**Scope of Services**

Legal Counsel shall provide the following services:

* 1. Support and advice in preparing the required documents for application to BIDA and checking that the same meets the requirements;
  2. Obtain Tax Identification Number (TIN);
  3. Arrange for opening of bank account, or in case ACCESS Health International, Inc nominates the bank, co-operate with the bank for opening the bank account; and obtain encashment certificate;
  4. Attend/participate in necessary meetings, discussions, tele-conferences with ACCESS Health International, Inc., as and when required.
  5. Other legal services, as may be required from time to time, for obtaining necessary permissions and completion of opening of liaison office of ACCESS Health International, Inc in Bangladesh.

**Timeline for Delivery of Work**

Registration of liaison office shall be done within 1.5 (one and half) months from the date of receipt of final hard copies of documents from ACCESS Health International, Inc as per requirement.

Working days shall mean Sunday to Thursday and exclude any Government of Bangladesh declared public holidays.

**Service Fee**

The total service fee for this engagement is USD 3,000 **inclusive** of all actual and misc. cost, government fees etc. in Bangladesh payable by ACCESS Health International, Inc for opening Liaison Office and are **exclusive** of all taxes.

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Type of Work** | **Professional Fee in USD** |
| 1. | Obtaining permission from Bangladesh Investment Development Authority (BIDA);  Obtaining Taxpayers' Identification Number (e-TIN) Certificate; and  Opening a proposed bank account and related activities. | 3,000.00. |

**Payment Terms**

50% at the commencement of the work.

50% after completion of all the services under the Scope of work.

The payment will be released only on the completion of deliverable and by providing the invoice.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **April 26, 2022** to **June 30, 2022.**