

M A P A

INDEPENDENT FAMILY HOUSE

THE MAPA PATH · ONGOING

Membership

A named point of contact.

A written framework.

A report every month.



INDEPENDENCE

DISCRETION

HIGH STANDARDS

LONG-TERM VISION

Your affairs move forward, *without weighing on you.*

The MAPA membership entrusts the follow-up of your affairs to a named point of contact, every month, within a written framework.

WHEN TO CHOOSE THE MEMBERSHIP

- Deadlines and contracts to follow without spending your evenings on them.
- Several providers to contact, compare and chase.
- A MAPA Clarity roadmap to implement over time.
- The need for one single address for one-off requests.

THE RESULT

Every month, a written report: what was done, the time spent and what comes next month.

WHO IT IS FOR

Executives · Entrepreneurs · Families

Follow-up, with no grey areas.

One point of contact, *a defined scope.*

Emmanuelle Miceli is your first point of contact. She works with the MAPA team and with licensed professionals when your file requires it.

WHAT WE FOLLOW

01 Deadlines, renewals and terminations

03 Contacting and following providers

05 One-off requests and meetings

07 Monthly report

02 Contract follow-up

04 Document organisation

06 Steps of your roadmap

WHO DOES WHAT

MAPA

Follows up, coordinates, chases and reports, within the agreed hours.

You

Decide, approve expenses and sign your contracts.

Providers

Act under their own responsibility and invoice you directly.

A monthly rhythm, *written rules.*

01

SCOPING

Scope, priorities, hours and response time set in the contract.

02

REQUESTS

In writing, Monday to Friday, to one single address.

03

FOLLOW-UP

Actions taken, reminders and a deadline tracker.

04

REPORT

Every month: actions, time spent, next month.

YOUR MONTHLY REPORT

- Actions taken and results
- Time spent in the month
- Deadlines for the next 90 days
- Decisions expected from you
- Points to watch

Unused hours are not carried over. Beyond the agreed hours, nothing is committed without your written consent.

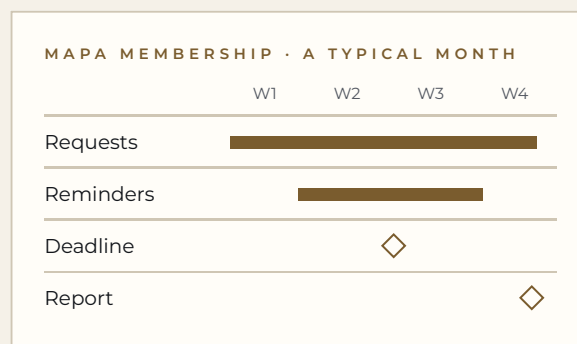


ILLUSTRATION · TYPICAL MONTH

Three levels, *one framework.*

ESSENTIAL

On request

A small number of hours, for light follow-up.

COMFORT

On request

The volume suited to several matters at once.

PREMIUM

On request

Sustained follow-up, for numerous or complex matters.

Each level sets in writing a monthly number of hours, a response time and the contact channels.

TERM

An initial period, then termination with one month's notice.

PAYMENT

Monthly, in advance.

WHAT THE MEMBERSHIP DOES NOT INCLUDE

- No act reserved for a regulated profession.
- No personalised legal, tax or financial advice.
- No property transaction: it requires a separate mandate.
- Providers' fees not included.
- No round-the-clock availability or emergency response.

Tell us about *your affairs.*

A first conversation lets us define the scope, the number of hours and the response time that suit you.

WEB	www.mapasynergy.lu
EMAIL	contact@mapasynergy.lu
PHONE	+352 691 113 018 · +33 6 63 67 10 91
MEETING	calendly.com/contact-mapasynergy



Book
a meeting

CONTRACTING ENTITY

MAPA SYNERGY S.à r.l. · 26 rue du Commerce, L-3450 Dudelange · RCS Luxembourg B241974 · VAT LU31988923 · Business permit no. 10108681/0-1-2-3-4: accountant, commercial activities and services, real estate agent, property manager, co-ownership building manager, real estate business introducer.

JURISDICTIONS

From Luxembourg, MAPA works with licensed professionals in Luxembourg, France, Monaco, Dubai, Portugal, Malta, Italy and Switzerland. Each acts within their own jurisdiction, under their own responsibility.

LICENSED PROFESSIONALS

Legal, financial and tax advice, accounting, statutory audit and other regulated services are provided by the relevant licensed professionals, under their own responsibility and for their own fees. MAPA receives no commission from banks or insurers. Any other fee from a partner is disclosed to the client before signing.

Presentation document. The applicable terms are those of the signed contract.