

# 深蓝企业管理顾问有限公司

## Deep Blue Management Consultants Ltd.

### 文书公证协议书

#### Agent Agreement for Documents Notarization

甲方（委托方）：  
Party A(Principal):

\_\_\_\_\_

乙方（受托方）：  
Party B (Agent) :

深圳市深蓝企业管理顾问有限公司  
Shenzhen Deep Blue Management Consultants Ltd

甲方因为工作的需要，现全权委托乙方对其相关文书进行公证，签订以下协议：

Party A, due to working needs, now entrusts Party B to act for it in applying for notarization of its relevant documents and writ, and the two parties hereto conclude and make the following agreement:

#### I、文书公证的形式：

##### The categories of documents notarization

1-1) 中国公证

China Mainland Notarization

1-2) 中国委托公证人公证

Notarized by Hong Kong notary public authorized by China

1-3) 国际公证/海牙公证

International Notarization/Apostille

1-4) 国际公证 + \_\_\_\_\_领事馆认证

International Notarization + legalized by \_\_\_\_\_ Consulate

1-5) 香港本地律师公证

Hongkong local counsel Notarization

1-6) 香港總商會加簽 + \_\_\_\_\_领事馆认证

Countersign of Hongkong General Chamber of Commerce+ legalized by \_\_\_\_\_ Consulate

#### II、甲方所需供认证的资料：

##### The documents Party A shall provide:

2-1) \_\_\_\_\_

2-2) \_\_\_\_\_

2-3) \_\_\_\_\_

2-4) \_\_\_\_\_

2-5) \_\_\_\_\_

2-6) \_\_\_\_\_

备注：所需认证的文件必须提供原件。

Remarks: All the documents to be notarized shall be originals.

2-7) 认证文件的目的： \_\_\_\_\_

The purpose of notarization documents \_\_\_\_\_

2-8) 认证文件使用地/国家： \_\_\_\_\_

Which area/country the notarization documents will be used: \_\_\_\_\_

#### III、乙方为甲方提供的服务内容： 审查律師或商會+領事館发出的認證副本与原件相符。

The service content Party B provides for Party A: to certify whether the copies issued by counsel or the chamber of commerce+consulate is consistent with the originals.

#### IV、公证服务费用及付款方式：

##### Notarization service fees and terms of payment:

地址：深圳市罗湖区嘉宾路太平洋商贸大厦 B 座 1116B 单元

北京市朝阳区麦子店西路 3 号新恒基国际大厦 503 室

上海市延安西路 728 号华敏·翰尊国际 12 楼 D 座

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传真：+86 (755) 2502 9381 (010) 8458 5103 (021) 6226 0316

邮箱：info@dbhk.org

<http://www.dbhk.org>

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Deep Blue Management Consultants Ltd.

		总费用 Total Cost (RMB)	预付款 Deposit (RMB)	余款 Outstanding (RMB)
公证费用 Notarization Fee	(a)			
领事馆认证费用 Consulate Legalization Fee	(b)			
营业税 6% Sales Tax 6%	(c)			
		-----	-----	-----
总计 Total				
		=====	=====	=====

a) 申办前全额预付公证费用款项及乙方服务费用 RMB\_\_\_\_\_；整个认证完成后，结算领事馆认证费用（领事馆认证费用实报实缴）

Party A shall pay Party B in advance all the notarization fee and service fee RMB \_\_\_\_\_ (the price not including the tax) before Party B starts transacting the entrusted issue; the fee of consulate notarization shall be paid based on the actual amount the consulate collects after the whole notarization process is accomplished.

b) 另外，乙方快递给甲方的所有的文件的费用均由甲方承担。

**In addition, all the express fees of the documents Party B expresses to Party A shall all be assumed by Party A.**

V、办理的时间：收到甲方需要公证的文件后\_\_\_\_个工作日内左右。（不包含文件快遞時間）

**Transacting period:** approximately\_\_\_\_workings after Party B receives the documents to be notarized.(the period not including the express time)

VI、本协议双方订立后，如乙方无法完成甲方委托之业务，甲方此前所交的款项乙方给予退还（因不可抗力造成逾期的除外）。

Party A shall, after this Agreement is made and entered into by and between the two parties hereto, have the right of demanding a whole refund where Party B fails to complete the issue Party A entrusts Party B (unless otherwise this case in question happens as a result of force majeure).

VII、本协议签订后，甲方不得中途提出撤回或变更委托事项，否则，已付费用乙方不予退还，并由甲方向乙方支付因此产生的额外费用。

Party A shall not, after this Agreement is made and entered into, withdraw or alter the matters entrusted during the enforcement of this Agreement, and otherwise the paid fees shall not be reimbursed by Party B. And what's more, Party A shall pay Party B extra expenses arising thereof.

VIII、如果因为甲方所提供的文件真实有效，乙方没能完成整个公证程序，乙方所收取的 100%的金额，退还甲方。

Where if the documents provided by Party A is authentic and valid, Party B fails to complete the whole notarization process, the full amount of money collected by Party B shall all be reimbursed to Party A.

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IX、如乙方完成甲方受委托业务一个星期内，甲方仍未结清相关款项，乙方有权中止受委托之业务并不再通知甲方。

Where after one week since Party B accomplishes the whole entrusted issue for Party A, Party A still fails to pay all the fee, then Party B is entitled to terminate the entrusted business, and will not notice Party A anymore.

X、本协议一式两份，甲乙双方各执一份。本协议自双方签署之日起生效，未尽事宜双方协商解决。

This original agreement is in duplicate, and each party keeps one. The Agreement shall come into effect after being signed by both parties hereto. Unmentioned matters shall be addressed by both parties through consultation with each other.

XI、甲乙双方签字盖章起，本协议书电邮件、传真件均有效。

**The e-mails and the faxes hereof shall come into effect commencing the time when the two parties hereto sign or stamp this Agreement.**

甲方: \_\_\_\_\_ 乙方: \_\_\_\_\_  
Party A: \_\_\_\_\_ Party B: \_\_\_\_\_

签署日期: \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Signed Date: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (M,D,Y)

签署日期: \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
signed Date: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (M,D,Y)

备注：当本协议发生歧义时，应当以中文为准。

**Remark: In case of discrepancy, the original version in Chinese shall prevail.**

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