

## CLIENT INFORMATION LE POOLE BEKEMA

### 1. Office information

- 1.1. Le Poole Bekema is a private limited liability company, registered with the Chamber of Commerce under number 66096885.
- 1.2. Le Poole Bekema is registered with the Dutch Bar Association. Our lawyers are bound by the provisions of the Dutch Legal Profession Act and the rules of conduct and regulations of the Dutch Bar Association. For more information, please visit [www.advocatenorde.nl](http://www.advocatenorde.nl).

### 2. Working methods

- 2.1. Before accepting any instructions from clients, we investigate whether or not we are free to act on the client's behalf and/or against any relevant opposing parties. If we are not free to act, we will not be able to accept the engagement. This may happen, for instance, if the relevant opposing party is already one of the clients of Le Poole Bekema.

### 3. Fees

- 3.1. Le Poole Bekema charges a fee for its services calculated by multiplying, in principle, the number of hours spent on the case by the lawyers concerned by the rates which apply to them. These rates are related to the experience of the specific lawyers. Alternative arrangements can be made, such as payment of a pre-determined amount to carry out concrete instructions ("fixed fee") or payment of the same hourly rate for any of the lawyers involved, irrespective of the experience of these lawyers ("blended rate").
- 3.2. In accordance with our general terms and conditions, our fees are increased by a 5% mark-up for office expenses such as telephone, reproduction, postage and delivery costs. All external costs incurred by Le Poole Bekema in the performance of a contract will be charged as out-of-pocket expenses without a mark-up.
- 3.3. If applicable, VAT will be charged. The VAT number of Le Poole Bekema is NL854020524.B01.
- 3.4. In principle, Le Poole Bekema will issue monthly invoices. In accordance with the general terms and conditions, the term of payment is 14 days. Under certain circumstances we will request payment of a deposit, for instance, if you are a new client or if substantial expenses will be incurred within the short term.

**4. General terms and conditions**

- 4.1. All services provided by Le Poole Bekema are subject to our general terms and conditions. Under these terms and conditions, Dutch law applies and any disputes related to our services shall be brought exclusively before the District Court in Amsterdam.
- 4.2. The professional liability of Le Poole Bekema for damage is limited to the amount covered by our (worldwide) liability insurance, i.e. a maximum of € 5 million per claim, increased by the amount of excess which applies to this insurance.