Courtesy translation. The Spanish version of this document is the legally binding one. If the two versions differ, the Spanish version prevails.

Service Agreement

THE CONTRACTOR: Leida Milena Romero González, of legal age, C.C. No. 53.054.537, **[NIT/RUT No. ___]**, domiciled at Cra. 50a #123a-48, Bogotá D.C., Colombia, puentebogota@gmail.com, +57 311 348 5952, acting in her own name under the trade name Puente Bogotá.

THE CLIENT:

Name / company name _____

ID / NIT _____

Legal representative (if any) _____

Address and city _____

Email and phone _____

The parties enter into this civil-law service agreement on the following terms:

1. Purpose

The Contractor will provide the following services to the Client, with technical and administrative autonomy:

Description of services _____

_____

Deliverables / place of service _____

2. Exclusion of legal services

The Client acknowledges that the Contractor is not a licensed attorney and that this agreement does not include legal advice, consulting or representation (Decree 196 of 1971). If any are needed, the Client will hire a licensed attorney directly. Translations provided are not official.

3. Fees and payment

Total fee / rate (COP or USD) _____

Deposit and payment dates _____

Payment method _____

Third-party costs (government fees, notary fees, official translations, transport, attorney or other professional fees) are not included unless expressly agreed, and are paid by the Client. The Contractor will issue an invoice or the equivalent document required by tax rules.

4. Term

Start date _____

End date / duration _____

The agreement may be extended in writing, including by email or WhatsApp.

5. Contractor's obligations

(a) Provide the services diligently; (b) report progress and any issues promptly; (c) keep information confidential as agreed; (d) return any original documents received when the service ends.

6. Client's obligations

(a) Provide accurate, complete and timely information and documents; (b) pay the agreed fees on time; (c) pay third-party costs; (d) report any change that affects the service.

7. Independence

The Contractor acts as an independent individual with technical, administrative and financial autonomy and is not subordinate to the Client. This agreement does not create an employment relationship. The Contractor is responsible for her own social security contributions as a self-employed worker, as required by law.

8. Third-party outcomes

The Contractor's obligations are obligations of means, not of result, as regards decisions by public bodies (such as Migración Colombia or Cancillería) and by independent third parties (notaries, attorneys, real estate agents, clinics), for whose acts she is not liable.

9. Confidentiality

The parties will keep confidential any information they receive under this agreement and use it only to perform the agreement. This obligation lasts for 2 years after the agreement ends, unless the law or a competent authority requires disclosure.

10. Personal data protection

The parties will comply with Law 1581 of 2012 and Decree 1074 of 2015. When the Contractor processes the Client's own personal data, she does so under her Personal Data Processing Policy and the authorization given. When she processes data for which the Client is the controller (for example data about the Client's customers or staff), she acts as a processor: she will process it only on the Client's instructions, apply security measures, not use it for her own purposes, and return or delete it when the agreement ends.

11. Cancellation and termination

This agreement ends when its purpose is fulfilled, when the term expires, by mutual agreement, or by either party with `[___]` days' written notice. On early termination, the Client pays for work actually done and third-party costs already incurred, and any unused deposit is refunded within 30 calendar days. If the Client is a consumer, their rights under Law 1480 of 2011 apply, including the right of withdrawal where applicable.

12. Liability

Except in cases of wilful misconduct or gross negligence, and without affecting non-waivable consumer rights, the Contractor's liability is limited to the amount actually paid under this agreement.

13. Disputes, governing law and domicile

This agreement is governed by Colombian law. Disputes will first be settled directly between the parties. If there is no agreement within 15 business days, they will go to conciliation at a conciliation centre in Bogotá D.C. If conciliation fails, the courts of Bogotá D.C. have jurisdiction. The contractual domicile is Bogotá D.C.

14. Notices and electronic signature

Notices will be sent to the emails and phone numbers given above. The parties accept data messages and electronic signatures as valid under Law 527 of 1999.

Signed in Bogotá D.C. on **[date]**, in two copies of equal value.

THE CONTRACTOR
Leida Milena Romero González
C.C. No. 53.054.537

THE CLIENT
Name:
ID: