

SERVICES AGREEMENT

Between

Emblaze Accounting Pty Ltd (ABN: 89 682 935 557)

("Emblaze Accounting")

And

_____ **(client name-1)**

("Client")

Please fill 9 items identified in red fonts & send back by email

Client Australian Business Number (ABN) (2):

Client's bank details BSB (3):

Client's bank details A/c No.(4):

Service Matrix for outsourced remote staff selected by:

	Rate (Excl GST)*	No. of positions(5)
Junior Bookkeeper	A\$3.5 / hour	
Bookkeeper	A\$5.5 / hour	
Junior Assistant Accountant	A\$7.5 / hour	
Assistant Accountant	A\$9.5 / hour	
D365 Business Central (Navison) Assistant Accountant	A\$11.0 / hour	
D365 Finance & Operations (F&O) Assistant Accountant	A\$12.0 / hour	
Netsuite Assistant Accountant	A\$11.0 / hour	
CFO per hour	A\$150.0 / hour	
Project Work (Email brief to sales@emblazeaccounting.com.au) for quote	A\$150.0 / quote	

Bank Name: Emblaze Accounting Pty Ltd
BSB: 032 025 and Account No.: 015061

Service Agreement commencing from the start date of Teammate, selected by the Client.

Preferred interview date (6):

Executed by:

Sign _____

Sign(7) _____

Name: Ms. Mae S.

Full Name(8):

Position: Director Admin

Position(9): _____

Please send the signed and dated Service Agreement to sales@emblazeaccounting.com.au

1. Purpose The overarching purpose of this Agreement is for Emblaze Accounting to source and provide a Teammate to the Client pursuant to the terms and conditions of this Agreement, and for the Teammate to provide services to the Client according to the Client's needs.

2. Acknowledgement of Third Party. The Client acknowledges that Emblaze Accounting will source a Teammate who is employed through a related third-party company registered in the India or any other country that will be mutually agreed (the "Third Party"). Teammates do not fall under Australian Regulatory jurisdiction.

3. Consent to Information Sharing the Client consents to all information provided to Emblaze Accounting being shared with the Third Party for the purposes of this Agreement in order to receive the Services.

4 Relationship Between the Parties The Parties acknowledge that this Agreement is solely between Emblaze Accounting and the Client. The Client has no agreement with the Third Party or the Teammate directly. This Agreement does not create a relationship of employment, agency or partnership between the Client and Emblaze, the Third Party or the Teammate(s).

5 Services Provided by Emblaze Accounting shall provide the Client with the following

services in exchange for the fees outlined for each of the services (the "Services"):

- **Terms of CFO per hour and Project Work are specific to the engagement and are negotiated separately.**
- Emblaze Accounting Team mate – included in the per hour rate.
- Emblaze Accounting management & administration– included in the per hour.

6. WORK is the accounting service provided by outsourced Teammate. This usually means 8 hours per day with a break of 1 hour, involving interaction with client of 8 hours and from Monday to Friday. Teammates are reviewed, managed, coached and trained by Emblaze Accounting management on Saturday for 8 hours. The starting time and ending time of the shift will be agreed between the Teammate and the Client.

7. Pre-screened and Pre-selected candidates are presented by Emblaze Accounting immediately. The candidates are ready to go so that the client has best chance of getting up and running. For second round, if needed, Emblaze Accounting will present an additional panel of prospective candidates to the Client for interviews.

8. Emblaze Accounting will ensure that the candidates have been interviewed and

vetted by the in-house SME for their skills and capability. These candidates will be at least holding a Bachelor degree like BCom, BBA, Accounting or Inter CA, where the medium of instruction was English.

9. Teammate confirmation will be made by the Client, by an email confirmation to operations.au@emblazeaccounting.com.au.

10. Management support will be provided by Emblaze Accounting, including onboarding, communication, and administrative assistance. Emblaze Accounting will provide support and ongoing training program for the Teammate to ensure that the Teammate's workspace, remote monitoring, IT and accounting work processes are documented according to the selected Work.

11. Monthly invoicing terms and conditions for the work done.

- The monthly invoice will be raised by Emblaze Accounting Pty Ltd with payment details at the bottom.
- Rate per hour will be based on the position selected for the Teammate. GST will add on top of the rate per hour
- Invoice for the hours contracted for the month in advance.
- Adjustment for actual hours worked in the previous month.
- Annual review of charge rate per hour considering CPI, currency fluctuations, work performance, compliance requirements and any statutory obligations.

12. Payment Information:

- Payment Method: Transfer by EFT .
- Payment Due Date: Invoice for the hours contracted for the month payable 21 days from the date of the invoice.

13. Termination by Either Party Either Party may terminate the Agreement:

- for any reason by mutual agreement at any time by giving the other Party thirty (30) days prior written notice thereof.
- immediately if the other party commits a breach of this Agreement and not remedied.

14. Leave Entitlements Teammates shall be entitled to the following paid leave:

- Optional Annual Service Incentive Leave upto twenty (20) days per year accumulated proportionately - Following regularization (successful completion of probationary period) and at the discretion of client, which can be used for festivals, vacation or emergency purposes.
- Paid Australian Public Holidays - Entitled to all paid public holidays as per Australian state.

15. Employment Relationship and Client Interaction: The Client is encouraged to consider the Teammate as part of their team and treat them, accordingly, including involving them in team meetings and considering their leave requests during annual planning. The Client should not directly employ or pay any amount of money or gifts in kind to the Teammate. The Client, if chooses, is able to employ a candidate directly at any time on payment of a flat fee of A\$5,000.00 per Teammate.

15. Other services, fees and charges. There will be no other services, fees and charges, unless mutually agreed.

16. Agreement Termination for any cause, including termination for breach; Emblaze Accounting will remain liable for performance of the Services up until the effective date of termination; and The Client will remain liable for:

- All Fees for thirty (30) days from the effective date of termination,
- All costs associated with the terminated Teammate(s), including:
 - Unused leave entitlements, payable at work rates.
 - Separation pay of 2 weeks for every year of the completed contract.

17.Emblaze Accounting values the client data and asset integrity. Any criminal breach by the Teammate will be dealt with severely, starting with a police case against the Teammate and taking all steps necessary to recover the damages to the Client. Emblaze Accounting is engaging candidates who are holding current police clearance certificates.

18. Emblaze Accounting aspires to deliver best value for employers looking for overseas bookkeeping and accounting employees. For avoidance of doubt, Emblaze Accounting does not provide, ASIC approved Auditing Services, or Financial Advise or Secretarial work or TPB

registered Tax Agent or BAS Agent work for the clients. If you are requiring these services, its best to search “ASIC Professional Register” or “TPB Registered Agents”. We provide vetted candidates who are based overseas and work with the client as a Business Process Outsourcing (BPO) service.

18. Emblaze Accounting aspires to work with the Client to the overall success of the Client’s offshore accounting programme. Any commercial dispute between the Client and Emblaze Accounting will be dealt with by NSW Laws.

Appendix 1: Job description, if provided by client for selected position as per Service Matrix.

- End of Service Agreement Terms -

URGENT