

Kabelweg 57, Rembrandt Room

1014 BA Amsterdam

T: +31 (0)6 26 522 575

E: info@accentuagroup.com

W: www.accentuagroup.nl

Dear Associate

Please find attached our **Welcome Pack** and suite of onboarding documents for your review, signature and return as follows;

For review, signature and return;

- Appendix 2 – Associate MCA (Mutual Confidentiality Agreement)
- Appendix 3 – Associate GDPR Statement
- Appendix 4 - Associate Data – Personal & Financial Details
- Appendix 5 - Associate Data – Rates & Experience

For information only;

- Appendix 1 – Payment Schedule
- Appendix 6 – Translation Review Guide (for Reviewers only)
- Welcome Pack
- Privacy Policy
- GDPR Training Outline

Please provide copies as applicable of the following certificates (see page 9 & 10 of Welcome Pack for more information)

- Professional Indemnity Insurance Certificate
- Public Liability Insurance Certificate

Thank you for your support and please do not hesitate to contact me if you have any questions regarding any of the content within the email.

We look forward to return of the signed copies of Appendices 2 to 5 and copies of your Insurance Certificates as soon as you are able.

Kind Regards.