

LETTER HEAD (TO BE PROVIDED IN ACTUAL CONTRACT)

**CONTENT DEVELOPMENT AND PROOFREADING AGENCY CONTRACT**

This contract is made between FINSTOCK EVARSITY USA LLC, a limited Liability company registered in Delaware, USA, the holding company for FINSTOCK EVARSITY COLLEGE and ..... (also known as Content Development and Proofreading Agent) of Mobile Number +..... Your agency number is FE/AG/...../2023.

1. **Subject Matter:** The essence of this contract is towards the engagement of your services in some or all of the activities

- i. Blog writing
- ii. Book and Book Editing
- iii. Education Content (Revision notes and examinations development)
- iv. Proofreading
- v) Student recruitment

2. **Commission:** The commission of the above are as follows; The Management reserves the right to amend these rates.

- i. Blog writing - KES 350 (Approx \$3.5) per 2-page blog article
- ii. Blog Article Review - KES 50 (Approx \$0.5) per blog article
- iii. Book and Book Editing - KES 500 (Approx \$5) per book
- iv. Education Content (Revision notes and examinations development) - KES 40 (Approx \$0.4) per paper
- vi. Review of Education Content (Revision notes and examinations) - KES 30 (Approx \$0.3) per paper
- vii. Student recruitment- 5% of fees paid.

3. **Timing of Commission Payments:** The commission can be claimed by agent any time and as soon as any positive amount appears in the agency portal. The payment of the commissions is within a minimum timeframe of 24 hours and maximum 1 week after request.

4. **Mode of Payments:** To facilitate payments of Commissions:

Agents are encouraged to provide EITHER of the following:

- i. Their US Bank Account number if they are domiciled in USA
- ii. PayPal Account
- iii. Mobile payment number, for MPESA, MTN MONEY, AIRTEL MONEY, TIGO PESA or any other viable mobile payment methods. It's preferred that the mobile number used in opening

the agency account should also be the same number where commissions and royalty payments should be directed.

iii. In some instances, authors may ask the principal to send the commissions through wire/swift transfer to a bank account of their choice, net of transfer costs.

5. **Jurisdiction:** The terms of this agency relationship are to be interpreted in line with the corporate law of State of Delaware, USA and company law of Kenya

6. **Arbitration:** All arbitrations are to be referred to the relevant organs of arbitration provided under the State of Delaware, USA and also Kenyan Laws.

7. **Communication:** The communication or queries is through calling or WhatsApp of official number of the Diaspora Office (Kenya) admin +254703313722, through US Office WhatsApp number +19085853256 and through the official email info@finstockevarsity.com.

8. **Exit Clause:** Either party can give a months' notice of terminating the agency relationship provided dues owed by either party has been settled.

Signed:

Director, Finstock Evarsity USA LLC

Dr James Scott

FINSTOCK EVARSITY USA LLC

Director, Finstock Evarsity College

CPA John Githii Kimani (Ph.D Econ. Cand.)

FINSTOCK EVARSITY LIMITED