

LEGAL

Engagement Letter

Engagement Letter for Company Formation and Relocation Services

Bespokegroup Ltd | Evagora Pallikaridi 38, Paphos 8010, Cyprus

Date: 6 July 2026

This Engagement Letter sets out the specific services and commercial terms under which Bespokegroup Ltd, trading as RebaseCyprus, will provide consultation, practical guidance, coordination, company formation, relocation, registration and related administrative support services to the Client or Clients identified through the online questionnaire.

1. Parties

Service Provider:

- Bespokegroup Ltd, trading as RebaseCyprus
- Address: Evagora Pallikaridi 38, Paphos 8010, Cyprus
- Incorporated in the Republic of Cyprus

Client(s):

The Client(s) are the individual applicant, or the two individual applicants, identified in the online questionnaire submitted through the RebaseCyprus website. Where only one applicant is selected, all references to a second applicant do not apply. Where two applicants are selected, both applicants are treated as Clients for the purposes of this Engagement Letter and are jointly responsible for the accuracy of the information submitted and for payment of the agreed fees, unless otherwise agreed in writing.

2. Online acceptance and relationship with Terms and Conditions

This Engagement Letter is intended to be accepted through the online [company formation questionnaire](#), or through any successor form used by RebaseCyprus.

This Engagement Letter should be read together with the RebaseCyprus [Terms and Conditions](#) and the [Privacy Notice](#) made available to the Client before acceptance. By submitting the online form, selecting the requested services, confirming acceptance by checkbox or electronic signature, or making payment after receiving this Engagement Letter, the Client confirms acceptance of this Engagement Letter and the Terms and Conditions.

If there is any conflict between this Engagement Letter and the Terms and Conditions, this Engagement Letter will take priority for the specific scope, applicant count, selected package and fees. The Terms and Conditions will take priority for general legal, payment, limitation of liability, data handling, cancellation and website-use terms.

3. Scope of services

The Client engages RebaseCyprus for the selected package covering one Cyprus company and either one or two EU individual applicants, as selected in the online questionnaire or invoice.

The core service provided by RebaseCyprus is consultation, practical guidance and coordination between the Client, professional providers, authorities and other relevant parties in order to support a smooth relocation and company setup

process. RebaseCyprus does not provide tax advice, tax opinions, legal advice, regulated immigration advice, accounting advice or financial advice. Where specialist advice is required, the Client should rely on an appropriately qualified third-party professional.

3.1 Company services

- Company incorporation in Cyprus
- Preparation of English Memorandum and Articles of Association
- Company tax registration
- VAT registration
- UBO submission
- Company stamp
- Assistance with online bank account setup

3.2 Individual services

For Applicant 1 and, where selected, Applicant 2, the package includes:

- Social insurance registration
- Residence permit / Yellow Slip assistance for EU applicants
- Personal tax registration
- Non-dom registration

3.3 Optional address service

Where selected in the questionnaire, proposal or invoice, RebaseCyprus may provide an address service for EUR 600 plus VAT if applicable. This service is not included in the standard package unless expressly selected or stated in writing.

3.4 Nature of delivery and third-party assistance

Some services are completed in-house by RebaseCyprus and some services are completed with the assistance of independent third parties. The exact mix of in-

house and outsourced work may vary between clients, providers, service packages and over time.

Certain services require or commonly benefit from third-party involvement. For example, a Cyprus company cannot be incorporated without the use of a lawyer, and RebaseCyprus may use or coordinate with immigration lawyers to support the best possible result during immigration appointments and related procedures.

3.5 Ongoing support during onboarding

Reasonable ongoing support is included at no extra charge while the agreed onboarding work is active. This covers practical questions directly connected with the services listed above. It does not include accounting, audit, annual compliance, company secretarial services, payroll, legal advice, tax advice, tax opinions, employment advice, appeals, disputes, or ongoing advisory work unless separately agreed in writing.

4. Fees

The package fee depends on whether the Client selects one or two EU individual applicants. Unless stated otherwise, all amounts exclude VAT.

Selected service	Applies to	Professional fee
Full Package	One Cyprus company and one EU individual applicant	EUR 2,800 + VAT
Additional EU applicant	Second EU individual applicant under the same engagement	EUR 800 + VAT
Total where two applicants are selected	One Cyprus company and two EU individual applicants	EUR 3,600 + VAT
Address service	Optional address service, only where selected or agreed in	EUR 600 + VAT if applicable

Selected service	Applies to	Professional fee
	writing	
Optional add-ons	Only where selected in the questionnaire, proposal or invoice	As quoted separately

The fees above are professional service fees only. The following are not included unless expressly stated in the accepted package, proposal or invoice:

- VAT and any other applicable taxes
- Social insurance and health insurance contributions
- Accounting, audit, bookkeeping, payroll, annual compliance or company secretarial work
- Government charges, penalties, fines, courier charges, certified translations, notarisation, apostille, bank charges or third-party charges
- Address service, registered office, mail handling, nominee, substance, rental, real estate, immigration lawyer, tax advice, tax opinions or legal services unless separately agreed
- Any work outside the scope listed in this Engagement Letter

5. Payment terms and commencement

Fees are payable in advance unless otherwise agreed in writing. RebaseCyprus may issue an invoice or payment request after the Client submits the online questionnaire or accepts the package.

Work will commence only after RebaseCyprus has received the agreed payment and the required documentation and information from the Client. Any delay in payment, documents, signatures, appointments, third-party responses or authority processing may delay the completion of the services.

6. Client obligations

The Client agrees to:

- Provide complete, accurate and up-to-date information and documents
- Confirm promptly if any submitted information changes
- Respond promptly to reasonable requests for documents, signatures, clarifications, forms or appointments
- Ensure that any second applicant has reviewed and accepted the Engagement Letter and Terms and Conditions
- Provide true copies of passports, residence documents, proof of address, corporate information and any other documents reasonably required for the services
- Pay all agreed fees, VAT and any third-party or authority costs when due
- Understand that authority, bank, registrar, tax, immigration and third-party decisions are outside the control of RebaseCyprus

7. Third parties, authorities and outcome

The Client authorises RebaseCyprus to share relevant information and documents with accountants, lawyers, immigration advisors, banks, government authorities, registrars and other professional or administrative third parties where reasonably necessary to deliver the agreed services.

The Client acknowledges that a number of services are performed with the assistance of third parties and that the providers used may vary depending on the Client matter, availability, professional requirements, authority practice, cost, timing and RebaseCyprus operational needs. RebaseCyprus may change providers from time to time where it considers this appropriate for service delivery.

RebaseCyprus will provide professional assistance and coordination, but does not guarantee approval by any government authority, bank, registrar, tax department,

immigration authority or other third party. Any timelines given are estimates only.

8. Confidentiality and data protection

RebaseCyprus will treat non-public Client information as confidential, except where disclosure is required by law, by a competent authority, or where disclosure is reasonably necessary to perform the agreed services. Personal data will be handled in accordance with the RebaseCyprus [Privacy Notice](#) and the applicable data protection laws.

9. Governing law

This Engagement Letter is governed by the laws of the Republic of Cyprus.