevant Persons or the Managed Entity in any jurisdiction including any action, petition or other proceedings or steps (whether court-related or not) which have been proposed to be or have been taken in respect of You or any Relevant Persons or the Managed Entity including, but not limited to, winding-up, striking off any register, arrangement with creditors, insolvency, reorganisation or analogous procedure.

5. OBSERVANCE OF LAWS

- 5.1. You will comply, and shall procure that all Relevant Persons comply, with all Laws that apply to You and to them, and You shall forthwith, and shall procure that all Relevant Persons shall forthwith, notify Harneys Fiduciary of any breach, or any alleged breach, of any such Laws.
- 5.2. You undertake and warrant to Harneys Fiduciary and Nevis Provider that:
- (a) no monies paid to the Managed Entity as equity and all other funds paid to or passing through the Managed Entity represent the proceeds of, or have been paid in the furtherance of, any Unlawful activity;
 - (b) You shall procure that all Relevant Persons ensure that no such moneys or funds sourced from any Unlawful activity represent such proceeds or have been so paid;
 - (c) at the date, and throughout the term of the engagement You comply and will comply with all applicable Laws in any jurisdiction and will procure that all Relevant Persons so comply and will so comply;

- (d) You will not use nor have You used the Managed Entity to handle, conceal or in any way utilise funds related to the proceeds of any criminal or otherwise Unlawful conduct including, but not limited to, tax fraud or evasion, money laundering, drug trafficking, terrorism or false accounting (**Unlawful Purposes Funds**);
- (e) You shall procure that no Relevant Person shall or will handle, conceal or in any way utilise any Unlawful Purposes Funds;
- (f) all Assets introduced to the Managed Entity are, or will be, the lawful property or under the lawful control of the person introducing such Assets prior to such introduction and will not be connected in any way with any criminal or otherwise Unlawful activity or be the proceeds of crime or connected with terrorist financing or similar; and
- (g) You will provide full details of the provenance and source of all the Assets introduced to the Managed Entity by You or any other Person immediately upon Our request.

5.3. The Managed Entity shall keep proper books and records including where applicable, material underlying documentation including contracts and invoices which should reflect details of (a) all sums of money received and expended by the Managed Entity and the matters in respect of which the receipt and expenditure takes place; (b) all sales and purchases and other transactions and (c) the assets and liabilities of the Managed Entity.

5.4. The books and records should: (a) correctly explain all transactions of the Managed Entity; (b) enable the financial position of the Managed Entity to be determined with reasonable accuracy and (c) allow financial statements to be prepared.

5.5. The Managed Entity shall provide Harneys Fiduciary (and the Nevis Provider) without delay any such books and records on request and acknowledges that regulatory authorities acting pursuant to the exercise of a power under an enactment may direct that Harneys Fiduciary (or Nevis Provider) request such records or that such records or underlying documentation be obtained from the Managed Entity. The Managed Entity shall retain its records and underlying documentation for a period of at least five years from the date on which they are prepared.

5.6. The Managed Entity shall keep its books and records at the Managed Entity's registered office by Harneys Fiduciary, and the Managed Entity shall forthwith provide such books and records to Harneys Fiduciary.

6. COMPLIANCE

6.1. Without prejudice to the generality of Clause 5.1 hereof, You shall forthwith supply, and shall procure the supply by all Relevant Persons forthwith, to Harneys Fiduciary of all such information, documents and instructions as are necessary or are requested by Harneys Fiduciary in order to fulfil its obligations under all applicable Laws relating to the prevention of money laundering, beneficial ownership, terrorism financing, financial crime or breaches of international sanctions or any other Laws applicable to You, any Relevant Person, the Managed Entity or Harneys Fiduciary including, but not limited to, where applicable:

- (a) an explanation in writing of the nature of all relevant activities, an indication of actual and expected turnover and the source of funds;
- (b) evidence satisfactory to Harneys Fiduciary of the identity of any Relevant Person; and
- (c) such other information and documentation as Harneys Fiduciary may require in relation to any Relevant Person or activities of the Managed Entity including, but not limited to, in relation to the steps taken under clause 5.2 above.

6.2. You shall forthwith notify, and shall procure that any Relevant Person shall forthwith notify, Harneys Fiduciary in writing if You or they:

- (a) know or have reasonable cause to believe that any of the information provided to Harneys Fiduciary about an Interested Person or Beneficial Owner has changed or that the manner in which such Interested Person or Beneficial Owner holds their interest or control has changed and provide details of any such changes to the satisfaction of Harneys Fiduciary;
 - (b) know or have reasonable cause to believe that You or a Relevant Person is or becomes a PEP;
 - (c) know or have reasonable cause to believe that You or a Relevant Person is subject to or affected by any sanctions or other restrictions; or
 - (d) become aware of any event which may have a material effect on the Managed Entity, its Assets or activities or on Harneys Fiduciary's willingness or ability to provide the Services.
- 6.3. Harneys Fiduciary (or Nevis Provider) may refuse to perform any or all of its obligations under these Terms if in its sole discretion it determines that to do so would constitute a criminal or otherwise Unlawful offence in any jurisdiction in which Harneys Fiduciary (or Nevis Provider) operates or would otherwise contravene any Laws which apply to Harneys Fiduciary, the Managed Entity or the Services; Harneys Fiduciary will inform You promptly of any decision to refuse to perform an obligation under these Terms made in accordance with this Clause unless prevented from doing so by applicable Law.
- 6.4. If You have already instructed or intend to instruct a Harneys Law Firm to act on Your behalf or if Harneys Fiduciary instructs a Harneys Law Firm in accordance with these Terms, all client information and due diligence (including for but not limited to anti-money laundering purposes) collected by Harneys Fiduciary will be shared with the relevant Harneys Law Firm.

7. TAX OBLIGATIONS

- 7.1. You and all Relevant Persons have sole responsibility for the management of Your and their respective tax and legal affairs, and that of the Managed Entity, including, but not limited to, making any applicable filings and payments, complying with any applicable Laws including, but not limited to, fulfilling all reporting and declaration obligations in any jurisdiction. Harneys Fiduciary does not provide legal or tax advice. Harneys Fiduciary recommends that You and all Relevant Persons obtain Your and their own independent advice as to the fiscal consequences of the Managed Entity and its affairs and any Services provided by Harneys Fiduciary. Such advice should be updated on a regular basis, and forthwith if any relevant circumstances change.
- 7.2. You undertake and warrant that (i) You and the Managed Entity have been, are, and at all times will be, compliant with all of Your and its Tax Obligations and (ii) You and the Managed Entity have fulfilled all Tax Obligations and have made and will make all tax and other returns and provide all reporting required to be made in any relevant jurisdictions in respect of You and the Managed Entity and any benefits received from the Managed Entity.
- 7.3. You shall inform Harneys Fiduciary forthwith in writing if You become aware of any breach of Clause 7.2 above.
- 7.4. You shall inform Harneys Fiduciary within 20 days of the occurrence of any change in Your or the Managed Entity's circumstances and which are relevant to Tax Obligations or otherwise, of the Managed Entity or any of the Services (including, but not limited to, address, nationality, residence or domicile), and You shall procure that all Relevant Persons do so with regard to any such changes in their circumstances.
- 7.5. If You or any Relevant Person are subject to tax or reporting requirements of any nature in any jurisdiction or if the tax or governmental or other authorities of any jurisdiction consider that You or any Relevant Person may be subject to tax or reporting in that jurisdiction (even if You or the Relevant Person are not), Harneys Fiduciary may be required by applicable law to provide information or documentation and/or to report on an on-going basis information about You or any Relevant Person on an individual or aggregated basis to any relevant tax or reporting authority and if so required Harneys Fiduciary will do so.

8. FEES AND DISBURSEMENTS: GOVERNMENT AND REGULATORY FEES

- 8.1. Harneys Fiduciary (and relevant Nevis Provider) shall be entitled to fees and to be reimbursed for expenses in accordance with the applicable Fee Schedule provided to You by Harneys Fiduciary (which shall incorporate the Nevis Provider fees as disbursements) as amended from time to time. Harneys Fiduciary reserves the right in its sole discretion to impose an annual compliance monitoring fee depending on the risk profile of the Managed Entity.
- 8.2. All payments to be made to Harneys Fiduciary shall be made in cleared funds, without any deduction of any kind including, but not limited to, without deduction for or on account of any taxes, levies, imports, duties, charges, fees and withholdings of any nature now or hereafter imposed by any governmental, fiscal or other authority save as required by Law. If You are compelled to make any such deduction, You will pay to Harneys Fiduciary such additional amounts as are necessary to ensure receipt by Harneys Fiduciary of the full amount which Harneys Fiduciary would have received but for the deduction.
- 8.3. Harneys Fiduciary shall be entitled to recover from You all expenses and disbursements (including, but not limited to, filing and registration fees, charges for messengers and couriers, printing, postage, photocopying, scanning, telephone charges, secretarial overtime and other similar costs and expenses) incurred or paid by Harneys Fiduciary on Your or the Managed Entity's behalf or otherwise in the performance of or relating to the Services.
- 8.4. Harneys Fiduciary may apply funds received from You in payment of its fees, expenses and disbursements prior to paying any government, Registry or other fees due on behalf of the Managed Entity.
- 8.5. Without prejudice to its rights to terminate these Terms, Harneys Fiduciary shall have no obligation to provide and may suspend any Services if You are in default concerning the payment of any fees, expenses, disbursements or interest to Harneys Fiduciary.
- 8.6. Without prejudice to the generality of Clause 20 of these Terms, any requests received by Harneys Fiduciary for legal advice and/or services and any legal issues arising or assistance required (in either case as determined by Harneys Fiduciary in its sole discretion) from or in relation to these Terms, the Managed Entity or any Relevant Person may be referred by Harneys Fiduciary to a Harneys Law Firm or another law firm of their choice (which may enforce this clause 8.6 in its own right) and You agree to pay promptly the fees and disbursements of any relevant law firm, which shall be charged in accordance with its fee rates and terms and conditions of business then in effect.
- 8.7. Harneys Fiduciary shall not be responsible for any losses suffered in consequence or related to delayed or failed payment howsoever caused including but not limited to by way of Electronic funds transfers received with insufficient or incorrect details or non-receipt of transfer advices.
- 8.8. Payment by Harneys Fiduciary of governmental or regulatory fees on Your behalf is subject to You having provided Harneys Fiduciary funds to do so, and payment of any outstanding amounts due to Harneys Fiduciary or any relevant law firm. Harneys Fiduciary shall invoice You in respect of annual fees payable to any governmental or regulatory entity, and You shall promptly pay or procure the payment of such invoiced amount to Harneys Fiduciary on receipt of such invoice, and in any event no later than the date for payment stated in the invoice. If payment is made by wire transfer, You must inform Harneys Fiduciary of the wire instructions, including the dates and amount of the transfer, issuing bank, and invoice number. Harneys Fiduciary shall not be liable for any late payment, penalties, charges or expenses of any kind for which You may be liable as a result of Your delayed or failed payment of fees, or funds to Harneys Fiduciary for payment of fees, howsoever caused.

9. ACCOUNTS AND BILLING; LIEN

- 9.1. Invoices for fees and all other amounts due will be sent to You by email only and You undertake to provide at all times a current and valid email address for this purpose. Unless agreed otherwise, any retainer invoice issued by Harneys Fiduciary must be paid in full upon receipt prior to the commencement of the provision of Services. Any subsequent invoices must be paid in full within 14 days of the date of the invoice.
- 9.2. After the initial Formation Fees, you will be billed initially in advance for the period to the annual renewal fee cycle (1 January – 31 December)(**Billing Year**) when you will be billed again (at the end of November) for the next Billing Year in advance. Given its own obligations to the Nevis Provider, Harneys Fiduciary is unable to extend credit to You beyond the period that your fees are due. Therefore, any failure to pay fees in advance on time may result in Harneys Fiduciary and the Nevis service provider from continuing to provide Services to You and, in particular, the Managed Entity. You agree and understand that this means the Managed Entity may be struck off or dissolved without further recourse or notice to You and Harneys Fiduciary accepts no liability in this regard.
- 9.3. Where an invoice is not paid in full within 45 days of the invoice, interest shall become payable on any unpaid amount of the invoice from the date of the invoice until the date of payment at an annual rate of 8.5%. For any invoices not paid in full within 90 days of the date of the invoice, Harneys Fiduciary may rescind and forfeit any discounts or preferential fee arrangements which otherwise applied to the relevant invoice and re-invoice at the full amount which otherwise would be payable, with interest from the date of the original invoice, as above. In the event that it becomes necessary to engage collection agents, tracing agents, lawyers or other third parties to secure payment of any invoice which has been outstanding for more than 120 days, You will be responsible, and will forthwith reimburse Harneys Fiduciary, for the payment of all charges relating thereto on an indemnity basis which shall be added to the relevant invoice with interest as above. Harneys Fiduciary shall exercise a lien over all documents held by it in relation to You and the Managed Entity in respect of any unpaid fees and disbursements, or any other sums owed to it.

10. COMMUNICATION

- 10.1. Harneys Fiduciary will contact You or any Authorised Person by post, telephone or Electronic communication using the details that You have provided to Harneys Fiduciary.
- 10.2. Harneys Fiduciary may record or monitor phone calls and Electronic communications. Such recordings may be used as evidence in the event that there is a dispute.
- 10.3. You may contact Harneys Fiduciary through Your usual contact by post, telephone or Electronic communication but You should note that notices must be given in accordance with clause 18 of these Terms. You acknowledge and accept that with Electronic communication there is a risk of non-receipt, delayed receipt, inadvertent misdirection or interception by third parties. Harneys Fiduciary uses virus scanning software to reduce the risk of viruses and similar damaging items being transmitted through emails or Electronic storage devices. Harneys Fiduciary also expects You to operate such software. However, Electronic communication is not completely secure and You agree that Harneys Fiduciary shall not be held responsible or liable whatsoever for any damage or loss howsoever caused including, but not limited to, by viruses or by communications which are corrupted or altered after dispatch, or any other failure of Electronic communication.
- 10.4. An Authorised Person may be required to set up security procedures or take other steps before being permitted by Harneys Fiduciary to give instructions to Harneys Fiduciary on Your behalf.
- 10.5. Harneys Fiduciary (and Nevis Provider) shall incur no liability for or in respect of any action taken or omitted to be taken in reliance upon any instruction believed by Harneys Fiduciary to be from You or an Authorised Person, even if it is subsequently found not to be genuine or to be incorrect in any way.
- 10.6. Harneys Fiduciary (or Nevis Provider) may refuse to accept any instruction if it is not in writing or if it believes in its sole discretion that:

- (a) it was not given by You or any Authorised Person or does not comply with any applicable requirements, including, without limitation, those relating to the Managed Entity;
- (b) it is not clear, contains incorrect information or is illegible;
- (c) it appears to be inconsistent with another instruction received from You or any Authorised Person;
- (d) by carrying out the instruction Harneys Fiduciary may be in breach of any applicable Law or otherwise be acting in an Unlawful manner or become exposed to action or censure from any government, regulator or law enforcement agency;
- (e) to carry out the instruction would damage its reputation or contravene its internal policies; or
- (f) it would be impracticable or impossible to do so.

10.7. Harneys Fiduciary shall not be liable for any losses of any nature howsoever caused arising from a refusal to accept an instruction in accordance with Clause 10.6 above.

10.8. Harneys Fiduciary is entitled to, and will (and subject to clause 10.6) continue to act on instructions received from any Authorised Person until Harneys Fiduciary actually receives written notice from You that he or she is no longer so authorised.

10.9. If Harneys Fiduciary receives correspondence or communications addressed to the Managed Entity, any Relevant Person or You by virtue of providing the Services, Harneys Fiduciary reserves the right to require that you enter into a specific mail forwarding agreement. If it appears to Harneys Fiduciary, in its sole discretion, that it should open and review any such correspondence or communication, it may do so and take such action in relation to it as, in its sole discretion, it considers reasonable and appropriate.

10.10. In the event that Harneys Fiduciary (or Nevis Provider) is no longer providing any Services to You or the Managed Entity is struck off the register of companies, Harneys Fiduciary may at its own discretion determine that it shall not forward mail addressed to the Managed Entity, any Relevant Person or You and such mail will be destroyed in accordance with Harneys Fiduciary Record Disposal Policy. In the absence of a mail forwarding agreement, Harneys Fiduciary will not forward any mail and such mail will be destroyed in accordance with Harneys Fiduciary Record Disposal Policy.

10.11. You agree that Harneys Fiduciary (and Nevis Provider) shall not be liable for any liabilities, loss, damages, obligations, penalty, proceedings, claims, judgments, demands, costs, expenses or disbursements of any kind (including legal fees and expenses), whatsoever suffered or incurred by You at any time as the result of late receipt or non-delivery of such correspondence or other communication which Harneys Fiduciary or Nevis Provider receives on Your behalf, or as a result of any action taken by Harneys Fiduciary or Nevis Provider.

11. REPRESENTATIONS AND WARRANTIES

11.1. Each of the Client and Managed Entity represent and warrant for the benefit of Harneys Fiduciary and relevant Nevis Provider) that:

- (a) to the best of Your knowledge and belief full disclosure has been made to Harneys Fiduciary as at the Commencement date of all relevant information concerning the provision of the Services;
- (b) where the Client is a legal person that you are duly registered and validly existing under the laws of Your jurisdiction of formation and You are in good standing;
- (c) You have the power and authority to enter and accept these Terms, and that all actions required to give You the requisite authority to perform Your obligations hereunder have been duly taken;
- (d) These Terms are a valid and legally binding agreement enforceable against You;

- (e) You or any Relevant Person are not engaged or about to be engaged in any litigation, arbitration, regulatory or disciplinary action and to the best of Your knowledge and belief no such litigation, arbitration, regulatory or disciplinary action is pending or threatened against You or any Relevant Person;
- (f) in the event of any such proceedings or actions referred to in (e) above being brought or threatened against You or any Relevant Person, You shall promptly supply Harneys Fiduciary with all relevant information and documentation in relation to such proceedings or actions; and
- (g) You shall notify Harneys Fiduciary in writing immediately if any statement set forth in these Terms ceases to be true.

12. TERMINATION

12.1. Harneys Fiduciary may terminate the Terms by giving You:

- (a) not less than 30 days' written notice without cause and without giving reasons;
- (b) not less than 30 days' written notice if You committed a breach of Your obligations under the Terms and failed to make good such breach within the 30 days of notice;
- (c) not less than 10 days' written notice if there has been a change of Interested Person or Beneficial Owner;
- (d) not less than 5 days' written notice if You or the Managed Entity are in material breach of any regulatory law applicable to You or the Managed Entity; or
- (e) immediate written notice if You or the Managed Entity become insolvent, bankrupt or enter into liquidation (except a voluntary liquidation for the purposes of reconstruction or amalgamation) or the Managed Entity is struck off the relevant register.

12.2. Harneys Fiduciary may terminate the Terms by immediate notice if in its (or Nevis Provider's) sole discretion it believes that:

- (a) continuing to provide the Services would or might assist in the furtherance of criminal or Unlawful activity;
- (b) continuing to provide the Services would or might constitute a breach of any applicable Law or otherwise be Unlawful;
- (c) continuing to provide the Services does not fit within the risk strategy of Harneys Fiduciary;
- (d) You or any Relevant Person are subject to any international financial sanctions, or are designated as a person with whom Harneys Fiduciary is prohibited from dealing;
- (e) in continuing to provide the Services, it may suffer reputational damage or be prejudicial to the interests of Harneys Fiduciary;
- (f) You have given Harneys Fiduciary false information; or
- (g) Your conduct or the conduct of the Managed Entity of whatsoever nature makes it inappropriate in any way to continue to provide the Services.

12.3. You may terminate the Terms at any time by giving not less than 90 days written notice.

12.4. You may terminate the Terms immediately on giving written notice to Harneys Fiduciary if:

- (a) Harneys Fiduciary commits a material breach of the Terms and the breach has not been remedied within 30 days of notice requiring remedy of the breach;
- (b) Harneys Fiduciary becomes insolvent, or enters into liquidation (except a voluntary liquidation for the purposes of reconstruction or amalgamation);
- (c) Harneys Fiduciary ceases to hold the requisite licence or other authority required to provide the Services; or

- (d) material changes are made to the Terms in accordance with clause 17 hereof, which you do not wish to accept. If you do not terminate the Services, Your continued use of Harneys Fiduciary's services will constitute acceptance of these Terms and will continue to apply, as amended, to the provision of the Services to You.
- 12.5. If You give notice to terminate the Terms and wish to transfer the registered agent and registered office of the Managed Entity to another Nevis service provider, such notice must contain the name of the new service provider and full details of a contact person of such new provider. You shall be obligated to ensure that the new service provider is capable of providing the registered agent and registered office to the Managed Entity.
- 12.6. Any Party may terminate the Terms in accordance with Clause 19.6 hereof.
- 12.7. Termination of the Terms shall be without prejudice to outstanding payment obligations, the exclusion of liability and indemnification provisions set out herein.
- 12.8. Harneys Fiduciary shall, upon the termination of the Terms and payment of all outstanding fees, expenses, disbursements and interest or any other sum due to Harneys Fiduciary, deliver as You may direct all documentation in its possession relating to its Services, which is the property of You and/or the Managed Entity, and Harneys Fiduciary may make and retain copies thereof, at its own expense.
- 12.9. Termination of the Terms shall not affect the rights of any Party accrued up to the date of termination.

13. NON-EXCLUSIVITY OF SERVICES; NO PARTNERSHIP

- 13.1. You acknowledge and accept that the Services are not exclusive and Harneys Fiduciary may provide services to any other Person, without notice to You and without Your consent or notice to, or the consent of, the Managed Entity and it may provide any individuals provided for Services under these Terms to any other clients of Harneys Fiduciary for the provision of services to that client regardless of any conflict of interest that may arise.
- 13.2. Nothing contained in the Terms shall constitute a partnership between You, the Managed Entity or any Relevant Person and Harneys Fiduciary nor shall any employee, officer, director or agent of Harneys Fiduciary be deemed to be an employee of You or entitled to any remuneration or other benefits from You.

14. LIMITATION OF LIABILITY AND INDEMNITY; NO DUTY TO OTHERS

- 14.1. Harneys Fiduciary (and Nevis Provider) shall not be liable for any damage, loss, claims, proceedings, penalties, demands, liabilities, costs or expenses or disbursements (including, but not limited to, legal fees and expenses) or interest, of whatsoever nature, and however caused, suffered or incurred by You, or by any Relevant Person, at any time from any cause arising out of or in any way related to the Services, the Terms or in any way related to the performance or non-performance of the Services or any other act or omission or matter in connection with, or in any way relating to, the Services or the Terms or in reliance on any information provided by, or in response to any request from, You or any Relevant Person, unless caused by the actual fraud of Harneys Fiduciary.
- 14.2. You shall indemnify and hold harmless Harneys Fiduciary (and Nevis Provider) against all liabilities, obligations, losses, damages, penalties, actions, proceedings, claims, judgments, demands, costs, expenses or disbursements of any kind (including legal fees and expenses) and interest, however caused, which may be incurred or to which it may be subject in consequence of, or in any way relating to, the Services or the Terms in any way related to the performance of or non-performance of the Services or any other act or omission or matter in connection with, or in any way relating to, the Services or the Terms or the subject matter of the Terms unless caused by the actual fraud of Harneys Fiduciary. The maximum liability of Harneys Fiduciary under these Terms is limited (in the absence of fraud) to US\$5 million.
- 14.3. The limitations of liability and indemnification provided shall not be deemed to be exclusive of any other such rights to which those seeking such limitation or indemnification may be entitled.

- 14.4. Harneys Fiduciary (and Nevis Provider) shall not in any event be liable for (i) any consequential, indirect, special, incidental, punitive or exemplary loss or (ii) any economic loss (including, but not limited to, loss of revenues, profits, contracts, business or anticipated savings), arising out of any breach or in connection with these Terms or the provision or non-provision of Services, or otherwise, in each case whether or not Harneys Fiduciary (or Nevis Provider) has been advised of the possibility of the occurrence of such loss or damage, and howsoever incurred. For the avoidance of doubt Harneys Fiduciary shall not in any event be liable for any loss of goodwill or reputation.
- 14.5. For the avoidance of doubt, obligations of Harneys Fiduciary under the Terms are owed only to You and to no other person. Without prejudice to the generality of the foregoing, Harneys Fiduciary undertakes and owes no duty of any nature whether fiduciary, in contract, tort, trust or otherwise, in relation to the Terms or the Services, to any Relevant Person or any other person, save as may be required by Law.
- 14.6. All the terms of this Clause 14 shall ensure for the benefit of each of Harneys Fiduciary's and Nevis Provider's shareholders, directors, officers, employees, agents, partners, its successors and assigns and their respective directors, officers, employees, agents and partners, and those provided by Harneys Fiduciary or Nevis Provider for or in connection with the provision of any Service, all of whom may enforce the terms of this Clause 14 in their own right in accordance with the Third Parties Law.

15. DATA PROTECTION AND PROCESSING

- 15.1. Please refer to the Privacy Statement for further information on how Harneys Fiduciary collects Personal Data, how it is used, what rights and choices You have in relation to the Personal Data held and processed and how You or data subjects whose Personal Data may be held by Harneys Fiduciary can contact us. Your personal data will be shared with and processed by the Nevis Provider.
- 15.2. In providing Services and otherwise fulfilling its obligations, Harneys Fiduciary and the Nevis Provider may be required to process information which is Personal Data. You acknowledge and agree that:
- (a) You have received, read and understand the contents of the Privacy Statement;
 - (b) You have shared the privacy Statement with all relevant individuals before their disclosure of Personal Data to Harneys Fiduciary;
 - (c) to the extent Harneys Fiduciary acts as a "data controller" in respect of the Personal Data, Harneys Fiduciary may process the Personal Data in accordance with applicable Data Protection Law and the Privacy Statement;
 - (d) to the extent Harneys Fiduciary acts as a "data processor" in respect of the Personal Data, the provisions of the [Data Processing Addendum](#) shall apply to any processing of Personal Data undertaken by Harneys Fiduciary;
 - (e) You agree to the sharing of any such Personal Data with the Ascentium Group for the purposes stated in the Privacy Statement; and
 - (f) You agree to the sharing of any such Personal Data with the Nevis Provider and such other service providers that may be engaged from time to time by Harneys Fiduciary to provide some (but not all of the Services) herein.

16. CONFIDENTIALITY; EXCEPTIONS FROM CONFIDENTIALITY AND CONSENT

- 16.1. No Party shall, at any time, disclose to any other person and shall treat as confidential, any information relating to the business, finances or other matters of any other Party, which such Party has obtained as a result of its relationship with the other Party under these Terms, save where the information is or was:

- (a) already known to the recipient from a source other than the other Party without any obligation of confidentiality;
 - (b) in the public domain or becomes public knowledge otherwise than as a result of the unauthorised or improper conduct of the disclosing Party;
 - (c) required to be disclosed by any Law or order of any court or due to any instruction, request or requirement (whether or not having the force of Law) of any central bank, governmental, supervisory or other regulatory agency or taxation authority (provided that, if legally permissible, the recipient will promptly inform the other Party of any such order, instruction, request or requirement) and also of any intended such disclosure;
 - (d) disclosed for business purposes to affiliates, professional advisors, service providers or agents engaged by a Party, who received the information under a duty of confidentiality (including but not limited to disclosure to a Harneys Law Firm or other law firm engaged or proposed to be engaged by You, or by Harneys Fiduciary under these Terms, unless instructed otherwise);
 - (e) made available by a third Party who is or was entitled to divulge such information and who is not under any obligation of confidentiality in respect of such information to another Party;
 - (f) disclosed with the consent of another Party (including any consents contained under these Terms); or
 - (g) disclosed by Harneys Fiduciary to the Nevis Provider for legitimate business purposes such as improving the level and quality of service, unless otherwise directed by the Managed Entity.
- 16.2. The Parties shall ensure that any confidential information provided to another Party in relation to Subject Persons of the disclosing Party is provided with the consent of the relevant Subject Persons, which the disclosing Party shall obtain.
- 16.3. This confidentiality provision does not prohibit Harneys Fiduciary from disclosing information to any Harneys Law Firm or other law firm:
- (a) does not prohibit Harneys Fiduciary from disclosing information to any Harneys Law Firm or other law firm to protect what, in its sole discretion, it considers to be its own interests with respect to You or any Relevant Person provided always that each such Harneys Law Firm or other law firm shall be required by Harneys Fiduciary to treat such information as confidential; and
 - (b) does not prohibit Harneys Fiduciary from disclosing information to any Harneys Law Firm or other law firm for legitimate business purposes connected with the provision of legal advice to or with respect to You or the Managed Entity and, without limitation to the generality of the foregoing, Harneys Fiduciary may disclose information relating to You, any other Party, or the Managed Entity without seeking Your or their consent on request from a Harneys Law Firm upon confirmation from such Harneys Law Firm that such Harneys Law Firm is currently instructed by You or the Managed Entity, or by Harneys Fiduciary; and
 - (c) does not prohibit Harneys Fiduciary from (acting reasonably) disclosing information to another member of the Ascentium Group for legitimate business purposes such as improving the level and quality of service, unless otherwise directed by the Serviced Entity.
- 16.4. If You require a copy of your files, Harneys Fiduciary is entitled to charge for the costs it incurs (including checking the files and data transfer costs) in returning the files to You or a different provider. Harneys Fiduciary shall not transfer files before all outstanding fees have been settled.

17. VARIATION OF THESE TERMS

- 17.1. Harneys Fiduciary may, in its sole discretion, at any time and from time to time change, alter, adapt, add or remove any of these Terms (including the Fee Schedule) and if Harneys Fiduciary does so, Harneys Fiduciary will give notice by posting any such changes on its website (<http://www.harneysfiduciary.com/>) or by notifying you of the changes by email communication (but without other notice to You) making clear the date on which the changes to these Terms come into effect. The current version of these Terms is available from Harneys Fiduciary at any time on request. Your continued

use of Harneys Fiduciary's Services following any changes to these Terms shall constitute acceptance of those changes and You agree to be bound by the current version of these Terms with immediate effect.

18. NOTICES

- 18.1. Any notices, correspondence or communications to be delivered or forwarded by Harneys Fiduciary shall be sent by Electronic transmission or prepaid airmail and shall be deemed to be given in the case of Electronic transmission at 9.00 a.m. on the next Working Day in the place of receipt following dispatch or in the case of postal delivery, 10 Working Days after the dispatch thereof and shall be sent:
- (a) in the case of Harneys Fiduciary, to the registered office address of the Harneys Fiduciary entity providing the Services or such other address as has been communicated to You;
 - (b) in the case of You or the Managed Entity, to such correspondence address or Electronic address as provided by You to Harneys Fiduciary;
 - (c) to any correspondence address or Electronic address or for the attention of any other Person as may from time to time be notified by one Party to the other Party by notice given in accordance with the provisions of this Agreement; and;
 - (d) in the absence of any address specified or notified pursuant to (b) and (c) above, to such other address as Harneys Fiduciary in its sole discretion considers appropriate.

19. MISCELLANEOUS

- 19.1. **Severability.** If any provision of the Terms is found by any court or arbitrator to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions which shall remain in full force and effect. If any provision of the Terms is found to be invalid or unenforceable and would be valid or enforceable if some part of the provision were modified, the provision in question shall apply with such modification(s) as may be necessary to make it valid. Nothing in the Terms shall exclude or restrict any liabilities which cannot lawfully be limited or excluded or provide any indemnity, save, in each case, to the full extent permitted by Law.
- 19.2. **Language.** All communications between Harneys Fiduciary and You will be in English. If We provide a translation of the Terms or any communication, the English language version will be the only legally binding version and will prevail if there are any inconsistencies in language.
- 19.3. **Copyright.** Documents prepared by Harneys Fiduciary in respect of the Services is the property of Harneys Fiduciary. Harneys Fiduciary accept no responsibility for the use of these documents for cases or circumstances different from those in respect of which they were originally prepared.
- 19.4. **Delay.** The delay or failure by any Party to object to or take affirmative action with respect to any breach of these Terms by the other Party shall not be construed as a waiver of such breach
- 19.5. **Assignment.** The Terms shall not be assignable by You and may be assigned by Harneys Fiduciary to an affiliated entity at any time without the consent of, or prior notice to, You or any other Party.
- 19.6. **Force Majeure.** No Party shall be in breach nor liable for delay in performing, or failure to perform, any of its obligations under the Terms if such delay or failure results from events, circumstances or causes beyond its control. In such circumstances, the affected Party shall be entitled to a reasonable extension of time for performing such obligations. If those obligations are not performed within such extension of time, the Party to whom such obligation is owed, may terminate the Terms forthwith by notice in writing.
- 19.7. **Third Party Rights.** You agree that in consideration for assisting with the provision of the Services under this Agreement, the Nevis Provider shall be entitled to enforce its rights pursuant to this Agreement directly with the Client and/or Managed Entity.
- 19.8. **Survival.** Clauses that relate to limitation of liability and indemnity, language, assignment, confidentiality, notices, governing law and jurisdiction shall survive the termination of the Services.
- 19.9. **Maintenance and destruction of records.** Harneys Fiduciary undertakes to keep all records in relation to the Managed Entity after the termination of the Services for such a period as may be prescribed by Law after which time such records may be destroyed.

19.10. **Waiver.** No waiver of any right or rights arising under the Terms shall be effective unless such waiver is in writing and signed by the Party whose rights are being waived.

20. PROFESSIONAL ADVICE

20.1. In the event that Harneys Fiduciary in its sole direction requires professional advice of any kind with respect to You, Your affairs, any other Party, any Relevant Person, the Managed Entity or the Services, Harneys Fiduciary may obtain such professional advice. You shall reimburse Harneys Fiduciary for the cost of obtaining such advice.

21. LEGAL ACTION

21.1. Unless provided otherwise by the Terms, Harneys Fiduciary shall not be required to take any legal or similar action on Your behalf or on behalf of the Managed Entity. Harneys Fiduciary may, in its sole discretion, take any such action provided that it and its directors, officers, employees and affiliates and agents are fully indemnified against all liability, and remunerated for all work done and time spent, and reimbursed for all costs and expenses incurred, and on such other terms as may be required by Harneys Fiduciary.

22. HARNEYS LAW FIRMS

22.1. Harneys Fiduciary does not provide legal advice of any kind, under any circumstances, and no communication of any kind from Harneys Fiduciary constitutes legal advice. Harneys Fiduciary is separate from the Harneys Law Firms. If You wish to instruct Harneys Law Firm, You must do so by a separate contract between You and the relevant Harneys Law Firm. Harneys Fiduciary assumes no duty to You in relation to, nor is it responsible for, any advice or other services that may be provided to You by a Harneys Law Firm.

23. EXCHANGE OF INFORMATION

23.1. If you choose to instruct both Harneys Fiduciary and Harneys Law Firms or another law firm, You consent to the disclosure of information held by Harneys Fiduciary to Harneys Law Firms or that other firm. Such information may include company registers, compliance data and constitutional documents. If You do not want Harneys Fiduciary to disclose this information to Harneys Law Firms or other law firm, You must provide written instructions confirming that the information may not be disclosed.

24. GOVERNING LAW AND JURISDICTION

24.1. The Terms shall be governed by and construed in accordance with the Laws of the British Virgin Islands. The Parties submit to the exclusive jurisdiction of the courts of the jurisdiction of the governing Law of that jurisdiction and no proceedings shall be brought in the courts of any other jurisdiction, without the consent in writing of the other Party.

24.2. The governing law and jurisdiction of the Terms may be changed by Harneys Fiduciary, in its sole discretion, at any time and without giving reasons, by written notice to You.

SCHEDULE 1 – SERVICES

Part A – Entity Formation Services

Harneys Fiduciary may provide, facilitate or procure the provision of the following Entity Formation Services which is not an exhaustive list:

- a) name reservation;
- b) provision of standard articles and bylaws for the Managed Entity;
- c) submission of customer due diligence information to satisfy anti-money laundering laws;
- d) arranging for the provision of registered agent and registered office services by the Nevis Provider;
- e) incorporation of the Managed Entity;
- f) preparation of organising resolutions for the Managed Entity;

Part B – Corporate Administration Services

Harneys Fiduciary may provide, facilitate or procure the provision of the following Corporate Administration Services which is not an exhaustive list:

- a) payment of all governmental and Registry fees applicable to the Managed Entity (including any annual fees);
- b) maintaining the original statutory registers including but not limited to the Register of Directors and Register of shareholders;
- c) maintaining the minute book of the Managed Entity including all minutes of meetings of shareholders and directors and written resolutions of shareholders and directors;
- d) maintaining the books and records of the Managed Entity that show the financial transactions and position of the Managed Entity;
- e) arranging for the delivery of any service of process to the Managed Entity;
- f) arranging for the provision of registered agent and registered office services by the Nevis Provider;
- g) any annual filings applicable to the Managed Entity including any Registry filings or tax returns;
- h) preparing standard director and shareholder resolutions;
- i) assisting with the general corporate administration of the Managed Entity;