

Our ref: T/BRJ/003/MD1/18

February 20, 2018

Mobile Decisioning  
5<sup>th</sup> floor, Rwenzori Courts  
Kampala, Uganda.

Dear Paul,

## **LETTER OF ENGAGEMENT – COMPANY SECRETARIAL SERVICES**

### **1. Introduction**

- 1.1 Thank you for appointing us to provide you with Company Secretarial services. This engagement letter, together with the attachments (the “Engagement Letter”), sets out the basis upon which we will provide company secretarial services to you (the “Engagement”).

This engagement supersedes any previous proposals, correspondence and understandings, whether written or oral and will stay in force unless terminated by a subsequent agreement or understanding in writing.

### **2. Responsibilities of the advisor**

- 2.1 We will act for and be responsible for issuance of a transfer of share stock certificate and valuation of shares for purposes of determining the stamp duty payable. We will not deal with any other Company Secretarial work unless you specifically ask us to do so and we agree under a separate letter of engagement.

### **3. Your responsibilities**

- 3.1 The responsibility of providing us with the necessary information, including adequate disclosure is yours.

### **4. Personnel**

- 4.1 Robert Busuulwa will be responsible for the conduct of this Engagement on our behalf. Our contact details are as follows;

Contact Person: Mr Robert Busuulwa

Direct telephone: +256 782 604 832

Email address: [robert.busuulwa@mazars.ug](mailto:robert.busuulwa@mazars.ug)

### **5. Fees**

- 5.1 Our fees are calculated and have been agreed in accordance with Schedule III attached.

### Schedule III – Our Fees

Our fees are based on the degree of responsibility and skill involved and the time required to complete the assignment, plus expenses.

We have agreed to fix our fees for the Company Secretarial services as specified in Schedule I of this Engagement Letter as follows;

- Our fees for the issuance of a transfer of share stock certificate will be **UGX 366,423 (Three Hundred and Sixty Six Thousand, Four Hundred and Twenty Three and Uganda Shillings)**.

Our fees are exclusive of VAT, which is currently charged at 18%.

Our business terms require that we bill for 50% of our professional fees at the inception of our engagement, with 50% of the balance being paid up after concluding the engagement.

We will present our requests for payment and or invoices, which will be due for payment on submission.

We will notify you immediately of any circumstances which we encounter which could significantly affect our fees.

The timely completion of the Company Secretarial work requires your full co-operation in the provision of records, documentation, other information and explanations relevant to the Company Secretarial work. Estimates of time for completion of the work are given on the assumption that we receive this co-operation. We may charge additional fees and expenses which result from delays in providing this co-operation.