

# Trust mandate and power of attorney



Agents (hereinafter referred to as ATG)	
Company	ATG Business AG (CHE-402.402.529)
represented by	Andreas Graf   treuhand@atg-business.ch   071 740 94 80
Address, postal code, city	Widnauerstrasse 6, Postfach, 9435 Heerbrugg

Client	
Company	
Authorized signatory	
UID-Nr.	
Address, postal code, city	

**The representative is hereby instructed and authorized by the client in the matter, with express authority to substitute for advice and representation.**

In particular, the Agent is authorised to represent the principal before all authorities involved in the above-mentioned matter and vis-à-vis third parties, to take the actions it deems necessary, to accept payments, to sign for them and to surrender them, to sign in a legally binding manner for the principal, to conduct proceedings and to conclude settlements. The representative is also entitled to inspect all files and obtain information from all authorities and third parties.

The principal shall provide the documents and information necessary for the fulfilment of the order without special request and shall inform the agent of all procedures and circumstances which are necessary for the faithful fulfilment of the order.

The client undertakes to pay the fee and expenses and to make reasonable advance payments. For the calculation of the fee, the services are calculated according to the time spent at hourly rates customary in the industry. Third-party expenses and special use of the infrastructure will be invoiced separately. The agent is authorized to offset payments received against his claims.

Any disputes arising between the parties from this, or any other contractual relationship shall be settled by the courts at the registered office of the agent. Swiss law is applicable, the provisions of the Swiss Code of Obligations (OR) concerning the mandate (Art. 394 et seq. OR).

Location, date	
Client	
ATG Business AG	

Cost estimates	by clerk (minimum rate 5 minutes)
Accounting/FIBU	CHF 100.-- per hour
Administration	CHF 100.-- per hour
Cost estimates	by mandate advisor (minimum rate 5 minutes)
Accounting/FIBU/Administration	CHF 125.-- per hour
VAT statement/submission	CHF 145.-- per hour
Consultations/Controls/Audits/Annual Accounts	CHF 155.-- per hour
Cost estimates	by head of mandate
Accounting/FIBU/VAT	CHF 155.-- per hour
Consultations/Controls/Audits/Annual Accounts	CHF 175.-- per hour
special consulting for VAT	CHF 250.-- per hour

The hourly rate is charged for all services that are not charged at a flat rate. The rate may be adjusted upon written notification in accordance with the General Terms and Conditions (GTC) and is exclusive of VAT due. If ATG invoices fall into the reminder status (due date over 45 days), ATG may demand an invoice on account for future services.

Benefits with lump-sum compensation	
Control and dispatch of invoices from the Social Insurance Institution	CHF 120.-- per annum
Assumption of mandate legal & natural persons Initial consultation, assumption of mandate, opening of accounts, deposit of power of attorney	CHF 700.--
Company formation natural persons Consultation up to 1.5h, foundation, administration, HR registration, opening of accounts, necessary registrations	CHF 1'000.--
Company formation legal entities Consultation up to 1.5h, foundation, <u>notarisation</u> , administration, HR registration, opening of accounts, necessary registrations	CHF 1'999.-- (minimum)
Domicile location address ATG Business AG (basic flat rate) Correspondence processing is carried out on a fee basis	CHF 150.-- per annum
Flat-rate expenses (copies/printing/etc.)	3.00 % of the net invoice amount (min. CHF 10.--/month)
Personnel Administration	
monthly payroll accounting without withholding tax <i>is included: statements, notifications to the appropriate authorities, interim pay slips, incl. dispatch</i>	CHF 40.-- per employee
Monthly salary statement with withholding tax surcharge:	CHF 10.-- (surcharge per employee)
customer confirmation	

The client hereby confirms that he has understood and accepted the costs listed above. In the event of outstanding payments on the part of the client, no further services shall be provided by ATG Business AG as of the 1st reminder, even if the resignation is untimely pursuant to Art. 404, 2 OR. The fiduciary mandate may be terminated by either party without notice.

Location, date	
Client	