



Messrs

HTLC NETWORK SAGL

Corso S. Gottardo 14
6830 - Chiasso (CH)

F.A.O. : Giuseppe Fossati

Ns. Rif.: Prot. 766.15 REV.4 EN

Milano, li 27/01/2016

Subject: ISO 9001 :2015

With reference to your completed Questionnaire, we now have the pleasure in providing you a proposal for the assessment of your Company's Quality Management System (QMS).

HTLC NETWORK SAGL

Unit address

N. of offices: 3

Legal entity : HTLC NETWORK S.A.G.L C.so san gottardo 14 -6830 Chiasso (CH)
Operation Office : HTLC NETWORK S.A.G.L , C.so san gottardo 16 – 6830 Chiasso (CH)
Italian Branch : HTLC NETWORK S.A.G.L - via Tommaso da Cazzaniga 9/6 – 20121 Milano (MI)
- via Nomentana 445 00162 Roma

FTE: N° of shift
21 1

Standard: Accreditation Bureau:
ISO 9001:2015 - Quality Management System Certification ACCREDIA

Scopo of the certification: Design and providing services regarding consultancy for corporate, HR ,
Legal and Fiscal area, (Including International HR administration/payroll activities)

EA code: 35 Nace code: 74.14

Activity	Man / day	Cost
The certification cost includes the stage 1 and stage 2 and the related reports and the issue and registration of the certificate of conformity	2.50	2.500,00 €
Surveillance audit (each)	1.50	1.500,00 €

SGS Italia S.p.A. Via Caldera, 21 - 20153 Milano - Italy t +39 02 739 31 f +39 02 701 24 630 e sgs.italy@sgs.com www.sgs.it

Membri del gruppo SGS



Additional audit (min 0,5 man day)	1.00	775,00 €
Re issuing of certificate	1.00	150,00 €

EMC NETWORK S.A.G.I

Unit address

N. of offices: 3

Legal and Operation Office: EMC NETWORK S.a.g.l. C.so san gottardo 16 – 6830 Chiasso (CH)
Operation office : EMC NETWORK s.r.l. via Tommaso da Cazzaniga 9/6 – 20121 Milano (MI)
Operation Office : EMC NETWORK s.r.l. via nomentana 445 00162 Roma

FTE: 13 N. of Shift: 1

Standard: ISO 9001:2015 - Quality Management System Certification Accreditation Bureau : ACCREDIA

Scope of the certification: Services Agency and documents preparation on behalf of third party.
Workers assistance for International Corporates regarding immigration and re location services.

EA code: 35 NACE code: 74.14

<u>Activity</u>	<u>Man Day</u>	<u>Cost</u>
The certification cost includes the stage 1 and stage 2 and the related reports and the issue and registration of the certificate of conformity	2.00	2.300,00 €
Surveillance audit (each)	1.50	1.500,00 €
Additional Audit (min 0,5 gg/uomo)	1.00	775,00 €
Re issuing of certificate	1.00	150,00 €



Subject : EURA EQS Certification

EMC NETWORK S.A.G.L

Unit address

N. of offices: 3

Legal and Operation Office: EMC NETWORK S.a.g.l. C.so san gottardo 16 – 6830 Chiasso (CH)
Operation office : EMC NETWORK s.r.l. via Tommaso da Cazzaniga 9/6 – 20121 Milano (MI)
Operation Office : EMC NETWORK s.r.l. via nomentana 445 00162 Roma

Company Annual Turnover	Number of site	Document Analysis (off-site) in man-days	Initial Audit (on-site) in man-days	Initial Audit report	SGS GMT validation (central technical review and certificate issuance)	Total Audit Time in man days	Total Cost (VAT and travel expenses excluded)
Over EUR 501.000	3	0.75	2 (scenario: 1 man day at HQ in Italy +1 man day at other site (Italy or Switzerland). The other site (Swiss or Italian) will be audited at the EGQS reassessment audit with the HQ	0.25	0.25	3.25	3.493,75 €

General Conditions

Additional work (e.g. for the close out of Major non conformities) will be charged separately on the basis man-day rate of EURO 750,00.

All travel costs will be charge at cost and calculated from SGS Milan. (airplane , train, taxi, meals and nights, cars at € 0,59/Km, motorway included)

All fees do not include VAT.

The invoices will be issued after the audits execution and the payment terms will be :

-Bank transfer for reaching the certification . The original certificate will be sent after payment. In case of no payment within 30 days after the invoice date the certificate will be automatically withdrawn.

- Bank transfer 30 days from invoice date for surveillance activities

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The above mentioned conditions refer to the information in our hand. In case it will be any changes to the provided information, SGS Italia Spa reserve the right to update the present proposal otherwise, in absence of modification, the present proposal remain valid until the expiry of certificate.

To apply for registration, please complete and return (also via fax) the attached "Application for registration" form so that an assessment date can be agreed with you as soon as possible.

On receipt of the above form, we will send you an order confirmation in order to start the certification process.

Lastly, please find herewith attached copy of "Codes of Practice" and "General Conditions".

For Acceptance :

EMC NETWORK SRL + EMC NETWORK S.A.G.L.

HTLC NETWORK S.A.G.L.

(Signature)

SGS Italia SpA

Riccardo Calcamo

EMC Network S.a.g.l.

Corso San Gottardo, 14
6830 Chiasso

EMC Network Sagi
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CH - 6830 Chiasso

EMC Network S.r.l. a socio unico
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20121 MILANO
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SGS Italia SpA
Business & Services Certification
Programme del Programma Integrato