

ROYALSTAR

HR CONSULTANCY SERVICES

OFFICIAL POLICIES & TERMS OF SERVICE

Company Formation • Tax Consultancy • M&A • Management Consulting • Government Liaison • Corporate Services

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RoyalStar HR Consultancy Services is committed to operating with full transparency, professionalism, and integrity. This document governs the relationship between RoyalStar and all clients engaging our consultancy services. By accessing our website or entering into any service arrangement with us, you confirm that you have read and agree to the policies detailed below.

OUR SERVICES COVERED UNDER THIS POLICY:

COMPANY FORMATION	TAX CONSULTANCY	MERGERS & ACQUISITIONS
MANAGEMENT CONSULTING	GOVERNMENT LIAISON	CORPORATE SPONSOR SERVICES
COMPANY LIQUIDATION	CASH FLOW MANAGEMENT	CORPORATE STRUCTURING

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Privacy Policy

RoyalStar HR Consultancy Services is fully committed to protecting the privacy and confidentiality of every client. This Privacy Policy explains what personal and corporate information we collect, how it is used, and the safeguards we employ to ensure it remains secure.

1.1 Information We Collect

Personal identification details including full name, designation, contact number, and email address.

Corporate information such as company name, registration number, business structure, and financial details where relevant to the service.

Service-specific documents including MOUs, board resolutions, government filings, tax records, and merger agreements, as required.

Technical data including IP addresses, browser type, and access logs collected automatically through our website.

1.2 How We Use Your Information

To deliver and manage the specific consultancy service you have engaged us for, across all service areas including company formation, M&A, tax consultancy, and corporate structuring.

To communicate service progress updates, regulatory filing statuses, and compliance notifications.

To fulfil legal and regulatory obligations imposed by government bodies and relevant authorities.

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To improve our internal systems, client experience, and service quality.

To issue invoices, process payments, and maintain accurate financial and contractual records.

1.3 Confidentiality & Data Security

All client data — including corporate documents, financial records, and personal details — is treated with strict confidentiality. We apply industry-standard security measures including encrypted data storage, access-controlled systems, and secure communication protocols. Our staff are bound by confidentiality obligations and are prohibited from disclosing client information without authorisation.

1.4 Third-Party Disclosure

RoyalStar does not sell, rent, or trade client information to any third party. Disclosure to third parties occurs only in the following circumstances:

Where required by applicable law, court order, or government authority.

Where necessary to complete a service (e.g., liaison with government departments, regulatory bodies, or partner legal firms), with client consent.

Where third-party service providers are engaged under strict data processing agreements.

1.5 Data Retention

Client data is retained for the duration of the service engagement and for the period required by applicable laws (including tax and corporate regulations). Upon expiry of the retention period, data is securely deleted or anonymised.

1.6 Your Rights

You have the right to request access to the personal and corporate information we hold about you.

You may request corrections to inaccurate information at any time.

You may request deletion of your data, subject to legal retention obligations.

To exercise any of these rights, please contact us using the details provided at the end of this document.

The following terms and conditions govern all engagements between RoyalStar HR Consultancy Services and its clients. These terms apply to all services provided, including but not limited to company formation, tax consultancy, mergers and acquisitions, management consulting, government liaison, corporate sponsor services, company liquidation, cash flow management, and corporate structuring.

2.1 Engagement & Service Agreement

All service engagements must be formally agreed through a signed Service Agreement, Letter of Engagement, or Purchase Order before work commences.

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RoyalStar reserves the right to decline or discontinue any engagement that conflicts with legal, regulatory, or ethical obligations.

The scope, deliverables, timelines, and fees for each service will be set out in the relevant engagement documentation.

Clients are responsible for providing complete, accurate, and timely information necessary for the delivery of services.

2.2 Company Formation

RoyalStar will guide clients through all required steps for company registration in accordance with applicable corporate laws.

Clients are responsible for ensuring all submitted information (directors, shareholders, business activities) is accurate and compliant.

Government registration fees and third-party charges are not included in RoyalStar's professional fees unless explicitly stated.

Timelines for company registration are subject to government processing times and are beyond RoyalStar's control.

2.3 Tax Consultancy Services

RoyalStar provides tax advisory and compliance services based on information provided by the client.

All tax advice is provided in accordance with prevailing tax laws and regulations at the time of engagement.

Clients remain legally responsible for the accuracy of their tax submissions and final compliance with tax authorities.

Any penalties arising from incomplete or inaccurate information provided by the client are the sole responsibility of the client.

2.4 Mergers & Acquisitions

RoyalStar's M&A; advisory services are strictly advisory in nature and do not constitute financial product advice.

All M&A; engagements are subject to a detailed Non-Disclosure Agreement (NDA) prior to commencement.

RoyalStar does not guarantee the successful completion of any transaction.

Due diligence findings and advisory reports remain the intellectual property of RoyalStar until full payment is received.

2.5 Management Consulting

Management consulting recommendations are based on information and data provided by the client and publicly available sources.

Implementation of consulting recommendations is the sole responsibility of the client organisation.

RoyalStar shall not be held liable for outcomes resulting from the client's implementation or non-implementation of recommendations.

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2.6 Government Liaison Services

RoyalStar acts as a professional intermediary between the client and relevant government departments and regulatory bodies.

Outcomes of government applications, approvals, and submissions are subject to government decision-making, which is beyond RoyalStar's control.

All government fees, official charges, and related costs are the responsibility of the client unless otherwise agreed in writing.

2.7 Corporate Sponsor Services

Corporate sponsorship facilitation is subject to prevailing legal requirements and government authority approvals.

RoyalStar does not guarantee the grant of any sponsorship, visa, or permit.

Clients must ensure all information provided for sponsorship applications is accurate, complete, and lawful.

2.8 Company Liquidation

Liquidation services are conducted in strict compliance with applicable corporate insolvency and liquidation laws.

Clients must disclose all liabilities, obligations, and pending legal matters at the commencement of engagement.

RoyalStar shall not be held liable for undisclosed liabilities or creditor claims not communicated at the time of instruction.

2.9 Cash Flow Management & Corporate Structuring

Cash flow management advisory is based on financial information provided by the client and does not constitute auditing or accounting certification.

Corporate structuring advice is strategic and advisory in nature; legal implementation must be executed through appropriately licensed professionals.

RoyalStar recommends clients obtain independent legal and financial advice before implementing any structural changes.

2.10 Fees & Payment Terms

Professional fees are as agreed in the engagement letter or service agreement and are payable as specified therein.

RoyalStar reserves the right to suspend services where payment obligations are not met.

All fees are exclusive of applicable taxes, government charges, and third-party costs unless explicitly stated.

Disputed invoices must be raised in writing within 7 business days of the invoice date.

2.11 Intellectual Property

All reports, strategies, frameworks, templates, and materials produced by RoyalStar in connection with any engagement remain the intellectual property of RoyalStar until full payment is received. Upon full payment, the

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client is granted a non-exclusive, non-transferable licence to use the deliverables for their internal business purposes only.

2.12 Limitation of Liability

RoyalStar's total liability to a client in connection with any engagement shall not exceed the total professional fees paid by the client for that specific engagement.

RoyalStar shall not be liable for indirect, consequential, or special damages of any nature.

RoyalStar is not responsible for delays or failures in service delivery caused by government processing times, regulatory bodies, third-party suppliers, or force majeure events.

2.13 Confidentiality

Both parties agree to maintain the confidentiality of all proprietary and sensitive information shared during the engagement. This obligation survives the termination of any service agreement for a period of three (3) years unless a separate NDA specifies otherwise.

2.14 Governing Law & Dispute Resolution

These terms and all service engagements shall be governed by the laws of Pakistan. Any disputes shall first be attempted to be resolved through good-faith negotiation. If unresolved within 30 days, disputes shall be referred to arbitration in accordance with applicable arbitration rules, with proceedings conducted in English.

2.15 Amendments to Terms

RoyalStar reserves the right to update these Terms and Conditions at any time. Clients will be notified of material changes. Continued engagement with RoyalStar following notification constitutes acceptance of the revised terms.

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Acceptance & Contact Information

By engaging RoyalStar HR Consultancy Services — whether through our website, a signed agreement, or any formal service arrangement — you acknowledge that you have read, understood, and agree to be bound by the Privacy Policy and Terms & Conditions set out in this document. These policies are reviewed periodically; the version and effective date above represent the most current revision.

GET IN TOUCH WITH US

Website: www.royalstar.com

Email: info@royalstar.com

Phone: +92 000 0000000

Address: Your City, Pakistan

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