

LEGAL

Terms of Service

Terms and Conditions

Bespokegroup Ltd | Evagora Pallikaridi 38, Paphos 8010, Cyprus

Effective date: 6 July 2026

These Terms and Conditions apply to the use of the RebaseCyprus website, including the online company formation questionnaire at <https://rebasecyprus.com/company-formation-questionnaire/>, and to services provided by Bespokegroup Ltd, trading as RebaseCyprus, unless a separate written agreement expressly states otherwise.

1. About us

RebaseCyprus is the trading name of Bespokegroup Ltd, a company incorporated in the Republic of Cyprus. Our business address is Evagora Pallikaridi 38, Paphos 8010, Cyprus.

In these Terms and Conditions, "RebaseCyprus", "we", "us" and "our" refer to Bespokegroup Ltd trading as RebaseCyprus. "Client", "you" and "your" refer to the person or persons using our website, submitting a questionnaire, accepting an engagement letter, requesting services or making payment to us.

2. Scope of these Terms and Conditions

These Terms and Conditions apply to:

- use of the RebaseCyprus website and online forms;
- submission of company formation, relocation, tax registration and related questionnaires;
- engagement letters, proposals, invoices and payment requests issued by RebaseCyprus;
- professional coordination and administrative support services provided by RebaseCyprus; and
- any related communication by email, phone, video call, messaging application or electronic signature platform.

A specific engagement letter, proposal or invoice may contain additional or more specific terms. If there is a conflict, the specific engagement letter, proposal or invoice will take priority for the relevant scope, price and package, and these Terms and Conditions will apply to all general matters.

3. Services

Our core service is consultation, practical guidance and coordination between clients, professional providers, authorities and other relevant parties in order to support company formation, relocation and related onboarding in Cyprus.

We provide professional support and coordination services relating to Cyprus company formation, relocation, residence-registration assistance, tax registration, non-dom registration, VAT registration, UBO submissions, bank account setup assistance, optional address service and related onboarding matters.

Unless expressly agreed in writing, our services do not include accounting, audit, annual compliance, bookkeeping, payroll, legal advice, tax advice, tax opinions, investment advice, immigration appeals, litigation, regulated financial advice, real

estate brokerage, or employment law advice. We do not provide tax advice, and any tax-related registrations or administrative support should not be treated as tax advice or a tax opinion.

Some services are completed in-house and some services are outsourced or completed with the assistance of independent third parties. This 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 we may use or coordinate with immigration lawyers to support the best possible result during immigration appointments and related procedures.

Where specialist input is required, we may introduce or coordinate with accountants, lawyers, immigration advisors, banks, government authorities or other third-party providers. Unless expressly stated otherwise, those third parties act independently and are responsible for their own work, advice, fees and professional obligations.

4. Online questionnaire and acceptance process

The online questionnaire is used to collect the information needed to assess and start an engagement. Submission of a questionnaire does not by itself require us to accept the engagement, and we may request additional information, carry out checks, decline an engagement or propose different terms before work begins.

A contract is formed when we confirm acceptance of the engagement, issue an engagement letter or invoice that you accept, receive payment following an accepted proposal, or otherwise confirm in writing that we have accepted the engagement.

You confirm that any information submitted through the website or questionnaire is complete, accurate and not misleading. If you submit information on behalf of a second applicant, company, director, shareholder, employee or other person, you

confirm that you are authorised to do so and that the relevant person has been informed of these Terms and Conditions and any applicable privacy notice.

5. One or two clients / applicants

Our engagement may cover one individual applicant or two individual applicants, depending on the package selected in the engagement letter, questionnaire, proposal or invoice. Where two applicants are included in the same engagement, each applicant is responsible for providing accurate information and cooperating with the process.

Unless we agree otherwise in writing, where two applicants accept the same engagement, they are jointly and separately responsible for payment of the agreed fees, VAT and any third-party or authority costs connected with the engagement.

6. Client responsibilities

You agree to:

- provide complete, accurate, current and lawful information and documents;
- tell us promptly if any information changes;
- respond promptly to reasonable requests for documents, signatures, forms, appointments or clarifications;
- pay our fees, VAT and any agreed third-party or authority costs when due;
- cooperate with KYC, anti-money laundering, sanctions, source-of-funds and other checks where required;
- review all drafts, forms and filings before submission where we ask you to do so;
- ensure that you understand and comply with your own tax, immigration, corporate, employment, accounting and regulatory obligations; and

- seek independent legal, tax, accounting or immigration advice where your situation requires advice beyond our agreed scope.

7. Fees, VAT and payment

Fees are as stated in the relevant engagement letter, proposal, price list, invoice or payment request. Unless stated otherwise, all fees exclude VAT and all other taxes, government charges, authority fees and third-party costs.

Fees are payable in advance unless we agree otherwise in writing. We may pause or refuse to start work until payment and required information have been received. Bank charges, payment-processing fees, currency-conversion costs and similar costs are your responsibility unless we agree otherwise in writing.

If additional work is required outside the agreed scope, we may quote separately, charge at an agreed hourly rate or require a further payment before carrying out that work.

Where an address service is selected or agreed, the fee is EUR 600 plus VAT if applicable, unless a different amount is stated in the relevant engagement letter, proposal, invoice or payment request.

8. Excluded costs and services

Unless expressly included in your engagement letter or invoice, our fees do not include:

- social insurance or health insurance contributions;
- accounting, audit, annual compliance, bookkeeping, payroll or company secretarial services;
- government charges, penalties, fines, certified translations, notarisation, apostille, courier or bank fees;
- rental, employment, real estate, legal, tax advice or tax-opinion services;
- third-party professional fees, other than the services explicitly stated. or

- appeals, objections, disputes, amended submissions or additional filings caused by incomplete, inaccurate or late information.

9. Cancellations, refunds and withdrawal rights

You may cancel an engagement by giving us written notice. If you cancel after work has started, we may retain or charge fees for work already carried out, time spent, commitments made, and third-party or authority costs incurred or committed before cancellation. Fees paid to government authorities or third parties are normally non-refundable unless the relevant authority or third party refunds them.

If you are acting as a consumer and the contract is concluded online or otherwise at a distance, you may have statutory withdrawal rights. Where you ask us to start work before any applicable withdrawal period has expired, you agree that we may begin providing services immediately and that, if you later withdraw, you may be required to pay for the work performed and costs incurred up to the time of withdrawal. If the service has been fully performed with your prior express request during the withdrawal period, your right to withdraw may be lost to the extent permitted by applicable law.

Nothing in these Terms and Conditions limits any mandatory consumer rights that cannot lawfully be limited or excluded.

10. Timelines and third-party decisions

Any timelines we provide are estimates only unless we expressly confirm in writing that a timeline is binding. Delays may be caused by incomplete information, client availability, authority processing, banking checks, registrar checks, immigration appointments, tax-office processing, public holidays, changes in law or practice, or third-party provider availability.

We do not guarantee that any government authority, registrar, bank, tax department, immigration authority or third party will approve an application, open

an account, issue a certificate, accept a filing, grant a registration or complete a process within a particular time.

11. Third-party sharing and authority to act

You authorise us to share relevant information and documents with accountants, lawyers, immigration advisors, banks, government authorities, registrars, payment providers and other professional or administrative third parties where reasonably necessary to provide the services, perform checks, submit applications, coordinate appointments or complete filings.

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 our operational needs. We may change providers from time to time where we consider this appropriate for service delivery.

We will use reasonable care when selecting or coordinating with third parties, but we are not responsible for delays, errors, refusals, advice, decisions, costs or acts of independent third parties unless the law provides otherwise.

12. Data protection and confidentiality

We process personal data for purposes connected with enquiries, onboarding, client management, KYC checks, service delivery, filings, communications, payments, record keeping, legal compliance and related business administration. More detail should be set out in our Privacy Notice, which should be made available on the website or before acceptance of an engagement.

We will treat non-public information received from you as confidential, except where disclosure is authorised by you, reasonably necessary to provide the services, required by law or regulation, requested by a competent authority, needed to protect our rights, or permitted under these Terms and Conditions.

13. Communications and electronic signatures

You agree that we may communicate with you by email, phone, video call, messaging application, online form, electronic signature platform or other practical communication methods. You are responsible for keeping your contact details up to date and monitoring communications connected with your engagement.

Electronic signatures, checkbox confirmations, email confirmations, form submissions and payment confirmations may be used as evidence of acceptance, instructions and authorisations, to the extent permitted by law.

14. Website use

You may use the website only for lawful purposes. You must not misuse the website, attempt unauthorised access, upload harmful code, interfere with website operation, submit false information, copy content for commercial use without permission, or use the website in a way that may damage RebaseCyprus, its users or third parties.

Website content is provided for general information only and may change without notice. It should not be treated as legal, tax, immigration, accounting, financial or other professional advice for your specific circumstances.

15. Intellectual property

The RebaseCyprus website, brand, text, templates, guides, forms, documents, images and other materials are owned by us or licensed to us unless stated otherwise. You may use materials we provide to you only for your own engagement with us and not for resale, publication, copying, distribution or commercial use without our written permission.

16. Limitation of liability

To the fullest extent permitted by law, we are not liable for indirect, consequential or special losses, loss of profit, loss of business, loss of opportunity, loss of

goodwill, loss caused by delays, or losses caused by incomplete, inaccurate or late information provided by you or by third-party or authority decisions.

To the fullest extent permitted by law, our total liability in connection with an engagement is limited to the professional fees paid to us for the specific engagement giving rise to the claim. This limitation does not exclude or limit liability for fraud, wilful misconduct, death or personal injury caused by negligence, or any liability that cannot legally be excluded or limited.

17. Suspension and termination

We may suspend or terminate services if you fail to pay, fail to provide required information, provide inaccurate or misleading information, fail KYC or sanctions checks, ask us to do something unlawful or unethical, behave abusively, or otherwise breach these Terms and Conditions or the relevant engagement letter.

Termination does not affect rights and obligations that have already arisen, including payment obligations, confidentiality, data protection, limitation of liability and governing law provisions.

18. Complaints

If you are unhappy with our services, please contact us in writing and explain the issue clearly. We will review the matter and try to respond within a reasonable time. Complaints should be sent using the contact details shown on our website or any email address provided in your engagement letter or invoice.

19. Changes to these Terms and Conditions

We may update these Terms and Conditions from time to time. The version that applies to your engagement is the version accepted by you or otherwise in force when the relevant contract is formed, unless we agree a later version with you or a change is required by law.

20. Force majeure

We are not responsible for failure or delay caused by events outside our reasonable control, including authority delays, banking delays, public-sector disruption, illness, technical outages, cyber incidents, changes in law, war, civil unrest, natural disasters, pandemics, strikes or other events that prevent or delay performance.

21. Severability and entire agreement

If any part of these Terms and Conditions is found to be invalid or unenforceable, the remaining parts will continue to apply. These Terms and Conditions, together with the relevant engagement letter, proposal, invoice, accepted questionnaire and any referenced privacy notice, form the agreement between you and us for the relevant engagement.

22. Governing law and jurisdiction

These Terms and Conditions and any non-contractual obligations connected with them are governed by the laws of the Republic of Cyprus. The courts of the Republic of Cyprus will have jurisdiction, subject to any mandatory consumer rights or other mandatory legal rules that may apply.