

# TERMS OF SERVICE (TOS)

## DOCU-HUB OPERATIONS SERVICES

Effective Date: December 2, 2025

Legal Entity: DOCU-HUB OPERATIONS SERVICES (Registered Sole Proprietorship)

### 1. SCOPE OF ADMINISTRATIVE SERVICE (UPL DISCLAIMER)

This section establishes the Proprietor's role as strictly clerical and administrative, serving as the legal firewall against the Unauthorized Practice of Law (UPL).

#### 1.1 Administrative Assistance Only

DOCU-HUB OPERATIONS SERVICES provides **strictly clerical assistance and administrative facilitation**. Services include data entry, document formatting, and digital education (DCC).

#### 1.2 No Legal Services

The Proprietor is not an attorney-at-law, and DOCU-HUB OPERATIONS SERVICES does not provide legal advice, legal interpretation of statute, legal representation, or express opinions on the legal implications of any filing (PICA, RGD, COJ, etc.).

#### 1.3 Client Responsibility

The Client retains full and sole responsibility for:

1. Reviewing the final draft document and verifying its accuracy and completeness.
2. Securing necessary legal certifications (e.g., Justice of the Peace/Notary signature).
3. The **final act of submission** to the relevant government agency.

### 2. LIABILITY, DAMAGES, AND INDEMNITY

This section is vital for protecting the Proprietor's personal assets by contractually limiting the potential for litigation and capping damages.

#### 2.1 Non-Insurer Status

The Proprietor expressly declares that DOCU-HUB OPERATIONS SERVICES is not an insurer. The fees charged are solely for the clerical work performed and are unrelated to the value of the Client's underlying property or transaction.

#### 2.2 Limitation of Damages

The Proprietor maintains Professional Indemnity Insurance (PII). Notwithstanding this, the Proprietor's total aggregate liability for any claim, loss, or damage arising out of or in connection with the clerical services shall be **strictly limited to the amount of the professional fee paid** by the Client for the specific service in question.

#### 2.3 Exclusion of Consequential Loss

The Proprietor shall have **no liability** to the Client for any consequential, indirect, special, or incidental loss or damage (e.g., loss of income, travel delays, lost business opportunity) arising out of any delay, error, or omission in the clerical services provided.

## **3. FEES AND PAYMENT**

### **3.1 Fixed Fee Structure**

All services are provided based on a fixed fee, as detailed on the website, which is paid in advance of any clerical work beginning. This fee is for the Proprietor's time and expertise only.

### **3.2 Cancellation and Refunds**

Fees are non-refundable once the service (either the final draft PDF or the 60-minute DCC session) has been delivered to the Client.

## **4. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of **Jamaica**. Any disputes arising under this Agreement shall be subject to the exclusive jurisdiction of the Courts of Jamaica.