

SCHEDULE OF SERVICES

Company Secretarial Services

This schedule should be read in conjunction with the engagement letter and the standard terms and conditions.

1. Upon your instruction we will prepare, and if necessary file, any documents required for you to comply with your legal requirements. This includes the company's Annual Return, Board Minutes if required and documents relating to the appointment and resignation of officers of the company, share transactions and any other relevant documents.
2. We will advise you of any obligations in respect of record keeping and reporting in relation to any matters you bring to our attention or that we otherwise become aware of in the course of our work.
3. We will not be responsible for the provision of any tax or accounting compliance services, other than those covered by a separate engagement letter or another schedule to this letter.
4. Where the advice requires additional research, consultation with another specialist or specific deliverables, it may result in additional charges. We will always agree any such charges with you in advance.

Changes in the Law

5. We will not accept responsibility if you act on any advice given by us on an earlier occasion without first confirming with us that the advice is still valid in the light of any change in the law or your circumstances.
6. We will accept no liability for losses arising from changes in the law or the interpretation thereof that are first published after the date on which the advice is given.

Your responsibilities

7. You agree to provide full information necessary for us to advise you in relation to your affairs. We will rely on the information and documents being true, correct and complete and will not audit the information or those documents. In particular, you commit to inform us of any events or transactions that could affect the company and its legal status, including but not limited to shares issued, transferred or cancelled, directors or other officers appointments or resignations, dividends board meetings and shareholder meetings.
8. We will provide advice when we are asked to do so or when we believe it is appropriate. However, you are responsible both for decisions made in your business and for complying with your legal obligations, including the accuracy of your records and meeting statutory reporting deadlines.

9. You agree to authorise us to approach such third parties as may be appropriate for information that we consider necessary to provide the advice.
10. You will keep us informed of material changes in your circumstances that could affect your business. If you are unsure whether the change is materials or not please let us know so that we can assess the significance.

Limitation of liability

11. Our services as set out above are subject to the limitations on our liability set out in the engagement letter and in paragraph 18 of our standard terms and conditions.

Date: 13 November 2024

McDade Roberts Accountants Limited