

ADDENDUM 1

LEGAL COMPLIANCE STARTER KIT FOR STARTUPS AND SMALL BUSINESS

We, **Sangalang & Gaerlan, Business Lawyers**, hereby confirm our availability to act as your **PROJECT CONSULTANTS** in consideration for the **Professional Fee (PF) of Php60,000.00 only** for the **SCOPE OF WORK** described hereunder:

BASIC REGISTRATION SERVICES:

- **SECURITIES AND EXCHANGE COMMISSION (SEC)**
 - One Person Corporation (OPC) Registration or
 - Regular Corporation
- **LOCAL GOVERNMENT UNITS (LGU) - METRO MANILA**
 - Mayor's Permit / Business Permit (City Hall)
 - Barangay Clearance (Barangay Hall)
 - Other LGU Clearances (City Hall)
- **DEPARTMENT OF TRADE AND INDUSTRY (DTI)**
 - Barangay Micro Business Enterprise (BMBE) Registration
- **BUREAU OF INTERNAL REVENUE (BIR)**
 - New Taxpayer Registration
 - Authority to Print (re: Official Receipt / Invoice)
 - Tax-Exemption for BMBE
- **DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)**
 - Rule 1020 Registration (re: Occupational Safety & Health)
- **SOCIAL SECURITY SYSTEM, PHILHEALTH and PAG-IBIG FUND**
 - New Employer Registration
- **INTELLECTUAL PROPERTY OFFICE (IPO)**
 - Trademark Registration (for 1 mark only)

BASIC PARALEGAL SERVICES (1-year period):

- **CORPORATE SECRETARY SERVICES (for SEC compliance)**
- **TAX AGENT SERVICES (for BMBE tax-exemption compliance only)**
- **NOTE: Our Tax Agent Services do NOT include bookkeeping, accounting, and auditing services, as well as tax consultancy services that are outside or beyond BMBE tax-exemption compliance assistance.**

BASIC LEGAL DOCUMENTATION SERVICES (1 for each document only):

- **STANDARD EMPLOYMENT CONTRACT**
- **STANDARD INDEPENDENT CONTRACTOR AGREEMENT**
- **STANDARD LEASE CONTRACT / OFFICE SHARING CONTRACT**
- **STANDARD CONTRACT OF SALE / SERVICE CONTRACT**

- **STANDARD LOAN AGREEMENT / PROMISSORY NOTE**
- **STANDARD MORTGAGE / PLEDGE AGREEMENT**
- **STANDARD COMPANY (PERSONNEL) POLICIES**
- **STANDARD OCCUPATIONAL SAFETY & HEALTH PROGRAM**
- **STANDARD PRIVACY MANUAL AND NOTICE**
- NOTE: We shall prepare the foregoing basic documents (1 of each only) upon your request whenever you need them within the 1-year period duration of this Addendum, and we shall submit them to you in a customizable file format for your easy editing as well as for your multiple future uses.

BASIC SEMINAR SERVICES:

- **LEGAL COMPLIANCE STARTER KIT FOR STARTUPS AND SMALL BUSINESSES (1-day seminar for 1 pax, and 1-set of handouts)**
- NOTE: Discounts and promos exclusively given to our retainer-clients in our Monthly Monday Club (Group Legal Coaching Sessions) shall NOT be applicable to you (client).

BASIC ONLINE SUPPORT SERVICES (1-year period):

- **FACEBOOK MESSENGER CHAT GROUP MEMBERSHIP (voluntary)**
- NOTE: One-on-one consultation, whether online or offline, is subject to appropriate PF; hence, consultation via Facebook Messenger Chat Group is highly encouraged.

***TOTAL PF: PhP60,000.00 (VAT included)**

***EASY PAYMENT METHODS:**

12 Monthly Payments of PhP5,000.00 via Post-Dated Checks

Or

1-Time Payment of PhP50,000.00 (with PhP10,000.00 discount)

***OUT-OF-POCKET EXPENSES DEPOSIT: PhP30,000.00**

Subject to liquidation (and/or subject to replenishment, as needed)

NOTE 1: Any and all special and/or extra services that you will request from us, including any and all services that are outside or beyond the above Scope of Work, shall either be subject to our Hourly Fees or to our Negotiated Fixed Fees as per our Service Agreement (SA).

NOTE 2: Any and all Out-of-Pocket Expenses (OPE) that we shall incur for your benefit or on your behalf are for your (client's) sole account. You shall immediately reimburse all our OPEs (or make OPE Deposit replenishments), as indicated in our Service Agreement (SA), whenever applicable.

As your PROJECT CONSULTANTS, we shall exert our best efforts to advise you on how to avoid or prevent unnecessary and expensive lawsuits and other legal risks, including incidents that may lead to regulatory compliance violations, especially in the fields of CORPORATE, BUSINESS, TAX AND LABOR LAWS, subject to the payment of the appropriate consultation fees whenever applicable.

This Addendum (re: Legal Compliance Starter Kit) shall commence on the **DATE OF PAYMENT OF INITIAL PF (OR DISCOUNTED PF) AND OPE DEPOSIT** based on the above Easy Payment Method, and shall end exactly **1 year** after.

You may also end this Addendum anytime for whatever reason by sending us a written notice of pre-termination. Likewise, we may end this Addendum in the same manner. The effective date of pre-termination is 30 calendar days from date of receipt of such written notice. Notice by email is acceptable. The termination or pre-termination of this Addendum does not necessarily terminate or pre-terminate our Service Agreement. But the termination of our Service Agreement necessarily terminates or pre-terminates this Addendum. Such termination or pre-termination is without prejudice to the full payment of the aforementioned PF of PhP60,000.00 and any and all other professional fees or reimbursement of any and all OPEs that you may still owe us.

Should you find the foregoing terms acceptable, please sign on the space provided below and on each and every page, and then transmit to us a signed copy for our record. Thank you.

We **WIN With INtegrity**,



APOLLO X.C.S. SANGALANG
For the Firm

CONFORME:

(Please print your name and then place your signature and date)

NOTE 1: This Addendum is a supplement to our Service Agreement, consisting of the Essential Terms and Conditions and the General Terms and Conditions (ANNEX A). Please read them both.

NOTE 2: Please sign or initial all the pages of this Addendum. Thank you!