

# STATEMENT OF WORK

This Statement of Work (“**SOW**”) is made and entered into as of Thursday, 03/08/2023 (“**Effective Date**”) by and between:

1. **Finkeep Pvt. Ltd.** with its address at PL NO.21, FL. NO. S 201, Shree Residency, Kanchimeth, Amravati Road, 440023 (“**Vendor**” or "**Finkeep**"); and
2. Click or tap here to enter text.**, Company** with its registered office at Click or tap here to enter text.(“**Client**”)

# BACKGROUND

* 1. The Client, for its contract with the End-Client, requires accounting services for which the Client wishes to engage vendors who can perform services on an “as-needed” basis as detailed in this Statement to fulfil Client's obligations with the End-Clients.
  2. The Supplier has expressed its ability to provide the said Services.

# WORK DETAILS

* 1. Vendor Personnel Name: Preeti Thakre [#K01]
  2. End-Client & PAN: Click or tap here to enter text.
  3. Constitution: Click or tap here to enter text. Company

# Project ID: -FK-PAN-01

* 1. Vendor Personnel shall perform the following Services:

|  |  |
| --- | --- |
| **Work** | **Details** |
| Accounting/Bookkeeping services | Finkeep Pvt. Ltd. shall prepare the complete accounts of the client or end client, as the case may be from the required inputs provided. The work shall be deemed to commence upon providing complete set of input documents by the client. The completeness of accounts shall depend only on the inputs provided by the client. |
| Completion of work | The work shall be assumed to be completed when the agreed scope of work gets finished & final assent is provided by the direct client or authorized personal. However, Finkeep Pvt. Ltd. reserves the right to say that the said work is completed if according the its discretion, it can justify that the original scope has been met. |
| Delivery of file | The work shall be delivered via usual operating channels of the company vide mail or through its own website.  The delivery shall only take place after final receipt of due payment from the client. |
| Rework | Finkeep Pvt. Ltd. holds complete discretion on acceptance of any rework on the client & the same may be subjected to additional amount. |
|  |  |
| Business Brief | Click or tap here to enter text. |
| Special Considerations in the project | Click or tap here to enter text. |

# REQUIREMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| Sr NO. | PARTICULARS | Details of Documents & Period/Credentials | Remarks |
|  | Bank StatementsLoan StatementsUPI/Wallet Statements | Click or tap here to enter text. | Click or tap here to enter text. |
| 2. | Invoices of Sales & Purchase | Click or tap here to enter text. | To be taken from GSTR1 & 3 |
| 3. | GST Details | Click or tap here to enter text. | Click or tap here to enter text. |
| 4. | 26AS | Click or tap here to enter text. | Click or tap here to enter text. |
| 5. | Market Place statements | Click or tap here to enter text. | Click or tap here to enter text. |
| 6. | Previous Year FS with schedules | Click or tap here to enter text. | Click or tap here to enter text. |
| 7. | TDS Returns | Click or tap here to enter text. | Click or tap here to enter text. |

# PROJECT SCHEDULE

* 1. Start Date: 08/06/2023
  2. Period: Everyday (One Year) ("SoW Term").

# WORKING HOURS

* 1. The Vendor Personnel shall provide Services as required by the Client on all working days of a week from 10:00 a.m. IST to 06:30 p.m. IST; and

# FEE AND PAYMENT SCHEDULE

* 1. Fees for performance of the Services detailed in this SoW are charged as per the calculation given online. Current estimate is of ₹Click or tap here to enter text. as per clients bundle selection.
  2. Payment terms: Monthly.

# ACCEPTANCE CRITERIA

* 1. Approval by the client authorized personal Click or tap here to enter text. or client.

# KEY RESOURCES

* 1. Vendor: Finkeep Pvt. Ltd.
  2. Client: Click or tap here to enter text.

# SOFTWARE USED FOR BOOKKEEPING

* 1. Tally Prime Edit Log

# CONFIDENTIALITY

# Finkeep Pvt. Ltd. shall adhere to complete confidentiality & shall not share any information to anyone apart from internal conduct & amongst the company assigned keepers. It shall adhere to the detailed confidentiality terms as provided on the website terms. A detailed annexure is enclosed referring

# Arbitration clause

# The parties to this contract agree that any dispute, controversy, or claim arising out of or relating to this contract, or the breach, termination, or invalidity thereof, shall be resolved exclusively by arbitration in accordance with the rules of the arbitration organization as appointed by the Nagpur high court. The arbitration shall take place in Nagpur and shall be conducted by a single arbitrator [or, if applicable, a panel of three arbitrators] appointed in accordance with the rules of the [name of arbitration organization]. The decision of the arbitrator [or, if applicable, the panel of arbitrators] shall be final and binding on the parties, and judgment upon the award rendered by the arbitrator [or, if applicable, the panel of arbitrators] may be entered in any court having jurisdiction thereof. The parties further agree that any arbitration award may be enforced against the other party by any court of competent jurisdiction. The parties agree to bear their own costs and expenses of arbitration, except as otherwise provided in the award.

|  |  |
| --- | --- |
| **FINKEEP PVT. LTD.** | **CLIENT** |
| By: | By: |
| Name: Shloak Pacheriwala | Name: Click or tap here to enter text. |
| Designation: DIRECTOR | Designation: Click or tap here to enter text. |

# ANNEXURE A

**CONFIDENTIALITY ACKNOWLEDGEMENT**

I Preeti, aged about 25, residing at Wadi, Nagpur understand that while performing my official duties I may have access to information that is either confidential or sensitive information. Confidential Information is any information or material that has or could have commercial value or other utility in the business in which the Client is engaged including without limitation the personal information disclosed orally or in writing. Sensitive information may be financial or operational information that requires the maintenance of its integrity and assurance of its accuracy and completeness.

I understand that special precautions are necessary to protect this type of information from unauthorized access, use, modification, disclosure, or destruction. To that extent, I acknowledge and agree as follows:

* I have read and understood the Master Services Agreement and the Non-disclosure Agreement executed between Finkeep and Click or tap here to enter text.. I agree to comply with the terms and conditions of the said agreements.
* I agree to protect any and all client information, systems, tools, devices, equipment and software.
* I agree not to use any open source or third-party materials or software in any software developed or created for client except under specific and written instructions from the authorized person in client.
* I agree not to access or install any software or websites or tools that could result in compromising the security of any systems, tools, devices, equipment and software of client or their clients.
* I will not disclose or otherwise make public any information or materials or software code of

client or those developed by me for client or cause to do so by any means whatsoever, including without limitation sharing such information, materials or software codes in any public platforms or developer forums or any other third-party websites.

* I will not copy any information, materials or software codes and promptly return or delete any such information, material or software code on expiration or termination of this SOW as per the directions from client.
* I consent to client installing any software or tools in my devices or equipment used for provision of my services to client and disabling all external device access in my device or equipment for ensuring the safety, security and integrity of the system, software, services and equipment of client or their clients.

I agree to carry out the foregoing by:

* Accessing, using, or modifying confidential and/or sensitive information only for the purpose of performing my official duties.
* Never sharing passwords with anyone or storing passwords in a location accessible to unauthorized persons.
* Never accessing or using confidential and/or sensitive information out of curiosity, or for personal interest or advantage.
* Never showing, discussing, or disclosing confidential and/or sensitive information to or with anyone who does not have the legal authority.
* Storing confidential and/or sensitive information in a place physically secure from access by unauthorized persons.
* Never removing confidential and/or sensitive information from the official devices without authorization.
* Disposing confidential and/or sensitive information by utilizing an approved method of destruction, which includes shredding, burning, or certified or witnessed destruction. Never disposing such information in the wastebaskets or recycle bins.

# PENALTIES

Unauthorized access, use, modification, disclosure, or destruction is strictly prohibited. The penalties for unauthorized access, use, modification, disclosure, or destruction may include disciplinary action and/or criminal or civil action.

I certify that I have read and understand the Confidentiality Statement printed above.

Signature: 

Name: Preeti Thakre Date:08/06/2023

We, Finkeep Private Limited, having registered office at PL NO.21, FL. NO. S 201, Shree Residency, Kanchimeth, Amravati Road, 440023 acknowledge that we have read and understood the confidentiality Statement printed above and agree to ensure that that our employees comply with the said terms and conditions.

Signature: 

Name: Shloak Pacheriwala

Designation: DIRECTOR

Date:08/06/2023