



# Astron International Limited

## LETTER OF ENGAGEMENT

Thank you for choosing Aston International Limited as your services provider. Our heritage in corporate and trust services stretches to 1979. We pride ourselves on our integrity and flexibility, adopting a professional but personal approach with all of our clients. We look forward to developing a similar mutually beneficial relationship with you.

We are licensed by the Isle of Man Financial Supervision Commission. Our services consist of regulated activities, governed by the Isle of Man Financial Services Act 2008 and specified in the Regulated Activities Order 2008. You should read this letter and our Terms of Business carefully, since by agreeing to the same you will accept certain obligations and duties. Should it be required, we also strongly recommend that you obtain your own independent legal, tax and investment advice.

We will provide services in accordance with your instructions as specified in the Application for Corporate Services and/or Application for Trust Services, or as we may subsequently agree with you. We charge standard fixed fees for most of the typical services we provide. Our standard fixed fees are published on our website, or you may request them from us at anytime in person, by e-mail, fax or post. Fees are normally reviewed on an annual basis. Our standard fixed fees may be increased if a matter is complex, involves high value assets, is considered by us to be of higher risk or requires special consideration. Standard fixed fees are paid annually in advance for a year or part thereof and are non-refundable if services are terminated.

We also charge for the time we spend dealing with day-to-day management, administration and accounting tasks. Time charges are calculated according to the actual time taken to complete a job, the technical nature and urgency of the work, the size of the transaction, and the chargeable rate of the staff involved. Time is billed in units of 6 minutes on an arising basis. Such time charges will apply to banking transactions; invoicing services; company secretarial work; dealing with your queries; time spent considering, researching, preparing, working on and executing documents; client identification and due diligence; dealing with other professionals; attending meetings and other such similar work. In some cases, it will be possible to agree a fixed fee for certain pre-defined work. Time charges are payable within 30 days of invoice.

Disbursements are charged separately from our fees, and if we are likely to incur disbursements in excess of £100, we normally ask for them to be paid in advance. Further detailed information concerning the billing and payment for our service, and importantly, what happens if fees are not paid is given in our Terms of Business.

To simplify the application for our services we have developed a three-stage process, which requires the completion of certain forms, verification of the identities of all parties concerned, and finally, agreeing to our Terms of Business and paying our fees.

**STAGE 1** ⇒ to find out more about you and your business, and to fully understand your requirements, please could you complete the following forms and e-mail or fax them to us for our review:

- **Personal Questionnaire**  
Each connected party must complete one form.
- **Company Information Form**  
Complete one form for each company and/or trust which requires our services.
- **Application for Corporate Services and/or Application for Trust Services and/or Application for Business Office Services**  
Complete one form for each company that requires our services.

**STAGE 2** ⇒ once we have reviewed the forms provided at Stage 1 we will confirm that we can offer services and provide you with an itemised quotation. Please then send us the 3 original forms from Stage 1 together with the following documents by courier or post.

- **Verifying Identity – Individuals**  
Please provide the personal identification documents stipulated for each party who completes a Personal Questionnaire.

- **Terms of Business and Letter of Engagement**  
Please read our Terms of Business and keep them for future reference. Please sign and return this Letter of Engagement.
- **Mandate for a Professional Intermediary or Agent**  
If applicable, please include the name of your intermediary or agent in the box at the end of this letter.

**STAGE 3** ⇒ payment for our services.

- **Methods of Payment**  
At Stage 2 we will offer you an itemised quote. Once we reach agreement on our services we will require payment in full.

Should you require any assistance, or if you have any questions, please do not hesitate to contact us for help. One of our staff would be happy to guide you through the application procedure.

**Yours sincerely**

**FOR AND ON BEHALF OF  
ASTON INTERNATIONAL LIMITED**

\*\*\*\*\*

**To: Aston International Limited  
19 Peel Road  
Douglas  
Isle of Man**

By signing and returning this Letter of Engagement we confirm and agree THAT:

- The information provided in the forms we have completed and signed is true and accurate. We have full capacity to instruct you in respect of the provision of services and we accept responsibility for the payment of your fees in accordance with your published scale of fees (as amended from time to time) or as agreed with you in writing.
- We have read and we agree to be bound by your Terms of Business.
- We have not been offered, nor have we received any legal, tax or investment advice from you. We will take our own advice in this respect should it be required.
- The person named below as "Authorised Agent" is authorised to give instructions and to obtain information in all matters on our behalf, but excluding any changes of ownership. We understand any notice changing this status requires your written acknowledgment.

<b>Name of Company or Trust</b>	
<b>Signature(s)</b>	
<b>Print Name(s)</b>	
<b>Name of Authorised Agent (if applicable)</b>	
<b>Date</b>	