

Date: 13 December, 2024
Ref No. BKR02-2025-CR03212453
Client Name: sdsd

Service Agreement

We are pleased to provide our professional services to form your organization in the Kingdom of Bahrain, the following are the details:

During our discussion, we understand that your requirement to establish a company in Bahrain is as per the below given details:

Package type: Start-up

Type of the Company: With Limited Liability (W.L.L)

Minimum Authorized Person: One

Minimum Director: One

Allowed for Nationalities

- Bahraini Ownership
- GCC Nationals Ownership 100% _____ ??
- American Nationals ownership 100% _____ ??
- Foreign ownership allowed: 100% _____ ??

Sr. No.	Business activities ISIC4 Code	Business Activity Name:
2		

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2		

Documents Required:

The required documents for the incorporation purpose are mentioned below:

- Proposed three names of company
- Proof of office address i.e. Lease Agreement
- Passport copy
- Power of attorney (POA) under our office/employee's name

Table: 1.1

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Sr No	Service type	Cost in BHD
1	Company formation + Corporate Bank account (inclusive of Ministry fee)	0.00
2	Desk-space office rental -1 year	0.00
3	Businessman visa -One Year (residency permit for Director)	0.00
4	Miscellaneous/admin charges	0.00
5	Power of Attorney (POA)	0.00
6	Estimation Charges per head, PRO services: ID card, Fingerprints, Visa apply, medical check-up, appointments etc.	0.00
7	Company registration at Labour Authority	0.00
8	Company registration at social insurance	0.00
9	1-month Free advice and guidance for doing Business in Bahrain (available after company formation is completed)	0.00
	Total	Total Amount – Add All Variables

Note: Client can specify company capital amount but we suggest minimum bank capital deposit should be Between BHD 5,000 -/

Estimation Duration:

Rest assured that we are committed to keeping you informed every step of the way. While we strive to complete the assignment within 3 to 4 working weeks, please understand that certain factors beyond our control, such as approvals from relevant authorities, may impact the timeline. We will do our best to navigate any unforeseen delays and keep you updated throughout the process. Your satisfaction and peace of mind are our top priorities, and we appreciate your patience and understanding as we work diligently to complete the task at hand.

SCOPE OF WORK - Company Incorporation

Start-up Package 1: includes Company formation (inclusive of ministry fee), assistance for Corporate Bank registration, Consultancy, registration at labor authority and social insurance.

1. Consultancy on Company incorporation in Bahrain
2. Documentation, Legalization and approval necessary for the Incorporation in Bahrain.
3. A-Z documentation, submission & approvals (Subject to the discretion of the authorities) from all departments
4. Business Activity approval.
5. Submitting the application and follow-up

1) Confidentiality:

We pledge to uphold the strict confidentiality of all information shared by the client throughout our engagement, except in cases mandated by law or with explicit consent from the client.

2) Ownership of Work Product:

Upon the full payment of all fees and expenses, all deliverables or work product generated during our engagement shall become the exclusive property of the client.

3) Legislative Compliance:

Our firm acknowledges and agrees to comply with all applicable laws, regulations, and industry standards pertinent to the services rendered under this engagement. We undertake to maintain accurate records and ensure full transparency in all our dealings to mitigate any risks of legislative penalties.

4) Indemnification:

The client agrees to indemnify and hold our firm harmless against any losses, liabilities, damages, or expenses (including reasonable attorney fees) incurred as a result of any breach of this engagement letter or any claims arising from the client's actions or omissions.

5) Governing Law:

This engagement shall be governed by and construed in accordance with the laws of the applicable jurisdiction. Any disputes arising from or in connection with this engagement shall be subject to the exclusive jurisdiction of the laws/courts of Bahrain.

6) Distribution of deliverables:

Our deliverables, provided in any format, are confidential and intended solely for your use. You agree not to share, reproduce, or reference them without our written consent, except for internal purposes. Sharing them doesn't grant third-party rights, and we're not liable to third parties. If you share them with a third party, both you and the recipient must sign a Hold Harmless Letter.

7) Timelines:

We will mutually agree on target completion dates for the work. Our ability to meet these deadlines depends on the quality, timeliness, and availability of information. We will make every effort to adhere to agreed timetables. However, please note that timeframes provided are approximate and may be affected by the start of the engagement. Delays in receiving necessary information or access to key personnel on your end may extend the completion timeframe, for which we will not be held accountable.

Terms & Conditions: This offer is valid for 2 weeks only from the date of this service agreement. Our fees are charged on the basis of the time, skill, knowledge and the degree of responsibility involved. We strived to keep our fees as competitive as possible, consistent with the highest professional standards and provision of timely services. All amounts are in Bahraini Dinars (BHD), charges may differ time to time OR changes in ministry fees, Prices are subject to change without notice. –By signing above service agreement, second party (client) confirms the documents provided to execute job are original and official. B.K.R Support Services (first party) will bear NO responsibility OR liability of documents or legal contracts provided by Company OR Individuals/client (second part). any additional services will be charged extra on next invoice, 50% Advance Payment is required remaining 50% payment before signing of memorandum. Any advance payments are non-refundable. Estimation Fee means an indicative estimate of the total amount of Fees paid by client to our company for services provided, which may change according to the actual work undertaken or once work is completed. Terms and Conditions Applied.

Subject to Ministry procedures, the application will undergo a thorough review to ensure compliance

with all regulations and requirements. Once submitted, the Ministry will carefully assess the details provided and may request additional information if necessary. Consultant/Company employees and our company cannot be held responsible for any delays on the part of the regulatory authorities or other government entities. Inclusive of Ministry fees* means fees are only for company formation which may include payments for (as mentioned on table 1.0 in details) Private Notary, Ministry of chamber and commerce and Municipality, any other fees/charges are paid by client: for example: Office rental, employment/investor visa fees and PRO services etc.

Our Company Bank details	By cheque
Account Name: B.K.R Support Services Bank Name: Al Salam Bank Account No: 294395100100 IBAN Number: BH39ALSA00294395100100 Swift code: ALSABHBM Branch: Sanabis	Under name of: B.K.R Support Services

Hope this will serve your requirements and will be looking forward to make your business another success story.

Best regards
B.K.R Support Services

Understood and Agreed

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Position: Investor/ Authorized person