

MEMORANDUM OF UNDERSTANDING (MOU)

Between:

Bucard Business Hub

And: (Offline Executive Official)

Date: 10th October 2025

1. Introduction

This Memorandum of Understanding (MOU) is made between Bucard Business Hub, hereinafter referred to as "**The Company**," and **Executive Official(s)**, hereinafter referred to as "**The Executive Official**," in relation to his engagement as an offline field executive responsible for merchant onboarding and brand visibility expansion.

2. Purpose

The purpose of this agreement is to clearly define the roles, responsibilities, and compensation of Executive Official tasked with:

- Recruiting verified business merchants to the Bucard platform.
- Supporting field operations and executing outreach campaigns to promote Bucard's services.

3. Scope of Work

Online / Offline executive official agrees to:

- Reach out to prospective merchants daily (minimum of 10 per day).
- Successfully onboard at least 20 verified merchants per month.
- Assist newly registered merchants in understanding the platform.
- Attend official training and team briefings (online/offline).
- Uphold Bucard's standards in communication, presentation, and ethics.

4. Compensation & Incentives

Upon successful execution of his duties and meeting monthly targets, Bucard Business Hub agrees to provide the following:

- **Monthly Allowance:** ₦50,000
- **Sign-Up Bonus:** 5% commission on each successfully onboarded merchant
- **Performance Bonus:** 20% additional reward when monthly target is exceeded

- **Monthly Bucoin Asset Bonus:** ₦10,000 equivalent
- Free merchant registration bonus tied to field performance

5. Work Schedule & Conditions

- Work Days: Monday – Thursday
- Work Hours: 9:00 AM – 4:00 PM
- Daily Task: Approach 10+ potential merchants
- Weekly Target: At least 5 successful merchant registrations

6. Duration

This MOU takes effect from 10th October 2025 and shall be subject to monthly renewal based on performance and conduct.

7. Termination Clause

Either party may terminate this MOU with 7 days' written notice. Immediate termination may occur in cases of:

- Non-compliance
- Fraudulent practices
- Gross misconduct

8. Confidentiality: All business information, marketing strategies, client data, and internal materials accessed in the course of duty must remain strictly confidential.

9. Agreement

This document outlines the agreed terms between Bucard Business Hub and online/ offline executive merchant

For: Bucard Business Hub

Name: _____

Position: _____

Signature: _____

Date: _____

For: Executive Official

Signature: _____

Date: _____