

TERMS AND CONDITIONS – Accounting

The Terms and Conditions is made between:

SBC : SBC Corporate Management Pte. Ltd. and its Related Companies/We/Us (Hereinafter called “SBC”)
&
CLIENT : Client/Who have requested SBC to provide services/You/Your (Hereinafter called “the Client”)

THE CLIENT UNDERSTANDS THE SCOPE OF SERVICES PROVIDED BY SBC AND IT IS HEREBY AGREED AS FOLLOWS:

These Terms and Conditions explain the respective rights and obligations of SBC and the CLIENT in connection with the use of the service, by requesting for or using or attempting to use the service, the Client is bound by below Terms and Conditions. CLIENT acknowledged and agreed that the instruction of the following services shall be informed to SBC at least 1 working day in advance in order to provide sufficient time to process the necessary formalities.

A(1) Accounting services include:

- 1.1 The Client must provide relevant accounting documents for accounting purposes.
- 1.2 SBC will start the accounting service upon receipt of the relevant accounting documents provided by the Client.
- 1.3 SBC will complete the service within three months upon receipt of all necessary documents.
- 1.4 The service(s) provided by SBC is under the instruction of the Client, in which the Client understood and agreed to authorize SBC to handle all the necessary procedures related to the requested service(s).

A(2) Details of accounting service fee:

- 2.1 The Client must pay at least 50% of the total service fee or 100% of the total service fee prior to commencement of service.
- 2.2 SBC will handle the remaining job arrangement only if the remaining of the total service fee (if applicable) is settled upon the completion of the Financial Statements.
- 2.3 In case of any inconsistencies between the Quotation / Service Agreement in respect to the actual transactions and turnover, SBC has the right to adjust the final fee charges based on the actual transactions and turnover.
- 2.4 All Government fees (e.g. Government search fees) must be borne by the Client, in which it will be adjusted according to the actual charge.
- 2.5 All bank charges (e.g. Application for bank statement reprint) must be borne by the Client, in which it will be deducted directly from the Client’s bank account.

A(3) The Client may choose the following ways to collect the accounting documents upon the completion of accounting services:

- 3.1 In person at any service points of SBC (with notice in advance for collection at any service points outside Singapore).
- 3.2 Authorize SBC to forward the documentation to specified address.
 - 3.21 Free delivery will be provided by SBC for sending the company documentation to specified address in Singapore.
 - 3.22 Postage charge shall be borne by the Client for forwarding the company documents to specified address outside Singapore.

A(4) Contents of liabilities and declaration:

- 4.1 SBC will not guarantee for the completion of relevant work on time or before the related parties or government departments deadline due to the Client's delay in the provision of documents. SBC shall be exempted from the aforesaid liabilities of any consequences or penalties arising.
- 4.2 All information, documents, statements, signatures provided by the Client or any authorized agents of the Client are true and authentic.
- 4.3 The Client agrees that SBC may, at any time, by any means, contact all relevant members of the company, to obtain and to confirm the personal details or information of the Client.
- 4.4 SBC reserves the right to terminate any services provided and resign any capacity of the company without prior notice and shall bear no liability and no compensation to the Client when in doubt of the authenticity and truthfulness of the above declaration and assurance.
- 4.5 If the Client knowingly falsifies any statement with the intention to deceive SBC, SBC has the right to report to the appropriate law enforcement authorities without any notice.
- 4.6 SBC shall bear no liability and shall not compensate any losses or defects suffered by the Client, if it is caused by third parties during any documents or matters sending to the Client.
- 4.7 SBC reserves the right to amend any of the prices without prior notice. All Terms and Conditions may change when deemed necessary.

服务条款及细则 — 会计服务

此服务条款及细则制定予以下双方：

骏业 ： SBC Corporate Management Pte. Ltd. 或其联营公司（下称“骏业”）
 &
客户 ： 客户/接受服务者/您/您的（下称“客户”）

“客户”明白“骏业”所提供之服务范围，并遵守以下事项，内容包括：

本条款及细则说明“骏业”与“客户”就使用服务各自的权利及义务。“客户”一经要求或使用“骏业”提供之服务，即被视为已接受本条款及细则并受其约束。“客户”明白及同意以下各项服务之执行指令均需于最少 1 个工作天前预先通知“骏业”安排，以便有足够时间进行及处理有关所需之手续。

A(1) 会计服务，内容包括：

- 1.1 客户须按要求，提供相关单据及文件作会计理账用途。
- 1.2 骏业於收到客户提供相关单据，方展开理账服务。
- 1.3 骏业将於收妥全部所需文件後约三个月内完成。
- 1.4 骏业所提供之服务均受客户之指示而进行，客户明白及同意授权骏业直接处理於服务过程中所产生之必须程序。

A(2) 会计服务费详情：

- 2.1 客户必须於开展服务前，最少支付首期五成服务费 (50%) 或 全部服务费 (100%)。
- 2.2 如客户只支付首期服务费用，则须在完成财务报表时支付餘下服务费，骏业方安排处理餘下工作。
- 2.3 如实际账目收支单据或营业额有别於报价单/服务合约之内容，骏业有权按实际单据情况而调整最终服务收费。
- 2.4 所有政府费用（如：查册费用），须由客户支付，费用将视乎实际收费而调整。
- 2.5 所有银行费用（如：补领及重印月结单申请等），须由客户支付，并於客户帐户直接扣除费用。

A(3) 完成会计服务，客户可选择以下方法提取该公司单据及文件：

- 3.1 客户可亲临骏业各服务点提取（如欲于新加坡以外之服务点提取，则需预先通知）。
- 3.2 授权骏业，转寄公司单据及文件到指定地址。
 - 3.21 如属新加坡地区，骏业将免费邮递公司单据及文件到客户指定地址。
 - 3.22 如非新加坡地区，骏业将邮递公司单据及文件到客户指定地址，客户须另行支付相关费用。

A(4) 责任及声明内容：

- 4.1 如因客户延误提供相关文件，而引致未能於期限前完成有关工作，骏业将不承诺可及时或於相关单位/政府部门期限前完成有关工作。而产生之任何後果或相关单位/政府部门罚款，均由客户承担，骏业概不负责。
- 4.2 客户所申报的资料为真实无讹，所有成员的签名均为亲身签署。
- 4.3 客户同意骏业可随时以任何方式联络所有有关人士，以核实或获取有关公司或个人资料。
- 4.4 骏业如对以上之保证及声明有任何怀疑，有权停止办理及自行辞去该公司之相关服务及职务，而无须通知客户，并无须负上任何责任或作出赔偿。
- 4.5 若蓄意作出虚假陈述意图欺骗，骏业有权向执法机构上报，并无须作出任何通知。
- 4.6 骏业与客户之任何文件或物品於物流交收过程中，如因第三方之错误而有任何遗失或损毁，骏业将无须负上任何责任或作出赔偿。
- 4.7 骏业保留随时调整收费、服务及相关条款及细则之权利，而毋须另行通知。