

# PROFESSIONAL SERVICE AGREEMENT

<b>Client Name:</b>	Sulman Sajid
<b>Client Address:</b>	N/A
<b>Country:</b>	UAE
<b>Effective Date:</b>	2025-06-01
<b>Contract Duration:</b>	24 Months
<b>Total Fees:</b>	AED 4,500.00 (4500.0 AED)
<b>USD Equivalent:</b>	\$1,215.00 USD

## 1. PARTIES TO THE AGREEMENT

This Service Agreement ("Agreement") is entered into as of 2025-06-01, between the Service Provider and Sulman Sajid ("Client"), a company operating in UAE.

## 2. SCOPE OF SERVICES

The Service Provider agrees to provide the following professional services to the Client:

=====> FINANCE & ACCOUNTING SERVICES

The Service Provider shall provide professional finance and accounting services, which may include but are not limited to:

- Comprehensive bookkeeping and maintenance of accounting records in accordance with internationally recognized accounting standards (IFRS/GAAP)
- Bank and account reconciliations on a monthly, quarterly, or as-needed basis
- Preparation and review of monthly, quarterly, and annual financial statements and closings
- Internal financial reviews, analysis, and audit support services
- Strategic budgeting, forecasting, and cash flow management analysis
- Tax compliance advisory and VAT/GST-related support (advisory only, not tax filing)
- Financial reporting and management information systems (MIS) preparation

- Accounts payable and receivable management and oversight

**IMPORTANT DISCLAIMER:** The Service Provider shall rely on the accuracy and completeness of financial information, documentation, and data supplied by the Client. The Client remains solely responsible for the accuracy of source documents and compliance with all applicable tax laws and regulations in their jurisdiction. The Service Provider does not provide legal or tax filing services unless explicitly stated in a separate engagement.

#### ====> INFORMATION TECHNOLOGY & SOFTWARE SERVICES

The Service Provider shall provide professional information technology services, which may include but are not limited to:

- IT infrastructure planning, setup, configuration, and optimization
- Network architecture design, implementation, and ongoing support
- System administration, monitoring, and maintenance services
- Technical troubleshooting, helpdesk support, and issue resolution
- Custom website design, development, and deployment (responsive, mobile-optimized)
- Web application development using modern frameworks and technologies
- Mobile application development for iOS and Android platforms
- Custom software development, integration, and API services
- Cloud infrastructure setup and management (AWS, Azure, Google Cloud)
- Database design, implementation, and optimization
- Cybersecurity assessments and implementation of security best practices
- System backup, disaster recovery planning, and business continuity services
- Hosting coordination, domain management, and SSL certificate management
- Software updates, patches, and ongoing technical maintenance

**INTELLECTUAL PROPERTY:** Unless otherwise agreed in writing, all custom code, designs, and work products created specifically for the Client shall become the property of the Client upon full payment of fees. The Service Provider retains ownership of any pre-existing tools, frameworks, or proprietary methodologies used in delivering the services.

**THIRD-PARTY SOFTWARE:** The Client is responsible for obtaining and maintaining all necessary licenses for third-party software, platforms, and services used in conjunction with the Service Provider's work.

#### ====> HUMAN RESOURCES & PAYROLL MANAGEMENT SERVICES

The Service Provider shall provide professional human resources and payroll services, which may include but are not limited to:

- Comprehensive payroll processing, calculation, and disbursement coordination
- Payroll reporting, tax withholding calculations, and compliance documentation
- Employee records management and HRIS (Human Resource Information System) administration
- HR policy development, review, and implementation support
- Recruitment support, job posting coordination, and candidate screening assistance
- Employee onboarding processes, documentation, and orientation coordination
- Offboarding procedures, exit interviews, and final settlement calculations
- Benefits administration support and coordination
- Performance management system implementation and tracking
- Employee relations advisory and workplace issue resolution support
- HR compliance monitoring and best practices advisory
- Training and development program coordination
- Organizational structure planning and workforce analytics

**COMPLIANCE DISCLAIMER:** The Client remains solely and exclusively responsible for ensuring full compliance with all applicable labor laws, employment regulations, tax requirements, and statutory obligations in their jurisdiction. The Service Provider provides administrative support and advisory services only and does not assume legal responsibility for the Client's employment practices or regulatory compliance.

**DATA PROTECTION:** Both parties agree to handle all employee personal data in accordance with applicable data protection and privacy laws (including but not limited to GDPR, CCPA, or local equivalents). The Service Provider will implement appropriate security measures to protect confidential employee information.

#### ====> BUSINESS CONSULTING & STRATEGIC ADVISORY SERVICES

The Service Provider shall provide professional business consulting and strategic advisory services, which may include but are not limited to:

- Business entity formation, structuring, and corporate governance advisory
- Strategic planning, business model development, and growth strategy formulation
- Operational efficiency analysis, process optimization, and workflow improvement
- Market research, competitive analysis, and industry benchmarking
- Sales strategy development, pipeline management, and revenue optimization
- Supplier and vendor management, procurement strategy, and contract negotiation support
- Business plan development, financial modeling, and investor presentation preparation

- Risk assessment, mitigation strategies, and business continuity planning
- Change management, organizational development, and transformation initiatives
- Performance metrics development, KPI tracking, and business intelligence implementation
- General business administration advisory and best practices consultation
- Mergers and acquisitions advisory, due diligence support, and integration planning
- International expansion strategy and market entry planning
- Digital transformation and technology adoption strategy

**ADVISORY NATURE:** The services provided are advisory and consultative in nature. All final business decisions, strategic choices, and operational implementations remain the sole responsibility and prerogative of the Client. The Service Provider does not assume management control or fiduciary responsibility for the Client's business operations.

**NO GUARANTEE OF RESULTS:** While the Service Provider will apply professional expertise and industry best practices, no specific business outcomes, financial results, or performance metrics are guaranteed. Market conditions, execution quality, and external factors beyond the Service Provider's control may impact results.

### **3. FEES AND PAYMENT TERMS**

The Client agrees to pay the Service Provider a total fee of AED 4,500.00 UAE Dirhams (4500.0 AED) for the services rendered under this Agreement. Payment terms shall be as mutually agreed upon by both parties.

### **4. TERM AND TERMINATION**

This Agreement shall commence on 2025-06-01 and shall continue for a period of 24 Months, unless terminated earlier in accordance with the provisions herein. Either party may terminate this Agreement with 30 days written notice.

### **5. CONFIDENTIALITY**

Both parties agree to maintain the confidentiality of all proprietary and confidential information disclosed during the term of this Agreement. This obligation shall survive the termination of this Agreement.

### **6. INTELLECTUAL PROPERTY**

All intellectual property rights in any work product created by the Service Provider shall be transferred to the Client upon full payment of fees, unless otherwise agreed in writing.

## **7. LIMITATION OF LIABILITY**

The Service Provider's liability under this Agreement shall be limited to the total fees paid by the Client. Neither party shall be liable for any indirect, incidental, or consequential damages.

## **8. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of UAE, without regard to its conflict of law provisions.

## **9. SIGNATURES**

Service Provider

Client

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Signature

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Signature

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

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Company Stamp (if applicable)

Company Stamp (if applicable)