

Standard Framework Contract for Services

Between

Hereinafter referred to as **Client** –

And Visa Support & Business Solutions GmbH

Theaterplatz 11, 53177 Bonn

- Hereinafter referred to as **Contractor** -

1. Subject of Contract

The client commissions the contractor to procure business invitations, tourist vouchers and company letters to the Russian Federation and for the other countries offered by VS GmbH in the form of a similar service. The contractor guarantees that the invitations meet the requirements of the respective consulates for the granting of entry visas. A distinction is made between the business invitation, the tourist reference and a company newsletter.

Should there occur changes in the documents required for the granting of entry visas during the term of this contract, these amended documents become the subject of the contract.

2. Prices and conditions

The agreed prices for arranging invitations and other services apply. The contractor undertakes the obligation to immediately notify the client of any changes or additions. The changes or additions can only become valid after the consent of the client. Consent may be in writing, conclusive or implied.

It is agreed that the delivery of the documents will be done by delivered basis. This applies in particular to invitations issued by Russian authorities, which are as a rule sent to Germany from Russia.

Should there be a request upon another delivery type, additional expenses will be passed on without surcharge.

The contractor invoices the services on the reference dates 1. and 15. of the current month by invoice with a payment deadline of 14 days.

3. Contract period and termination

This contract is concluded for 12 months and can be terminated in writing by a contracting party with a notice period of 3 months prior to expiry.

If the contract is not terminated at least 3 months before the end of the respective contract period, it is automatically extended by 12 months.

4. Technical processes

It is agreed that the process flows between the contract partners can be optimized at any time. The price calculation is based on the electronic transfer of the application data.

5. Additional service

The contractor undertakes, in addition to the contractual agreements, to assist the client in carrying out the orders in all respects. This applies in particular to the problematic cases where a visa was denied. In such cases, the contractor agrees to extensively support the client.

The client must be informed and regularly and comprehensively advised about the changes in the requirements of the various consulates.

6. Exclusivity / Customer Protection

The client undertakes to proceed his Visa Support documents for the agreed countries in the destination country via the contractor only and to treat all information (contractual conditions, procedures and other relevant data) with confidence.

7. Liability

The contractor assumes full liability for financial damages incurred by the client, insofar as these are the contractor's responsibility and he was unable to avoid the problem beforehand.

The individual liability regulations can be found in the general terms and conditions of the contractor.

8. Data Protection

The contractor is committed to process all data and copies of the customer's documents exclusively in accordance with the EU General Data Protection Regulation (DSGVO) and the Federal Data Protection Act (BDSG). This can be fulfilled either on the consent basis (Article 6 (1a) DSGVO) or on the fulfillment of the contractual obligations (Article 6 (1b) GDPR). It is hereby expressly stated that



many of the third countries can possess lower standard of data protection than within the EU, for which there is no EU adequacy decision and with which there is no data processing regulation.

9. Contractual Penalty

In case of intentional violation of the contractual obligations from Item 6 of this contract, shall Visa Support & Business Solutions GmbH, regardless of its legal damage, charge a contractual penalty of € 5 000 for each violation case.

Bonn, the _____

Visa Support & Business Solutions GmbH _____

Client _____