

Portable Medical Technology

3rd Floor, 41/42 High Street
Killarney, Co. Kerry, Ireland

Date: 24/02/2025

To:

Eoin O'Carroll
Portable Medical Technology

Engagement Letter for Bookkeeping Services

1. Introduction

We are pleased to confirm our engagement to provide bookkeeping services to **Portable Medical Technology**. This letter outlines the terms and conditions under which Capisso Limited will provide these services, in compliance with the **General Data Protection Regulation (GDPR)** and related Irish data protection laws.

This engagement will commence on 10/03/2025 and will continue until terminated as per the terms outlined below.

2. Scope of Services

The scope of our services includes, but is not limited to:

- Recording financial transactions
- Maintaining ledgers
- Reconciling bank statements

These services will be provided by **Capisso Limited** using **user access granted by Portable Medical Technology via Xero's user management system**. Capisso Limited will not request or store Xero login credentials but will access the system as an authorized user.

3. Fees and Payment Terms

The bookkeeping services will be charged at a rate of **€25 per hour, excluding VAT**.

- Invoices will be issued on a **[weekly/monthly]** basis.
- Payment is due within **30 days** of the invoice date.
- Late payments may be subject to additional charges as per our payment policy.

4. Data Protection and GDPR Compliance

As part of our engagement, we will handle personal data on your behalf. In accordance with **GDPR and Irish data protection laws**, the following terms apply:

a. Data Controller and Data Processor Roles

- **Portable Medical Technology** will act as the **Data Controller**.
- **Capisso Limited** will act as the **Data Processor**, handling personal data solely for the purpose of delivering bookkeeping services.

b. Data Processing Details

- **Purpose:** The personal data will be processed for bookkeeping and financial record-keeping purposes.
- **Data Subjects:** Personal data may include information about your employees, customers, and other stakeholders.
- **Type of Data:** Personal data processed may include names, addresses, financial details, and other relevant bookkeeping-related information.

c. Data Security Measures

Capisso Limited is committed to ensuring the security and confidentiality of personal data. We have implemented appropriate **technical and organizational measures** to protect against unauthorized access, alteration, disclosure, or destruction of personal data.

d. Data Subject Rights

We will assist you in fulfilling your obligations to respond to **data subject requests**, including access, rectification, and deletion requests, as required by GDPR.

e. Data Breach Notification

In the event of a **data breach**, Capisso Limited will notify Portable Medical Technology without undue delay and provide all necessary information to allow you to comply with any reporting obligations.

5. Confidentiality

We acknowledge that we may have access to confidential information while providing our services. We agree to **maintain the confidentiality** of all such information and will not disclose it to any third party **without prior written consent**, except as required by law.

6. Limitation of Liability

While Capisso Limited will take all reasonable care in providing bookkeeping services, we shall **not be liable** for any loss or damage arising from reliance on financial information prepared using data provided by Portable Medical Technology.

Our liability for any claim shall be limited to the total amount of fees paid for the services in the preceding **6 months**.

7. Termination

This engagement may be terminated by either party by providing **30 days' written notice**.

Upon termination, we will return all personal data to you or delete it, as per your instructions.

8. Contact Information

Capisso Limited

Rubicon Center, MTU, Bishopstown
Cork, T12Y275, Ireland

Portable Medical Technology

3rd Floor, 41/42 High Street
Killarney, Co. Kerry, Ireland

9. Acceptance

Please sign and return a copy of this letter to confirm your acceptance of the terms and conditions outlined herein. We look forward to working with you.

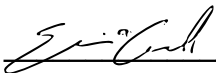
Yours sincerely,

Pratheesh Chambeth
CEO
Capisso Limited



Accepted and Agreed by:

Eoin O'Carroll
Portable Medical Technology

Signature:  _____
Date: 6th March 2025