# **Mandate Agreement Regarding Arrangement of Client’s Affairs**

 as entered into on this date below by

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| **Full Name:** Address: Date of birth:  |

(hereinafter referred to as the “Client”) and

**NeoTax s.r.o., company number: 02189909**, soregistered address: Pod Děkankou 1694/4, 140 00 Praha 4 registered in the business registry of the Municipal Court in Prague, Section C, file number

215906, represented by the Director, Mgr. Ivo Brabec

(hereinafter referred to as NeoTax or the “Agent”)

Concluded as per § 2430 et seq. of Act 89/2012, the Civil Code, Act 586/1992, the Income Tax Act, and Act 91/2012, the International Private Law Act, and other hereto related laws and international treaties excluding double taxation on income from abroad.

## Preamble

The Agent is a corporation doing business in tax advisory and thereto related services for its partners – clients, especially acts and steps of filing forms of clients residing abroad, all in accordance with the current tax laws of the Czech Republic and any other foreign relevant laws. **Subject Matter**

NeoTax s.r.o. shall, in position of an agent, arrange affairs for the Client, namely take all steps leading to obtaining an original or a copy of a document which cannot be provided by the client.

The client asks for obtaining the following document type:

Related to employment in: Related to calendar years:

If NeoTax s.r.o., in position of an agent, requests a written power of attorney, the Client shall provide it, in the scope so requested, and if the Client refuses to provide it, then Neotax.r.o. is not able to provide the Client with the requested services.

**Obligations of the Client and of the Agent, Initiation of Work on Arrangement of Affairs of the Client According to this Agreement:**

* The Client shall register online and send all relevant documentation to this Agent.
* The Client shall deliver original documents upon request.
* After registering in the system of this Agent, the Client shall receive his/her own secure online client account with a login and a password, whereas this client account shall be available to the Client 24 hours a day, 7 days a week.
* The Agent shall contact the relevant entity (employer, tax authority and similar) to obtain the missing document. The agent is nevertheless not responsible for the situation when the relevant entity is not responsive or rejects to act accordingly and provide relevant document. **Term of Agreement, Delivering Notifications**

This Agreement is concluded for an indefinite term. This Agreement, already signed by NeoTax via technical means, is valid as of the date it is signed by the Client and comes into legal force at the moment the signed original is delivered to the Agent.

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Duly delivered written communication: any such written communication between the Agent and the Client is also: e-mail message and electronically delivered message without certified digital signature.

## Agent’s Fee for Arrangement of Affairs, Payment Terms, Fines

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| This Client shall pay this Agent for the activities performed for the Client hereunder an amount of: • 35 EUR /document deductible from the potential tax overpayment. If the tax overpayment is not high enough to cover the fee, the agent agrees to waive the unpaid portion of the fee.  |

The Client agrees to pay all other fees mentioned in the price list available on www.neotax.eu in case that these fee apply. All fees mentioned in this contract are meant to be linked to one tax year and employer and are to be multiplied by the number of years for which the Client requests the services of the Agent. This Client hereby agrees that any document be issued and sent to this Client electronically. The scope and amount to be billed may be disputed by the Client, upon a written complaint delivered within 30 days since the bill is issued. Delivering the written complaint does not affect the maturity of the bill. All payments hereunder may be executed via a payment card or via wire transfer. One of the options of enforcement of debt that the Agent may make use of is an agreed set off as per § 1982 of the Civil Code. All fees payable prior to the receipt of any refund from the third country include the VAT in a valid rate. All fees payable after the receipt of any refund are further subject to VAT rate applicable at the moment when the given fee is payable.

## Termination of Agreement via Written Notice

This Agent may terminate this mandate without having to state any reason for that and with legal effect as of the end of the calendar week following after the week in which a written notice of termination is delivered to the Client, unless the written notice of termination states a later date. During the term of this notice of termination all mutual rights and obligations are subject to this Agreement.

## Final Provisions

Amendments hereto are possible only if in a form of written and numbered amendments signed by both these Parties hereto. If the written form is not duly kept, it is deemed that the amendment is not to be considered and Parties hereto are not bound by such an amendment.

This Agent shall keep confidentiality as to the contents of the realized mandate, even after the termination of the legal effect of this Agreement.

Upon reading this Agreement the Parties hereto expressly declare they agree with the contents hereof and that it was drafted based on true information and their true and free will. In witness hereto these Parties hereby attach their signatures.

This Agreement exists in two original issues, while the Client shall receive one issue electronically.

In Prague on:

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| --- | --- |
| In on: ..................... @ | Client’s signature |

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