



## PROFESSIONAL SERVICE CONTRACT (REMOTE)

Client:	Service Provider:
<b>Name:</b> Sulman Sajid	<b>Name:</b> SULMAN SAJID C/O BITBURJ WLL
<b>Address:</b> FLAT 101 BLDG 185 ROAD 330	<b>Address:</b> OFFICE 34, BUILDING 106, ROAD 333, QUDAIBIYA 321, MANAMA, BAHRAIN
<b>Email:</b> sulman.gsn@gmail.com	<b>Email:</b> INFO@BITBURJ.ORG
<b>Phone:</b> +97333637860	<b>Phone:</b> +973 3363 7860
<b>Country:</b> Qatar	<b>Country:</b> Bahrain

<b>Contract Effective Date:</b>	Jul 1, 2025
<b>Contract Duration:</b>	12 Months
<b>Total Contract Fees:</b>	QAR 4,500.00/-
<b>USD Equivalent:</b>	USD 1,215.00/-

### 1. PARTIES TO THE AGREEMENT

This Professional Service Contract (Remote) ("Agreement") is entered into and effective as of **Jul 1, 2025**, by and between **SULMAN SAJID C/O BITBURJ WLL** (Service Provider) and **Sulman Sajid** ("Client"), duly organized and operating under the laws of Qatar.

### 2. SCOPE OF SERVICES

The Service Provider shall provide the following professional services (collectively, the "Services") to the Client in accordance with the terms and conditions set forth in this Agreement:

#### ■ Professional Services – (Professional services)

##### Bookkeeping & Accounting

The Service Provider shall provide bookkeeping and accounting services, including:

- 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
- Accounts payable and receivable management and oversight
- General ledger maintenance and journal entries
- Chart of accounts setup and management

### **Financial Reporting & Analysis**

The Service Provider shall provide financial reporting services, including:

- Preparation and review of monthly, quarterly, and annual financial statements and closings
- Financial reporting and management information systems (MIS) preparation
- Internal financial reviews, analysis, and audit support services
- Financial performance analysis and variance reporting
- Custom financial reports and dashboards

## **■ Professional Services – (Professional services)**

### **App Development Services**

The Service Provider shall provide mobile and web application development services, including:

- Mobile application development for iOS and Android platforms
- Cross-platform app development using modern frameworks
- App design, prototyping, and user experience optimization
- App store deployment and submission assistance
- Ongoing app maintenance and updates

### **Software Development Services**

The Service Provider shall provide custom software development services, including:

- Custom software development, integration, and API services
- Web application development using modern frameworks and technologies
- Database design, implementation, and optimization
- Software architecture and system design
- Code review and quality assurance

## **■ Professional Services – (Professional services)**

### **Payroll Processing & Management**

The Service Provider shall provide payroll services, including:

- Comprehensive payroll processing, calculation, and disbursement coordination
- Payroll reporting, tax withholding calculations, and compliance documentation

- Benefits administration support and coordination
- Final settlement calculations and processing
- Payroll system setup and management

### **Recruitment & Onboarding**

The Service Provider shall provide recruitment and onboarding services, including:

- Recruitment support, job posting coordination, and candidate screening assistance
- Interview coordination and candidate assessment
- Employee onboarding processes, documentation, and orientation coordination
- Offboarding procedures, exit interviews, and transition management
- Talent acquisition strategy and employer branding

## **■ Professional Services – (Professional services)**

### **Business Strategy & Planning**

The Service Provider shall provide strategic planning services, including:

- Strategic planning, business model development, and growth strategy formulation
- Business plan development, financial modeling, and investor presentation preparation
- Market research, competitive analysis, and industry benchmarking
- International expansion strategy and market entry planning
- Digital transformation and technology adoption strategy

### **Operations & Process Optimization**

The Service Provider shall provide operational consulting services, including:

- Operational efficiency analysis, process optimization, and workflow improvement
- Performance metrics development, KPI tracking, and business intelligence implementation
- Change management, organizational development, and transformation initiatives
- Quality management and process improvement
- Lean and Six Sigma methodologies implementation

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

In consideration for the Services rendered under this Agreement, the Client shall pay the Service Provider a total fee of **QAR 4,500.00 Qatari Riyals (4500.0 QAR)**. The USD equivalent is approximately **USD 1,215.00**. Payment terms shall be net thirty (30) days from the date of invoice, unless otherwise mutually agreed upon in writing.

### **3.1 Bank Details for Payment**

All payments under this Agreement shall be made to the following account:

- Account Name: BITBURJ WLL

- Bank Name: AL SALAM BANK
- IBAN / Account No.: BH78ALSA00790039100100
- SWIFT / BIC: ALSABHBM

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

This Agreement shall commence on **Jul 1, 2025** and shall continue for a period of **12 Months**, unless terminated earlier in accordance with the provisions herein. Either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party. Termination shall not relieve either party of obligations incurred prior to the effective date of termination.

#### **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 for a period of five (5) years. Confidential information shall not include information that is publicly available, independently developed, or lawfully obtained from third parties.

#### **6. INTELLECTUAL PROPERTY RIGHTS**

All intellectual property rights in any work product, deliverables, or materials created by the Service Provider in the course of providing Services under this Agreement shall be transferred to the Client upon full payment of all fees due, unless otherwise agreed in writing. The Service Provider retains the right to use generic methodologies, tools, and know-how developed during the engagement for other clients.

#### **7. LIMITATION OF LIABILITY AND INDEMNIFICATION**

The Service Provider's total liability under this Agreement shall be limited to the total fees paid by the Client under this Agreement. Neither party shall be liable for any indirect, incidental, consequential, or punitive damages, including but not limited to loss of profits, data, or business opportunities, even if advised of the possibility of such damages. Each party agrees to indemnify and hold harmless the other party from any claims, damages, or expenses arising from their own negligence or willful misconduct.

#### **8. GOVERNING LAW AND JURISDICTION**

This Agreement shall be governed by and construed in accordance with the laws of the State of Qatar. Any disputes arising from this Agreement shall be subject to the exclusive jurisdiction of the courts of Qatar.

**\*\*Applicable Laws:\*\***

- Qatar Commercial Companies Law (Law No. 11 of 2015)
- Qatar Civil Code (Law No. 22 of 2004)
- Qatar Labor Law (Law No. 14 of 2004)

**\*\*Regulatory Compliance:\*\***

The parties agree to comply with all applicable Qatar regulations including but not limited to Qatar Central Bank regulations, data protection laws, and industry-specific licensing requirements.

## 9. GENERAL PROVISIONS

This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral. Any amendments or modifications must be in writing and signed by both parties. If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

## 10. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**SERVICE PROVIDER**

**CLIENT**

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Authorized Signature

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Authorized Signature

Name: SULMAN SAJID

Name: Sulman Sajid

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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Company Stamp (if applicable)

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Company Stamp (if applicable)

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