

## SERVICES ORDER FORM 1/10

### INCORPORATION

By way of law, only attorneys admitted to the bar may furnish legal services in Croatia and we subcontract local attorney professional services.

- incorporation options/quotes required (no charge at this point, further options provided only)

### ADDRESS / VIRTUAL OFFICE

It is a statutory requirement for a local entity to have a national residence address for registration purposes. Address Service provides one. Additionally, we offer basic mail takeover and post e-forwarding service, phone answering and secretarial services for up to 4 hours monthly as part of Virtual Office. Each encompass complementary local (.hr) domain name registration on behalf of a local entity.

- Address Service (€50 monthly)  
 Virtual Office Service (€100 monthly)  
 Domain Name Registration (no charge)

### MANAGEMENT

It is mandatory to have at least one director in a Croatian entity. Such director is not required to be employed by the company but must however be personally present during the incorporation, and it cannot be replaced by a proxy. Additionally, manager may convey some of its powers to the client designated person(s) via a Power of Attorney. Proof of local accounting is required, or our respective service contracted.

- Management Service (€400 monthly; please attach our Indemnity Letter form signed, otherwise checking this option will be considered void)  
 Manager's POA will be required (no charge at this point, additional information on prerequisites and quotes provided only)

### NOMINEE SHAREHOLDER

Shareholder information in a Croatian company can be concealed from appearance in public registries through statutory trust service. Nominee shareholder serves as proxy for the company owner(s) and acts on its behalf.

- Nominee Shareholder Service (€400 annually)

**Signed:**

**By:** .....  
**Date:** .....

### BASIC ACCOUNTING AND FILING

We subcontract chartered accountant services for statutory mandatory accounting and filing compliance. This option requires either Address or Virtual Office Service. This option may be mandatory with Management Service.

- Accountant and Filing Service (€100 monthly)

### CLIENT DATA / COMMUNICATIONS

Please provide client data that will be used for billing and communication purposes. The following information will NOT be part of public record. This information is only for our internal file and will be kept confidential at all times, subject to the applicable laws. We will not take any further instructions in regards of this company from any other persons except the one(s) indicated here.

Client .....  
 Full Address .....  
 .....  
 Billing to .....  
 .....  
 Telephone .....  
 Fax .....  
 Email .....

### PAYMENT METHOD

Our flat-rate services are billed in monthly advances, and client benefits a discount for annual advances, where applicable. Note that not estimated costs and additional fees accrued are billed in the first next month invoice.

- Monthly  
 Annual advance (discount applied to eligible services, for rates and details see Terms & Conditions)

### TERMS & CONDITIONS

This is a binding agreement for providing the services here selected by the client. Our Terms & Conditions form an integral part hereof. Please complete this form, read our Terms & Conditions, make it both signed and sent to us by any means of communication to such details indicated in the footer. By signing on the left hereunder you irrevocably confirm that each term has been individually negotiated.

This is the area we fill in. Agreement is valid only when you have it returned with this confirmation.

**Agreed:**

**By:** .....  
**Date:** .....