

MASTER SERVICE AGREEMENT

DOCU-HUB OPERATIONS SERVICES

EFFECTIVE DATE: [Date]

BETWEEN: Docu-Hub Operations Services (the "Service Provider")

AND: [Client Name/Entity] (the "Client")

1. SCOPE OF ENGAGEMENT

The Service Provider agrees to provide administrative logistics and government agency liaison services as defined in the "Strategic Roadmap" finalized during the Strategy Session. This includes, but is not limited to, document retrieval, tax logistics, and corporate onboarding.

2. INSTITUTIONAL STANDARDS

Docu-Hub operates under a "Bank-Grade" precision model. We act as an administrative custodian, ensuring all filings meet the current statutory requirements of the relevant Jamaican Government agencies (RGD, TAJ, NIS, OPM).

3. FEES AND DISBURSEMENTS

- **Service Fees:** As outlined in the formal quote provided.
- **Disbursements:** All statutory fees (Government taxes, stamp duties, RGD fees) are the responsibility of the Client.
- **Payments:** High-value tax logistics require the use of secured Manager's Cheques or verified electronic transfers.

4. DATA PROTECTION & PRIVACY (DUAL-CLOCK STRATEGY)

In compliance with the Data Protection Act (Jamaica):

- **30-Day Transactional Purge:** All digital copies of Client Identification and primary documents are permanently purged from our active systems 30 days after the final handover.
- **7-Year Statutory Retention:** Financial logs and authorization records are retained for seven years to comply with institutional bookkeeping standards.

5. LIMITATION OF LIABILITY

Docu-Hub Operations Services is a private administrative agency. We are not a law firm. We do not provide legal advice or statutory interpretation. The Client is advised to consult an Attorney-at-Law for legal matters.

EXECUTION

FOR THE SERVICE PROVIDER:

Laura Clarke

Principal, Docu-Hub Operations Services

FOR THE CLIENT:

[Name of Authorized Signatory]

[Title/Capacity]

DATE: _____