Work Visa Services Bilateral Agreement

This Bilateral Agreement (this “Agreement”) is entered into between VIPO Visa Courier Services (the “Service Provider”) and the Client, for the purpose of providing services to assist the Client with work visa application services. The Service Provider and the Client both agree to the terms and conditions set out in this Agreement. The Service Provider shall provide the services described in this Agreement, and the Client shall engage VIPO Visa Courier Services for the purpose of the work visa application.

The purpose of this Agreement is to establish a framework for cooperation and collaboration between the Service Provider and [Client Name] (Passport No.: [Passport No.]) in the areas of immigration services and support.

A. Service Fees and Charges

Currency: Chinese Yuan (RMB)

Service Fees Charged by the Service Provider	
Consultation Fee	¥ 0
Point-to-point Airport Pickup	¥ 0
Service Fee (Greece)	¥ 4,000
Service Fee (Thailand)	¥ 1,500
Application Fees Payable by the Client to the Relevant Authorities	
Greece: National Visa (Type D) Fee	EUR 180 (approx. ¥ 1,350)
Greece: Residence Permit Fee	EUR 150 (approx. ¥ 1,125)
Thailand: Non-Immigrant B (Work) Visa Fee	THB 2,000 (approx. ¥ 396)
Thailand: Work Permit Fee (one year)	THB 3,000 (approx. ¥ 594)

Official fees are charged by the relevant government authorities in local currency. The RMB amounts in brackets are indicative, converted at a reference exchange rate; the actual amount is based on the official fee and exchange rate on the date of submission.

B. Service Details

i. The Service Fee includes, but is not limited to, the following services:

- Regional analysis and recommendations
- Personalized résumé preparation
- Job matching and employer screening
- Arranging interviews with employers
- Visa application process
- Salary and rights protection consulting
- Application follow-up

- Assistance in arranging accommodation (at the Client’s own expense)
- Point-to-point airport pickup
- One-month follow-up service

Terms and Conditions

1. Definitions

1.1 In this Agreement, the following terms shall have the meanings set forth below:

a. “Service Provider” shall mean VIPO Visa Courier Services.

b. “Client” shall mean [Client Name] (Passport No.: [Passport No.]).

c. “Services” shall mean specific services that the Service Provider will provide to Clients, such as application assistance.

d. “Deliverables” shall mean any tangible or intangible results or products produced by the Service Provider in connection with its immigration services.

e. “Destination Country” shall mean the country in which the Client will work under the work visa applied for (for example, Greece or Thailand).

2. Services

2.1 The Service Provider agrees to provide visa application services to Clients in accordance with relevant laws and regulations.

2.2 The Service Provider will inform Clients of the services it offers and any applicable fees.

2.3 The Service Provider will maintain Client confidentiality and protect Clients’ personal information in accordance with relevant laws and regulations.

2.4 The Service Provider will inform Clients of their rights and obligations throughout the process.

2.5 The Service Provider will inform Clients of any other relevant information related to the service process.

2.6 The Service Provider will maintain records of services provided to Clients and make them available upon request.

3. Deliverables

3.1 The Service Provider shall provide the following Deliverables to the Client as part of the services outlined in this Agreement:

a. Application forms and documentation necessary for the service process

b. Any additional materials or information requested by the related authorities

3.2 The Service Provider shall deliver these Deliverables to the Client within a timeframe specified in the Agreement.

3.3 The Client shall have the responsibility to review and approve the Deliverables within 7 business days of receipt. If the Client does not approve the Deliverables or requests changes, the Service Provider shall make any necessary revisions within a reasonable timeframe.

3.4 The Service Provider warrants that the Deliverables shall be in compliance with the immigration laws and regulations of the Destination Country at the time of delivery.

3.5 The Client shall be responsible for ensuring that the Deliverables are complete and accurate before submission to related authorities.

4. Fees, Payment Methods, and Procedures

4.1 The Service Provider will charge Clients a fee for the services provided.

4.2 The fee will be determined in accordance with the Service Provider's fee schedule and will be made available to Clients upon request.

4.3 The Service Provider will provide Clients with a detailed invoice of the services provided and the corresponding fee electronically or via mail.

4.4 Before the Service Provider provides the requested services, Clients must pay 50% of the Service Fee and the official fees, with the remaining 50% due upon arrival in the Destination Country.

4.5 If a Client is unable to pay the fee, the Service Provider will work with the Client to find a suitable payment plan or alternative solution, including a flexible payment arrangement under which the remaining balance is deducted from the Client's salary in instalments.

4.6 The Parties agree to accept payments via Alipay or electronic bank transfers, or any other mutually agreed upon method.

4.7 A breakdown of the fee will be provided in Section A on the first page of this Agreement.

4.8 Any disputes regarding payments must be communicated promptly and resolved in good faith between both Parties.

4.9 All payments shall be made in RMB, unless otherwise agreed upon in writing. Official fees charged in local currency shall be converted at the exchange rate on the date of actual payment.

4.10 All payments shall comply with relevant laws, regulations, and industry standards.

5. Privacy and Confidentiality

5.1 The Parties agree to keep all information exchanged under this Agreement confidential, unless otherwise agreed upon in writing.

5.2 The Parties agree to take reasonable precautions to protect any confidential information received from the other Party, and to use such information only for the purpose of fulfilling its obligations under this Agreement.

5.3 The obligations of confidentiality under this Agreement shall survive the termination of this Agreement in perpetuity.

5.4 All documents, data and personal information collected during the provision of services will be deleted after one year from the service termination date.

6. Termination

6.1 Either Party may terminate this Agreement at any time by giving written notice to the other Party if the other Party breaches any material term or condition of this Agreement.

6.2 The Service Provider may also terminate this Agreement at any time, without cause, by giving the Client written notice of termination.

6.3 Upon termination, the Service Provider shall return all original documents and information to the Client but retain copies for the Service Provider's records.

6.4 Termination of this Agreement shall not affect any rights or liabilities that have accrued up to the date of termination.

6.5 The Service Provider will not be held liable for any losses or damages that may occur as a result of termination of this Agreement.

7. Refund Policy

7.1 The Service Provider may give refunds to the Client in accordance with the refund policy described below:

a. The Service Provider will provide a refund of 60% of the Service Fee paid by the Client in the event that:

i. The Client withdraws from the Services after the order has been confirmed and payment for the Services has been made.

ii. The Client's visa application is denied for any reason.

7.2 Termination of Agreement and Refunds:

a. In the event that the Client engages in any of the following actions, this Agreement will be terminated automatically and no refunds will be provided:

i. Attempting to commit fraud through any means.

ii. Attempting to deceive or cheat in order to work or study in the Destination Country, or to obtain an identity fraudulently.

iii. Violating any laws of the Destination Country that result in prohibition or restriction under sanctions related to labour or immigration.

7.3 Refund requests must be submitted in writing within 30 days of completion of services or termination of this Agreement.

7.4 The Service Provider reserves the right to refund the Client's fees in force majeure or extraordinary circumstances, such as war, invasion, acts of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, the exercise of military or usurped power, or terrorist acts, at the Service Provider's discretion.

8. Dispute Resolution

8.1 In the event of a dispute or disagreement arising out of or in connection with this Agreement, the Parties will first attempt to resolve the dispute through good faith negotiations.

8.2 If the Parties are unable to resolve the dispute through negotiations, the dispute shall be referred to and finally resolved by arbitration administered by the China International Economic and Trade Arbitration Commission (CIETAC) in accordance with its arbitration rules in effect at the time the arbitration is commenced.

8.3 The seat of arbitration shall be Beijing, China, and the language of the arbitration shall be Chinese.

8.4 The arbitration award shall be final and binding upon the Parties.

8.5 The formation, validity, interpretation and performance of this Agreement, and any dispute arising out of it, shall be governed by the laws of the People's Republic of China.

9. Disclaimer

9.1 The Service Provider acts only as an intermediary to assist the Client in the visa application services and cannot guarantee the outcome of any application or visa process.

9.2 The Service Provider will provide information and assistance to the Client based on the information provided by the Client and will not be held liable for any errors or omissions in the information provided by the Client.

9.3 The Service Provider will not be held liable for any delays or denials of visas or applications that are outside of its control, including but not limited to changes in government policies or procedures.

9.4 The Service Provider will not be held liable for any damages, losses, or expenses incurred by the Client as a result of using the Service Provider's services.

9.5 The Service Provider makes no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the Service Provider's services or the information, products, services, or related graphics contained on the Service Provider's website for any purpose.

9.6 Any reliance the Client places on such information is therefore strictly at the Client's own risk. The Service Provider will not be held liable for any errors or omissions in the information provided or for any loss or damage of any kind arising from the use of this information.

[Client Name]	[Consultant Name]
Client	**Consultant**
	For and on behalf of **VIPO Visa Courier Services**

If there is any discrepancy in meaning between the Chinese version and the English version of this Bilateral Agreement, the English version shall prevail.

This Agreement is executed in two signed copies, in physical or electronic form: one held by the Service Provider and the other held by the Client. Both Parties have signed and acknowledged this Agreement.