

## PRICE LIST FOR PAYROLL SERVICES

This Price List forms part of the General Business Terms and Conditions for the Provision of Consulting Services provided by RSM SK s.r.o.

Unless a fixed fee is agreed between the RSM SK s.r.o. ("**Adviser**") and the contractual client ("**Client**") for a given period or task, the Adviser's fee shall be calculated as the multiple of hours spent by the Adviser's employees providing consultancy services and the current hourly rates as set out below. The amounts do not include VAT, other taxes, levies or other costs, such as charges for making such payments.

### Outsourcing of Payroll

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|---------------------------|--|
| ● EUR 40,- excluding VAT  | for one (1) hour of administrative work                |
| ● EUR 60,- excluding VAT  | for one (1) hour of a payroll accountant's work        |
| ● EUR 70,- excluding VAT  | for one (1) hour of a senior payroll accountant's work |
| ● EUR 90,- excluding VAT  | for one (1) hour of a supervisor's work                |
| ● EUR 100,- excluding VAT | for one (1) hour of a payroll consultant's work        |
| ● EUR 120,- excluding VAT | for one (1) hour of a senior payroll consultant's work |
| ● EUR 160,- excluding VAT | for one (1) hour of a payroll manager's work           |
| ● EUR 180,- excluding VAT | for one (1) hour of a senior payroll manager's work    |
| ● EUR 230,- excluding VAT | for one (1) hour of a partner's work                   |
| ● EUR 40,- excluding VAT  | for one (1) hour of traveling                          |

The Adviser's fee includes, in particular, the following overhead expenses incurred by the Adviser:

- i. Wages and salaries in respect of the Adviser's employees;
- ii. Costs of operating a company car (excluding trips outside the municipality in which the Adviser's office is located);
- iii. Costs of operating own computers, software, information databases (except for those paid for by the Client in accordance with respective contractual arrangements), insurance, and so on.

Reimbursement for additional costs incurred by the Adviser, such as telephone charges, printing, copying, and postage, will amount to an extra 4% of the Adviser's fee calculated in accordance with this Price List or as stipulated in the Agreement.

The Adviser's fee, however, does not include the following meaningful costs:

- i. Administrative and other expenses (charged to the Client at cost);
- ii. pre-enveloped payslips at a fixed rate of EUR 0,2 per payslip;
- iii. Courier services (charged to the Client at cost);
- iv. Compensation for the use of the Adviser's cars for trips outside the municipality in which the Adviser's office is located (charged to the Client at cost; or charged to the Client at a fixed rate of EUR 0.40 per kilometre travelled if the company car is used);
- v. Expert opinions (charged to the Client at cost);
- vi. Translation and interpretation (charged to the Client at cost);
- vii. Accommodation costs for the Adviser's employees outside the municipality in which the Adviser's office is located (charged to the Client at cost);
- viii. Costs of taxi travel (charged to the Client at cost);
- ix. Travel of the Provider's employees during trips abroad (these costs are billed in accordance with applicable regulations); and
- x. Other costs (charged to the Client at cost).

If the total amount spent for meaningful costs should exceed the amount of EUR 200:

- within one calendar month for agreements concluded for an indefinite period of; or
- without time limitation for agreements concluded for a fixed period,

the Adviser is obliged to obtain a prior consent of the Client with each further meaningful cost.

The Adviser reserves the right to adjust the rates specified in the Price List but this shall be by no more than 10% of the original rate. The Adviser will notify the Client of the intended adjustments to the rates via e-mail at least fourteen (14) days before the adjustment becomes effective. If the Client disagrees with the proposed change, the Client may terminate the Agreement by notice before the proposed change becomes effective. In such a case, the notice shall take effect and the contractual relationship established by the Agreement shall cease to exist upon the effective date of the change.