# Agreement on Relocation Services

concluded in pursuance of Article 269 Paragraph 2) of The Commercial Code, Act No. 513/1991 Coll., as currently amended (hereinafter referred to as the “**Agreement**”), on the day below written by and between

the company

**………………………….**

with registered seat: …………………………………….., Slovak Republic

Identification No. (IČO): …………………………….

registered in the Commercial Register at District Court ………………….., Section: Sro; File No.: ……………………

acting by: ………………………….., Managing Director

(hereinafter referred to as the **“Client**”) – of the one part

**and**

the law office

**…………………………………………….**

with registered seat: ………………………., the Slovak Republic

Identification No. (IČO): ……………………………

registered in the Commercial Register at District Court ………………..., Section: Sro; File No.: …………………

acting by: ……………………….., Managing Director

(hereinafter referred to as the **“Consultant**”) – of the other part

The Consultant and the Client are hereinafter referred to collectively as the “**Parties**” and each of them individually as the “**Party**”.

1. Object of Agreement

Hereby, the Consultant has undertaken to provide the Client with the following services (hereinafter referred to as the “**Services**”):

* services relating to residence and work permits for Client designated individuals within the territory of the Slovak Republic,
* accommodation search for the designated individuals of the Client, negotiation of lease contracts, property hand over,
* services relating to the obtaining of D-working visas or D-national visas to the Slovak Republic to the Client designated individuals,
* destination services,
* other services specified on the Price list or approved Purchase Order annexed to this Agreement,
* advisory services relating to the relocation services.

1. Consideration
2. The Client is obliged to pay the Consultant the fee for the Services in the amount which is agreed by both Parties specified on the Price list and approved Purchase Order which are attached to this Agreement.
3. The fees for the Services, which are not included in the Price list, may only be invoiced in the amount agreed by both Parties.
4. Both Parties agree that in individual cases they may mutually agree in writing to a different price than agreed in the Price list. Fee determination in such cases does not impact the fee specified on the Price list.
5. Unless agreed differently Consultant will issue invoices at individual stages of service completion i.e., at the beginning of each case - invoice in the amount of half of the service fee, on the day of submitting the documents at the Foreign Police in Slovak Republic or at the Slovak embassy - invoice in the amount of second-half fee plus additional costs.
6. Client and Consultant agree that fees for the Services will be paid within 14 days after the delivery of the invoice. The fees do not include VAT, additional costs such as official fees, notary fees, fees for official translations, courier fees, medical check fees, distance fees etc.
7. Consultant reserves the right to invoice proportion or full Services plus additional costs connected to the Services in case of cancellation or early termination of assistance:

if the cancellation is done after the initiation e-mail is sent by the Consultant, the cancellation fee is 30%;

if the cancellation is done after the drafts of the documents are prepared, the cancellation fee is 50%;

if the cancellation is done after the application is submitted to the relevant government authorities, the cancellation fee is 85%;

if the cancellation is done after the residency permit is approved, the cancellation fee is 100%.

1. The Consultant is obliged to provide the Client with Services in the range of this Agreement duly, in due course and in time, by respecting the needs and requirements of Client designated individuals and following law and legislation of the Slovak republic. The Consultant is obliged to proceed according to instructions of the Client and in compliance with the Client´s interests, which the Consultant knows or must know. The Consultant is authorized to decline from the Client´s instructions only following to previous written consent of the Client.
2. The Consultant is obliged to hand into the Client without delay the original of all documents and records related to the designated individuals, or if appropriate to hand them in directly to the designated individual.
3. The Consultant is obliged to observe secrecy about all data (personal or corporate) obtained during provision of the Services under this Agreement and after termination of this Agreement and also the employees of the Consultant or third parties through the Consultant providing these Services are obliged to observe secrecy and the Consultant has liability for them in all range. The Consultant is obliged to operate with personal data of designed individuals in compliance with Act No. 18/2018.
4. The Consultant is not liable for damage resulting from the fact that he has been given inaccurate, incomplete information and / or documents or that the information / documents were not provided at all.
5. Other and Final Provisions
6. The Consultant’s contact person for the Client in respect of performance of obligations under this Agreement is: ……………….., E-mail: [………………………..](mailto:patricia.tothova@profidecon.com)
7. The Client’s contact person for the Consultant in respect of performance of obligations under this Agreement is: ………………………., E-mail: [……………………………](mailto:GM.SK@itechart-group.com)
8. Any party may terminate the Agreement. The notice period of 1 month is calculated from the first day of the month after delivery of a written termination notice.
9. This Agreement is concluded for an undefined period and becomes valid on the date of its signing by the Client and the Consultant.
10. The Consultant may rescind the Agreement or partial performance of Services, if the Client does not provide the necessary cooperation after previous notification of the Consultant or if the Client does not pay on time any of the due payments and will not pay after written notification within an additional period of time.
11. The Client may rescind the Agreement or partial performance within the provision of services under the Agreement if the Consultant breaks his duties and doesn’t eliminate default in alternate term in spite of appeal of the Client.
12. In case of termination of the Agreement the Consultant is obliged to warn the Client for arrangements and actions, which are necessary to do in the close future, to prevent the rise of the damage, which could arise by incomplete service. If the Client is not able to do such arrangements or actions and will ask the Consultant to do so, the Consultant is obliged to accord such request.
13. Any changes or amendments of this Agreement may only be made in the form of a written Agreement signed by both Parties.
14. Both parties represent that the entering into the Agreement with this wording represents their true and free will, in witness whereof both Parties attach their signatures.

In ………………….., on ……………… 2022 In Bratislava, on ………………2022

……………………………………………….. …………………………………….……

**Appendix No. 1**

**Price list**