

Appendix VI – Communications Agreement Between the Enterprise / Entrepreneur and the Consultant

This Agreement made and entered into on (date) _____

Between _____ ("**the Service Recipient**")

And _____ ("**the Consultant**")

WHEREAS: The Service Recipient requests consultation and / or business assistance ("**the Consultation**") on matters decided upon together with _____ ("**the Business Development Manager**");

WHEREAS: the Consultant declares that he possesses the qualifications, knowledge, experience and resources required for consulting the Service Recipient, all in accordance with the conditions set out below in this Agreement;

Therefore, it is agreed and stipulated as follows:

1. The Consultant undertakes as follows:
 - 1.1. To prepare a work plan tailored to the Service Recipient, which will include the activities to be carried out for the benefit of the Service Recipient. The work plan shall be approved by _____.
 - 1.2. To assist the Service Recipient in implementing the work plan.
 - 1.3. If the consultation is specified according to hours, the consultation should not be more than the maximum consulting hours specified by _____ ("**the Client**").
2. The Service Recipient undertakes to act vis-à-vis the Consultant, as stated in the Rules and Regulations and in accordance with his declaration in Appendix I Section 1 to the procedure for receiving Business Development Services ("Application Form for Business Development Services from the Small and Medium Business Agency)
3. The parties agree that the provisions of this Agreement shall be subject to the directives and plans of the Small and Medium Business Agency ("**the SMBA**"), as published from time to time.
4. Consideration:
 - 4.1. The Service Recipient undertakes to directly pay the Consultant his share as consideration of the consulting services with respect to the consulting hours that actually take place and are approved by the operator and the Client. This is in accordance with the rate determined by the SMBA and as specified in the approval

to be issued to the Service Recipient and the Consultant by the Client ("**the Participation Fee**").

- 4.2. Payment from the Service Recipient will be transferred to the Consultant only after the completion of the consulting hours, unless otherwise specified in the Agency's (SMBA) procedures.
- 4.3. The consideration is final, and no amount shall be added to it, including expenses in respect of travel and / or compensation for the cancellation of meetings by the Service Recipient.
5. The Service Recipient undertakes to provide the Consultant with any relevant information, data or document he may need in order to carry out his work under this Agreement.
6. The Consultant undertakes to maintain confidentiality and not transfer any knowledge and / or document related to the consultation under this Agreement to any party and / or entity, other than the Client and / or the SMBA, or another entity under the Service Recipient's instruction to the Consultant, in advance and in writing. The Consultant shall not compete with the Service Recipient and shall not make use of the commercial and professional knowledge of the Service Recipient to which the Consultant is exposed while working with the enterprise.
7. The Consultant shall cease to provide consulting services in accordance with this Agreement and shall inform the Service Recipient and the Client if conditions or circumstances prevent him from carrying out the work for which he was referred by the Client.
8. The Service Recipient may ask the Client to replace the Consultant and / or to terminate the Consultant's work, provided that he gives advance notice in writing and in a reasoned manner to both the Consultant and the Client.
9. The Consultant undertakes to use his experience, knowledge and skills in improving the business development of the Service Recipient.
10. The Consultant shall be personally and exclusively responsible for providing the consulting services and shall not involve other employees from his office and / or subcontractors in the provision of the consulting services.
11. The Consultant shall ensure to provide consulting services in accordance with the instructions and guidelines of the business development manager and shall provide the

consulting services in good faith, in a fair and honest manner, and shall refrain from situations or actions that may create a conflict of interests.

12. Consultation shall take place in the offices and facilities of the Service Recipient unless the Service Recipient agrees to carry it out elsewhere. Up to 20% of the consulting hours may be carried out via video calls, subject to the discretion and approval of the business development manager and with the consent of the enterprise / entrepreneur. Enterprises / Entrepreneurs located in outlying areas may receive up to 40% of the consulting hours via video calls, subject to the discretion and approval of the business development manager and with the consent of the enterprise / entrepreneur.
13. The address of the parties for the purpose of this Agreement is as stated therein.
14. In witness whereof, the parties hereto have duly signed this Agreement.

Name of Consultant: _____

ID number: _____

Address: _____

Name of consulting firm: _____

No. of licensed dealer / private company: _____

Bank account details: _____

Date: _____

Signature: _____

Name of Service Recipient: _____

Name of the enterprise manager who is authorized to sign on behalf of the enterprise and bind it to this Agreement with his signature:

Address: _____

Stamp of Service Recipient: _____

No. of licensed dealer / private company:

Date: _____

Signature of the enterprise manager who is authorized to sign on behalf of the enterprise and bind it to this Agreement with his signature: _____