



IT SERVICES AGREEMENT

This ITServices Agreement is entered into as of **18-Nov-2025**, by and between **Redstone Catalyst**, acompany organized and existing under the laws of **Pakistan**, with its principal place of businessat**Islamabad** (hereinafter referred to as "Company"), and **Tauqueer**, a developer organized and existingunder the laws of **Pakistan**,(hereinafter referred to as "Employee").

Prepared For:
Redstone Catalyst

Prepared For:
Touqeer

Agreement for Custom Web-Based Insurance Broker Management Solution

Software Development Agreement

1. Project Overview

The Developer, Touqeer, agrees to provide development services for a **Custom Web-Based Insurance Broker Management Solution**. The system will streamline client and policy management, offer admin dashboards, enable reporting, and automate key operational workflows.

2. Scope of Work (Tasks)

The Developer will be responsible for delivering the following modules and functionalities:

2.1 Client & Policy Management

- Add, update, and manage client profiles and associated policies.
- Track coverage details, premium amounts, and payment history.
- Automated reminders for policy renewals and payment deadlines.
- Modular structure for dynamic fields (e.g., Contact Types, Lookup Tables).

2.2 Admin Dashboard

- Comprehensive dashboard to view client, policy, and payment details.
- Advanced sorting, filtering, and reporting features.
- Visual charts for policy statuses, upcoming renewals, and payments.

2.3 User Management

- Secure login system with role-based access levels (Admin, Support).
- Permissions management.
- Activity tracking through audit logs.

2.4 Payment Tracking

- Manual creation of debit notes.
- Instalment-based payment plan management.
- Payment status updates and financial reporting.

2.5 Database & Security

- MySQL relational database with a fully normalized schema.
- Secure data storage with encryption.
- Regular database backups and data integrity checks.

2.6 Automation Features

- Automatic debit note generation based on installment due dates.
- Automated payment follow-up messages.
- Task scheduling and notification system.

2.7 Deliverables

- Fully functional, deployed web-based insurance broker management platform.
 - Clean, tested, and well-documented source code.
 - Deployment setup and complete credentials handover.
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3. Timeline

- **Total Duration:** 25 days
 - **Delivery:** Final project delivery at the end of the agreed timeline.
 - All additional requirements mentioned in the provided Word file are also included.
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4. Payment Terms

Total Cost: 45,000 PKR

- - This total includes:
 - **7,000 PKR** for the **Cursor subscription**
 - **38,000 PKR** for the **development charges**
 - Payment will be made **one-time** after complete project delivery and approval by the Company.
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5. Current Project Status

The insurance broker management system has already been developed **up to a certain extent**. The Developer is required to **continue the project from the existing progress and complete all remaining modules and functionalities** as outlined in the scope of work.

6. Confidentiality

Both parties agree to maintain strict confidentiality regarding all project details, credentials, source code, client data, and any business-related information.

7. Acceptance

By signing this Agreement, both parties confirm their understanding and acceptance of all terms and conditions outlined in this document.

For Redstone Catalyst: **For Tauqeer:**

Signature:

A handwritten signature in black ink, appearing to read "Aqsa".

Signature:

A handwritten signature in blue ink, appearing to read "Tauqeer".