

Ashgroves Corporate Services Limited

Terms of Business November 2020



THESE TERMS OF BUSINESS APPLY TO SERVICES PROVIDED BY ASHGROVES CORPORATE SERVICES LIMITED TO THE COMPANY UNDER ENGAGEMENT TO THE CLIENT

1. DEFINITIONS

"ASHGROVES" – Ashgroves Corporate Services Limited, a company incorporated under the laws of the Isle of Man and having its registered office at 14 Albert Street, Douglas, Isle of Man, its subsidiaries, nominees and associated companies, its officers, directors and employees or any agents or consultants thereof.

"THE COMPANY" - The company or Foundation to which Ashgroves is to provide services.

"THE CLIENT" - The ultimate beneficial owner(s) or person(s) requesting that Ashgroves provide services. This expression shall in the case of an individual include his heirs, personal representatives and assigns and shall in the case of more than one person mean such persons jointly and severally and shall include the survivor or survivors of them and their respective heirs, personal representatives and assigns.

"THE SERVICES" - The Services as detailed in the Application Form or as may be mutually agreed in writing between Ashgroves and the Client and the Company.

2. CLIENT WARRANTIES

The Client warrants that both currently and historically has not:

- 2.1 been an undischarged bankrupt or disqualified from acting as a company director or from engaging in the management of a company or found guilty of any serious criminal offence.
- 2.2 been proven to have acted in a fraudulent or dishonest manner in any civil proceedings.
- 2.3 been, or is currently, resident in a jurisdiction subject to any international restriction or embargo including, but without prejudice to the generality of the foregoing, those imposed by the Security Council of the United Nations, the European Union, the United Kingdom or the Isle of Man.
- 2.4 participated in trading or other illegal activities relating to money laundering; receiving the proceeds of drug trafficking or terrorist activities; received the proceeds of criminal activities or trading with such countries as might from time to time be subject to any embargo imposed by the Security Council of the United Nations, the European Union, the United Kingdom or the Isle of Man.
- 2.5 been involved in activities unacceptable to Ashgroves, which include: trading in arms, weapons or munitions; pornography; dealing in hazardous chemicals or toxic waste; pyramid sales; financial business involving soliciting funds from the public unless as a licensed deposit taker; the management of third party investments, offering investment advice to the public or the operation and administration of collective investment schemes (unless any of these are properly licensed).
- 2.6 been involved in any other activity which is illegal, or which may be illegal under the laws of the jurisdiction of incorporation of any establishment of the Company or which may damage Ashgroves' good reputation. The client further warrants that he will comply with the requirements of the above warranties whilst he is a client of Ashgroves and undertakes not to request Ashgroves to conduct any prohibited or illegal activity. Ashgroves reserves the right to terminate the Services and to cease to act, without notice, for any Client that becomes a prohibited client under the rules governing Ashgroves operations or engages in any illegal or prohibited activity.
- 2.7 Furthermore, the client warrants that he is not prohibited under the laws of any jurisdiction by reason of being a minor or having no legal capacity (for whatever reason) or otherwise unqualified to be a party to a contract.
- 2.8 Notwithstanding the provisions of Clauses 2.1 to 2.7 above Ashgroves reserve the right to decline to provide Services to any person at any time at its sole discretion.

3. ASHGROVES' DUTIES

- 3.1 Ashgroves is appointed to act for the Company by the Client and its duties are owed to both on the basis of these Terms and Conditions. Ashgroves will provide the Services (or such other services as may be agreed in writing between the Company and Ashgroves) with the reasonable skill and care of a professional corporate service provider in all cases as soon as reasonably practical. Time shall not be of the essence of this Agreement.
- 3.2 The Client and the Company agree that, in connection with the provision of the Services, Ashgroves may instruct legal and other advisors from time to time on behalf of the Company and it is agreed that such costs shall be covered by the indemnity arrangements referred to herein.
- 3.3 The officers, directors or nominees provided by Ashgroves shall have full power to manage the business of the Company in accordance with the terms of the Company's Memorandum and Articles of Association at their absolute discretion. In particular, but without prejudice to the foregoing, the officers or directors may employ any of the assets of the Company in or towards the satisfaction of any demand made against the Company for the payment of any proven liability.

4. DUTIES OF THE COMPANY AND THE CLIENT

- 4.1 The Client and the Company agree on demand to provide to Ashgroves such information, records and financial statements as Ashgroves considers necessary in order to ensure that the Company complies with all applicable legislation and so that any officers provided by Ashgroves can perform their duties to the standard imposed by all applicable legislation.
- 4.2 The Client is responsible for ensuring that he has taken, and warrants that he has taken, all necessary tax and legal advice in all relevant jurisdictions outside the Isle of Man with regard to the establishment and operation of the Company and for ensuring that the activities or proposed activities of the Company will not breach the laws of any relevant jurisdiction. Save as agreed in writing, Ashgroves is not responsible for advising the Client in relation to any matter in relation to taxation.
- 4.3 In order to enable Ashgroves to meet its legal and regulatory obligations in respect of the administration of the Company, the Client and the Company agree to keep it fully and promptly informed of the ultimate beneficial ownership of the issued share capital of the Company and of any changes or dealings in relation thereto (whether by transfer or grant of option or agreement to do so or otherwise).
- 4.4 The Client and the Company undertake forthwith to inform Ashgroves of any other matters that might affect the Company and/or Ashgroves willingness to provide, or continue to provide, any of the Services or any matter that is material to the management or affairs of the Company.
- 4.5 The Client irrevocably agrees that Ashgroves can (but shall not in any event be obliged to) rely on communications received from him in determining what steps it is required to take in administering the Company. Where the Client is more than one individual Ashgroves will take instruction from any individual singly on the above basis unless agreed otherwise.

5. FEES AND INVOICING ARRANGEMENTS

- 5.1 Ashgroves standard fees and charges are published in the Fee Schedule included in the Application Form. Subject to any contrary agreement in relation to annual or other periodic fees, Ashgroves shall be entitled to vary and publish a new Fee Schedule from time to time.
- 5.2 The Company and the Client agrees forthwith on demand to indemnify Ashgroves in respect of all and any liabilities, costs or expenses incurred by Ashgroves in the course of providing the Services. Ashgroves will not be required to incur any expenses or make any payments in the course of providing the Services unless Ashgroves has received sufficient funds in advance.
- 5.3 Fee notes (including disbursements incurred on behalf of the Company) will be rendered by Ashgroves to the Company periodically. The Client agrees to ensure that the Company pays and discharges any such invoice forthwith on demand. In the event that it remains unpaid 30 days after the due day for payment, then the Client agrees to settle this invoice to Ashgroves on behalf of the Company.
- 5.4 Ashgroves shall be entitled and is irrevocably authorised to withdraw funds from any monies held by it on behalf of, or any account managed by it on behalf of, the Client and/or the Company in order to discharge all and any fees and expenses payable hereunder.
- 5.5 Where invoices are to be settled directly by the client, payments should be made by bank transfer to Ashgroves Corporate Services, Royal Bank of Scotland, Douglas, Isle of Man, sort code 16-58-80, account number 58432870.
- 5.6 The Ashgroves policy is not to accept payment of any commission or fee which is offered to them as a direct or indirect result of this appointment.
- 5.7 No refunds are given after an order has been processed and no refunds are given should Ashgroves cease to provide services. Annual service fees are payable for a full year.
- 5.8 The Client undertakes to ensure that the Company has sufficient funds to ensure that all government duties, license fees, capital duties or other taxes, filing fees of any nature relating to the Company can be paid expediently. Ashgroves will not be liable for any penalties, fines, fees or other liabilities incurred by the Client and/or the Company in relation to the Company and/or the Services and the Client accepts full responsibility to pay these and indemnify Ashgroves against any liability in respect of them.
- 5.9 All newly formed entities remain the property of Ashgroves until fully paid for. In the event of any subsequent non-payment of fees Ashgroves may either terminate or suspend the Services in accordance with Clause 11 hereof.

6. INDEMNITIES AND LIMITATION OF LIABILITY

- 6.1 To the extent permitted by law the Client and the Company jointly and severally undertake and agree to indemnify Ashgroves against all and any costs, claims, losses, expenses, damages and liabilities whatsoever (including without limitation legal costs and expenses) that may be incurred or suffered by Ashgroves however arising (other than by reason of fraud or dishonesty on the part of Ashgroves) in connection with the provision of the Services or the performance of this agreement and/or their duties as officers of the Company.
- 6.2 Ashgroves' liability in respect of all and any breaches of contract or breaches of duty or fault or negligence or negligent misstatement or otherwise howsoever and of whatever nature arising out of or in connection with this agreement shall be limited to the fees charged in respect of the Company for the previous twelve months ending on the date on which the event (or if more than one the last such event) giving rise to liability occurred.

7. INFORMATION AND CONFIDENTIALITY

- 7.1 Ashgroves agrees that where the Client or the Company gives it confidential information it shall use all reasonable endeavours to keep it confidential.
- 7.2 Without prejudice to the said duty of confidentiality, Ashgroves reserves the right to act for other clients (including competitors of the Client/Company)
- 7.3 The Client and the Company acknowledge that Ashgroves is bound by regulatory and other obligations under the laws of the jurisdiction in which the Services are provided and the jurisdiction of incorporation of the Company and agree that any action or inaction on the part of Ashgroves as a result thereof shall not constitute a breach of Ashgroves duties hereunder.
- 7.4 Any report, letter, information or advice Ashgroves gives to the Client during this engagement is given in confidence solely for the purpose of this engagement and is provided on condition that the Client undertakes not to disclose the same, or any other confidential information made available to the Client by Ashgroves, without its prior written consent.
- 7.5 Ashgroves shall not in any event be required or obliged to take any action which it considers to be unlawful or improper or which may cause it to incur any personal liability and the Company and the Client agree that Ashgroves shall not be liable for refusing to take any such action.
- 7.6 Notwithstanding any provision hereof Ashgroves shall be entitled and is irrevocably authorised to open and read all and any correspondence, letter, fax or other communication received by the Company and/or on behalf of the Company or the Clients.

8. MONIES HELD BY ASHGROVES

- 8.1.1 Ashgroves is not authorised to hold client monies; any monies administered by Ashgroves must be held in the relevant entity bank account.
- 8.1.2 Ashgroves shall have the right to remove funds from the company's account for the payment of any fee note raised by Ashgroves in respect of the Company or the Client or any other Company of the Client for which Ashgroves provide Services.

9. NOTICES

- 9.1 Any notice or other document to be served under this Agreement must be in writing and may be delivered by hand or sent by pre-paid letter post or facsimile transmission to the party to be served at that party's address as set out in the letter (or as varied from time to time by notice in writing in accordance herewith).
- 9.2 The Company and the Client hereby authorise Ashgroves to communicate by unencrypted electronic mail and agree that Ashgroves shall have no liability for any loss or liability incurred by the Company/Client by reason of the use of electronic mail (whether arising from viruses or otherwise) and hereby release Ashgroves from any such liability. Ashgroves shall not be liable for any loss or damage caused by the accidental transmission by it of an infected mail.

10. ASSIGNMENT

- 10.1 The terms of this engagement shall be binding upon and inure for the benefit of the successors of the parties but shall not be assignable in whole or in part by either parties without the prior written consent of the other provided that Ashgroves shall be entitled to assign its rights and liabilities hereunder by not less than 28 days notice to the Company and the Client.

11. TERMINATION AND SUSPENSION OF SERVICES

- 11.1 This Agreement may be terminated by Ashgroves or the Company giving 60 days written notice (or such shorter notice as the other parties may agree to accept) to the other party whereupon this Agreement and the obligations of the parties (save as set out in clauses 6 and 7 and in respect of antecedent breaches) shall cease and terminate.
- 11.2 This Agreement may be terminated with immediate effect by notice in writing by either the Company or Ashgroves in the event that:
- a) the other party commits any material breach of its obligations under this agreement or under any other agreement between the parties; or
 - b) the other party goes into liquidation (except for the purpose of a bona fide solvent amalgamation or re-organisation) or is declared bankrupt; or a bankruptcy petition is presented against him or a receiver or administrator is appointed in respect of it; or
 - c) any encumbrancer takes possession of a material part of the property of the other party or execution is levied in respect of the other party's assets; or
 - d) anything analogous to any of the foregoing occurs in relation to the other under the law of any jurisdiction.
- 11.3 Ashgroves shall be entitled to terminate this Agreement with immediate effect by written notice to the Company in the event that any legal proceedings are commenced against the Company (including any injunction or investigation proceedings).
- 11.4 Termination shall be without prejudice to any rights or liabilities of any party either arising prior to termination or arising in respect of any act or omission occurring prior to termination.
- 11.5 In the event of termination, Ashgroves shall not be obliged to return all or any part of the fees and expenses paid to it hereunder (save for amounts paid on account of disbursements to be incurred).
- 11.6 In the event of termination Ashgroves, the Company and the Client shall each arrange that all such acts are done as may be necessary to give effect to such termination and the Client shall within 30 days of the date of termination procure the appointment of replacement officers and Ashgroves shall, subject to payment of all amounts due to it, co-operate with the Client in relation to such appointments.
- 11.7 Upon the termination of this Agreement, Ashgroves shall deliver to the Company or to whom it may direct all books of account and records relating to the affairs of the Company which are the property of the Company and which are in Ashgroves possession.

- 11.8 In any case where Ashgroves is entitled to terminate this Agreement hereunder Ashgroves shall be entitled, without prejudice to such right to terminate, to suspend the provision of Services hereunder for such period and on such basis as it may determine and during such period Ashgroves shall not have any duty to provide any Service hereunder.
- 11.9 Where Ashgroves have suspended Services and outstanding fees are ultimately settled, Ashgroves may charge a re-activation fee based on the time charges involved.
- 11.10 The Company acknowledges that, notwithstanding the right of Ashgroves to terminate or suspend its services in accordance herewith, Ashgroves may have continuing regulatory/fiduciary duties under applicable law. Accordingly, without prejudice to its rights, it is agreed that Ashgroves shall be entitled (but not obliged) to continue to provide services so as to discharge such duties and shall be entitled to charge it's applicable rate for the provision of such services and without prejudice to the generality hereof Ashgroves reserves the right to cause the Company to be dissolved in accordance with applicable law in such circumstances.

12. COMPLAINTS

- 12.1 Complaints should be in writing to the Managing Director who shall acknowledge your letter promptly, investigate the circumstances and report the results to you.

13. SEVERABILITY

- 13.1 If any provisions of this Agreement (or any document referred to herein) is or at any time becomes illegal or invalid or unenforceable in any respect the legality and validity and enforceability of the main provisions of this Agreement (or such documents) shall not in any way be affected or impaired thereby.

14. ENTIRE AGREEMENT

- 14.1 These Terms of Business and the Application Form constitute the entire agreement between the parties in relation to the provision of services by Ashgroves to the Company and may only be varied by agreement in writing signed by or on behalf of the parties (save that the fees chargeable hereunder shall be variable as previously stated).

15. LAW AND JURISDICTION

- 15.1 The Terms and Conditions and this Agreement shall be governed by and construed in accordance with the laws of the Isle of Man and any dispute arising there from shall be subject to the exclusive jurisdiction of the Isle of Man courts in all matters regarding them except to the extent that Ashgroves invokes the jurisdiction of the courts of any other.

16. MISCELLANEOUS

- 16.1 These Terms and Conditions supersede all prior Terms and Conditions and understandings whether oral or written with respect to such subject matter and no variation of these Terms and Conditions shall be effective unless reduced to writing and signed by or on behalf of a duly authorised representative of each of the parties to this Agreement