



## AGREEMENT ON FEES

Mr.

Hereinafter referred to as « the client»,  
Empowers “Paul de MONTGOLFIER et Associés Limited”, BP 1276, Port Vila (Vanuatu),  
To provide the following services:

- Domiciliation in its offices of ...(provision of a Post Office Box, sorting out and forwarding of mails, maintenance of the company seal and records of general meeting of shareholders),
- Annual legal secretariat offices (Notification, drawing up and sending of minutes to shareholders, annual report drawing up and deposit at the Vanuatu Financial Services Commission – V.F.S.C.),

For a fixed valuable consideration per year of VT60.000 tax free. A VAT amount of 12, 50% and an annual duty on companies of thirty thousand vatu (VT 30,000) are to be added to that cost.

That is to say an overall cost of VT 108,750 (subject to tax laws amendment) payable on presentation in March of each year.

Made in PORT VILA (Vanuatu) the

Following are the signatures (which approve this agreement on fees and the terms and conditions attached)

The Client	Paul de MONTGOLFIER

**Paul de Montgolfier & Associates Limited**  
**www.ajc-vanuatu.com**

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Tel : ( + 678 ) 24404 Fax : 23692 – email : [ajc@vanuatu.com.vu](mailto:ajc@vanuatu.com.vu)  
Lolam House – 1<sup>er</sup> étage / BP 1276 – Port Vila – Vanuatu



## TERMS AND CONDITIONS OF SERVICES

« Paul de MONTGOLFIER et Associés Limited » is providing a wide range of services and advice including:

- • Drafting contracts in all family-related matters, estate law, business law (sales, purchases, leases, securities, mortgages, construction, co proprietorship agreements, trusts, powers of attorney, gifts, wills, successions, adoptions, marriage contracts, divorces...and corporate law related contracts: formation, incorporation, domiciliation, secretariat...),
- • Advising and assisting any new resident or investor in Vanuatu (V.I.P.A approval, immigration formalities, VAT registration, obtaining a business licence...),
- • Advice on assets management and reorganisation, legal audit,
- • French/English and English/French translation of any document,
- • Full commercial and civil litigation services in Vanuatu or abroad.

**The tariff agreement is set out clearly and given to the client in writing prior the intervention.**

*The costs of intervention, a few examples (to be refined according to each situation):*

- Local or international company incorporation (collecting information, drafting statutes, signing, registration, providing general assembly book and company seal), + Enregistrement fiscale d'une société locale (création puis 31 MARS chaque année) + Enregistrement fiscale d'une société internationale (puis annuellement)	VT70.000  VT30.000 US\$150
- Secretarial annual fees of a company (notification of the annual general meeting and drawing up of the minutes thereof, book and company seal keeping, establish and registration of the annual report)	VT60.000
- Company administrator of a local company which the shareholders reside abroad	VT20.000
- Annual agent of an offshore company.	VT60.000
-Resort to the services of a trust—annual cost— <i>To be adapted according to the given mission</i>	VT50.000
- Deposit of an application for a VIPA investment approval	VT50.000
- Deposit of the renewal application V.I.P.A.,	VT30.000
- Drafting a will or power of attorney,	VT30.000

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- Transfer of deed (advice, drafting, subsequent formalities...). The cost of transfer of a deed (lease) shall be increased by different taxes for 7%.	VT70.000
- Transfer of shares of local companies (advice, drafting, subsequent formalities...). Transfer of shares' fee must be increased by 7% to include various taxes.	VT70.000
- Security taking(security, mortgage, guarantee):per guarantee and per title	VT50.000
- Commercial and civil litigation services including research, advice, drafting, follow-up and procedure explanation (fixed prices set out above not applicable) - Per hour-	VT10.000 to VT20.000
- First consultation, information, opening a file	Free

Taxes such VAT (12,50%) shall be added to the fees as set out hereinbefore. These fees are fixed-prices which include advice, drafting, mailing, and other services provided). The client will in advance be notified in writing of any extra billing due to any complexity, express delivery, travelling...

« Paul de MONTGOLFIER et Associés Limited » acts upon instructions given by the client (or his agent appointed beforehand) and this firm will make necessary arrangements to keep evidence of his or her instructions, but we shall not be responsible for a fault on the client's part.

The client shall provide « Paul de MONTGOLFIER et Associés Limited » with every information which enable the firm to act on the client's instructions and notably in relation to the company, the annual accounts and the annual report.

The agreement on fees may be terminated at any time by either of the parties without any notification requirement whatsoever, by recorded mail post addressed to « Paul de MONTGOLFIER et Associés Limited » fifteen (15) days before the end of mission date. After settlement of potential cost owed, the firm will then keep at the disposal of the client the file which is in its premises.

If « Paul de MONTGOLFIER et Associés Limited » is acting in the interest of any client and is doing everything possible to his or her satisfaction, has still full discretion not to abide by the instructions which to its opinion seem contrary to law, regulations or legal practises.

For the execution thereof, any client will elect domicile in the premises of « Paul de MONTGOLFIER et Associés Limited », PO Box 1276 in Port Vila (Vanuatu) and any conflict will be referred to the Vanuatu courts.

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