

IE-SGAbv10

## **Book-keeper terms and conditions**

This agreement is dated: [date]

The Book-keeper is: [name]

Of [address] (the "■■■■ - ■■■■")

The Client is: [name]

Of [address] (the "Client"), [a company registered ■■■■  
■■■■, ■■■■ [■■■■]

It is now agreed as follows:

## 1. Definitions

"Accounting Application" means a computerised application, accounting software, online web-based software programme  
[enter short ■■■■] ■■■■ ■■■■  
■■■■ ■■■■ 1 .

"Confidential Information" means all information about the parties to this agreement, including any information which may give a commercially competitive advantage ■■■■  
■■■■ ■■■■ . ■■■■ ■■■■  
■■■■ ■■■■ :

information about staff, their performance and ■■  
■■■■ ■■■■ ,

data or information relating to suppliers, product plans, marketing strategies, finance, performance, operations, customer ■■■■ , ■■  
■■■■ , ■■■■ , ■■■■ ;

information created or arising from this agreement;

information, comment or implication published on  
■■■■ ■■■■ .

"Intellectual Property" means the Accounting Application together with all rights that ■■■■ ■■■■  
■■■ .









- [illegible]

## 9. Limitation of liability

- 9.1.** The following provisions set out the Book-keeper's ( [REDACTED] ) :  
**9.1.1** any breach of [REDACTED]  
[REDACTED]; [REDACTED]  
**9.1.2** any representation statement or tortious [REDACTED]  
[REDACTED]  
[REDACTED].
- 9.2.** Any act or omission on the Book-[REDACTED], [REDACTED]'Event  
[REDACTED].
- 9.3.** The Book-keeper's entire liability in respect of any Event of Default shall [REDACTED]  
[REDACTED]  
[REDACTED] 12 [REDACTED]  
[REDACTED].





## 12. Miscellaneous matters

12.1. No amendment or variation to this agreement ■■■■■■■■■■  
 ■■■■■■■■■■ , ■■■■■■■■■■  
 ■■■■■■■■■■ .

12.2. So far as any time, .....  
 ..... , ..... .

12.3. Any obligation in this   
.

12.4. The Book-keeper shall be entitled

[illegible]

12.6. This agreement contains the entire agreement between the parties and supersedes all previous agreements and [REDACTED]  
[REDACTED], [REDACTED], [REDACTED]  
[REDACTED]

[illegible]

12.8. Any communication to be served on either of the parties ■■■■■■■■■■  
 ■■■■■■■■■■  
 ■■■■■■■■■■  
 ■■■■■■■■■■

It shall be deemed to have been delivered:

if delivered ■■■■■■■■■■ : ■■■■■■■■■■



## **Schedule 1: Description of the Accounting Application**

## **Schedule 2: Description of the Services and the fee**





[illegible][illegible][illegible]

**3.7.1.**

[REDACTED]

[REDACTED], [REDACTED]; [REDACTED]


[illegible][illegible]

3.7.4.

[REDACTED]

[REDACTED], [REDACTED]

[REDACTED]; [REDACTED]

3.7.5.   $(\dots)$ .

**3.8.**

[A large grid of dots representing a coordinate plane, with some points highlighted.]

, [point], [point], [point], [point], [point]

[point], [point] , [point] , [point] , [point] , [point]

[point] - [point].

Examples of such measures are:

3.8.1. the pseudonymisation and encryption of personal data;

[illegible][illegible][illegible]

3.9.1. ■■■■■■ - ■■■■■■  
 ■ ( ■■■■■■ ) ■■■■■■ - ■■■■■■  
 ■■■■■■ ;

[illegible][illegible]

3.9.4.  $\dots - \dots 32(1) \dots$   
 $\dots$ ;

3.10. ■■■■■■■■■■■■■■■■■■■■■■, ■■■■■■■■■■■■■■■■■■■■■■  
 ■■■■■■■■■■■■■■■■■■■■■■, ■■■■■■■■■■■■■■■■■■■■■■ - ■■■■■■  
 ■■■■, ■■■■■■■■■■■■■■■■■■■■■, ■■■■■, ■■■■■■■■■■■■■■■■■■■■■







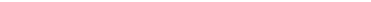
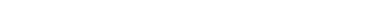
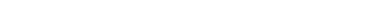
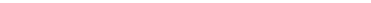
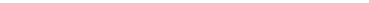

## Data Processing Activities

[illegible]

- 1.6.  $\begin{pmatrix} \text{---} \\ \text{---} \\ \text{---} \end{pmatrix}$
- 1.7.  $[ \text{---} ]$ .

[illegible]

3.  $\frac{1}{2} \times \frac{3}{4} = \frac{3}{8}$

3.2.  -     .

[illegible]

- 4.1.3.**

[illegible][illegible]

### Explanatory Notes:

## Book-keeper terms and conditions

## General notes:

### 1. Self employment status of the book-keeper

We recommend you read the information on self employment here:  
<https://www.revenue.ie/en/employing-people/becoming-an-employer-and-ongoing-obligations/guide-to-pay-as-you-earn->  
[/](#)

No provision has been made for the book-keeper to pay to the client any tax and Social Insurance payments demanded by the Revenue Commissioner, in the event of a demand being made. We are of the view that such a provision

## 2. What is the accounting application?

Many people who provide an accounting service at any level use some software or spreadsheet "widget" in connection with their client's affairs. That may be a software "plug-in" to third party software or, more likely a spreadsheet application or macro. When the contractual relationship ends, it is all too easy for a client to assume that he has a

[illegible]

Of course, it is vital to identify what is yours at the outset, no matter ■■■■ ■■■■■■■■■■■■■■■■■■■■■■.

If you have no special software widget to bring to the contract, just ■■■■■■  
■■■■■■■■■■■■■■■■■■■■.

[illegible]

## Paragraph specific notes

Drafting notes, using the document paragraph numbers:

## 1. Definitions

You should first decide on the contents of the document, then return to check what definitions are needed and whether they really ■■■■■■■■■■  
■■■■■■■■■■.

[illegible][illegible][illegible]

## 2. Interpretation

Leave these items in place unless there is a good reason to edit or remove.  
Each of these items has been carefully considered

### 3. The Services and contract

Somewhere the work specification must be set out clearly. This is important not only because it is the subject matter of the contract. If the structure of the

If the specification of your proposed work is any longer than what we have provided here, it would be best to place it in a \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ .

#### 4. Use of sub-contractors



## 12. Miscellaneous matters

A number of special points. We have identified each of these as important to

## Schedule 1: Description of the Accounting Application

It is .....  
.....

## Schedule 2: Description of the Services and fee

[illegible]

### Schedule 3: Data Protection Act 2018 Compliance

These paragraphs have been drawn with the greatest of care ■■■■■■  
 ■■■■■■  
 ■■■■■■ . ■■■■■■ , ■■■■■■ , ■■■■■■  
 ■■■■■■  
 ■■■■■■ .

[illegible][illegible][illegible][illegible]



**End of notes**