

Service Agreement Van Passe B.V.

This service agreement sets out the terms between Van Passe B.V. (hereinafter: “Van Passe B.V.”) and the client (hereinafter: “Client”).

1. Our Services

Van Passe B.V. offers the following standard services:

| Service | Description |
|-------------------|---|
| Administration | The Client receives support in keeping their administration up to date on a weekly basis. |
| VAT Returns | VAT returns are prepared four times per year, provided that the conditions are met. |
| Income Tax | The preparation of income tax returns is included under specific conditions. |
| 1-on-1 Calls | A monthly personal call for questions and support. |
| Unlimited Q&A | The Client can ask questions about their administration and tax matters. |
| Online App Access | Access to an online platform for document management and insight into administration. |

Other Services:

| Service | Description |
|-------------------|---|
| One-time Projects | Van Passe B.V. also offers one-time projects. After completion, the collaboration ends automatically unless otherwise agreed. |

Our services and pricing are based on the timely and complete submission of data by the Client.

2. Pricing and Additional Services

| Service | Rate (excl. VAT) |
|---|-----------------------------------|
| Standard Monthly Fee | €63,- |
| Custom Price for Large Administration | Negotiable, depending on the size |
| OSS Return per Month | €17,- |
| Payroll Administration per Employee per Month | €17,- |
| Invoice Processing Service per Month | €20,- |

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| Extra Questions/Work (Hourly Rate) | €75,- |
| Startup Costs | Depends on the amount of outstanding work |
| Extra Costs for Late Submission | Ranging from €50,- to €200,-, depending on urgency |
| One-Time Projects | Negotiable, depending on the complexity and scope of the project |

For large or additional requests outside the regular service scope, an hourly rate of €75,- (excl. VAT) applies. Costs will be communicated in advance and confirmed in writing.

3. VAT Returns

| Condition | Description |
|-----------------------|--|
| Duration of Agreement | Van Passe B.V. will only process the VAT return if payment for the full quarter has been received. This means that if the subscription is cancelled or payment is not made before the final month of the quarter (March, June, September, or December), the VAT return for that quarter will not be processed. |
| Late Submission | If documents or information are submitted close to a deadline, extra costs ranging from €50,- to €200,- may apply, depending on urgency. |

4. Income Tax

| Condition | Description |
|-----------------------------|--|
| Duration of Agreement | The client must be a customer for at least 9 months within the calendar year to qualify for income tax filing. |
| Termination within 9 Months | If the client terminates the agreement within 9 months of the start date, income tax filing will only be processed for an additional fee. |
| Special Cases | Van Passe B.V. reserves the right to decline income tax filing or charge an additional fee if the conditions are not met. Each case will be assessed individually and communicated with the client in advance. |

5. Duration and Termination

| Condition | Description |
|-----------------------|---|
| Duration of Agreement | The agreement is entered into for an indefinite period and always ends on the last day of the month in which the termination is made. |
| Termination Method | Termination must be done in writing via email or postal mail. |

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| Termination Conditions | Upon termination, the provisions of Article 3 and Article 4 regarding VAT and income tax apply. |
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6. Other Provisions

| Condition | Description |
|------------------------------|--|
| General Terms and Conditions | This agreement is subject to the General Terms and Conditions of Van Passe B.V.. Any general terms and conditions of the Client are explicitly excluded. |