



# PromptBI Analyst Agreement

This Agreement is made between:

- PromptBI Ltd ("PromptBI"), and
- [Jeremiah Katumo Kurwa] ("Analyst")

Effective Date:

## 1. Purpose

1.1 PromptBI operates a training and placement programme (the "Programme") designed to develop professional skills in prompt engineering, AI-human collaboration, applied analytics, stakeholder management, and related competencies.

1.2 The Analyst wishes to participate in the Programme and to be placed with a Host Business for a fixed twelve-month period, subject to the terms of this Agreement.

## 2. Status

2.1 The Analyst acknowledges and agrees that nothing in this Agreement creates an employment relationship, partnership, agency, or joint venture between the Analyst and PromptBI.

2.2 PromptBI's sole obligations under this Agreement are to provide training, mentorship, and facilitation of placement opportunities. PromptBI does not supervise the Analyst's work at the Host Business and is not responsible for the Analyst's performance.

2.3 The Analyst remains responsible for all obligations under any direct contract with the Host Business, including compliance with workplace policies, insurance, and employment laws.

## 3. Training and Placement Accounts

3.1 PromptBI shall provide the Analyst with access to training, mentorship, and the PromptBI platform during the Programme.

3.2 The Analyst shall maintain a personal training account within the PromptBI platform. This account is the property of the Analyst and remains under their control throughout the Programme.



3.3 The business account, linked to the Analyst's placement, **remains the property of the Host Business**. The Analyst's access to the business account is conditional on the placement and may be suspended or terminated in accordance with the arrangement between PromptBI and the Host Business.

3.4 The Analyst shall participate fully in all required training and mentorship sessions to ensure readiness for placement.

## 4. Training, Fee, and Verification

4.1 PromptBI shall provide the Analyst with access to ongoing training, mentorship, and a personal PromptBI account for the duration of the Programme.

4.2 In consideration of the training, mentorship, and platform access provided under this Agreement, the Analyst shall pay PromptBI a service and management fee equal to **fifteen percent (15%) of the gross salary or stipend actually received from the Host Business**.

4.3 The Analyst shall provide PromptBI with documentation evidencing the gross salary or stipend received from the Host Business. Such documentation shall be provided prior to the first payment and upon any change to the amount received.

4.4 Payment of the service and management fee shall be made **monthly**, either via invoice issued by PromptBI or through a payment link provided by PromptBI, or through any other method as agreed between PromptBI and the Analyst. No fee shall be payable for any month in which the Analyst does not receive salary or stipend from the Host Business.

4.5 The Analyst authorises PromptBI to use the provided documentation solely for the purpose of calculating the service and management fee. PromptBI shall treat such information as confidential and shall not disclose it except as required to enforce this Agreement or by law.

## 5. Intellectual Property and Confidentiality

5.1 The Analyst shall comply with all confidentiality obligations imposed by the Host Business and, at a minimum, treat all business-related information as confidential.

5.2 Intellectual property created by the Analyst using the Host Business's data or in the course of their placement shall belong exclusively to the Host Business.

5.3 Intellectual property created by the Analyst independently or during training provided by PromptBI shall remain the property of the Analyst.

5.4 The Analyst shall not disclose or misuse any PromptBI materials or platform features beyond the purposes of the Programme.

## 6. Termination

6.1 This Agreement shall terminate upon the earlier of:



- (a) completion of the twelve-month placement; or
- (b) removal of the Analyst from the Programme by PromptBI due to underperformance or other reasons determined in accordance with the Programme rules.

6.2 In the event the Analyst's placement with a Host Business ends for reasons other than underperformance, PromptBI shall use reasonable efforts to arrange an alternative placement for the remainder of the twelve-month period.

6.3 Termination of this Agreement shall also terminate access to the business account. No refund of fees paid shall be made.

## 7. Limitation of Liability

7.1 PromptBI shall not be liable for any loss, damage, or expense arising from the Analyst's work, conduct, or performance at the Host Business.

7.2 The Analyst acknowledges that participation in the Programme is at their own risk, and that PromptBI provides no guarantees regarding placement outcomes, stipend amounts, or career progression.

## 8. General Provisions

8.1 This Agreement constitutes the entire agreement between the Parties with respect to the subject matter herein and supersedes all prior communications, understandings, and agreements.

8.2 Any amendments or modifications to this Agreement shall be in writing and signed by both Parties.

8.3 This Agreement shall be governed by and construed in accordance with the laws of Kenya.

Signed:

A handwritten signature in black ink, appearing to read "Jeremiah Katumo Kurwa".

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Name:

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Name: Jeremiah Katumo Kurwa



For and on behalf of PromptBI

Analyst

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

Date: 12/11/2025