

## SERVICE LEVEL AGREEMENT

This General Service Level Agreement (the “Agreement”) dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ is between [Business Partner Name:\_\_\_\_\_], herein referred to as “Business Partner” and Accountants On Mission, herein referred to as “Service Provider” or “AOM”.

Service Provider has agreed to provide services to the Business Partner on the terms and conditions set out in this Agreement, while Business Partner is of the opinion that Service Provider has the proper and necessary qualifications, experience and abilities to provide services to the Business Partner.

Therefore in consideration of the matters described above, the receipt and sufficiency of which consideration is hereby acknowledged, the Business Partner and the Service Provider agree as follows:

### 1. Scope of Work

The Service Provider is to provide the Business Partner with the following services (the “Services”):

[Mentoring or Supervision services on the following:

- 1.1 Professional accounting including Annual Financial Statements compilations and reviews and signing off on your behalf\* (\*South Africa only).
- 1.2 Independent review.
- 1.3 Tax\* (\*South Africa only).
- 1.4 Secretarial and advisory services].

**Please note:** The services will include any other tasks which the Business Partner (“You”) and the Service Provider (“AOM”) may agree upon. For international Business Partners the reviewing, signing of AFS, Tax and secretarial services will be done by our international colleagues as required by those countries and as per this agreement.

### 2. Term of Agreement

This Agreement will begin on [Beginning date: \_\_\_\_\_] and will remain in full force and effect until the completion of the Services or term of agreement. This Agreement may be extended by mutual written agreement of the parties.

### **3. Termination**

If either party seeks termination of this Agreement, the terminating party must provide a 30 day written notice to the other party.

### **4. Partnership fees**

The Business Partner (“You”) will provide compensation (Partnership fees) to the Service Provider (“AOM”) of **R13,680** including VAT **per financial year** for checking, reviewing and signing off work done by the Business Partner (“You”) which include preparation of books of accounts, Annual Financial Statements, and Review as well as tax filing\* (\*South Africa only) as required by this Agreement. Partnership fees is payable as follows:

"either"

4.1 **R1,140** including VAT **per month** for the duration of 12 months subject to annual renewal and review.

“or”

4.2 **R13,680** including VAT once off covering one financial year subject to annual partnership renewal and review.

### **5. Package**

The Business Partner will be given access to the organization’s software used to audit, independent review, independent compilations, accounting officer and bookkeeping and accounting for no extra charge if the partnership fee is paid as a once off for the year. There will be some additional fee for additional accounting software license if the Business Partner is having more than a single user. There is a royalty fee of **30% plus VAT** on every client that the Business Partner will be engaging and this will be paid separately via EFT or Telegraphic Transfer (TT) to “AOM”

### **6. Notice**

All notices or demands required or permitted by the terms of this Agreement will be given in writing and delivered to the parties.

## **7. Integration**

This Agreement contains the entire agreement and understanding by and between the Business Partner (“You”) and the Service Provider (“AOM”) and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect.

## **8. Choice of Law**

This Agreement and the performance under this Agreement and all suits and special proceedings under this Agreement, be construed in accordance with and governed by the laws of the Republic of South Africa.

## **9. Severability**

The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

IN WITNESS WHEREOF the parties have duly affixed their signatures under hand and seal on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Business Partner Name

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Business Partner Signature

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Service Provider Name (“AOM”)

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Service Provider Signature