

*We are your partner of choice in  
business solutions.*



# LETTER OF ENGAGEMENT

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2020



# SMMES & CORPORATE SERVICES



## CLIENT'S BASIC INFORMATION

Client's Name:		
Address:		
Country:	Province:	
Email:		
Tel:		
Mobile		
Business industry		
Is your business a start-up?	YES	NO

## RE: LETTER OF ENGAGEMENT ON BUSINESS SERVICES (BASIC TERMS AND CONDITIONS)

The above refers – we, Eye Age Group (Pty) Ltd (“Eyeage”), are pleased to present this letter as a way to formally initiate our mandate by your company, \_\_\_\_\_, registration number \_\_\_\_\_. Some of the charges on the services that you have already requested, and for the future, shall be as follows:

### A. CONSULTATIONS

- a. All business projects and managed services are charged at R 1 500 per hour (including services on Aa, Ab and Ac in this document), with a minimum charge of R 250 on pro-rated minutes.
- b. Face to face consultation: R1 500 per hour with a minimum of R1500 per meeting
- c. Telephone based consultation: R1000 per hour (not applicable on projects an managed services)
  - i. R12.50 per minute
  - ii. R250.00 minimum charge per call/ SMS
  - iii. R25 per email page
  - iv. R100 for document re-issue/ re-send via email
  - v. Extra charges shall apply on documents from external persons requested on behalf of the client.
  - vi. Project hours charges have their specified base fees and a minimum of R1500 per hour

### B. DOCUMENTS PREPARATIONS

- a. Drafting and editing: R400 plus R100 per page
- b. Perusing (hard copies, emails, web based and others): R250 plus R25 per page

C. TRAVEL COSTS

- a. R5 per km.
- D. The rates from A to C may be adjusted if a separate agreement is reached by both parties in writing.
- E. Minimum deposits should be made by the client before the particular service can be requested, however if the client requests a service and Eyeage continues to render it without a payment from the client, such service shall be payable by the client.
- F. Funds already deposited can be used to purchase various services within the credit range.
- G. Eyeage may have to appoint external services and professionals who may assist in furthering its mandate by the client.
- H. This letter shall serve as a principal appointment letter for the services that the client may require from time to time.
- I. Eyeage may render service on credit in the case where the client may require such services while there is no positive credit on the client's account.
- J. Charges on other services which are not specified on this letter will be quoted on adhoc basis, as and when such service may be required.
- K. Eyeage reserves the right to update its service offering and pricing from time to time, and to provide such notifications to its clients; in this instance the clients of Eyeage shall be required to accept such changes unless negotiated otherwise and agreed in writing.
- L. FACILITATIONS OF CAPITAL INVESTMENTS, BUSINESS MERGERS, ACQUISITIONS AND PROJECTS

- a. We will charge you fees for helping you with funding, other forms of business capital, recruiting of human capital, acquisitions of projects, joint ventures and other related services.
- b. Make sure you have familiarized yourself with the fees thereof before you request such services.
- c. In the case where we may voluntarily offer to help we shall indicate in writing, so to avoid misunderstandings.
- d. However, if you ask for such services we shall treat the services as though you were aware that there are charges involved, unless agreed otherwise in writing.
- M. All post service payments shall be made by the client to Eyeage within 30 days, unless agreed otherwise.
- N. In the case where payments may be overdue, Eyeage may appoint the services of a debt collector and or pursue a legal action against the client and the client shall be liable for the legal fees and interest rates on time delayed, within the jurisdiction limits of South Africa.

- O. The Word Eyeage refers to Eye Age Group (Pty) Ltd. Eye Age Financial Consultants, Eyeage Accountants (Pty) Ltd, and Eyeage Ventures (Pty) Ltd interchangeably and in partnership with one another, within context in varying circumstances.

## BANK DETAILS

Please kindly deposits the fees into the following bank account:

Account holder : Eyeage Ventures  
**Account number** : **628 1871 0180**  
 Account type : Cheque  
 Branch name : The Boulders  
 Branch code : 250856  
 Bank : First National Bank  
**Reference** : **Company registration/ ID number**

## IMPORTANT

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The context of “Eyeage” or “Eyeage Group” includes all of the following Eyeage entities within the context of legal agreements and business communications: Eye Age Group (Pty) Ltd, Eye Age Financial Consultants (Pty) Ltd, Eyeage Ventures (Pty) Ltd, Eyeage Accountants (Pty) Ltd, and Eye Age Financial Consultants (Pty) Ltd is a licensed financial services provider, registered with the FSCA under license number 47162, trading as “Eye Age”, not Eyeage, but the contractual context shall be permissible for the name Eyeage to refer to “Eye Age”.

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**Eyeage shall use your and your business’ information solely for the purpose for which you have provided it.**

Do you permit us to contact you in order to inform you about our services as and when for marketing purposes and products updates?	<b>YES</b>	<b>NOT</b>
Do you permit Eyeage to share your information with third parties for marketing purposes on products that are related to the services you receive from Eyeage?	<b>YES</b>	<b>NOT</b>
Do you permit Eyeage to share your information to third parties whose services are not related to the services you receive from Eyeage?	<b>YES</b>	<b>NOT</b>

**It is the client’s sole responsibility to ensure that all information provided to Eyeage is updated as and when it changes, in order to ensure efficient service delivery to the client.**

**Eyeage’s product information, terms and conditions, including fees may change without prior notice to the client, and it is remains the client’s sole responsibility to request an up to date quotation prior to the use of our services.**

The undersigned client, hereby agree with the above terms and conditions of consultation with Eyeage.

Signed \_\_\_\_\_ by client (client's representative), at \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Witnessed by (Name) \_\_\_\_\_ Signature \_\_\_\_\_

And

(Name of 2nd witness) \_\_\_\_\_ Signature \_\_\_\_\_

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**DOCUMENTS TO BE ATTACHED WITH THIS LETTER**

- Copy of ID/ Passport
- Copy of proof of address
- Copy of business certificate

Office Line: +27 (0) 10 634 2392

Mobile: +27 (0) 76 919 1426

Fax: 086 495 2988

Email: [richard@eyeage.co.za](mailto:richard@eyeage.co.za)

Website: [www.eyeage.co.za](http://www.eyeage.co.za)