



SARKAR OFFICE JAPAN KK

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Retainer Business Service Agreement

In consideration of **Sarkar Office Japan KK** (hereinafter called "**SOJK**") agreeing to provide the administrative business services as per the attached list, I.... (the legal Representative/Executive) as legally appointed Representative/Managing Director (hereinafter called "**Client**") HEREBY AGREE AS FOLLOWS:

The Client now agrees to the following terms & conditions:-

i] Shall pay the monthly fees by telegraphic bank transfer to SOJK's bank account every month on the last working day of the month. Shall pay other fees as per the agreed terms upon receiving the invoice from SOJK.

ii] Shall promptly attend to all the requirements concerning providing information and endorsing the documents required for the procedure as and when requested by SOJK.

iii] Acknowledge that the scope of the service and responsibility of SOJK shall be based on the attached service list.

The terms & termination:-

Both parties, i.e. SOJK and the Client, can terminate the agreement by giving advance notice of two months.

Dated this (day) (month) ,20XX

Service provider: **Sarkar Office Japan KK**

Address: 3-9-18-205 Kyojima, Sumida-ku, Tokyo 131-0046, Japan

On behalf of the "Client":

Name: _____ (Representative Director)

Signature

Address: _____ (Company stamp)