

# General Terms and Conditions

## NautaDutilh BV/SRL

1 May 2022

We apply these general terms and conditions in order to clearly set out what arrangements apply if you instruct and work with NautaDutilh BV/SRL ("**NautaDutilh**").

### **Applicability**

1. These general terms and conditions apply to all instructions for services (*opdracht/instruction*) by a client ("**Client**") to NautaDutilh, as well as to all services provided by NautaDutilh on another basis.

2. Any deviation from these general terms and conditions must be agreed upon in writing.

### **Legal relationship exclusive with NautaDutilh**

3. Instructions for services shall be accepted and carried out exclusively by NautaDutilh, regardless of any other intention.

4. Third parties cannot derive any rights from the provision of services by NautaDutilh to a Client.

### **Fees and invoicing**

5. Unless otherwise agreed, NautaDutilh invoices its services on the basis of time spent, in accordance with its applicable hourly rates, increased with a 6% general office cost surcharge and disbursements incurred in relation to the instruction for services.

6. NautaDutilh invoices on a monthly basis. The period for payment is 30 days from the invoice date.

### **Liability**

7. If the performance of services gives rise to any liability, only NautaDutilh can be held liable. Such liability is limited to the amount paid out in respect thereof under NautaDutilh's professional indemnity insurance, increased by the amount of NautaDutilh's deductible (*eigen risico/franchise*) under said insurance. See for more information: [www.nautadutilh.com/en/insurance-certificate.pdf](http://www.nautadutilh.com/en/insurance-certificate.pdf). The application of this and any other condition on liability is subject to the applicable professional rules.

8. Should the insurer not pay out under said professional indemnity insurance, NautaDutilh's total liability is limited to EUR 2,500,000.

9. Persons associated with NautaDutilh cannot be held liable. "*Persons associated with NautaDutilh*" within the meaning of these general terms and conditions shall mean: all past, present and future (a) direct or indirect shareholders of NautaDutilh ("**partners**"), (b) group companies, holding companies, operating companies, pension companies or other related entities of NautaDutilh or of its partners, (c) each of NautaDutilh's Stichtingen Beheer Derdengelden and (d) employees, associates, advisors, board members, trainees, temps and freelancers. Persons associated with NautaDutilh (including their legal successors) are also entitled to invoke these general terms and conditions.

10. The Client indemnifies NautaDutilh and all persons associated with NautaDutilh against all claims by third parties for which NautaDutilh's liability is limited pursuant to sections 7 and 8 of these general terms and conditions. The indemnity also covers related costs and expenses.

### **Engagement of third parties**

11. NautaDutilh may engage a third party at the Client's expense and under the terms stipulated by such third party. NautaDutilh may accept such terms, including any limitation of liability, on behalf of the Client. NautaDutilh cannot be held liable for any failure or negligence of a third party engaged in the performance of its services.

### **Client's funds**

12. NautaDutilh may hold funds belonging to Clients or third parties and deposit them with a bank of its choosing. NautaDutilh cannot be held liable if such a bank fails to meet its obligations.

### **Privacy and data protection**

13. All electronic communication, including e-mails, shall be deemed to be in writing. The Client consents to NautaDutilh using digital communication, data storage and private cloud computing services. NautaDutilh cannot be held liable for any loss resulting from the use thereof.

14. NautaDutilh processes personal data of its Clients and persons working for its Clients in order to provide the best possible service and to comply with statutory obligations. See for further information: [www.nautadutilh.com/en/privacy-cookie-policy](http://www.nautadutilh.com/en/privacy-cookie-policy).

15. NautaDutilh retains its electronic and/or hard copy files on record for at least five years after the last substantive communication with the Client or the last invoice in the matter. After expiry of that period, NautaDutilh may destroy such files. NautaDutilh's assignment ends, in any case, on the date of its last invoice in the file.

### **Rules of professional responsibility and compliance**

16. Services provided by NautaDutilh's lawyers are subject to their rules of professional responsibility and complaint and dispute resolution rules. See for further information: [www.nautadutilh.com/en/legal-information](http://www.nautadutilh.com/en/legal-information).

17. NautaDutilh is obliged by law to verify the identity of its Clients and to report suspicious activities to the authorities, without informing the Client.

18. NautaDutilh will comply with any other reporting or information obligation that is or becomes applicable to it, as for example in case of potentially aggressive tax structures. See for further information: [www.nautadutilh.com/en/legal-information](http://www.nautadutilh.com/en/legal-information).

### **Applicable law and choice of forum**

19. All legal relationships with NautaDutilh are governed by Belgian law.

20. Any dispute shall be submitted in the first instance to the Brussels Business Court.