



Micronesia Registration Advisors, Inc.

Captive Insurance and Corporate Formation Specialists

Ver.1Jun10

OFFICE SERVICES PROVIDED BY MRA AS CONSULTANT

SCOPE OF SERVICES AND FEES

A. Office Address & PO Box services: \$50 per month.

1. Use by the Company of the following office amenities at the Varner-Boylan Building, Pohn Umpomp Place, Nett Municipality, Pohnpei State, FSM 96941:

- a. A Post Office box in Pohnpei, registered in the name of Company, or if the Company prefers, the shared use of Consultant's PO Box 902, Kolonia, Pohnpei, FM 96941
- b. Shared office space, within Consultant's office space, for up to three days each month, including high speed internet access, with each additional day's usage charged at \$50 per day.
- c. Use of a conference room for up to two hours each month without charge, subject to availability (Plan C has priority over Plan B, which has priority over Plan A). Additional hours of use would be billed at \$20 per hour.
- d. Occasional use of the Consultant's phone line (691) 320-1830.

2. Collection of mail for the Company at the P.O. Box, and forwarding of same to the Company's designated representative via courier or other desired delivery method (at the Company's expense).

Approved by Company: _____

Date: _____

B. Dedicated Phone, PO Box, and Office services: \$100 per month.

1. Use by the Company of the following office amenities at the Varner-Boylan Building, Pohn Umpomp Place, Nett Municipality, Pohnpei State, FSM 96941:

- a. An independently registered office telephone/fax number
- b. A Post Office box in Pohnpei, registered in the name of Company
- c. Shared office space, within Consultant's office space, for up to three days each month, including high speed internet access, with each additional day's usage charged at \$50 per day.
- d. Use of a conference room for up to two hours each month without charge, subject to availability (Plan C has priority over Plan B, which has priority over Plan A). Additional hours of use would be billed at \$20 per hour.

2. Answering the Company's telephone, taking messages and forwarding same to the Company's designated representative via fax or email

Office address: Town Plaza Office Building, Suite 12, Kolonia, Pohnpei, Federated States of Micronesia

Mailing address: P.O. Box 902, Kolonia, Pohnpei, FM 96941

Telephone: 691-320-1830 Global Fax: 1-808-441-1941 website: www.MRA.fm

Tokyo branch: Ark Mori Bldg., 12F, 1-12-32 Akasaka Minato-ku, Tokyo 107-6012 Japan (T) 813-4360-9333

3. Collection of mail for the Company at the P.O. Box and forwarding of same to the Company's designated representative via courier or other desired delivery method (at the Company's expense).

4. Collecting facsimiles sent to the Company's fax number and forwarding same to the Company's designated representative via fax or email.

Approved by Company: _____

Date: _____

C. Exclusive Office Space (Varner-Boylan Building): \$500 per month.

1. Exclusive use by the Company of an independently accessed and air-conditioned, office suite (180 sq. feet) in the Varner-Boylan Building, Pohn Umpomp Place, Nett Municipality, Pohnpei State, FSM 96941:

- a. Basic office furniture and a secure locking door
- b. One dedicated two-drawer file cabinet with a lock
- c. Dedicated space for Facsimile Machine and Computer
- d. High speed internet access
- e. Use of a conference room for up to six hours each month without charge, subject to availability (Plan C has priority over Plan B, which has priority over Plan A). Additional hours of use would be billed at \$20 per hour.
- f. An independently registered office phone/fax number, with a dedicated telephone handset on the desk
- g. A Post Office box in Pohnpei, registered in the name of Company
- h. Use of a semi-private bathroom, with shower
- i. Any out of pocket expenses or unusually high use of copier, telephone, fax, internet, or secretary time by Company or its clients may be billed to Company by Consultant.

2. Collection of mail for the Company at its P.O. Box in Kolonia, Pohnpei, FSM 96941; and forwarding of same to the Company's designated representative via courier or other desired delivery method (at the Company's expense).

3. Answering the Company's telephone, taking messages and forwarding same to the Company's designated representative via fax or email.

4. Collecting facsimiles sent to the Company's dedicated fax number and forwarding same to the Company's designated representative via fax or email.

Approved by Company: _____

Date: _____

D. Administrative/Secretarial Services: \$ 8.00 per hour.

E. Principal Representative services for each Captive Insurance Company - \$500 per month

1. Maintenance, by Consultant, in a locked cabinet of financial, corporate, and other records for a captive insurance company, as directed by that company or the relevant captive insurance manager. If the captive manager provides a computer, Consultant will also secure that computer and its information.

2. Make available to the FSM Insurance Commissioner, or other government officials as may be required, the records above.

3. Be available for the Annual Board of Directors meeting, and up to three other board meetings during each fiscal year.

Captive Insurance Company (s)

Approved by Company:

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_____	_____
_____	_____

Date: _____